

# SCHOOL CONTACTS

**Principal: Mr Jeff Douma**

School Council President: Ms Cassandra Conron

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School address: 49 Moomowroong Rd Carlisle River 3239

School web site - <http://www.carlisleriverps.vic.edu.au/>

## SCHOOL TEACHING STAFF



Class teacher/ Tutor Mr David Bennett  
PE teacher Mr Jeff Douma

### *Specialist teaching staff*



Library Ms Kristen Mackinlay



Art Ms Jo Kara Cozens

### *Other staff*



Technology support - Mr Jon Varney



SSO- Office Bursar- Mrs Cheryl Mee



Cleaner – Ms Kaz

## 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 6 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. 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.

### **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 9am

### Sports

Physical Education is held every day, half hour session each afternoon. Organised interschool sports are held twice a year.

## SCHOOL UNIFORMS

We have an 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 bucket 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 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 **8.30am** and all children must leave the school grounds by 3.30pm. (Unless prior arrangement)

### School Timetable

9 am – 9.30	Teaching session 1 (P.E)	(Assembly on Mondays)
9.30 – 10.30	Teaching session 2	
10.30 – 11am	Recess (morning play)	
11am – 11:55pm	Teaching session 3	
11:55 – 12pm	(fruit time)	
12pm – 1pm	Teaching session 4	
1pm – 1.45pm	Lunchtime	
1.45pm – 3.15pm	Teaching session 5	

## 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. This is a requirement of DoE. 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 3.25 –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. It is a no standing zone outside the front gates on school side of Moomowroong Road.

## SPECIALIST PROGRAMS

Swimming (terms1 & 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 2024/2025. The school supplies all books and materials required by students. However, if items are not used correctly, parents 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 subsidised 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.

## CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

Eligible parents are encouraged to complete an application for CSEF at the beginning of each year. Application forms are available from the office. The fund is paid directly to the school to offset the costs involved in the education of your child. To be eligible for the CSEF parents/guardians must hold a current Centrelink Pensioner concession card or health care benefit card or TPI pensioner card or be a foster parent. Contact the office for further information.

## 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 DoE 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 our school newsletter, Facebook page and /or other social media- please contact the principal.

## PARENTAL INVOLVEMENT

There are many ways parents can become involved on our school: School council, working bees etc.

## 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 DoE, 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.

### Emails/Texts

From time-to-time emails/texts may be used to relay messages or important information that needs to be given directly to the school community

### 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. An open day/night is held during Education week for parents to experience the classroom activities, view their children's work and gain information about classroom programs.

### 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. A parent/teacher/student conference is held after the distribution of report in Term 2

## LUNCHES

Children can bring food that needs to be heated to school; this is done under the supervision of the class teacher. There are no lunch orders; hence it is important that you pack enough food for the whole day. It is important that children have a wholesome breakfast as this enables them to be able to concentrate in class. (We have the breakfast program at school so your child is able to have a healthy breakfast at school when required) **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 form is needed to enable staff to complete these checks. Please read following page.

Other illness –please refer to following page.



Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 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 illness	Not excluded
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

## Carlisle River School information 2024/2025

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts 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

### Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

\* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

\* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

\*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

### Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit [www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion)