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## PARENT INFORMATION BOOKLET

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2023

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## PRINCIPAL INTRODUCTION



Courtenay Gardens Primary School opened in 1995 and has proudly provided government primary educational opportunities to boys and girls from prep to grade 6. The school has a designated neighbourhood zone in the Cranbourne North area, in the City of Casey.

My name is Marc de Ley, and I have been the Principal since the start of 2020. Previous to this, I was an Assistant Principal at Lyndhurst Primary School, and I have been a teacher since 2000. Before completing my teaching qualification in 1999, I was a Speech Pathologist at Latrobe Regional Hospital for 7 years.

My philosophy of education is articulated in the school vision as “Courtenay Gardens Primary School’s vision is to provide educational opportunities for our students, enabling them to identify their passions, experience success and have the confidence to pursue future learning.” Outstanding literacy and numeracy outcomes are the cornerstone of our education program, however, a holistic approach is adopted, which includes providing learning opportunities through inquiry learning, a rich specialist program and extra-curricular learning options.

The school values are honesty, responsibility, respect and resilience. These values underpin our education program, as well as maximising student wellbeing, self-esteem and confidence.

The school’s enrolment is steady ranging between 750- 810 students. We typically enrol more than 100 prep students each year. The student population includes a significant English as a additional language (EAL) cohort; approximately 40%.

The school facilities are outstanding and enables the school to offer a range of education programs. Our facilities include: 36 classrooms, most with a shared learning space between double rooms. A full-size gym with change rooms. A dedicated science lab room. A Performing Arts Centre (PAC). Specialist rooms for visual art, music, STEM and Indonesian-language. A separate Grade 6 building with 6 classrooms and a shared contemporary learning space. A purpose area for the Out of School Hours Care service including a full kitchen. A large oval area, two basketball courts and playground equipment for specific grade levels. Our food garden project was completed in 2022, as well as upgrades to our oval and a new junior basketball court area. A canteen service operates from our canteen facility.

The specialist subjects offered are physical education, visual arts, music, performing arts, STEM, science, environmental science and Indonesian Language. Some of the extra-curricular options include off-site camps for grades 3, 4 and 6. Grade 6 students participate in inter-school sport with other local schools.

The school offers an Out of School Hours program, run by TeamKids. Ulearn Music provide sessional music lessons in after school hours.

I hope this Parent Information Booklet provides further information to you. Please do not hesitate to contact the school office to obtain further information. I personally conduct all new enrolment inquiries, so I look forward to meeting any prospective parents and students in the future.

Regards,  
Marc de Ley

## ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction that occurs after exposure to an allergen. The most common allergens for school-aged children are nuts, eggs, cow's milk, fish, shellfish, wheat, soy, sesame, latex, fruit, certain insect stings and medication.

### **Symptoms**

Signs and symptoms of a mild to moderate allergic reaction can include:

- swelling of the lips, face and eyes
- hives or welts
- tingling in the mouth.

Signs and symptoms of anaphylaxis, a severe allergic reaction, can include:

- difficult/noisy breathing
- swelling of tongue
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- student appears pale or floppy
- abdominal pain and/or vomiting.

Symptoms usually develop within ten minutes and up to two hours after exposure to an allergen, but can appear within a few minutes.

### **Treatment**

Adrenaline given as an injection into the muscle of the outer mid-thigh is the first aid treatment for anaphylaxis.

Individuals diagnosed as being at risk of anaphylaxis are prescribed an adrenaline autoinjector for use in an emergency. These adrenaline autoinjectors are designed so that anyone can use them in an emergency.

### **Individual Anaphylaxis Management Plans**

All students at Courtenay Gardens Primary School who are diagnosed by a medical practitioner as being at risk of suffering from an anaphylactic reaction must have an Individual Anaphylaxis Management Plan.

The First Aid Officer will contact the parent and develop the anaphylaxis management plan and process. Where necessary, an Individual Anaphylaxis Management Plan will be in place as soon as practicable after a student enrolls at Courtenay Gardens Primary School and where possible, before the student's first day.

Parents and carers must:

- obtain an ASCIA Action Plan for Anaphylaxis from the student's medical practitioner and provide a copy to the school as soon as practicable
- immediately inform the school in writing if there is a relevant change in the student's medical condition and obtain an updated ASCIA Action Plan for Anaphylaxis

- provide an up-to-date photo of the student for the ASCIA Action Plan for Anaphylaxis when that Plan is provided to the school and each time it is reviewed
- provide the school with a current adrenaline autoinjector for the student that has not expired;
- participate in annual reviews of the student's Plan.

Each student's Individual Anaphylaxis Management Plan must include:

- information about the student's medical condition that relates to allergies and the potential for anaphylactic reaction, including the type of allergies the student has
- information about the signs or symptoms the student might exhibit in the event of an allergic reaction based on a written diagnosis from a medical practitioner
- strategies to minimise the risk of exposure to known allergens while the student is under the care or supervision of school staff, including in the school yard, at camps and excursions, or at special events conducted, organised or attended by the school
- the name of the person(s) responsible for implementing the risk minimisation strategies, which have been identified in the Plan
- information about where the student's medication will be stored
- the student's emergency contact details
- an up-to-date ASCIA Action Plan for Anaphylaxis completed by the student's medical practitioner.

### ***Review and updates to Individual Anaphylaxis Management Plans***

A student's Individual Anaphylaxis Management Plan will be reviewed and updated on an annual basis in consultation with the student's parents/carers.

The plan will also be reviewed and, where necessary, updated in the following circumstances:

- as soon as practicable after the student has an anaphylactic reaction at school
- if the student's medical condition, insofar as it relates to allergy and the potential for anaphylactic reaction, changes
- when the student is participating in an off-site activity, including camps and excursions, or at special events including fetes and concerts.

Our school may also consider updating a student's Individual Anaphylaxis Management Plan if there is an identified and significant increase in the student's potential risk of exposure to allergens at school.

If your child requires an individual anaphylaxis management plan, please contact the First Aid Officer- Rylee Hamilton, as soon as possible.

Further information is available in the CGPS Anaphylaxis Policy, available at the school office or from the school website.

### **ASTHMA**

Asthma is a long term lung condition. People with asthma have sensitive airways in their lungs which react to triggers, causing a 'flare-up'. In a flare-up, the muscles around the airway squeeze tight, the airways swell and become narrow and there is more mucus.

This makes it hard to breathe. An asthma flare-up can come on slowly (over hours, days or even weeks) or very quickly (over minutes). A sudden or severe asthma flare-up is sometimes called an asthma attack.

## **Symptoms**

Symptoms of asthma can vary over time and often vary from person to person. The most common asthma symptoms are:

- breathlessness
- wheezing (a whistling noise from the chest)
- tight feeling in the chest
- persistent cough

Symptoms often occur at night, early in the morning or during/just after physical activity. If asthma is well controlled, a person should only have occasional asthma symptoms.

## **Triggers**

A trigger is something that sets off or starts asthma symptoms. Everyone with asthma has different triggers. For most people with asthma, triggers are only a problem when asthma is not well controlled with medication.

Common asthma triggers include:

- exercise
- colds / flu
- smoke (cigarette smoke, wood smoke from open fires, burn offs or bush fires)
- house dust mites
- pollens
- chemicals such as household cleaning products
- food chemicals / additives
- laughter or emotions, such as stress
- certain medications (including aspirin and anti-inflammatories)
- moulds
- weather changes such as thunderstorms and cold / dry air
- animals such as cats and dogs
- deodorants (including perfumes, after-shaves, hair spray and aerosol deodorant sprays)

## **Asthma management**

If a student diagnosed with asthma enrolls at Courtenay Gardens Primary school:

1. Parents/carers must provide the school with an Asthma Action Plan which has been completed by the student's medical practitioner.

### The plan must outline:

- the prescribed medication taken by the student and when it is to be administered, for example as a pre-medication to exercise or on a regular basis
- emergency contact details
- the contact details of the student's medical practitioner
- the student's known triggers
- the emergency procedures to be taken in the event of an asthma flare-up or attack.

2. Parents/carers should also provide a photo of the student to be included as part of the student's Asthma Action Plan.
3. Courtenay Gardens Primary school will keep all Asthma Action Plans:
  - First aid room
  - Classrooms
4. School staff may also work with parents/carers to develop a Student Health Support Plan which will include details on:
  - how the school will provide support for the student
  - identify specific strategies
  - allocate staff to assist the studentAny Student Health Support Plan will be developed in accordance with Courtenay Gardens Primary school's Healthcare Needs Policy.
5. If a student diagnosed with asthma is going to attend a school camp or excursion, Courtenay Gardens Primary school parents/carers are required to provide any updated medical information.
6. If a student's asthma condition or treatment requirements change, parent/carers must notify the school and provide an updated Asthma Action Plan.
7. School staff will work with parents/carers to review Asthma Action Plans (and Student Health Support Plans) once a year, at the commencement of the school year.

### **Student asthma kit**

All students diagnosed with asthma are required to have a student asthma kit at school which contains:

- their own prescribed reliever medication labelled with the student's name
- their spacer (if they use one)

Student asthma kits will be stored in the First Aid room or Classroom.

If your child has asthma, please contact the First Aid Officer.

Further information is available in the CGPS Asthma Policy, available at the school office or from the school website.

### **ATTENDANCE & ABSENCES**

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Courtenay Gardens Primary School during normal school hours every day of each term unless:



- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Example School, or
- the student is registered for home schooling and has only a partial enrolment in Courtenay Gardens Primary School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day. All students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Parents are asked to communicate with the relevant staff at Courtenay Gardens Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns. Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Attendance will be recorded by classroom and specialist teachers at the start of the school day and after lunch using the Compass Attendance software.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

### **Recording absences**

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Courtenay Gardens Primary School of absences by calling the school office or recording the absence on the Compass Parent Portal.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, the office will notify parents by Compass email or telephone. The office will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

### **Managing non-attendance and supporting student engagement**

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Courtenay Gardens Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group

- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from the Assistant Principal or Wellbeing Teacher.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

Further information is available in the CGPS Attendance Policy, available at the school office or from the school website.

## BEHAVIOUR

The school implements a school-wide set of school rules and a behaviour continuum as follows:



## Time Outs

Students can be given a time-out for yard misbehaviour and as per the consequences continuum above. This involves the student spending half of lunch in the timeout room supervised by a teacher. In this time, they are asked to reflect and consider how to address the misbehaviour.

A notice of the Time Out is sent to parents through the Compass email.

## BULLYING

In 2018 the Education Council of the Council of Australian Governments endorsed the following definition of bullying for use by all Australian schools:

*Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It*

*can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.*

*Bullying can happen in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records)*

*Bullying of any form or for any reason can have immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.*

Bullying has three main features:

- It involves a misuse of power in a relationship
- It is ongoing and repeated, and
- It involves behaviours that can cause harm.

Bullying can be:

1. *direct* physical bullying – e.g. hitting, tripping, and pushing or damaging property.
2. *direct* verbal bullying – e.g. name calling, insults, homophobic or racist remarks, verbal abuse.
3. *indirect* bullying – e.g. spreading rumours, playing nasty jokes to embarrass and humiliate, mimicking, encouraging others to socially exclude a person and/or damaging a person's social reputation or social acceptance.

**Cyberbullying** is direct or indirect bullying behaviours using digital technology. For example, via a mobile device, computers, chat rooms, email, social media, etc. It can be verbal, written and include images, video and/or audio.

#### Other distressing and inappropriate behaviours

Many distressing and inappropriate behaviours may not constitute bullying even though they are unpleasant. Students who are involved in or who witness any distressing and inappropriate behaviours should report their concerns to school staff and our school will follow the Student Wellbeing and Engagement Policy.

**Mutual conflict** involves an argument or disagreement between people with no imbalance of power. In incidents of mutual conflict, generally, both parties are upset and usually both want a resolution to the issue. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.

**Social rejection or dislike** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

**Single-episode** acts of nastiness or physical aggression are not the same as bullying. However, single episodes of nastiness or physical aggression are not acceptable behaviours at our school and may have serious consequences for students engaging in this behaviour.

**Harassment** is language or actions that are demeaning, offensive or intimidating to a person. It can take many forms, including sexual harassment and disability harassment. Further information about these two forms of harassment, including definitions, is set out in our Inclusion and Diversity Policy Harassment of

any kind will not be tolerated at Courtenay Gardens Primary School and may have serious consequences for students engaging in this behaviour.

## **Bullying Prevention**

The school has a number of programs and strategies in place to build a positive and inclusive school culture. We strive to foster a school culture that prevents bullying behaviour by modelling and encouraging behaviour that demonstrates acceptance, kindness and respect.

Bullying prevention at Courtenay Gardens Primary School is proactive and is supported by research that indicates that a whole school, multifaceted approach is the most effect way to prevent and address bullying.

At our school:

- We have a positive school environment that provides safety, security and support for students and promotes positive relationships and wellbeing.
- We strive to build strong partnerships between the school, families and the broader community that means all members work together to ensure the safety of students.
- Teachers are encouraged to incorporate classroom management strategies that discourage bullying and promote positive behaviour.
- In the classroom, our social and emotional learning curriculum teaches students what constitutes bullying and how to respond to bullying behaviour assertively. This promotes resilience, assertiveness, conflict resolution and problem solving.
- The Peer Mediation program encourage positive relationships between students in different year levels. We seek to empower students to be confident communicators and to resolve conflict in a non-aggressive and constructive way.
- Students are encouraged to look out for each other and to talk to teachers and older peers about any bullying they have experienced or witnessed.
- We participate in the National Day of Action against Bullying and Violence.
- Prep students participate with grade 4 students in a buddy program.
- A Bully Ballot is conducted twice yearly, to examine any bullying incidents, victims and perpetrators.

For further information about our engagement and wellbeing initiatives, please see our Student Wellbeing and Engagement Policy.

## **Incident Response**

### **Reporting concerns to Courtenay Gardens Primary School**

Bullying complaints will be taken seriously and responded to sensitively at our school.

Students who may be experiencing bullying behaviour, or students who have witnessed bullying behaviour, are encouraged to report their concerns to school staff as soon as possible.

Our ability to effectively reduce and eliminate bullying behaviour is greatly affected by students and/or parents and carers reporting concerning behaviour as soon as possible, so that the responses implemented by Courtenay Gardens Primary School are timely and appropriate in the circumstances.

We encourage students to speak to their class teacher. However, students are welcome to discuss their concerns with any trusted member of staff including other teachers, the Wellbeing Teachers, Assistant Principals.

Parents or carers who develop concerns that their child is involved in or has witnessed bullying behaviour at Courtenay Gardens Primary School should contact the Classroom Teacher, the Wellbeing Teacher or Assistant Principals on 5995 7139 or by Compass email.

Further information is available in the CGPS Bullying Prevention Policy, available at the school office or from the school website.

## CANTEEN

**The canteen will be open Thursday and Friday.**

It may be closed for stocktake or special lunch order days occasionally throughout the year. Families will be notified in advance. Please make sure you read the newsletter.

A canteen price list of available foods will be available and sent via Compass or available on the school website.



Ordering from the canteen, please ensure money is put into a brown paper bag or envelope with required items and child's name and grade written on it. Or online ordering is available for lunches and snacks with the Qkr app, which is free for parents to download on their mobile device. **Orders must be placed before 8.45am.**

## CHILD SAFETY

Courtenay Gardens Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

The school's approach to creating and maintaining a child safe school environment is guided by our school philosophy and values.

Courtenay Gardens Primary School has zero tolerance for child abuse.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Our child safe policies, procedures, strategies and practices will be inclusive of the needs of all children, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable.

Every person involved in Courtenay Gardens Primary School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

### Child safety principles

In its planning, decision-making and operations, Courtenay Gardens Primary School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children;
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;

7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such concerns;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.

Further information is available in the CGPS Child Safety Policy, available at the school office or from the school website.

## CLASS PLACEMENT

In term 4 each school year, teachers and staff conduct a process to make classes for the following year. This is a complex and time consuming process. A number of factors must be taken into account for this including: class size, gender representation, academic level, behaviour concerns, friendship requests etc.

Teachers conduct a request from each student to list 5 friends they would like in their class for the following year. The school endeavours to ensure every student has at least 1 of the selected students. The school uses a computer program to assist in this process, which makes highlighting students easy to do.

The principal also request to parents that they provide any requests for class placement to be put in writing by a set date (usually mid term 4.) Requests purely for a specific teacher are not considered. The classes are then finalised prior to the Step-Up Day in term 4, at which students meet their teacher, class mates and classroom location.

**It is important for parents to note that making changes to class placement, based on parent request, AFTER the Step-Up day is very unlikely, as all the factors to make the classes have been taken into consideration already.**

The final decision of class placement rests with the principal.

### Repeating a year level

The Department of Education policy states: "Schools should regularly promote students to the next year level with their peer group. Schools use their professional expertise and judgment in relation to these matters. Students are retained only in exceptional circumstances where a school considers it is required for the long-term benefit of the student, for example, considering their social, welfare and academic needs."

