

## School Contacts

Principal: Mr Jeff Douma

School Council President: Mr Nick Lucas



School Phone Number: 0352350261

School Fax Number: 0352350245

AH: 0438313381

School address: 49 Moomowroong Rd Carlisle River 3239

## School Teaching Staff



Middle Years Teacher Teacher: Mr Jeff Douma

Early Years Teacher: Ms Nardia Foley

(Ms Rebecca Foster term 2 – 4 2020)

### *Specialist teaching staff*



Library

Ms Kristen Mackinlay



Art

Ms Jess Parker

### *Other staff*



Technology support – Mr Jon Varney



SSO- Office Bursar- Ms Cheryl Mee



Cleaner – Ms Krystal May

## **School Organisation**

Carlisle River Primary School – is a school that encourages and inspires every child to 'reach their goal' in every aspect of their education. It is a remote; rural school, located 40kms from Colac in the foothills of the Otway Ranges. It was established in its current position in 1913 and has a current enrolment of 8 students.

Carlisle River Primary school offers its students an educational environment that is supportive and affirming, which aims to develop academic skills and also nurtures the social, emotional, physical and cultural attributes of every student. Our school has close ties with the neighbouring schools and participates in combined sports and cultural days. The school is based on a multi-aged classroom program and has a buddy system that has been running successfully for a number of years.

## **School Programs**

### **Prep Transition**

In order to make the transition from home to kindergarten to grade prep as smooth as possible, a prep transition program is organised for Term 4. Details are sent to interested parents/guardians of enrolled children prior to the programs commencing. Parents are welcome to enrol their children during enrolment week or by appointment.

### **Grade 6 Transition**

Grade 6 students participate in a transition program with the Colac secondary schools

### **Curriculum**

Carlisle River Primary School is dedicated to providing numerous opportunities to develop and extend every child to 'reach their goal' in their education by offering sound and current educational programs along with a range of educational, physical and social activities. The school offers a sequential seven year programs in all key learning areas.

### **Assemblies**

A whole school assembly is held each Monday at 9.15am

### **Sports**

Physical Education is held every day; Sport/PE sessions 4 afternoons. Organised interschool sports are held twice a year.

## **School Uniforms**

We have uniform that is used exclusively for excursions and formal occasions. The uniform consists of a blue jumper (with school logo), red polo shirt, blue pants/shorts and neat shoes.

**Sun Smart Policy** – children **MUST** wear a broad-brimmed hat in Terms 1 & 4, the school will provide every student with a hat.

*Lost property is held in a cupboard in the 'nature room', if not claimed by end of year will be given to charity.*

## **School Times**

Children who reach the age of five by April 30<sup>th</sup> may commence school at the beginning of the school year. An enrolment form, immunisation certificate and proof of birth date are required.

### **School hours**

9.15am –	(assembly on Mondays)
9.15 – 10.30	Teaching session 1
10.30 – 11am	Recess (morning play)
11am – 11:55pm	Teaching session 2
11:55 – 12pm	(fruit time)
12pm – 1pm	Teaching session 3
1pm – 2pm	Lunchtime
2pm – 3pm	Teaching session 4.
3pm- 3.30	P.E

Children are expected to arrive at school at least five minutes before the morning bell. It is important that students develop good habits of punctuality and regular attendance.

Please note: Parents are to be aware that supervision of children by staff does not commence until 8.45am and all children must leave the school grounds by 3.40pm. (Unless prior arrangement)

## **School attendance:**

Regular attendance at school helps social adjustments and academic development. All cases where children are absent due to illness or family circumstances should be explained through a note (formal slips are available at the school) to the school. (We are part of the It's Not Okay to Be Away program) This is a requirement of DET. Families of children who are frequently late or absent from school will be contacted.

An adult must accompany children leaving school at any other time, than the normal dismissal time. Under no circumstances are children permitted to leave the school grounds without permission.

### **Contact with School:**

It is important that you contact the school if you have any queries or concerns regarding your child's education. Parents could normally expect to be able to contact the school at anytime between 8.30am – 4.30pm. However it would be greatly appreciated that disruption to class time is kept to a minimum. If you have a serious issue, please make an appointment for after school 3.40 – 4.30pm.

### **Transport/Parking:**

**Bicycles:** The school does not encourage students under Year three to ride bicycles to school. All children riding bicycles must wear helmets. Children should dismount at front gate; bike rack is at front of school. No bicycles are to be ridden in the schoolyard or during school hours.

### **Parking:**

Parking spaces in the school grounds – these are reserved for teaching/office staff. Parents are encouraged to park outside the gates of the school, preferably angle [reverse] parking on opposite of school.

### **Specialist Programs:**

Swimming (term1 & 4)

Library van (fortnightly)

Drama/Music (term 4)

Art van (fortnightly)

Please note: The day your child has a specialist program ensure they have the appropriate equipment e.g. library bag.

### **Books/Class Materials**

We are conscious of the many demands parents have to meet and endeavour to minimise costs to families. There are no Parent contribution fees for 2019/2020 The school supplies all books and materials required by students. However if items are not used correctly, students may be asked to contribute for any replacements.

### **Cultural/ Excursions:**

Each family must pay the cost of cultural activities and excursions. Such as swimming, camps, drama/music classes, excursions etc.

At times these costs may be covered by the school council

## **Camps/Excursions**

Camps and excursions are a PRIVILEGE NOT A RIGHT.

Parents and students need to be reminded from time to time that participation on a school camp, sports trip or excursion is dependent upon a child's behaviour at school. If a child's behaviour prior to or on a previous excursion is such that it does not warrant their attendance, they will be excluded. Parents/guardians will always be notified when this action is necessary.

Parents/guardians, who have difficulty meeting costs, are requested to discuss the matter confidentially with the principal, so that mutually acceptable arrangements may be made.

