



Coatesville Primary School

A·S·P·I·R·E H·I·G·H·E·R



2018 Parent Information Book

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2018 SCHOOL ORGANISATION

Principal	Michael Jones
Assistant Principal	Marg Kennedy
Assistant Principal	Kirsty Page
Leading Teacher (IB-PYP Coordinator)	Matt Cameron
Leading Teacher (Maths Coach)	David Zuker
Leading Teacher (Literacy Coach)	Jennifer Jakobi
Business Manager	Sallyane Pepe
Office Manager	Ailsa Bouch
Communications Manager	Julie Kipps
Librarian	Jamie Mason
School Nurse	Charlie Henderson (9.00am-3.30pm)

2018 Teaching and Learning Leaders

Prep	Tania Bonanno
Grade 1	Hannah Henshaw
Grade 2	Maddy Prosser
Grade 3	Deb McCooke
Grade 4	Sarah Heaton-Harris
Grade 5	Zoe Picton
Grade 6	Cameron Azer
Specialist team	Suzanne Webb

Bell Times

Whole School Assembly-Monday	8.50am
Morning Recess	10.40am - 11.10am
Lunch	12.50pm - 1.50pm
Dismissal	3.30pm

School Address	21 Mackie Road, East Bentleigh, 3165
School Telephone	9570 1652
School Office Hours	8.30am – 4.30pm Monday to Friday
Email	coatesville.ps@edumail.vic.gov.au
Website	http://www.coatesps.vic.edu.au

Teachers supervise the playground area daily from:-

- 8.45am – 9.00am before school
and
- 3.30pm – 3.45pm after school

**please do not drop children off earlier
than 8.45am**

Please Note:

- Children should be booked into Before/After School Care Program (Camp Australia) if present in the school outside these hours.
- Please observe the signage to keep the gates closed at all times at the Cecil St and Mackie Road entrances, when entering or leaving the school premises. We are all expected to take responsibility for the safety of our students.
- Parents are expected to supervise their pre-school siblings at all times.

2018 TERM DATES

Term 1 30th January to 29th March

Term 2 17th April to 29th June

Term 3 16th July to 21st September

Term 4 8th October to 21st December

2018 CURRICULUM DAYS

No school

Term 1 Monday 29th January

Term 2 Monday 16th April

Term 3 Friday 3rd August

Term 4 Monday 22nd October

PRINCIPAL'S WELCOME



I would like to welcome back all of our families for 2018 and extend a warm welcome to our new families and in particular our Preps. This year we have 110 new Preps beginning school for the first time and I wish them well as they begin their formal education. At Coatesville we will strive to continue to develop their love of learning as they begin to gain more understanding of their world around them and the way in which we use systems such as language and numbers to create meaning and organisation. Our enrolment is now consistent and this year we have 767 students and over 500 families.

As an IB-PYP World School we are part of a global community of more than 4,000 schools that have chosen to teach IB programmes. Like all IB schools we 'strive to develop students who will build a better world through intercultural understanding and respect'. We put students at the centre of everything we do and ensure that we are working to improve their social, emotional and academic skills and knowledge in the context of the world in which they live from a local, national and global perspective.

Our whole school values of Achievement, Cooperation, Respect, Responsibility and Harmony guide the behaviours of the school community. We use these values to form the basis of the Essential Agreements that set the tone for all interactions and communication with each other. We encourage everyone to be active in ensuring that Coatesville is a happy and safe place and ask that if you see something or hear something that does not seem right to please bring it to the attention of a staff member.

Coatesville has a strong history of parental involvement because we view parents as partners in the learning journey and powerful allies in helping to educate children. Through regular and clear home-school communication and encouragement of parental involvement in the classroom, students will have a richer and more diverse learning experience and parents will feel more connected and empowered. If you would like to get involved in some way please speak to your child's class teacher.

In 2018, as we begin the first year of our new School Strategic Plan 2017-2021 (SSP) we can focus our sights on achieving the goals set out in the SSP as guided by our Annual Implementation Plan (AIP). The 2018 AIP sets out a clear vision that is focused by the Framework for Improving Student Outcome (FISO) to continue to build practice excellence and empower students and build school pride. In 2018 we are focusing on the following:

- Improving results in Literacy, Numeracy and Science
- Developing learner agency by empowering students to set and achieve personalised learning goals
- Continuing to improve our approach to wellbeing by incorporating the concepts of positive psychology

I am looking forward to working alongside each and every one of you and look forward to seeing you around the school or at one of our many school events.

Michael Jones

COATESVILLE PRIMARY SCHOOL MISSION (PURPOSE) STATEMENT

To nurture the educational journey of all within the school community, so that we “aspire higher,” through an engaging and relevant inquiry-based curriculum, that empowers us to be internationally minded, lifelong learners.

DAILY SCHOOL PROCEDURES

Absences

The school requests that parents telephone the office, after 8.30am, on the morning of your child's absence from school. A message is forwarded to your child's class teacher. If your child has not arrived by the time that morning attendance roll call is taken and there is no explanation for your child's absence, the office will contact parents as soon as is practicable.

Assembly on Mondays

Every Monday the school bells sounds at 8.45am and a whole school Assembly is held at 8.50am in the playground, weather permitting. Please stand back from the children's lines so that they can see the Assembly and teachers can supervise their class.

Arrival Times for Children

Your child is expected to arrive at school from 8.45am, giving him/her time to meet friends and have a play before the school day starts. Please note that arrival at 9.00am is deemed to be late.

The **Ready Set Learn** program is in place for 2018.

- The first bell at 8.50am will signal it is time to go to class. Children can still play in the playground until the second bell.
- The second bell at 8.57am signals it is time for all students to move to class and put away their bags, parents are asked to exit classrooms at this time.
- When the third bell rings at 9.00am all students should be sitting and waiting for their teacher to do the morning roll.

If your child arrives late to school the class teacher will record the lateness. Lateness is a common problem across schools and many hours of lost learning time add up over a year. A record of lateness is reported on your child's mid-year and end-of-year Student Report.

