



2019
INFORMATION
BOOKLET

WELCOME TO COWES PRIMARY SCHOOL

Cowes Primary School, with an enrolment of approximately 570 students, is situated 140km south east of Melbourne on Phillip Island. The school is located in the township of Cowes on 7 hectares of attractive grounds. One fifth of students travel to school by bus from outlying areas.

We provide an effective program that will contribute towards the development of each student's physical, emotional, social and intellectual potential and help prepare students to actively contribute as members of a changing society.

We focus on building students' self-esteem, confidence and pride in themselves, their school and their community. We provide opportunity for both independent and co-operative learning aimed at developing decision-making, problem-solving, critical and creative thinking skills.

Parents are welcome and are encouraged to participate in school activities and become partners with teachers in developing positive educational outcomes for their children.

We provide a comprehensive and integrated curriculum in Literacy, Numeracy, Digital Technologies, L.O.T.E Japanese, Health and Physical Education, Arts, Science, Technologies and Music. Special programs include Bike Education, Camps, Excursions, Electives and an extensive Swimming program.

The well-maintained grounds include a two-hectare native sanctuary, extensive play areas and equipment, including three multipurpose grass courts and attractive covered passive areas.

Cowes Primary school welcomes you to actively participate in the school. Your concerns will be considered and comments appreciated. Assist us and your child to make Cowes Primary School a safe, respectful and happy school.

SCHOOL CONTACT DETAILS

Telephone: 5952 2132 / 5952 2008
Fax: 5952 1264

Email: cowes.ps@edumail.vic.gov.au

Web: www.cowespsphillipis.vic.edu.au

COMPASS

Compass is an App that can be downloaded to your mobile device from the Play Store or App Store. This App is used to help the school to connect with families. A login and password is allocated to parents/guardians when students begin. Please contact the office for details.

The Compass Parent Portal will enable you to:

- Receive up-to-date class and school information
- Approve or enter upcoming or past absences for your child/ren
- Access you child/ren's report
- Update your personal details including address, email & mobile number details (used for SMS alerts)

NEWSLETTER

A newsletter containing current school news, awards and important dates is distributed fortnightly (every second Thursday).

The newsletter can be accessed through our website, Compass App.

ELECTRONIC FUNDS TRANSFER INFORMATION

Please state child's name and reason for payment if making a direct deposit into this account.

Bendigo Bank

Account Name - Cowes Primary School

BSB Number - 633-000

Account Number - 1380 42163

SCHOOL HOURS

School doors open at 8:50am. Teachers will be in their classrooms at this time to greet children and parents. Lateness is upsetting for the child, teacher and the whole class. If lateness is unavoidable, please sign your child in at the office to receive a pass. The office records your reason for lateness in Compass. Teachers will be in contact if lateness occurs often.

Please encourage your child to go to the toilet before they go into the classroom. Children should place their bags in their lockers and get ready to start school at 9:00am.

A teacher is on duty in the school grounds between 8:45am and 9:00am and 3:30pm and 3:45pm. If your child has not been collected by 3:45pm, he/she will be enrolled in after school care with Camp Australia and the appropriate payment will apply.

Classrooms Opens	8:50am
Class Starts	9:00am
Recess	11:00am to 11:30am
Lunch	1:30pm -1:40pm (Eating) 1.40pm - 2.30pm (Lunch play)
School Finishes	3:30pm

TERM DATES

All Students start Term 1 on Wednesday January 30 2019.

2019 Term dates are:

- **Term 1: January 30 to April 5**
- **Term 2: 23 April to 28 June**
- **Term 3: 15 July to 20 September**
- **Term 4: 7 October to 20 December**

Public Holidays for 2019 are:

- **Labour Day - Monday March 11**
- **Anzac Day - Thursday April 25**
- **Queen's Birthday - Monday June 10**
- **Melbourne Cup - Tuesday 5 November**

A term calendar and associated activities costs is produced and will be distributed to families at the beginning of each term. This calendar includes the activities and events that are organised for that term. Payment to attend these activities can be made at the office, by bank transfer, cash or via the classroom.