## **Student Welfare**

The staff at Carlisle River Primary School display a caring attitude towards students, showing respect and valuing them as individuals. It is our aim that students will in turn use this model developing their code of behaviour. The school aims to develop a positive approach to student behaviour. There is an emphasis on courtesy, cooperation and consideration of others.

**Buddy Program.** Older students are paired with younger students and give them assistance when needed, helping them if any problems arise. The younger buddies are encouraged to speak to their buddies first and then seek teacher's assistance.

**Reflection Time:** Each week, time is put aside for students to express how they felt about the week, good/bad. This enables a whole class approach to any problems that may arise.

**Student Welfare Policy**

When Things Go Wrong - Student Discipline 'Staged Response' <ul style="list-style-type: none"> <li>• Teacher Calmness is imperative</li> <li>• Backup for each other and the team is essential</li> </ul>				
	GOVERNING RULES	PRIMARY RESPONSIBILITY FOR ACTION	EXAMPLES OF MISDEMEANOURS	OPTIONS FOR ACTION – LISTED IN INCREASING SEVERITY
1.	CLASSROOM Classroom Learning Plan	CLASSROOM TEACHER	Not following classroom learning plan	Discussion Removal of classroom privilege Detention – teacher supervised Teacher contacts parent/carer Keep Principal informed
2.	YARD Positive expectations for behaviour -including respect for people, places, equipment and out-of-bounds areas	YARD DUTY TEACHER Dealt with by teacher whenever possible	Not taking personal responsibility for behaviour as expected in classroom, e.g.: Littering Bullying or exclusion Fighting Swearing	Yard Duty Teacher implements an immediate and appropriate response Referral and explanation to Classroom teacher for follow-up Classroom teacher may use any of options above in (1.)
3.	TOILETS and Other Buildings Same expectations as for classroom and yard	YARD DUTY TEACHER Implement an immediate response Referred to classroom teacher for follow-up - <i>if necessary</i>	Wandering Interfering with others' belongings Petty Vandalism Minor Theft	Depending on nature of bad choice made, all action and punishment/restitution may be wholly managed by Principal
4.	SEVERE MISBEHAVIOUR Behaviour that is a major departure from normal school expectations	PRINCIPAL– teacher included in discussions and kept informed	Violence resulting in physical injury to another student Discrimination, including Racial, Religious and Sexual discrimination Systematic bullying, More serious Theft Significant Vandalism Use or possession of Drugs Ongoing refusal to follow school expectations and rules	Principal will follow the DEECD Student Discipline procedures Depending on situation, may lead to: <ul style="list-style-type: none"> <li>• Referral to Network Psychologist</li> <li>• Conference with parent/carer</li> <li>• Student Support Group Meetings</li> <li>• Individual Student Learning, Safety and Behaviour Management Plan</li> <li>• Suspension (In-school &amp; External)</li> <li>• Expulsion</li> </ul>

## **School Internet Usage**

All students need to have a returned signed "student use and access agreement" form to use the internet throughout the school. This is an essential part of the school's curriculum. Conditions apply when using internet/computer, so families are encouraged to ensure their child understands the use and access agreement.

## **Use of student Photographs**

At Carlisle River Primary School at times we celebrate the efforts of our students and at the local press are invited to take photos of the students. We have a "student photos" permission form and if you have any concerns regarding your child's photo being in the local paper or newsletter please contact the principal.

## **Financial Support**

The state government offers financial support to families that hold a means tested concession card you may be eligible for the Camps, Sports & Excursions Funds. Contact the school to obtain a CSEF application form.

## **School Council**

Carlisle River Primary School has an active parent body, which give excellent support to the school. The cooperation and participation of parents in the work of the school is vital in establishing closer liaison between home and school; thus helping to improve the quality of education received by the children. The school council is the governing body of the school, consisting of parents/guardians including the school principal. It determines, within the guidelines issued by DET, the general education policy of the school; management of the school finances; maintenance and development of buildings; grounds and equipment. The annual meeting of the school council is held in March each year where the annual report is tabled and elections are held.

## **Communication**

### **Newsletter**

The school newsletter is distributed each Monday, occasionally other notices are sent home if the need arises.

### **Information sessions**

Parents of new Prep children have the opportunity to attend a series of information sessions whilst their children experience classroom activities during the orientation program. An information afternoon for new preps is held in Term 4.

## **School Reports**

Student assessment is part of the on-going daily process of teaching. A number of complementary methods are used, including observation, samples of work, oral and written tests. School reports are sent home term 2 and term 4, parent/teacher interviews are also held after the distribution of reports.

## **Lunches**

Children are able to bring food that needs to be heated to school; this is done under the supervision of the class teacher. It is important that children have a wholesome breakfast as this enables them to be able to concentrate in class.

**Please note that our school has a healthy school policy whereby 'junk food', such as lollies, bags of chips, lemonades etc are not allowed to be brought to school.** (Except for special occasions)

## **Children's Health**

Regular attendance ensures smooth progress and helps social development. However, if your child is ill, home is the best place to be. If children become sick or have an accident whilst at school, they will be cared for until parents are contacted to take the child home.

**Medication** where medication for children is prescribed to control a condition, the class teacher may be able to assist. Though it is the parent's responsibility to label the medicine with the student's name, dosage required and frequency of administration.

**Individual student emergency contact information** Personal information and emergency contact numbers are kept for each child at the school. If this information changes, please notify the school immediately.

**Immunisation certificates** are necessary for enrolment and must be provided before students start school.

**Headlice** – parents are advised to make regular inspections of their child's hair – inspections are held from time to time at school – a permission from is needed to enable staff to complete these checks. Please read following page. Other illness – please refer to following page