Attendance

International research demonstrates a strong correlation between students' learning, longer-term life outcomes, attendance at school and appropriate participation in education programs. It is crucial that children and students develop habits of regular attendance at an early age; even from the time they are enrolled in a pre-school setting.

Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

(Source: Department of Education and Training)

Each child is expected to attend every school day unless the parent has a valid reason.

Effects on your child's on days missed in one semester?

- 0-6 days: A student with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them.
- 7-10 days: A student with this attendance rate could miss a year of schooling between Prep and Year 10.
- 11-20 days: A student with this attendance rate could miss up to two years of schooling between Prep and Year 10.
- 20+ days: A student with this attendance rate could miss more than two years of schooling between Prep and Year 10.

Remember:

- Students need to attend school regularly to make the most of educational opportunities.
- There is a link between school achievement and achievement later in life.
- Poor patterns of attendance in the early years may lead to poor patterns of attendance in later life.
- Poor attendance may make it difficult for children to form positive relationships with their peers.

Buddies for Preps

Prep children are linked up with a buddy from Grade 6. Buddies are involved in helping your child to settle happily into school. Buddies take an interest in the Preps for the whole year and teachers organise activities for Preps and their buddies to learn and play together on special occasions, or as deemed appropriate.

Canteen

We offer a canteen service five days a week. The school canteen operates from Monday to Friday, at recess and lunchtimes. There is an extensive range of healthy food options. Due to a number of children at the school who experience severe allergic reactions, the canteen does not offer some food items, such as, peanut butter or derivatives of peanuts. The canteen operates under the direction of School Council and two staff are employed to manage the canteen. The canteen relies on voluntary assistance from parents to meet the needs of our children and your assistance on a regular basis would be welcome. The Canteen Co- Managers, Ali Dind and Pam Oaten, take great pride in ensuring that all health and safety requirements are adhered to.

Casual Relief Teachers

There may be occasions when your child's teacher is absent. It is normal practice for the school to employ a Casual Relief Teacher to replace the class teacher for the period of absence. Generally, the school attempts to employ a Casual Relief Teacher (CRT) who is well known to the children and who has a good understanding of the school's philosophy and procedures.

Class Structures (Reference - Allocation to Classes Policy)

The annual organisation of classes, including class sizes, is based on a number of factors. Decisions about student allocations to classes are based on many factors including age, social dynamics, ability, medical needs and gender and are made in consultation with the staff. Classes are arranged in Grade structures - Prep, Grade 1, Grade 2, Grade 3, Grade 4, Grade 5 & Grade 6. The Principal makes the final decision regarding all staffing matters, however, consultative processes with staff take place prior to confirmation of class placements. Please refer to the Allocation of Students to Class policy on our website.

Child Safe

At Coatesville Primary we consider the safety of students to be paramount. The school has a Child Safe policy that minimises the risk to students by embedding a culture of zero tolerance for child abuse. All visitors to the school must sign in at the office and agree to adhere to the Child Safe Code of Conduct. A current Working With Children's Check is required for all visitors.

COMMUNICATION BETWEEN PARENTS & STAFF

It is natural to have questions about your child's routine and school processes. Teachers are not able to talk with you while they are teaching or while they are bringing their children into class. The needs of your child and the other children in the class must come first during the school day.

If you have any concerns/questions about your child, please arrange to have a meeting with your child's teacher. Every teacher at Coatesville PS is able to provide their work email address to parents/carers of the children in their class. Specialist teachers' emails are also available upon request.

Step 1 Option 1 - Send an email to the teacher with whom you want to meet. Let the teacher know briefly what the issue or concern is about. The teacher will contact you within 24 hours to arrange a meeting time that is mutually convenient. Teachers are not expected to reply to emails in the evenings.

or

Option 2 – Contact the school office on 9570 1652 and you will be put through to the relevant teacher's voicemail. The teacher will contact you at his/her earliest convenience during school hours.

Step 2 Try to focus on what is happening in relation to your own child. Teachers do care and want to know any changes in your child's mood or behaviour. There are many things which can occur in a child's home life eg. parental separation, moving of house, illness of a family member. These are important to the teachers and the leadership of the school.

No staff member is expected to be involved in *any* heated discussion. Unfortunately, emotions can sometimes boil over. Thankfully, this is extremely rare. A positive outcome for all parties involved will occur if each party is willing to listen to the other's view and all work towards the interests of your child.

Sometimes there are matters which parents feel that they would like to discuss with the Principal. Matters may involve family, health, finance and other personal issues. Please call the office to make an appointment.

In line with Department of Education and Training (DET) procedures, any issues involving concerns or complaints about members of staff must be brought to the attention of the Principal. If you would like to chat with the Principal:

Step 1 Please contact the school office to make an appointment.

Step 2 Inform the Principal of the nature of your concern/query. If the concern is serious it is requested that it be put in writing.

It is usual procedure for the Principal to follow up concerns over a period of days where matters, in particular relate to teachers. The Principal may make a time for a follow up meeting after facts and points of view have been gathered. The Principal will cease any meetings which become aggressive or heated until a time when all parties can meet in a calm manner. Again, these situations are rare, but it is important that the school's values of Respect and Harmony are imbedded into all processes within the school.

Contact Phone Numbers - Emergency

It is vitally important that we have at least one or two contact people, other than parents, we can phone if an emergency arises. These people must be available to come and collect your child immediately from school.

Dismissal Times for Children

Your child should be met promptly at 3.30pm if you are collecting him/her. At 3.45pm our school grounds and playgrounds are used by Camp Australia for students attending After School Care. Students are dismissed at 2.30pm on the last day of Term 1, 2 & 3. Term 4 dismissal time is 1.30pm.