CURRICULUM / PUPIL FREE DAYS

During the year, the school holds Curriculum Days / Pupil Free Days. On these days, teachers gather to discuss and critically examine an area of the school program.

Children do not attend on these days.

ENROLMENT / INFORMATION FORMS

Parents/Guardians are required to provide the following documents to the school prior to their child starting:

- **Completed Student Enrolment Form**
- **Birth Certificate**
- **Immunisation Statement**

Copies of these are kept in the office and are confidential. Student records are kept on academic progress and related personal information.

If for any reason special precautions are needed to preserve the confidentiality of any information (e.g. if there is a court order relating to custody or access) then the school must be informed in writing. You must list on your enrolment form two friends/relatives contact numbers in case of emergency.

Please inform us immediately if there is any change to contact numbers or details.

PREP STUDENTS

All Prep students will commence school on Wednesday January 30 at 8:50am. On the first day of school, all Parents are welcome to bring their child into the classroom, collect their nametag and assist them to settle in. We ask all parents to leave together and you are invited our 'Tears & Cheers' gathering in the Gymnasium.

All students will be dismissed at 3:30pm.

Prep students will NOT attend school on Wednesday's starting from February 6 during Term 1, however you will be asked to bring your child in for a Literacy and a Numeracy assessment. Assessment times will be displayed on your child's classroom bulletin board at the beginning on Term 1.

Prep Students will attend school full time from the beginning of Term 2

You can expect your Prep child to become tired during the first weeks of school and at the end of each term. Regular hours of sleep are important.

BOOKS AND REQUISITES

Each Student receives a booklist, which lists Essentials and optional items, as well as Swimming and other costs for the school year.

UNIFORMS

School uniform is compulsory. Uniform requirements are set out below. Uniform price lists are available at the school office.

Girls:

- Green & White checked dress
- Green shorts, skirt, skorts, leggings or track pants
- Green or Gold polo top
- Green hooded windcheater or bomber jacket

Boys:

- Green shorts or track pants
- Green or Gold polo top
- Green hooded windcheater or bomber jacket

All Students

- A broad brim hat is compulsory in Terms 1 & 4
- T-shirt or rash vest is compulsory for swimming in Terms 1 & 4
- Swimming Caps are available from the office in house colours for \$3 each
- Cowes Primary School bags are available but not compulsory.

Thongs or open toed shoes are NOT to be worn to school. Non-marking soled shoes are required for the gymnasium.

UNIFORM SHOP

Our Uniform Shop is located opposite the tennis courts and is open Monday 3:00pm until 3:30pm and Friday 2:30pm until 3:20pm.

Alternatively, orders can be placed through the office, and items can be sent directly to your child's classroom.

Some second hand clothing is available from the uniform shop at a minimal cost.

CLOTHING

It is frustrating for children if they cannot take off their own jumpers or tie their own shoes. Try to buy clothes with easy fasteners and shoes without laces.

Please ensure that all clothing is named.

SUNSMART

Cowes Primary School is a Sun smart school. It is compulsory for the students to wear hats with a broad brim during Terms 1 and 4. Students who do not wear hats are not permitted to play and will be required to stay under covered areas.

PARENT TEACHER REPORTS & INTERVIEWS

There are year level familiarisation sessions held in February to explain and outline the upcoming year's curriculum for individual year levels.

Semester One Reports will be available on Compass towards the end of term 2, prior to parent teacher interviews. Parent teacher interviews are held on a **pupil free day**, at the end of Term 2.

Semester Two Reports are available on Compass at the end of Term 4.

VISITORS REGISTER

In the interest of your child's safety, a visitor's sign in system operates at the school. If you have any reason to visit a classroom, you must sign in at the office and collect a visitor's sticker.