Any considerations for a student to repeat a year level must be lodged with the principal. The principal has the final decision on whether a student repeats, done in conjunction with the child's parents/carers.

## COMMUNICATION

Regular and effective communication is vital to support each student's education and wellbeing at school. As a general rule, the first point of contact for any queries about your child is your child's classroom teacher. You can make an appointment to see your child's class teacher before or after school, in most cases.

You can communicate with them through the Compass parent portal email. Please note, if you approach your child's teacher without notice, for example, just before the morning bell goes at 9.00am, they will not be able to speak with you at length, as their class is about to start. For any substantive discussions, a request for an appointment is best.



In some cases, the matter may need further addressing by a school leadership member, for example, an assistant principal, or the wellbeing teacher.

### Respect for school staff

Staff at Courtenay Gardens Primary school including teachers, education support staff, office staff, the Assistant Principal/s and Principal are committed to providing a supportive learning environment for all our students. Our staff take their work very seriously and feel privileged to be able to play an important role in each child's education.

All staff at Courtenay Gardens Primary school have a right to a safe and supportive work environment. Courtenay Gardens Primary school expects that all parents/carers and visitors to our school behave in an appropriate and respectful manner to school staff at all times.

There will be a zero tolerance approach to any aggression, intimidation, threats or harassment of school staff, by any means (e.g. in person, by phone, by email, on social media etc). These behaviours may lead to exclusion from school grounds and school activities.

The Principal may report aggressive, intimidating, threatening or otherwise inappropriate conduct to Victoria Police. The Department of Education and Training may also take legal or other appropriate action against community members or parents/carers who pose a threat to the safety and wellbeing of school staff.

We are committed to ensuring that staff, parents/carers and students are able to work together in an appropriate and respectful way.

### COMPASS

Compass is a school management platform that allows parents and carers to access up-to-date and meaningful information about the school and your child.

Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Download and view your child's academic reports
- Book parent - teacher conferences



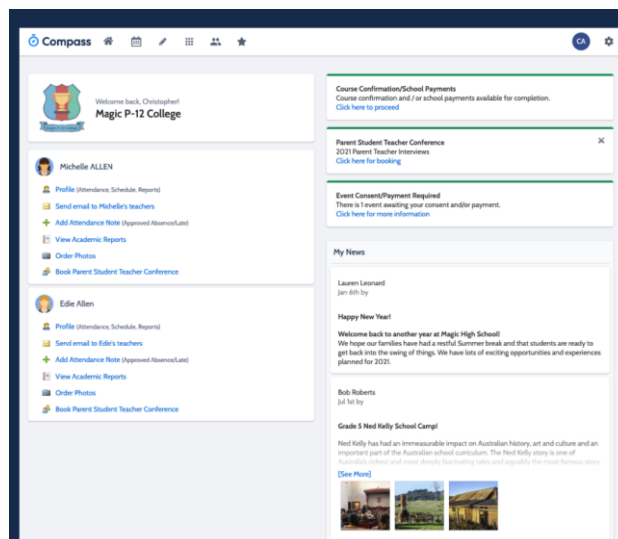
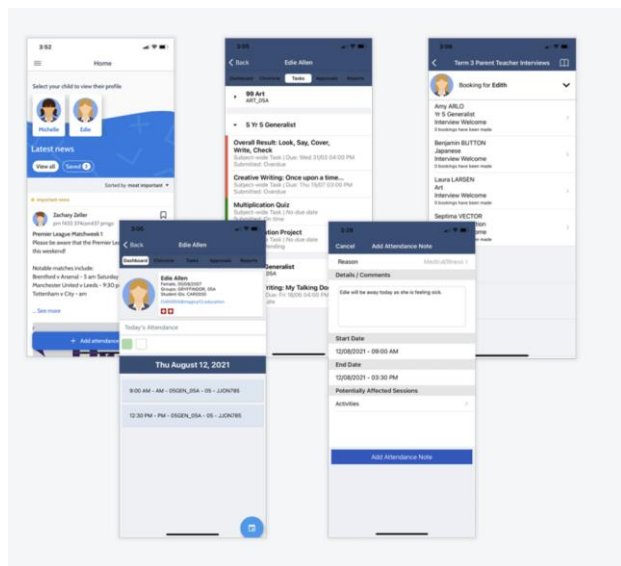
Compass can be accessed via a desktop computer website as well as a phone application.

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store.

Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar

- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



It is very important that you have Compass Parent Portal access for your child or children at the school. The parent portal log in details are given for new enrolments at the school. For existing parents, if you are not on Compass or have difficulties accessing it, please see the school office.

The Principal/office team often send important messages/reminders as a notification in the news feed of the phone app. This comes to your phone as a notification. Having the phone app is the best and easiest way to get up to date information from the school. Also, the newsletter is sent electronically through the Compass news feed. Teachers and grade levels also use this feature.

## COMPLAINTS AND FEEDBACK

The school welcomes feedback, both positive and negative, and is committed to continuous improvement. We value open communication with our families and are committed to understanding complaints and addressing them appropriately. We recognise that the complaints process provides an important opportunity for reflection and learning.

We value and encourage open and positive relationships with our school community. We understand that it is in the best interests of students for there to be a trusting relationship between families and our school.

When addressing a complaint, it is expected that all parties will:

- be considerate of each other's views and respect each other's role
- be focused on resolution of the complaint, with the interests of the student involved at the centre
- act in good faith and cooperation
- behave with respect and courtesy
- respect the privacy and confidentiality of those involved, as appropriate
- operate within and seek reasonable resolutions that comply with any applicable legislation and Department policy.
- recognise that schools and the Department may be subject to legal constraints on their ability to act or disclose information in some circumstances.



## Preparation for raising a concern or complaint

Courtenay Gardens Primary School encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and by Courtenay Gardens Primary School.

## Support person

You are welcome to have a support person to assist you in raising a complaint with our school. Please advise us if you wish to have a support person to assist you, and provide their name, contact details, and their relationship to you.

## Complaints process

Courtenay Gardens Primary School is always happy to discuss with parents/carers and community members any concerns that they may have.

Concerns in the first instance should be directed to:

- Matters to do with your child's class - direct to the Classroom Teacher or Specialist Teacher
- Matters to do with your child's class that may need further school support - direct to the Assistant Principal
- Significant wellbeing concerns - direct to the Wellbeing Teacher or Assistant Principal
- Payments or school operations - direct to the school office team
- Where possible, school staff will work with you to ensure that your concerns are appropriately addressed.
- Where concerns cannot be resolved in this way, parents or community members may wish to make a formal complaint to the Principal.
- Further information is available in the CGPS Complaints Policy, available at the school office or from the school website.

## **CROSSINGS**

Safety school road crossing points are at key locations around the school. These are manned by trained City of Casey crossing supervisors. Please be courteous and follow their instructions.

Please note that the crossings are not manned by school staff. On days of early school finish and curriculum days, the crossings may not be manned. It is parental responsibility to ensure students get to and from school safely.

## **CURRICULUM DAYS**

The school has 4 allocated school-based curriculum days per year. A curriculum day is a pupil-free day. Typically, staff are participating in professional learning on a curriculum day. It is not a day off for teachers and staff.

The OHSC service usually offers care on curriculum days. Curriculum days will be communicated to parents through the Compass Calendar and newsletter.

Curriculum Days for 2023 are:

- Friday 27<sup>th</sup> January
- Monday 24<sup>th</sup> April (first day of term 2)
- Tuesday 20<sup>th</sup> June {Parent -Teacher Interviews day}
- Friday 13<sup>th</sup> October

## CUSTODY RESTRICTIONS

Your child's teacher and our Assistant Principals/Wellbeing Teachers/Office Staff need to be informed of any custody restrictions or intervention orders against members of your family in regard to your child/children.

A copy of any Court Orders or Legal Documentation must be given to the office.

Our Assistant Principals can be contacted to discuss any matters further.

## DATES

School term dates for 2023 are:

**Term 1:** Monday 30<sup>th</sup> February (Grade 1-6), Preps start Monday 6<sup>th</sup> February - Thursday 6<sup>th</sup> April

- Monday 13<sup>th</sup> March - Labour Day public holiday

**Term 2:** Monday 24<sup>th</sup> April - Friday 23<sup>rd</sup> June

- Tuesday 25<sup>th</sup> April- ANZAC Day public holiday
- Monday 12<sup>th</sup> June – Sovereign's Birthday public holiday

**Term 3:** Monday 10<sup>th</sup> July - Friday 15<sup>th</sup> September

**Term 4:** Monday 2<sup>nd</sup> October – Wednesday 20<sup>th</sup> December

- Tuesday 7<sup>th</sup> November - Melbourne Cup public holiday

Please note that the last day of term for term 1, 2 and 3, the school day finishes at 2.30pm.

On the last day of term 4, the school day finishes at 1.30pm.

## DIGITAL TECHNOLOGIES

The use of digital technologies is a mandated component of the Victorian Curriculum F-10.

Safe and appropriate use of digital technologies, including the internet, apps, computers and tablets, can provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from learning that is interactive, collaborative, personalised, engaging and transformative. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Courtenay Gardens Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world.

Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults. Classes at Courtenay Gardens Primary School are delivered with the use of iPads & notebook computers.

### BYOD Program

Our school operates a Bring Your Own Device (BYOD) program, which means students must bring their own purchased or leased device with them to school each day. Courtenay Gardens Primary School has special arrangements with Learning With Technologies, that offers discounted prices for the lease or purchase of devices for Courtenay Gardens Primary School students.

The BYOD program devices are offered to students entering Grade 3.

Students, parents and carers who would like more information or assistance regarding our BYOD program are encouraged to contact Eli Moss, School Technician.

Further information is available in the CGPS Digital Learning Policy, available at the school office or from the school website.

### DISABILITIES AND IMPAIRMENTS

Victorian government schools operate a Program for Students with Disabilities (PSD). Under the PSD guidelines some students may qualify for additional school funding.

Such disabilities include:

- Physical Disability
- Visual Impairment
- Hearing Impairment
- Severe Behaviour Disorder
- Intellectual Disability
- Autism Spectrum Disorder
- Severe Language Disorder

Typically, the funding last for all of the child's primary schooling. Students funded are reviewed in Grade 6, to see if the funding continues into secondary school. Initial lodging of applications is often done when a student starts in prep.

Students eligible and receiving funding may be supported in their learning with an integration aide. Please note that some disabilities are not eligible under the PSD such as Attention Deficit Disorder and Dyslexia.

Parents may be accessing services and support through the National Disability Insurance Scheme (NDIS). The school employs two part-time Speech Pathologists to assist in the therapy for students.

The PSD is a complex process. Cat Crea is the designated teacher who oversees this. You can contact her to discuss any queries you may have.

## **Nationally Consistent Collection of Data on Students with a Disability (NCCD)**

Schools are required to record the disability category and level of adjustment provided for all students with disability for the Nationally Consistent Collection of Data on Students with a Disability (NCCD), irrespective of whether the student meets the eligibility requirements of the Program for Students with Disabilities. This data collection usually occurs in term 3 of each school year.

## **DOGS AT SCHOOL**

The school is not a public place, and the Principal has the authority to permit or decline entry to school grounds and impose conditions of entry.

To ensure that our school remains a safe and inclusive place for everyone, pet dogs are not permitted on school grounds under any circumstances.

Our school community is diverse, and may include people that are allergic or uncomfortable around dogs. We are also conscious of the health hazards that may be posed by dogs. We ask that families please leave their pet dogs at home or safely tether them outside school grounds when attending our school or school events.

## **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

The school employs two full-time EAL teachers and also a Multicultural Education Aide. Students who are learning English as a second language are supported in their reading, writing and speaking of English, by targeted small group and 1:1 intervention.

Some students are assessed and reported against the EAL Victorian Curriculum, instead of the English Victorian Curriculum. When students are at the age-appropriate level in their English skills, they then transfer to the English Victorian Curriculum.

## **ENROLMENT**

Compulsory schooling for students aged between 6 and 17 applies to all schools including mainstream, specialist, and government English language schools or centres.

Eligible children and young persons have the right to be admitted to their designated neighbourhood government school, regardless of capacity.

A student's designated neighbourhood school is generally the school that is nearest the student's permanent address as determined by the school zone.

The Find My School website ( <https://www.findmyschool.vic.gov.au/> ) provides guidance on which school zone a student's permanent residence is located within.

For enrolment, please contact the school office to make an appointment with the Principal. Following an enrolment meeting and school tour, the enrolment paperwork needs to be completed with the school office.

### **Enrolment paperwork required:**

- Student name contained in the documents supporting their admission; primarily the birth certificate.
- An Immunisation History Statement from the Australian Immunisation Register
- Proof of residence

For enrolments of students outside the designated neighbourhood zone, please contact the school office.

## EXCURSIONS, CAMPS, INCURSIONS AND LOCAL EXCURSIONS

The school offers extra-curricular opportunities to enhance the curriculum program of the school. These are not compulsory and often require a payment and consent for your child to attend.

Typically, each year level may offer 1 or 2 excursions or incursions a year. Permission letters, consent and charges, are sent to parents for these. For example, an excursion to Myuna Farm.

Camps are offered at Grade 3, Grade 4 and Grade 6. The process for camps is complex, requiring medical consent; charges which usually require a non-refundable deposit, and associated information on the camp accommodation, food, activities etc.

### Camps for 2023 are:

Grade 3- The Ranch – Monday 8<sup>th</sup> May - Tuesday 9<sup>th</sup> May

Grade 4- Golden Valleys Lodge- Monday 20<sup>th</sup> March - Wednesday 22<sup>nd</sup> March

Grade 6 Coonawarra Farm- Monday 20<sup>th</sup> February- Thursday 23<sup>rd</sup> February

### Local excursions

Local excursions are excursions to locations within walking distance of the school and do not involve 'Adventure Activities'. **A Local Excursion Consent Form is sent out at the start of the year for parent approval.**

Local excursions that your child may participate in throughout 2023 could include:

- Courtenay Avenue Reserve Park, for picnics etc.
- Thompsons Parkway Shops, for choir performance etc.
- Bunnings Cranbourne, for visits

### Notification of local excursions

Courtenay Gardens Primary School will NOT seek further consent from you before local excursions take place. However, we will provide advance notice to parents/carers of upcoming local excursions through Compass/School Newsletter/ Class Note.

For local excursions that occur on a recurring basis, Courtenay Gardens Primary School will notify parents/carers once only prior to the commencement of the recurring event, e.g.; weekly sports lessons at the local oval.

Payments other than EFTPOS are given to the class teacher to be recorded through the Cash Book.

Further information is available in the CGPS Camps and Excursion Policy, available at the school office or from the school website.

## FIRST AID

Students who are unwell should not attend school.

If a student becomes unwell during the school day they may be directed to the First Aid room and monitored by staff. Depending on the nature of their symptoms, staff may contact parents/carers or an emergency contact person to ask them to collect the student.

## First aid management

If there is a situation or incident which occurs at school or a school activity which requires first aid to be administered to a student:

- Staff who have been trained in first aid will administer first aid in accordance with their training. In an emergency situation, other staff may assist in the administration of first aid within their level of competence.
- In a medical emergency, staff may take emergency action and do not need to obtain parent/carer consent to do so. Staff may contact Triple Zero “000” for emergency medical services at any time.
- If first aid is administered for a minor injury or condition, Courtenay Gardens Primary School will notify parents/carers by sending a communication via the school Compass parent portal.
- If first aid is administered for a serious injury or condition, or in an emergency situation, school staff will attempt to contact parents/carers or emergency contacts as soon as reasonably practical.
- If staff providing first aid determine that an emergency response is not required but that medical advice is needed, school staff will ask parents/carers, or an emergency contact person, to collect the student and recommend that advice is sought from a medical practitioner.

Whenever first aid treatment has been administered to a student Courtenay Gardens Primary School will:

In accordance with guidance from the Department of Education and Training, analgesics, including paracetamol and aspirin, will not be stored at school or provided as a standard first aid treatments. This is because they can mask signs of serious illness or injury.

### **Ambulance cover for your child is highly recommended.**

Please note the First Aid Officer is a trained Registered Nurse. Note other staff who act as first aid officers are not trained nurses or doctors.

## **GRADUATION - GRADE 6**

At the end of each year Grade 6 students are invited to participate in the Grade 6 Graduation Ceremony. This is a wonderful occasion in which the grade 6 students and families reflect on their achievements throughout primary school before taking the next big step on to secondary school.

The Grade 6 teaching team organise the event and will correspond with parents about this. There is a cost to this, which includes a final week day out fun day. In 2022, this was a day excursion to Gumbaya World.

## **HEAD LICE**

### Head lice definition:

Pediculosis or 'head lice' are small, wingless insects that live, breed and feed on the human scalp. They cannot transmit any infectious diseases. Direct contact is required for transmission from person to person, where head lice crawl from head to head.

Parents and carers have the primary responsibility for the detection and treatment of head lice.