If it is necessary to collect your child from school at any time during the day, prior to 3.30pm, you are required to complete the "Early Departure Register" at the front office prior to collecting your child. Please avoid taking your child out of school earlier than 3.30pm. This should only occur in very rare instances

Dogs



For the safety of all community members, dogs are not allowed in the school grounds, even on a leash. Parents with dogs are requested to wait for your child/ren near the main entrance of either Mackie Road or Cecil Street. Please make yourself aware of the signage on buildings around the school to avoid any misunderstandings.

Emergency Childcare

Emergency childcare, through Camp Australia's Out of School Hours Care program, is intended to provide safety for your child in the event that you are unable to collect your child from school before 3.45pm. There are times when parents are running late due to work commitments, being held up in traffic, illness etc. Parents can be unaware that the school closes at the end of Term 1, 2 and 3 at 2:30pm. Sometimes there can be a mix up in communication when children are being picked up by more than one adult. In order to protect your child's well-being and safety we are able to provide childcare through our Out of School Hours Care (OSHC-Camp Australia). You will know that your child is safe until you arrive.

The Out of School Hours Care operates from 3:45pm until 6:00pm Monday to Friday. We strongly urge parents who would normally collect their child from school in person, to register with OSHC in the event of an unforeseeable occasion when you may not be able to arrive by 3.45pm to collect your child.

Excursions / Incursions (See Excursions /Incursions Policy)

Coatesville PS believes in enriching your child's education through real life experiences which relate to Units of Inquiry. Excursions and/or incursions are designed to stimulate and motivate learning, to help children understand the relevance of curriculum to the wider community and to develop social skills in real life settings.

Excursions - Local Walking

A Local Walking Excursion Permission Form is to be filled out at the time of enrolment and at the start of each school year as your child progresses through the school. This form enables teachers to take children on local walks without a specific notice being forwarded home eg, sporting activities, picnics, awareness of local business and other services, choir performances.

Expensive or Valued Items

We advise children NOT to bring valuable, personal items to school. The school will take no responsibility for these items if they are lost or stolen. There must never be any request for exchange of money or goods for any items brought to school eg swap cards, toys. Parents are asked to exercise strict supervision over items their children bring to school.

Evacuation Plan

The school has in place a set of procedures to handle any form of disaster eg. fire, bomb threat, intruder. The major areas that children are instructed on are:

- the orderly evacuation of the school buildings or school grounds
- the location of the assembly area is on the school oval
- the need to remain calm under any circumstance

The Principal, Michael Jones, is the Emergency Management Coordinator. Evacuation drills are conducted each Term so that the staff and children can familiarise themselves with the procedures required.

INVOLVEMENT IN YOUR CHILD'S LEARNING

We aim to encourage and develop a close partnership between parents, staff and the children. You are invited to participate actively in your child's primary school years. We offer a range of ways for you to be involved:

- *Art Room*
Working with children in the Art room and/or assisting with displays around the school. Contact Suzanne Webb or Bronte Hughes.
- *Canteen (The Ville Café)*
Daily help is needed. Rosters are arranged to suit parent needs. Contact Ali Dind or Pam Oaten via email: dind.alison.l@edumail.vic.gov.au or on 9570 1652.
- *Friends of the Library*
Helpers are ALWAYS needed in the Library! See Librarian, Jamie Mason.
- *Literacy Helper*
Parent help is required on a daily basis, particularly in the early years. Please see your child's class teacher if you can help with reading or other literacy activities.
- *Music*
If you have any musical talents you would like to share or musical instruments you no longer need please contact Christine Rainford.
- *Perceptual Motor Program (PMP)*
Prep children need parents to set up PMP and parents to assist with PMP activity stations. Rosters are arranged to suit parent needs. Contact your Prep child's class teacher.
- *Parent Classroom Friends*
A Parent Classroom Friends is a parent who takes on the role as the key link between class teachers and parents. Parent Classroom Friends meet once a month to discuss school activities and plan events that will help strengthen and promote community life. Parent Classroom Friends arrange class/family get togethers so that parents can enjoy social activities outside school hours. PCFs organise Mother's Day and Father's Day stalls and related activities.

- *Second Hand Uniform*
The second hand uniform shop is open on Mondays at 3.15pm – 3.45pm in the Flexi Learning Space (behind the office). Unclaimed/unnamed and donated school uniform items are re-sold. All items cost \$4.00. Parent helpers are needed to help run the second hand shop.
- *School Council*
School Council is made up of 15 representatives. Terms of office are for two years for Parent and DET members. Coopted positions are for one year. Elections are held yearly. Commitment to one monthly School Council meeting and one monthly subcommittee meeting are essential. Meetings are held in the evenings, except for Finance Subcommittee.
- *School Council Subcommittees*
These subcommittees “do” the work in-between Council meetings. They make recommendations to School Council. Parents with backgrounds in financial management, business & public relations, health, human resource management, advertising, marketing, trade skills and ICT are sought after.

Sub committees are: *Finance Buildings & Grounds Policy Fundraising*

Information Sessions for Parents

Information sessions are held at regular intervals throughout the school year. We provide information about Readiness for School, Literacy, Numeracy, the IB-PYP, Student Health and Cyber Safety.

Mobile Phones

Students are not permitted to bring mobile phones to school unless written permission is sought from the Principal. Mobile phones that have been approved by the Principal are not permitted to be “on” at any time during the school day or on an excursion of any kind, including sporting events. Students must take full responsibility for their mobile phone which is to be kept strictly out of sight at all times.

Newsletter

Coatesville PS publishes a weekly newsletter, called *The Communicator* which provides information about forthcoming events, student articles and a Principal Class report. Advertising is available and proceeds from sales are absorbed into the production costs associated with the publication of the newsletter. The newsletter is emailed to families and sent via the Konnective app. Parents can also download it via the school's website. We are committed to actively demonstrating the reduction of carbon emission in our environment.

Notices Sent Home

Make a point of reading all newsletters, including class newsletters and notices. The teachers try to ensure that any notices given to the children are put into their reading satchels, so it would be a good idea to check your child's reading satchel each night so that you do not miss receiving any important information. Many other notices are sent via the Konnective App or the newsletter.