A current Working with Children's check is required for all visitors to the school including parents helping at reading circles. Please ensure that you provide a current copy to the office.

LEAVING THE SCHOOL GROUNDS

If a child is to leave the school early, the student's parent/guardian is required to sign the child out at the office prior to picking up the student from their classroom.

All students need to be accompanied by a parent/guardian if they are leaving the school grounds at any time during the day.

AFTER SCHOOL HOURS PROGRAM

Camp Australia offers an After School Care Program at Cowes Primary from 3:30pm until 6:00pm on normal school days. For all enquires, registration or bookings please visit www.campastralia.com.au or phone 1300 105 343.

SWIMMING PROGRAM

All children will participate in the swimming program during Terms 1 and 4. Your assistance would be appreciated during this program, but in particular during the initial stages of your child's program.

There is a swimming permission form that must be completed, and payment is required before your child can use the pool.

Please make sure that clothing worn on swimming days is easy to take off and put on and that long hair is tied back. It is also compulsory for children to wear a t-shirt or rash vest in the pool.

It is recommended that a plastic bag is provided for wet clothing. Swimming caps are also recommended, especially for those with long hair as this helps prevent our pool filters becoming blocked.

HOUSE SYSTEM

New children are placed in a house. Children of the same family are usually allocated to the same House.

Houses are:

Anderson	Red
Bass	Dark Blue
Churchill	Green
McHaffie	Yellow
Phillip	Light Blue

PAYMENTS

When sending money to pay for an item or for excursion, camp etc. please clearly indicate your child's name, the room number, teachers name and the reason for the money.

SCHOOL BANK

Bank Day for student deposits is available only on Tuesdays.

Please contact the Bendigo Bank to open an account for your child/ren. Please only send amounts of money that fit in the bankbook pouch.

WET DAYS

On wet days, children will remain inside during recess and lunchtime. They will be participating in "free inside activities." On wet days, school will still finish at the normal time of 3:30 pm.

CAMPS, SPORTS & EXCURSION FUND (CSEF)

The Camps, Sports & Excursion Fund is provided by the Victorian Government to assist eligible families to cover the costs of school excursions and camps. Application forms are available from the school office or can be downloaded from the Department of Education and Training website.

Parents must have an eligible Centrelink Health Care Card or Veterans Affairs Gold Card or Pensioner Concession Card that is valid on the first day of Term 1 or Term 2.

Completed application forms should be returned to the office.

EXCURSIONS

Our excursions are planned and payment is requested on a 'per term' basis. You will receive details and permission forms within the first few weeks of each term. **Prompt payment is requested to enable your child to attend.**

Excursions are an important part of your child's learning experience. Excursions are carefully chosen for their educational value are prepared for and followed up in the classroom.

CAMPS

All year levels are able to attend a camp;

- Prep attend CYC for a daytime camp
- Year 1 attend CYC for a two day camp (not overnight)
- Year 2 attend a two day (overnight) camp at CYC in Cowes
- Year 3 to 6 students attend a 3 day (2 night) camp each year.

LUNCHES

Please clearly label lunch boxes, bags and drink bottles with your child's name and room number. Children are supervised in the classroom while they eat lunch from 1:30pm until 1:40pm.

The School aims to minimize the risk of peanuts and nut allergies to students. Please do not include any nuts or food containing nuts in your child's recess or lunch.

PREP LUNCHES

For Prep students we suggest packing a separate play lunch at first. Try small lunches initially as children are often unable to eat much during their early days of school. Ask your child to bring home any uneaten lunch so that you will know if you are sending too much.

LUNCH ORDERS

We are fortunate to have a canteen at our school that operates Tuesday – Friday.

All lunch orders must be placed online through <https://quickcliq.com.au> **prior to 10:00 am.**

Snacks can still be purchased at Recess and Lunch directly from the Canteen.