Responsibilities include:

- not sending their children to school with untreated head lice
- using safe treatment practices which do not place their child's health at risk
- regularly checking for lice or eggs in the hair of their child and other household members

- notifying the school if their child is affected and when treatment commenced

When a student is identified with live head lice, the school will inform their parent/carer that their child has head lice and exclude the student from school until after treatment has commenced.

The school will alert parents or carers of an infestation, of the same class, and use discretion to avoid identifying individuals when informing the school community.

Visual head lice checks can be undertaken without physical contact do not require parent or carer consent.

Head lice inspections involving the physical examination of a student can be made by people authorised, such as the First Aid Officer, with written parental consent.

The Head Lice Parent Consent Form is given to parents at enrolment, and is in effect throughout the entire primary school period.

If a parent wishes to withdraw consent, after it was given, please contact the school office.

## HOMEWORK

Homework tasks are set by your child's class teacher/grade level in line with the following principles:

- set homework that is curriculum-aligned and appropriate to the student's skill level and age
- ensure homework tasks are purposeful – this means they are deliberately designed and planned to support student learning (so, they are not 'busy work' or where students 'finish off' work they did/could not complete in class)
- assess homework and provide timely and practical feedback
- ensure the amount of homework set supports a student to engage with a range of recreational, family and cultural activities outside of school hours
- offer opportunities for families to engage in their children's learning.

## INCLUSION AND DIVERSITY

Courtenay Gardens Primary School strives to provide a safe, inclusive and supportive school environment which values the human rights of all students and staff.

Courtenay Gardens Primary School is committed to creating a school community where all members of our school community are welcomed, accepted and treated equitably and with respect regardless of their backgrounds or personal attributes such as race, language, religious beliefs, gender identity, disability or sexual orientation so that they can participate, achieve and thrive at school.

Courtenay Gardens Primary School acknowledges and celebrates the diversity of backgrounds and experiences in our school community, and we will not tolerate behaviours, language or practices that label, stereotype or demean others. At Courtenay Gardens Primary School, we value the human rights of every student and we take our obligations under anti-discrimination laws and the Charter of Human Rights and Responsibilities seriously.

The school aims to have events throughout the year that embrace inclusion and diversity. This includes Harmony Day, Make a Difference (MAD) Day, Resilience Day and Day of Action against Bullying and Violence.

Government school education in Victoria is secular. Government schools must not promote any particular religious practice, denomination or sect and must be open to adherence of any philosophy, religion or faith. All school staff, contractors, volunteers and visitors must abide by this overarching principle of secularity.

Further information is available in the CGPS Inclusion and Diversity Policy, available at the school office or from the school website.

## INFECTIOUS DISEASES

Primary schools are settings where there can be an increased risk for transmission of certain infectious diseases. It is the Principal's responsibility to ensure Public Health and Wellbeing Regulations 2019 are followed, as per the table below.

**As a parent, if you become aware of your child becoming a case or contact, as per the table, please notify the school First Aid Officer as soon as possible.**

**On occasion that the school First Aid Officer or Principal suspects a condition, you will be immediately notified to collect your child from school and seek medical advice on the matter.**

	Conditions	Exclusion of cases	Exclusion of contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or	Not excluded



		illness	
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery	Not excluded

24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

## LIBRARY

The school stocks a large inventory of books available for students to read and borrow. Classes are scheduled for a library class each week.

Books are catalogued and must be scanned out when borrowed and then scanned again for returns.

Please ensure any library books borrowed by your child are cared for and returned in good condition.

For books lost or not returned, parents can be issued with a request to pay for books to replace them. The school holds a yearly Book Fair and organises author visits as incursions for the school.

Any queries on the library, can be directed to Christina Talbot - Librarian.

## LOST PROPERTY

Lost student property, often clothing/hats can be a common issue. It is vital that student clothing, especially hats, jumpers, jackets are labelled with the child's name.

Lost items located in the school, which cannot be returned to the student (often because the item is not labelled) are placed in a Lost Property storage in the foyer of the PAC building. Eventually lost items, that are not collected, are managed by the Parents' Association.

## MEDICATIONS AT SCHOOL

If a student requires medication, Courtenay Gardens Primary School encourages parents to arrange for the medication to be taken outside of school hours. However, the school understands that students may need to take medication at school or school activities. To support students to do so safely.

### Authority to administer

If a student needs to take medication while at school or at a school activity:

- Parents/carers will need to arrange for the student's treating medical/health practitioner to provide written advice to the school which details:
  - the name of the medication required
  - the dosage amount
  - the time the medication is to be taken
  - how the medication is to be taken
  - the dates the medication is required, or whether it is an ongoing medication
  - how the medication should be stored.
- In most cases, parents/carers should arrange for written advice to be provided in a Medication Authority Form which a student's treating medical/health practitioner should complete.
- If advice cannot be provided by a student's medical/health practitioner, the Principal (or their nominee) may agree that written authority can be provided by, or the Medication Authority Form can be completed by a student's parents/carers.
- The Principal may need to consult with parents/carers to clarify written advice and consider student's individual preferences regarding medication administration (which may also be provided for in a student's Student Health Support Plan).

Parents/carers can contact the school First Aid officer for a Medication Authority Form.

### Administering medication

Any medication brought to school by a student needs to be clearly labelled with:

- the student's name
- the dosage required
- the time the medication needs to be administered.

Parents/carers need to ensure that the medication a student has at school is within its expiry date. If school staff become aware that the medication a student has at school has expired, they will promptly contact the student's parents/carers who will need to arrange for medication within the expiry date to be provided.

If a student needs to take medication at school or a school activity, the Principal (or their nominee) will ensure that:

1. Medication is administered to the student in accordance with the Medication Authority Form so that:
  - the student receives their correct medication
  - in the proper dose
  - via the correct method (for example, inhaled or orally)
  - at the correct time of day.
2. A log is kept of medicine administered to a student.
3. Where possible, two staff members will supervise the administration of medication.
4. The teacher in charge of a student at the time their medication is required:
  - is informed that the student needs to receive their medication
  - If necessary, release the student from class to obtain their medication.

For most students, Courtenay Gardens Primary School will store student medication at the First Aid room-cabinet, and includes named containers.

### Warning

Courtenay Gardens Primary School will not:

- In accordance with Department of Education and Training policy, store or administer analgesics such as aspirin and paracetamol as a standard first aid strategy as they can mask signs and symptoms of serious illness or injury
- Allow a student to take their first dose of a new medication at school in case of an allergic reaction. This should be done under the supervision of the student's parents, carers or health practitioner
- Allow use of medication by anyone other than the prescribed student except in a life threatening emergency, for example if a student is having an asthma attack and their own puffer is not readily available.

Further information is available in the CGPS Administration of Medication Policy, available at the school office or from the school website.

### MOBILE PHONES AT SCHOOL

In accordance with the Department's Mobile Phones — Student Use Policy issued by the Minister for Education, personal mobile phones must not be used at Courtenay Gardens Primary school during school hours, including lunchtime and recess, unless an exception has been granted.

Where a student has been granted an exception, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

Students bringing a phone to school for use out of school hours must hand the phone in at the office at the beginning of the day and then collect it at the end of the day on their way home.

Further information is available in the CGPS Mobile Phones Policy, available at the school office or from the school website.

### MONEY AT SCHOOL

Students are encouraged to give any large amounts of money brought to school to their class teacher for safe keeping. The school is not responsible for any lost money by students.

Small amounts of money i.e. \$5.00 or less is advised for the canteen.

### NEWSLETTER

Every fortnight a school newsletter is issued through the Compass news feed. The newsletter contains information including:

- Principal's report
- Key dates and reminders
- Information on other school events
- Student of the Week winners
- Parents' Association update
- OHSC TeamKids update

## OFFICE

The office team are often busy at certain times of the day, especially at the start of the school day and at the end of the day.

**Parent enquires to the office are preferred between 10.00am and 2.00pm.**

Please note that requests to speak to staff members is not always immediately possible, as teachers are usually teaching.

A message can be taken to be passed on to the staff member. The office team will request the nature of the inquiry or purpose of the meeting or phone call request, including the person's name who is making the request.

Referring to the 'Communication' section above, some requests may be directed to the person the office deems best able to respond to the matter.

## OUT OF SCHOOL HOURS CARE- TEAMKIDS

TeamKids is the operator of the school OHSC service.