Out of School Hours Care - Camp Australia - (OSHC)

The Out of School Hours Program (OSHC) is operated by Camp Australia. Camp Australia works closely with School Council. It is necessary to register your child with Camp Australia on their website before your child can access the program. All inquiries should be directed to them. OSHC Program operates each school day from 7.00am-8.45am & 3.30pm-6.00pm. Over school holiday breaks, whole day care is provided, as well as on Curriculum Days from 7.00am–6.00pm. OSHC is available from 2.30pm on the last day of each Term.

Photographs

The school has appointed School Pix to take school photographs in 2018. Both individual and class photographs are taken as well as family groupings. Payment details will be sent home prior to photo day.

PRIVACY NOTICE AT COATESVILLE PS

The confidential enrolment form asks for personal information about your child as well as family members and others that provide care for your child. The main purpose for collecting this information is so that Coatesville PS can register your child and allocate staff and resources to provide for their educational and support needs. All staff at Coatesville PS and the Department of Education & Training are required by law to protect the information provided by this enrolment form. Health information is asked for so that staff at Coatesville PS can properly care for your child. This includes information about any medical condition or disability your child may have, medication your child may rely on while at school, any known allergies and contact details of your child's doctor. Coatesville PS depends on you to provide all relevant health information because withholding some health information may put your child's health at risk. Coatesville PS requires information about all parents, guardians or carers so that we can take account of family arrangements. Family Court Orders setting out any access restrictions and parenting plans should be made available to Coatesville Primary School. Please tell us as soon as possible about any changes to these arrangements. Please do not hesitate to contact the Principal, Michael Jones, if you would like to discuss, in strict confidence, any matters relating to family arrangements.

Emergency Contacts

These are people that Coatesville PS may need to contact in an emergency. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Coatesville PS.

Student Background Information

This includes information about a person's country of birth, aboriginality, language spoken at home and parent occupation. This information is collected so that Coatesville PS receives appropriate resource allocations for their students. It is also used by the Department to plan for future educational needs in Victoria. Some information is sent to Commonwealth government agencies for monitoring, planning and resource allocation. All of this information is kept strictly confidential and the Department will not otherwise disclose the information to others without your consent or as required by law.

Immunisation Status

This assists Coatesville PS in managing health risks for children. This information may also be passed to the Department of Human Services to assess immunisation rates in Victoria. Information sent to the Department of Human Services is aggregate data so no individual is identified.

Visa Status

This information is required to enable Coatesville PS to process your child's enrolment.

Updating Your Child's Records

Please let Coatesville Primary School know if any information needs to be changed by sending updated information to the school office. During your child's time with Coatesville Primary School we will also send you copies of enrolment information held by us. Please use this opportunity to let us know of any changes.

Access To Your Child's Record Held At School

In most circumstances you can access your child's records. Please contact the Principal to arrange this. Sometimes access to certain information, such as information provided by someone else, may require a Freedom of Information request.

Punctuality

Good social habits should be established as soon as possible. Arrival on time for Assembly on Mondays is expected of every child. Arriving on time for school is very important for a number of reasons:

- Lateness disrupts the class
- Lateness unsettles your child
- Lateness means your child is missing out on educational programs which is compounded when lateness is daily
- Lateness makes the starting of the day difficult for your child's teacher

Reporting to Parents

Parent/Teacher Interviews are held in Term 1. This is an opportunity to provide your child's class teacher with any relevant and/or important family, medical or other information which may affect your child's well-being, health, safety or self-esteem.

Parent/Teacher Interviews are also held in June. You will receive your child's mid-year written report via the Sentral Parent Portal prior to meeting with your child's teacher. A second written Student Report is available via the Sentral Parent Portal in December.

Throughout the year other Parent Education Nights, Student Led Conferences and Family Education Nights are provided to showcase the teaching and learning at Coatesville PS. Meetings between parents and teachers are organised by mutual consent, when required.

Road Safety



The school crossing is supervised in Mackie Road and Cecil Street. Students and parents must cross the road at these crossings to ensure safety for everyone.

40kph zones is the speed limit in surrounding streets during designated times. Parents are expected to obey the road laws. Double parking, stopping in "No Standing" zones, stopping in the middle of the road, leaving your car when it is parked in the "Kiss & Go" zone are all illegal. If at all possible, your child should walk or ride a bike to school to ease traffic congestion and develop healthy life habits.

PLEASE DO NOT BREAK THE LAW PLEASE DO NOT PUT YOUR CHILD AND OTHER CHILDREN'S LIVES AT RISK

- If your child comes to school late your child is at risk!
- Please make sure you use the crossing when bringing your child across the road.
- Never double park, park in the Kiss & Go zone then leave your car or stop in the middle of Cecil St road to let your child get out of the car! All are illegal, dangerous and life threatening.
- Insist that your child enters and leaves your car on the kerb side.
- Avoid making 'U' turns in the vicinity of the school.
- Do not park across gateways.
- Driving into the staff car park is strictly prohibited.
- Uphold the school community's values of respect and responsibility towards others.

SCHOOL COUNCIL

The role of School Council is outlined in the *Education and Training Reform Act 2006*. In essence, the role of School Council is one of setting the long term future goals for the school and maintaining oversight (not management) of the school's operation. It is not about running the school – that is the job of the Principal.

Coatesville Primary School Council oversees the school within the Education Act and Regulations set down by the Department of Education and Training (DET) and consists of elected parent and community members, staff members and the Principal. School Council has the authority to co-opt additional members when, and if, the need arises.