### Details:

**Programs:** Before & After School Care, Vacation Care

**Where:** 35 Rosebank Drive, Cranbourne North, VIC

**On-site Location:** School Gymnasium foyer - enter via Rosebank Drive and follow the TeamKids flags.

**Before School Care Hours:** 6:30 am - 9:00 am

**After School Care Hours:** 3:30 pm - 6:30 pm

**Holiday Program Hours:** 6:30 am - 6:30 pm.

**Phone:** 0484 300 263

**Email:** CourtenayGardensPS@teamkids.com.au

**To register your child for the service, please go to:**

<https://teamkids.com.au/venues/courtenay-gardens-primary-oshc/>

Fees information is available on the above site.



## PARENTS' ASSOCIATION

The school started a formal Parents' Association in 2020. The Parents' Association welcomes new members who would like to contribute to the school. The Parents' Association typically conduct fundraising events throughout the year such as Mother's and Father's Day stalls.

They also run the Colour Fun Run event, which raised over \$18 000 for the school in 2022. They also run the second hand uniform shop and sales.

Meetings are held twice a term at the school. They have their own office and meeting room space. The Parents' Association work closely with the principal and school council. If you are interested in joining, please contact the school office.

## PARENT PAYMENTS

Parent payments are determined by school council at the end of each year for the following year.

The payments comprise 3 parts as follows:

1/ **Curriculum Contributions**: Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

2/ **Other Contributions**: Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

3/ **Extra-Curricular Items and Activities**: Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- For the 2023 school year, the Parent Payments amount is \$200.00. Parents can make payments (cash, EFTPOS, direct deposit) to the school office at designated times, at the end of the year and beginning of the next year.

### **Camps, Sports and Excursions Fund (CSEF)**

The CSEF provides payments to assist eligible families (must have a current healthcare card) to cover the costs of camps, sporting activities and excursions. Some common examples of school-organised programs for which a CSEF payment may be used include:

- school camps/trips
- swimming and other school-organised sporting programs
- outdoor education programs
- excursions/incursions.

If you have any queries about Parent Payments please contact the school office or Business Manager.

## **PARENT-TEACHER INTERVIEWS**

Twice yearly, parents have the opportunity to meet with their child's class teacher as follows:

1/ **Getting to Know You Interviews**: held in Term 1.

These meetings allow parents and teachers to meet to discuss the child's learning background and other factors that will support the child's learning. It is not a reporting based meeting.

2/ **Parent-Teacher Interviews**: held at the end of term 2.

These are meetings that enable parents to gain an understanding of their child's learning progress so far that year. Parents would already have the semester 1 report provided. Progress, goals and strategies to assist can be discussed at this meeting.

The assistant principal oversees these interviews and provides information and booking processes, prior to the set dates.

## **PARENT VOLUNTEERS AND CLASSROOM HELPERS**

### **Working with students**

Courtenay Gardens Primary School values the many volunteers that assist in our classrooms/with sports events/camps/excursions/school concerts/other events and programs.

To ensure that we are meeting our legal obligations under the Working With Children Act 2005 (Vic) and the Child Safe Standards, Courtenay Gardens Primary School is required to undertake suitability checks which may include a Working With Children Check, proof of identity, work history involving children and/or reference checks.

Considering our legal obligations, and our commitment to ensuring that Courtenay Gardens Primary School is a child safe environment, we will require volunteers to obtain a WWC Check and produce their valid card to a member of the office team, who will photocopy the WWC for school records.

- Volunteers who are not parent/family members of any student at the school are required to have a WWC Check if they are engaged in child-related work regardless of whether they are being supervised.
- Parent/family volunteers who are assisting with any classroom or school activities involving direct contact with children in circumstances where the volunteer's child is not participating, or does not ordinarily participate in, the activity.
- Parent/family volunteers who assist with excursions (including swimming), camps and similar events, regardless of whether their own child is participating or not.
- Parent/family volunteers who regularly assist in school activities, regardless of whether their own child is participating or not.

In addition, depending on the nature of the volunteer work, our school may ask the volunteer to provide other suitability checks at its discretion (for example, references, work history involving children and/or qualifications). Proof of identity may also be required in some circumstances.

#### Non child-related work

On some occasions, parents and other members of the school community may volunteer to do work that is not child-related. For example, volunteering on the weekend for gardening, maintenance, working bees, Parents' Association, school council, participating in sub-committees of school council, fete coordination, other fundraising groups that meet in the evenings, during which children will not be, or would not reasonably be expected to be, present.

Volunteers for this type of work are not required to have Working with Children or other suitability checks as they are not engaged in child-related work and children are not generally present during these activities. However, Courtenay Gardens Primary School reserves the right to undertake suitability checks, including proof of identity, Working with Children Checks, at its discretion if considered necessary for any particular activities or circumstances.

A Parent Helpers Training Session is planned for 2023, term 1, to provide induction for parents wishing to become a Classroom Helper. If you are interested in becoming a Parent Classroom Helper, please contact your child's classroom teacher or school office.

Further information is available in the CGPS Volunteers Policy, available at the school office or from the school website.

#### PHOTOS

Formal school photos are held every year. Parents can purchase portrait packages from the photographic company.

**Date for 2023:** Tuesday 7<sup>th</sup> March.

#### POLICIES

The school operates under a wide range of school policies. Many of these are determined by the Department of Education and individualised for the school. Many policies also need school council approval.

Parents can access policies by requesting them from the school office or visiting the school website.

## PRIVACY

The Department of Education and Training (the Department) values your privacy and is committed to protecting the personal and health information that schools collect.

On enrolment, and during the ordinary course of a student's attendance at a school, schools will collect information about students and their families for the following purposes:

- educating students
- supporting students' social and emotional wellbeing, and health
- fulfilling legal obligations, including duty of care, anti-discrimination law and occupational health and safety law
- communicating and engaging with parents
- student administration
- school management
- supporting policy in relation to student education and wellbeing.

If this information is not collected, the school may be unable to provide optimal education or support to students or fulfil legal obligations.

For example, the school relies on parents to provide health information about any medical condition or disability that their child has, medication their child may take while at school, any known allergies and contact details of their child's doctor. If parents do not provide all relevant health information, this may put their child's health at risk.

Our school also requires current, relevant information about all parents and carers so that schools can take account of safety concerns that affect their children. Parents should provide schools with copies of all current parenting plans and court orders about or that affect their children and provide updated copies when they change.

When parents enrol their child in primary school, they will be asked to provide personal and health information in several ways, including via the Enrolment Form, the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

The Enrolment Form is used to collect information that is essential for the purposes listed above, and requests information such as:

- Emergency contacts – Individuals parents nominate for a school to contact during an emergency. Parents should ensure that their nominated emergency contact agrees to their contact details being provided to the school and that they understand their details may be disclosed by the Department if lawful, e.g. in the case of emergency communications relating to bush fires or floods.
- Student background information – Information about country of birth, Aboriginal or Torres Strait Islander origin, language spoken at home and parent occupation. This information enables the Department to allocate appropriate resources to schools. The Department also uses this information to plan for future educational needs in Victoria and shares some information with the Commonwealth government to monitor, plan and allocate resources.



- Immunisation status – This assists schools to manage health risks and legal obligations. The Department may also provide this information to the Department of Health and Department of Families, Fairness and Housing to assess immunisation rates in Victoria, but not in a way which identifies students.
- Visa status – This is required to process a student's enrolment.

School staff will only share student and family information with other school staff who need to know to enable them to educate or support the student as described above. Information will only be shared outside the school (and outside the Department) as required or authorised by law, including where sharing is required to meet duty of care, anti-discrimination, occupational health and safety, and child wellbeing and safety obligations.

The information collected will not be disclosed beyond the school and Department without parent consent unless such disclosure is lawful.

When a student transfers to another school (including Catholic, independent and interstate), personal and/or health information about that student may be transferred to the next school.

Transferring this information is in the best interests of the student and assists the next school to provide the best possible education and support to the student. For further detail about how and what level of information is provided to the next school, refer to the: Enrolment: Student transfers between schools

To update student or family information, parents should contact the school office.

Further information is available in the CGPS Privacy Policy, available at the school office or from the school website.

## REPORTS

The school provides two comprehensive written reports on student learning performance; the first at the end of term 2, which reflects on progress across semester 1; and the second at the end of term 4, which reflects on progress across semester 2.

Student performance against the Victorian Curriculum is provided for key learning areas, such as English and Mathematics.

The reports are provided to parents through the Compass Parent Portal.

Please note, students who enrol at the school in term 2 or term 4, are unlikely to get a formal report for that reporting period.

Also note, that extensive student absences from school, can impact the capacity and reliability of reporting.

The Assistant Principal in charge of Assessment and Reporting oversees Student Reports.

## RIDING A BICYCLE TO SCHOOL

Parents or carers are responsible for their children travelling to and from school.

Children under the age of 12 may ride on footpaths, as can a supervising adult. They are required to give way to pedestrians and to wheel their bicycles over pedestrian and children's crossings.

Children aged 12 years or older are required by law to ride on the road.

Road safety authorities recommend that children under the age of 9 are supervised by an adult when riding on the road. Depending on their cycling skills and experience, some children over this age may still require supervision.

The school provides a bike parking area. Please note this is not a highly secure area. Bicycles left overnight/weekends are not the responsibility of the school.

The school provides a Bike Education program from grade 3.

### Helmets

Parents and students should be reminded that the law requires that all cyclists wear an approved bicycle helmet. Approved helmets have the Australian Standards Mark TM (AS/NZS 2063) and will be marked as suitable for cycling.

## SCHOOL COUNCIL

The School Council is the official Department of Education and Training (DET) body which represents the total school community in managing the finances of the school, developing and passing policies relevant to School Council and overseeing the development of the grounds and buildings.

School Council comprises parent and staff representatives who are elected for two year terms, half being elected each year to ensure a certain degree of continuity and expertise. The total composition is as follows:

Elected Parents	6
Elected Staff	3
Co-opted Members	1
Principal	1

From time to time School Council can, and will, co-opt extra members to assist sub-committees with special projects. Parents are invited to consider seriously accepting nomination for positions on School Council.

Parents are welcome to contact School Councillors regarding matters concerning the general running of the school. Please consider the important role that you can play in helping our school become the best school in the state.

The School Council works with parents and teachers to provide the best possible education and social skills for our children. We'd like you to be involved, either by joining the School Council or sub-committees, or letting us know your suggestions for improvement.

### **How to be involved**

School Council elections are usually held in February and half the positions are available for new members. You can nominate yourself. After nominations, there is an election amongst the parents of students and staff. If there is the same number of nominations as the number of available positions, the nominations are automatically appointed.

There are also a variety of sub-committees which meet less frequently (or more frequently as in the case of our tireless fundraising committee!).

The following sub-committees currently exist at Courtenay Gardens: Buildings and Grounds, Finance, Education, Fundraising and Marketing. The Committees all report to council on a regular basis.

### **School Council**

Our School Council has twelve members and meets at least twice each school term. It is elected by the school and auspiced under the Education Act (1958).

It is made up of Parent Representatives, DET (Department of Education and Training) Representatives, including the Principal, and Co-opted Representatives (members of the general public or local businesses, service clubs, etc).

The major responsibilities of School Council include:

- **representing** the school and its community in reaching agreement with the DET on the school strategic plan
- **determining** the education policy, goals and priorities of the school within the framework of the school strategic plan and state-wide guidelines
- **approving** the school budget, which includes school generated funds and any sponsorship arrangements, consistent with the school strategic plan
- **entering** into contracts for purposes consistent with the school strategic plan
- **maintaining** and improving buildings and grounds
- **reporting** annually to the school community and to the DET
- **making** a recommendation to the DET on the appointment of the school Principal
- **authorising** the employment of non-teaching staff and any staff for short-term projects
- **developing** the school's Dress Code

School Council is a wonderful opportunity to make a positive contribution in the School Community. We work together for the good of your children in a spirit of friendliness and co-operation. You might like to join us as we strive for educational and social excellence!

For more information about School Council or becoming a member, please contact the principal.

## SCHOOL HOURS

**8.40am** School gates open

**8.50 (bell) - 9.00am** Students can enter classrooms- preparation for the day, when the teacher is present.

**9.00am (bell)** Formal start of the school day.

- Teachers take the roll. Students arriving late must check in at the school office.
- Parents can do a self-check in at the Compass Kiosk in the school foyer.

**9.00 - 9.50am** Session 1

**9.50 - 10.40am** Session 2

**10.40 - 11.10am** RECESS (outside play time)

**11.10 - 12.00pm** Session 3

**12.00 - 12.50pm** Session 4

**12.50 - 1.00pm** Eating lunch in classrooms

**1.00 - 1.50pm** LUNCH (outside play time)

**1.50 - 2.40pm** Session 5

**2.40 - 3.30pm** (end of day bell) Session 6

**3.50pm** School gates locked

## SCHOOL PHILOSOPHY

**The school vision is:**

Courtenay Gardens Primary School's vision is to provide educational opportunities for our students, enabling them to identify their passions, experience success and have the confidence to pursue future learning.

**The school mission is:**

Courtenay Gardens Primary School's mission is to provide an outstanding holistic educational experience for all of our students.

**The school objectives include:**

1. Students are literate and numerate and can apply these skills for continuous learning.
2. Students learn about the world they live in, developing an inquiry thinking approach to understand and solve real world problems.
3. Students learn The Arts (Music, Dance, Art, Drama, Media) enabling them to express creativity and identify personal interests.
4. Students learn the importance of physical education and health, participating in a range of activities and sports.
5. Students learn about scientific thinking, applying these skills to their environment.
6. Students learn digital technologies and STEM (Science, Technology, Engineering & Mathematics), as intrinsic to ongoing learning in a digital world.
7. Students learn the values of inclusion and respect for others; enabling them to have positive relationships.
8. Students are supported to become confident individuals with self-worth and personal identity, and with a sense of hope and optimism about their lives and the future.

**The school values are:**

Courtenay Gardens Primary School's values are Honesty, Responsibility, Respect and Resilience.

- We demonstrate Respect by treating others with fairness and consideration.
- We demonstrate Responsibility by taking ownership of your thoughts, actions, and learning; practising self-control and being accountable for your choices.
- We demonstrate Honesty by doing what is right when no one is watching, telling the truth and admitting your actions whether they are right or wrong.
- We demonstrate Resilience by dealing with challenging situations and difficult experiences in an adaptive and positive manner.

Further information is available in the CGPS Statement of Values and School Philosophy Policy, available at the school office or from the school website.

## **SPECIALISTS**

The school provides a number of specialist programs which compliment the core teaching areas, and fulfil the teaching of the Victorian Curriculum.

Each class has 5 specialist classes per week.

**The specialist subjects are:**

- Physical Education- taught to all students, all year.
- Music- taught all year to prep/grade 1; a semester each year for grades 2-6.
- Visual Art- taught all year to prep/grade 1; a semester each year for grades 2-6.
- Environmental Science/Science- taught as a specialist class all year to Prep/Grade 1; taught as required in Inquiry Learning grades 2-6.
- STEM- taught all year to grades 2-6.
- Performing Arts- taught all year to grades 2-6
- Indonesian Language- taught all year to grades 2-6.

## STAFF CONTACTS

The below are the names of staff in specific roles that may be helpful to parents.

- Assistant Principals: Madi Sheather, Belinda Harrington, Meagan Donaldson
- Business Manager: Maddie Hellenen
- First Aid Officer: Rylee Hamilton
- Office Team: Kim Christopher, Jenny Smaile and Dee Humphreys
- Wellbeing Teachers: Rebecca Broecker and Chris Allison
- Digital Learning Coach: Matt Knott
- Program for Students with a Disability/Funded students: Cat Crea
- Inclusion Support Teacher: Kate Kelly
- Student Counsellor: Sarah Gerlach
- English as an Additional Language Teachers: Teri Collingwood and Michelle Gee
- Multicultural Education Aide: Mariam Jan
- Librarian: Christina Talbot
- ICT Technician: Eli Moss
- Facilities & Grounds Managers: John Bosnich and Gordon Talbot

## STUDENT ACCIDENTS

The Department of Education does not provide personal accident insurance or ambulance cover for students.

Parents/carers of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance or transport as well as any other transport costs.

Parents/carers of students, who do not have student accident insurance, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance or transport as well as any other transport costs; and Parents/carers can purchase insurance policies from commercial insurers.

## STUDENT EXCELLENCE PROGRAM (Gifted and Talented)

The school offers a Student Excellence Program for eligible students. A designated teacher is provided a day each week to support and extend students with high abilities. This program also offers opportunities for students to participate in the Maths Olympiad and other advanced programs.

Eligible students are typically at least 12 months ahead in literacy and/or numeracy, and have shown a willingness to participate in the program.

If you would like your child considered for this program, please mention this to your child's class teacher.

## STUDENT PROPERTY

Private property brought to school by students or visitors is not insured and the school does not accept any responsibility for any loss or damage.

This can include mobile phones, calculators, toys, sporting equipment and cars parked on school premises. As the Department does not hold insurance for personal property brought to schools and has no capacity

to pay for any loss or damage to such property, students and staff should be discouraged from bringing any unnecessary or particularly valuable items to school.

## SUNSMART

Excessive exposure to the sun's ultraviolet (UV) radiation can cause health problems including sunburn, damage to skin and eyes, and an increased risk of skin cancer.

### UV radiation:

- cannot be seen or felt
- can be reflected off surfaces such as buildings, asphalt, concrete, water, sand and snow
- can pass through light clouds
- varies in intensity across the year (highest in Victoria from mid-August – end of April)
- peaks during school hours.

Sun safety is a shared responsibility and staff, parents and students are encouraged to implement a combination of sun protection measures whenever UV levels reach 3 and above (typically from mid-August to the end of April in Victoria). Information about the daily local sun protection times is available via the free SunSmart app, or at [sunsmart.com.au](http://sunsmart.com.au) or [bom.gov.au](http://bom.gov.au).

Students are required to wear school approved hats when playing outside in term 1 and term 4. In these terms, hats are also to be worn for excursions and other outdoor activities.

The school has outdoor areas covered providing shade.

It is recommended that in terms 1 and 4 and whenever UV levels reach 3 and above, students come to school wearing sun-protective clothing, in accordance with the school dress code.

## Sunscreen

The school encourages students to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen daily whenever UV levels reach 3 and above. Sunscreen should be applied at least 20 minutes before going outdoors, and reapplied every two hours according to manufacturer's instructions.

Students are responsible for applying sunscreen to themselves. Teachers can remind students to apply sunscreen.

## TRANSFER TO ANOTHER SCHOOL

Should you require a transfer to another school, please advise your child's teacher and/or the school office.

The office completes an 'Exit' form, which requires the name and address of the new school and the date commencing.

## TRANSITION TO SCHOOL- PREPS

The commencement of primary school is a very exciting event for students and also for their parents/carers.

A Prep Transition Team oversees the Prep transition process each year, headed by an assistant principal.

### The steps for new prep enrolments typically involves:

- School tours and an evening information session (May), led by the principal, in term 2 each year.
- Parents wishing to enrol in Courtenay Gardens PS, complete an Expression of Interest Form, available on the school website (electronic form).

- Offers of enrolment are sent July/August. Parents then have 2-3 weeks to accept the offer and formally enrol their child.
- Students enrolled have an Early Years Evaluation screening test, held at the school. Usually 45 minute appointment that looks at language, cognitive and motor skills.
- In term 4, children attend a Kinder-School transition session at the school.
- In term 4, a Parent Information Session is held on an evening to provide more information about prep for the following year.
- Children attend the Step-Up Morning, at which they meet their prep teacher, classmates and the classroom location.

For enrolments for students with special needs/disabilities, please contact the school, as there may be requirements to access funding/extra support.

For parents not living in the designated neighbourhood zone of Courtenay Gardens, you are welcome to apply for an enrolment. The placement policy applies in this case:

- In circumstances when a school may not be able to accept all applications due to existing or future capacity concerns, schools must manage enrolment applications in accordance with the following priority order of placement:
  1. students for whom the school is the designated neighbourhood school
  2. students with a sibling at the same permanent address who are attending the school at the same time
  3. where the Regional Director has restricted the enrolment, students who reside nearest the school
  4. students seeking enrolment on specific curriculum grounds
- 5. all other students in order of closeness of their home to the school.
- 6. In exceptional circumstances, a student may be enrolled in a school based on compassionate grounds.

This is an overarching consideration and does not form part of the priority order of placement. Schools are permitted to assess and make a determination for exceptional circumstances applications on a case-by-case basis.

## TRANSITION TO SECONDARY SCHOOL FOR GRADE 6

Grade 6 students on completing grade 6, are enrolling in secondary school. The Grade 6 teaching team oversees the placement of students in government secondary schools. Parents enrolling in a non-government school must conduct that process themselves.

Usually in term 2, you will be notified to begin this transition process.

## U LEARN MUSIC LESSONS

Currently ULearn Music offers sessional music lessons after school in the Music room. ULearn have fees for this. Please contact the school office if you wish to consider this for your child.

## UNIFORM AND DRESS CODE

The dress code has been developed by School Council in consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Courtenay Gardens Primary School's commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities.
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

The School Council has developed a dress code that we believe provides a range of choices for students and is cost effective for families.

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

### **The uniform supplier is PSW.**

The closest shop to the school is in Hampton Park.

Unit 1, 9-11 South Link, Dandenong South VIC 3175.

(03) 9768 0343

**Trading Hours:** Monday - Friday 9am - 5pm / Saturday 9am - 4pm / Sunday Closed

### State Schools Relief (SSR)

State Schools' Relief is a not-for-profit organisation that improves the lives of tens of thousands of disadvantaged Victorian students, and their families, each year.

Issues such as poverty, neglect, family illness, abuse and homelessness continue to affect many Victorian families. SSR provides government school students with new uniforms, footwear and educational resources, including learning devices. We work side by side with all Victorian primary, secondary, specialist and language schools to ensure that any students facing hardship have the necessary items they require for school.

SSR applications for uniform items can be made for your child, if needed. Please contact one of the assistant principals who can assist with this application.

Further information is available in the CGPS Student Dress Code Policy, available at the school office or from the school website.

## **VISITORS**

The school strives to create an open and inclusive school community and encourages parents and carers to be actively involved in their child's development and education. We also strive to foster strong partnerships with local community services, schools and other organisations.

Courtenay Gardens Primary School is not a public place. The principal has the authority to permit or deny entry to school grounds and encourages all visitors to familiarise themselves with our school's Statement of Values, Child Safe Policy and Child Safe Code of Conduct, all available on the school website.

From time to time, different members of the public may visit our school. Visitors may include, but are not limited to:

- Parents
- Volunteers – see our school's Volunteers Policy for more information
- Prospective parents, students and employees
- Invited speakers, sessional instructors and others addressing learning and development



- Public officials (e.g. Members of Parliament, local councillors)
- Persons conducting business e.g.: uniform suppliers, booksellers, official school photographers, commercial salespeople
- Tradespeople
- Children's services agencies
- Talent scouts
- Department of Health and Human Services workers
- Victoria Police
- Persons authorised to enter school premises (e.g. Worksafe inspectors, health officers etc)
- Other Department of Education and Training staff (including allied health staff) or contractors
- NDIS therapists or other allied health or health practitioners

### **Sign in procedure**

All visitors to Courtenay Gardens Primary School are required to report to the school office on arrival (see exceptions below in relation to parents/carers).

#### **Visitors must:**

- Record their name and purpose of visit on the Compass Kiosk in the school foyer.
- Provide proof of identification to office staff upon request
- Produce their valid Working with Children Check where required
- Wear a visitor's sticker.
- Return to the office upon departure and sign out.

### **Parent visitors**

We understand that there may occasionally be a reason why a parent or carer may want to speak to or see their child at school, during school hours.

If there is a particular pressing or unavoidable issue that cannot wait until the end of the school day, we ask that parents or carers call the school office to make the request to speak to or see their child during school hours.

We also ask that parents avoid arranging to visit their children at school wherever possible, as this can cause inappropriate disruptions to the school day.

All parents or carers who visit our school during school hours, other than for the purposes of school pick-ups and drop offs or for specific school events (e.g. parent teacher interviews, concerts, assemblies etc), are required to sign in as a visitor at the school office.

### **Other visitors**

All business operators, tradespeople and other visitors attending the school to conduct work must report to the school office upon arrival for instruction and follow the sign in procedure outlined above. Further information is available in the CGPS Visitors Policy, available at the school office or from the school website.

### **WEBSITE**

The school updated its website in 2021.

The website provides lots of information for parents, as well as for prospective parents looking to enrol their child in the school. Recent and upcoming events and information is provided throughout the year.

I encourage you to review the school website. I welcome any feedback on what could be updated or included further.

Website address: <https://www.cgps.vic.edu.au/>



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## WELLBEING

The school is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. The Student Wellbeing team plays a significant role in developing and implementing strategies help identify students in need of support and enhance student wellbeing.

The school will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers

The school has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

In 2023, the school Wellbeing Team will comprise Rebecca Broecker and Chris Allison (both full-time) and an Education Support member Nicole Hermans.

In 2023, a Student Counsellor will commence at the school- Sarah Gerlach.

If you have specific concerns about your child's wellbeing, please contact your child's class teacher in the first instance.

*\*PLEASE NOTE THIS PARENT INFORMATION BOOKLET IS CONTINUALLY UPDATED AS NECESSARY DUE TO NEW INFORMATION, CHANGES IN POLICY OR OTHER CHANGES. THEREFORE THE INFORMATION CONTAINED IN THIS PARENT INFORMATION BOOKLET IS UP TO DATE AT THE TIME OF PUBLICATION.*