The responsibilities of School Council include:

- Developing the **School Strategic Plan** (the document that tells people what the school wants to achieve in the future and how it plans to get there).
- Approving the **Annual Budget** (the financial plan for the calendar year that tells people how the school is going to provide money so it can implement its strategic plan in that year).
- Setting and reviewing **Policies** (guiding principles designed to influence decisions, actions that the school makes);
 - Developing, reviewing and monitoring the **Student Wellbeing & Engagement Policy** (how the school expects students to behave, how bullying will be managed and the school's approach to managing student behaviour).
 - Developing, reviewing and monitoring **Student Uniform Policy** (including how students are expected to dress during school hours including travelling to and from school, if the school has a uniform and what that looks like, and any arrangement with clothing suppliers that the school might enter into).
- **Raising money** for resources that the school needs.
- Making sure the school's **grounds and buildings** are maintained.
- Entering into **contracts** for services like cleaning the school or a School Council building project.
- **Creating interest** in the school within the community.

What School Council does not do:

- School Council does not manage the day to day running of the school, for example, it does not employ teaching staff, decide which classes students will be assigned to, or sort out issues relating to individual teachers and students and/or parents.
- School Council does not discuss individual issues relating to teachers, staff or parents – these are very clearly management roles, and therefore the Principal's job.
- School Councillors are not appointed to represent specific interest groups or permit special interests to dominate the Agenda of the Council.
- School Council is also not allowed to purchase land, buildings or motor cars and it cannot enter into hire purchase agreements or obtain credit or loans, unless it is given permission by the Minister.

School Council elections are held every year, when approximately one half of School Council members retire. Members are normally voted onto School Council for two years. School Council consists of 15 members. 5 members are *Department of Education and Training* (DET) representatives, 8 members are *Parent* representatives and 2 are *Community* representatives. School Council meets a minimum of eight times a year. School Council usually meets in the third or fourth week of the month.

The Coatesville Primary School Council utilises an active Subcommittee structure to ensure that designated areas of the school are being monitored and supported. Ideally, Subcommittees consist of parents and teachers, with parents making up the majority of members. Parents do not have to be a member of School Council to be a member of a Subcommittee, however, a School Council member must be present at Subcommittee meetings. All Subcommittee members must be approved by School Council. Subcommittees are also involved in planning and organising events and activities, such as fundraising, working bees. Subcommittees may make recommendations to School Council. Subcommittees meet for approximately one hour in the first week of the month. Finance Subcommittee meets for longer periods of time depending on the issues being addressed.

Subcommittees of School Council are:

Finance

To receive, analyse, prepare and monitor detailed financial and budget information and to ensure that financial processes and procedures followed within the school are in accordance with Department of Education and Training (DET) guidelines, inclusive all other facilities' matters not related to the grounds.

To assist the Canteen Co-Managers to provide a service that meets the needs of the school, government policy and guidelines and health regulations.

To oversee the establishment, renewal and/or review of the school's Cleaning Contract. To oversee the terms and conditions of the school's Cleaning Contract.

To work collaboratively with Camp Australia to deliver high quality, Out of School Hours and Holiday Programs that meet the needs of the school and the families who access the program. To liaise directly with Camp Australia, in relation to its management of the COSHC program and its selection of COSHC staff.

Policy

To maintain, review and develop a register of school policies as required by School Council and prioritise and monitor policy on a four year cycle as applied to the School Strategic Plan and Annual Implementation Plans. To publish relevant school policies on the school's website.

Fundraising

To raise local funds that will be applied to the provision and/or enhancement of school programs and capital expenditure items that are not funded through the DET Student Resource Package.

To support the Parent Classroom Friends program to enable representatives from each class to support parental involvement in classrooms, to welcome new parents to the Coatesville PS community and promote fundraising activities throughout the year.

Building & Grounds

To develop and monitor a maintenance schedule for the gardens, oval and adventure playgrounds and organise for such maintenance to be completed which will ensure that the playgrounds/buildings remain well presented, stimulating and meet occupational and health and safety requirements.

To ensure cleaning of grounds and internal areas complies with School Council expectations, as per schedule of work.

To organise and publicise Working Bees, as deemed appropriate.

To oversee OH&S compliance requirements.

Student Uniform

See Student Uniform Policy on the school website. Students are required to wear school uniform. Please read the exclusions items such as jewellery and nail polish.

Sponsorship

The school is always looking for ways to enhance student learning and sponsorship is a valuable way of achieving some goals which may otherwise be out of the school's ability to reach. If you are aware of any businesses or organisations that may be worth approaching, please contact the Principal.

Sports' House System

All students are allocated a House upon enrolment. The school's House System is:

Gould – Yellow **Mackie** – Red **Coates** – Green **Marriot** – Blue

A House Captain and Vice House Captain are elected each year. House meetings are held regularly and each House organises fun activities at lunchtime to promote healthy living and active leisure time. The House Captains and Vice Captains are supported in their leadership development by the PE teacher, Nicholas Richards.

Staff Identification

All staff, both teaching and non-teaching, are required to wear an ID badge at all times on the school premises. Casual Relief Teachers wear a Casual Relief Teacher ID badge also.

Staff Car Park

The staff car park is strictly out of bounds to parents at all times.

Staff Meetings

Staff meetings are held on Mondays and Tuesdays every week after school. Teachers are required to be punctual to all staff meetings and, therefore, they are not able to meet with parents on these days.

State Schools' Relief

State Schools' Relief (SRR) is a not-for-profit Victorian charity supported by DET that provides government school students with financial assistance for uniform and footwear. SSR responds to requests from principals, assistant principals and school welfare coordinators, and supports any student attending a Victorian government school if parents or carers are facing financial hardship. Please contact the office if you require this assistance.

Tissues

Parents are requested to provide 1 box of tissues per Term, per child, to share with your child's class.

Transfers

Parents wishing to transfer their child to another school are requested to notify the Principal, in writing. The school will arrange the necessary transfer procedures and forward information to the new school. Parents are requested to ensure that all school library books and other materials, such as, musical instruments are returned to the school prior to departure or reimbursement costs will be required for lost items or items not returned.

Transport

Bicycles - A bike shed is located at the Cecil Street entrance for the storage of bicycles and scooters. Parents must ensure that your child understands the responsibilities required when riding a bike or scooter. All children must wear a helmet. Once your child has reached the school entrance, he/she must *walk* through the school grounds to the bike shed. Children must not ride or walk through the staff car park at any time.

Students who travel by bike are required to walk across the school crossings.

Scooters – Students can ride scooters to school and store them in the bike shed. Helmets must be worn and students must also walk across the road at the school crossings.

Roller Blades, Skateboards - Roller blades and skateboards **are not permitted** at any time in the school grounds. Students are not permitted to use skateboards or roller blades as a means of transport to and from school.

Seat Belted Buses - It is school policy that children attend all excursions, camps and sporting events in seat-belted buses.

Walking To School - Walking to school is the safest and healthiest way to come to and from school, especially if you live nearby.

Vandalism

Vandalism, particularly graffiti, is extremely costly to any school. Parents are asked to phone 000 to report any sightings of vandals or people acting in a suspicious manner. Unauthorised use of the premises is not permitted and trespassers will be prosecuted.

Wet / Hot/ Extreme Weather Days

Most areas in the school have air-conditioning and heating units. There is no early dismissal policy for any government school on hot days. Please ensure your child is dressed suitably for all weather conditions.

Visitors

All visitors to Coatesville Primary School must report and sign in at the school office via the "Visitors Pass Register System" (Ipad) and be issued with a "Visitor" badge. A valid Working with Childrens Check is required for all visitors signing in. Upon leaving the school, visitors are required to return to the office and "sign out" via the VPASS Register System located at the school office.

CURRICULUM

At Coatesville PS the teachers plan in teams to cater for the needs of the whole child, inclusive of their academic, social, emotional, physical and creative development. We view learning as an active and reciprocal partnership between students, parents and staff. We provide a stimulating, inquiry-based curriculum that fosters student self-esteem and self-discipline, with priorities focusing upon the development of Literacy and Numeracy skills. We provide a personalized, engaging and challenging curriculum program for all students to assist them in striving to achieve their personal best. We cater for individual abilities, talents and learning styles. Coatesville Primary School is an authorized *International Baccalaureate-Primary Years Programme (IB- PYP) World School*.

What is the International Baccalaureate - Primary Years Programme?

The goal of the IB-PYP is to create internationally-minded students. The IB-PYP focuses on the development of the whole child as an inquirer, both in the classroom and in the outside world. The IB-Primary Years Programme offers a balance between learning about or through subject areas (Language, Mathematics, Science, Humanities, Physical Education and the Arts) and learning beyond them.

If you want to find out more about the IB-PYP visit www.ibo.org/pyp.

The Learner Profile

The Learner Profile is a set of traits that IB learners strive to be.



The IB-PYP Curriculum

Within the IB-PYP curriculum is a conceptually based-learning program which incorporates six Transdisciplinary Themes. Through the six Transdisciplinary Themes teachers develop in-depth Units of Inquiry where students undertake deep questioning, investigations, research and action. Units of Inquiry take between 4 to 7 weeks.

The Transdisciplinary Themes

- **Who We Are**
- **Where We Are in Place and Time**
- **How We Express Ourselves**
- **How the World Works**
- **How We Organise Ourselves**
- **Sharing the Planet**

The Assessed Curriculum

Assessment is an important part of each unit of inquiry as it both enhances the learning and provides opportunities for students to reflect on what they know, understand and can do. Teacher feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skilful and more able to understand how they learn.

Coatesville teachers are guided by the Victorian Curriculum and comply with all DET requirements, such as, the implementation of the National Assessment Program Literacy and Numeracy (NAPLAN) for Grade 3 and 5 students and the English Online Assessment for Prep students. IB-PYP meets the requirements of the Victorian Curriculum.

Through professional development and personal study, the staff maintains a high degree of knowledge regarding current educational trends, both nationally and internationally. Collaborative curriculum planning by teachers is designed to incorporate teaching and learning practices which equip our students to adapt to an ever-changing and technologically advanced society. School Policies are regularly updated and available on our website.

How do teachers know if it has been learnt? Assessment

Assessment is the process of gathering and interpreting evidence of learning to make informed inferences and decisions about how well students are progressing.

- ❖ **Assessment for learning** occurs when teachers use inferences about student progress to inform their teaching.
- ❖ **Assessment as learning** occurs when students reflect on and monitor their progress to inform their future learning goals.
- ❖ **Assessment of learning** occurs when teachers use evidence of student learning to make judgements on student achievement against goals and standards.

Coatesville has an extensive Whole School Assessment Schedule. It is an expectation that all teachers are aware of and assess in accordance with this schedule. Teachers are required to collect and analyse current and accurate data on every student in their classroom. Data is to be used to inform future planning. Teams are expected to regularly discuss data and moderate work samples in order to have consistent teacher judgements.

Through the work of our Specialist teachers we have comprehensive programs in The Arts (Visual Art and Performing Arts), Physical Education & Sport, LOTE-French and Sustainability. Specialist teachers plan and work weekly with classroom teachers to develop and link Units of Inquiry.

Learning At Home (Homework)

Refer to Learning@Home policy on the school's website.

STUDENT ENGAGEMENT & WELLBEING

Coatesville Primary School aims to provide a safe, secure and harmonious learning environment that reinforces and develops attitudes of tolerance, cooperation, responsibility, self discipline, resilience and mutual respect. We strive to maintain a happy and caring environment that maximises learning outcomes and develops skills that enables each child to demonstrate cooperation at all times. We affirm the acceptance of all members of the school community, regardless of race, age, gender, disability or impairment, socio-economic status, political and religious beliefs.

Our school, along with every government school in Victoria, has developed a Student Wellbeing and Engagement Policy, which details the school's approach to a range of ways to be proactive in supporting students in their social/emotional development. It is on the school's website under Policies.

Teachers endeavour to build respectful and cooperative relationships with students and between students. When relationships are harmed through inappropriate behaviour, we assist students to work through defined stages that hopefully lead to the repair or rebuilding of those relationships. These stages involve, firstly, the child acknowledging that the behaviour has taken place and, secondly, recognizing that there has been an impact on others. When these stages are completed, the process of repairing the harm and strengthening or building the relationship is more likely to be successful. This approach is called "Restorative Practice" in which our prime concern is to answer the following questions:

- What happened?
- Who has been harmed or affected?
- What needs to happen to repair the harm?

Staff has a responsibility to inform the Principal of any significant or serious welfare matter. Teachers have a mandated responsibility to report any suspected cases of child abuse to the Department of Human Services. Most often, this is done through the Principal. This is never a pleasant experience for anyone but teachers can be prosecuted if they do not report suspected cases of abuse, inclusive of physical and emotional abuse.

Whole School Values	This means ...	Examples of behaviours we will demonstrate....
Achievement	Striving to do our best, reaching our goals and celebrating our successes	<ul style="list-style-type: none"> • Being the best we can in class, in the playground and when we are out of the school
Cooperation	Working together. Communicating effectively. Supporting each other in a positive manner.	<ul style="list-style-type: none"> • Welcoming others • Including others • Caring for others • Helping others
Harmony	Acknowledging and valuing individual differences. Actively contributing towards a safe and caring environment.	<ul style="list-style-type: none"> • Wearing school uniform • Being at school on time • Reporting bullying • Moving safely around the school
Respect	Maintaining integrity by being honest and courteous at all times and acknowledging the rights and beliefs of others.	<ul style="list-style-type: none"> • Being polite and well-mannered • Waiting our turn • Actively participating in class • Letting others join in to play
Responsibility	Taking ownership of our behaviour and actions. Setting a positive example to others.	<ul style="list-style-type: none"> • Keeping belongings neat and tidy • Picking up rubbish and using water wisely • Always being honest with other students, teachers and parents • Saying "sorry" if we hurt others' feelings

STUDENT WELLBEING & ENGAGEMENT STRATEGIES

Coatesville PS implements formal processes to support students.



COMMUNICATION LINKS BETWEEN HOME AND SCHOOL

We encourage parents to maintain close links with the school, especially your child's class teacher.



POSITIVE BEHAVIOURS MODEL

Positive behaviours lead to positive experiences



OUR SCHOOL VALUES

ACHIEVEMENT RESPECT RESPONSIBILITY HARMONY COOPERATION

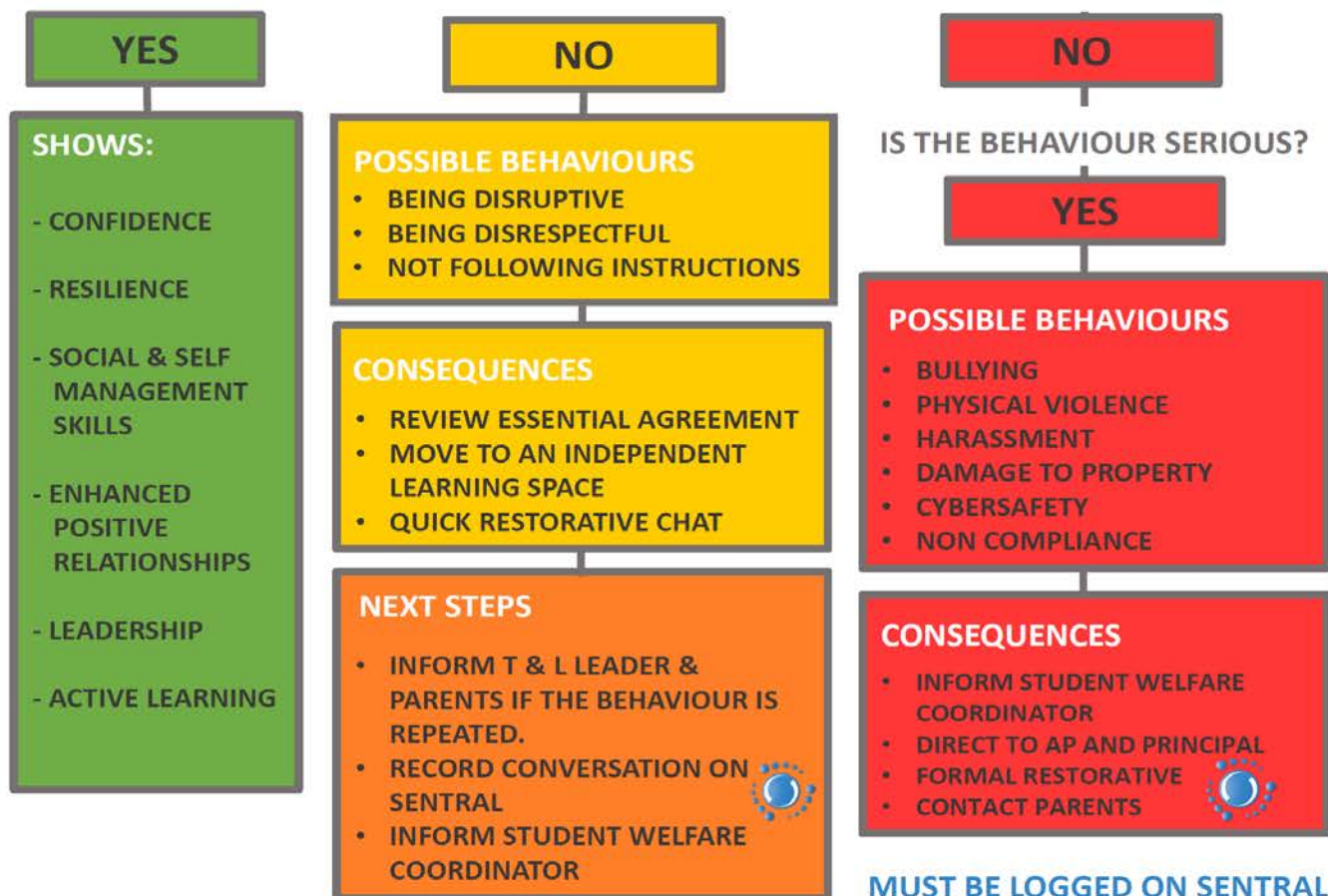
GRADE ESSENTIAL AGREEMENTS

- DEVELOPED IN SEMESTER 1 AND REVIEWED IN SEMESTER 2
- COLLABORATIVELY CREATED BY THE STUDENTS USING THE SCHOOL VALUES
- DISPLAYED & REFERRED TO IN EVERY LEARNING SPACE

WE ACKNOWLEDGE POSITIVE BEHAVIOUR THROUGH

- LANGUAGE OF THE PYP – POSITIVE REINFORCEMENT - WHOLE SCHOOL & GRADE LEVEL ASSEMBLIES
- VISITS TO T & L LEADERS AND LEADERSHIP

Are the Essential Agreements being followed?
Are the School Values being displayed?



*Corporal punishment is not permitted at Coatesville PS

HEALTH OF YOUR CHILD

Immunisation Status Certificate



It is a requirement of school enrolment that parents provide an Immunisation Status Certificate. This certificate can be obtained from

- a Medicare Office
- online
- your local Council's immunization service
- your GP
- the Australian Childhood Immunisation Register on 1800 653 809

The health, safety and well-being of your child is a priority at Coatesville PS. It is vital that parents inform the school of ANY health issue which may affect your child at school. It is imperative that the school is kept up-to-date with any life threatening illness or condition eg, anaphylaxis. All staff, both teaching and non teaching, are trained in Asthma management and EpiPen use on an annual basis.

A school nurse is employed by the School Council. The nurse, Charlie Henderson, attends from 9.00am-3.30pm Monday to Friday. Most non-teaching staff are trained in First Aid and a range of teachers are trained in First Aid. There are always teaching and non teaching staff trained in First Aid in attendance at every school camp and excursion.

Peanuts or derivatives of peanuts are not sold in the school canteen. Teachers organise their classrooms to accommodate the needs of students with allergies when children are eating in their classes. Parents can assist by communicating regularly with your child's teachers, including the class teacher as well as specialist teachers, where necessary. A list of students with severe medical conditions is publicised on the staffroom notice board in the staffroom for staff information. Parents who enter the staffroom are expected to maintain confidentiality and not discuss information seen in the staffroom without permission.

Asthma Management

Coatesville Primary School is an Asthma Friendly School. All staff are regularly updated with information regarding Asthma. If your child suffers from Asthma, please notify the office. Your child's Asthma Management Plan should be provided to the school. A register is maintained of all children with Asthma. Children are required to have their reliever medication at school at all times.

School information required includes:

- Name
- Normal maintenance medical program
- Medication to be used when symptoms develop
- Medication to be used in a crisis
- Name, address and telephone number/s of emergency contacts
- Name, address and telephone number of child's doctor
- Medicare number
- Health Care card number (if applicable)
- Ambulance membership number

Please inform the school immediately of any change of family addresses or phone numbers.

Headlice



Headlice is not a disease! Headlice is a common problem in all schools and childcare centres. Parents are asked to contact the school if you detect headlice. Your child will be required to be excluded from school until all lice and their eggs have been removed.

A brochure to assist with the management of headlice produced by Human Services – Public Health Division is available at the school office or local chemist. Our school Nurse, will also be able to assist you.

Website — <http://www.education.vic.gov.au/school/parents/health/Pages/headlice.aspx>

Illness at School

Children who are ill are best cared for at home. In the interests of the health of staff and children, do not send your child to school if he/she is unwell or has been unwell overnight. Parents will be notified to collect their child immediately if any symptoms such as the following are apparent:

- Above normal temperature
- Discharge from eyes or ears
- Vomiting or diarrhoea
- Difficulty in breathing or severe asthma attack
- Severe headache or earache
- Head injury

Medical Disability

Please inform the Principal if your child suffers from any serious impairment, disability, medical condition or any other condition that is relevant to your child's health and wellbeing at school. Please read the Privacy Act information in the Appendix.

Medication

Should your child require medication at school, and you are unable to personally administer the dosage, please notify both the office and complete a *Medication Request Form*.

Sick Bay

The school will contact you by telephone should your child become ill while at school. It is school procedure to monitor a child for 15-20 minutes in the Sick Bay and then be sent home if symptoms persist.

What You Can Do to Promote Healthy Sleep Habits

Your child needs about 10 to 11 hours of sleep each night. Getting a good night's sleep is essential; it helps your child stay settled, happy and ready for school the next day. It helps them stay healthy, strengthening their immune system. Children are usually tired after school and might look forward to bedtime from about 7.30pm.

Some children fall asleep very quickly. Others sleep lightly at first, moving and fidgeting before settling into a deep sleep. While every child is different and the way they sleep will be different as well, in most children the first half of the night is made up of deep sleep. Closer towards morning their sleep will change to a lighter sleep, making it easier to wake them up.

Some children may experience more problems with sleep and settling down to sleep than others, such as children with autism spectrum disorder (ASD). Positive habits and routines will assist all children to feel sleepy and ready for bed at the right time.

Bedtime routine



A bedtime routine is very important for your child. It helps them wind down at the end of the day and it settles them prior to going to sleep. Getting them ready for bed at the same time each day is important. The predictability of going to bed at the same time each night helps children develop a positive sleep routine and feel secure. Allowing children to stay up late, even on weekends, isn't doing them any favours as it disrupts this routine.

Assist your child to wind down about an hour before bedtime. Turning off the television and any computer games, and encourage quiet activities. A great thing to incorporate into your child's bedtime routine is reading to or with them. Quietly and calming chatting about what happened during their day at school will also help your child to express any events or worries they may have prior to going to sleep. Get your child up at the same time every morning. This establishes a good sleep habit and the predictability of this makes them feel secure.