To use QuickCliq, you would need to;

- Sign up by completing the registration form on line
- Receive a confirmation e-mail with activation link
- Activate your account and login to the website
- Add your children and credit to your account
- Order at your own convenience.

If your child forgets to bring lunch, they should ask their teacher for an **emergency lunch**. This includes a cheese or spread sandwich and an apple.

If your child has a lunch order, please send some play lunch as it is a long time between breakfast and lunch.

SCHOOL CROSSING

There are two crossings for students to use, one is located in Thompson Avenue and the other in Settlement Road. Crossing Supervisors operate these between 8:00am – 9:00am and 3:00pm - 4:00pm. Flags are out at these times. Students are continually instructed by supervisors on how to use the crossings safely.

PARKING

The car park by the office has a one-way entry and exit. There is a pick up/drop off zone located by the tennis court fence, which is the only place in this car park that should be used to drop off or pick up students.

Please do not park in the administration parking area at the entrance to the office or stop where you will impede traffic movement.

No parking is allowed in the Bus Loop due to buses accessing the loop. Please do not walk through the bus loop to enter and exit the school.

Please use parking spaces at the PIELC carpark. There is not a pick up/drop off zone located in this car park. **PIELC has a 5 minute drop off zone in front of their building that is not to be used by school parents.**

BIKES

Children may ride bikes to school. Before they do so it is essential that they have a sound knowledge of road safety rules, be proficient riders and have a well-maintained bike. Children must, by law, wear an ASA approved, correctly fitted helmet.

It is not recommended for children under the age of 9 years to ride bikes to school unless accompanied by an adult. Bikes are NOT to be ridden within the school grounds.

BUSES

There are two Government bus services that are available for those children living more than 4.8 km from the school. One bus services Rhyll and the other bus services Sunderland Bay and Ventnor. Please see office for information regarding the location of bus stops and pick up/drop off times.

Student wishing to access a seat on a bus must complete an application form and parents must agree to the conditions of travel including, if applicable, **the payment of a fare**. We note, that by completing this form does not guarantee a seat on the bus.

Criteria of eligibility determines whether a student travels at no cost or travels upon the payment of a fare.

Children must be at their designated bus stop five minutes prior to pick up time. School buses arrive and depart within the school grounds. Teachers mark a bus roll each afternoon.

Bus travellers must remain seated at all times. If a child is reported for misbehaving on the school bus or at the bus stop, the Bus Co-ordinator will notify the parents. Serious or repeated misdemeanours will result in the child being banned from bus travel for a period.

LOST PROPERTY

Please label all school clothes. Lost property will be stored in the Dome building foyer (basketball court end of Dome). Please check this area whenever you are at the school. All unclaimed, unnamed items are donated to charities at the end of each term.

FETE & FUNDRAISING

Our Annual Fete is held on the Sunday of the Labour Day weekend each year. There are also various other fundraising events held throughout the year, during which your participation and assistance would be greatly appreciated. Please contact the school office if you can assist in any way.

ABSENCES

When your child is absent, or will be away it is essential that you inform the school on the day. Reporting a full day absence can be done via the Compass portal or by notifying the school.

LIBRARY

All children are welcome to borrow books from the School Micro Libraries.

Why not also enrol your child at the Bass Coast Shire Library too? It is free and will help your child develop a love of books. Our Year 1 and 2 students visit this library as part of their school program and are able to borrow books to read which are kept in their classroom.

IMMUNISATION

For every child enrolled after February 2018, the Parent must provide a copy of the immunisation history statement from the Australian Immunisation Register (AIR). Only a copy from the statement from the AIR is accepted. It must show that your child is up to date with vaccinations for their age or is on a recognised catch-up schedule or has a medical condition preventing them from being fully vaccinated.

MEDICAL CONDITIONS

If your child has a medical condition, you need to inform the school's Principal and their classroom teacher. In particular, the school needs to know if your child has any serious medical conditions such as:

- epilepsy
- haemophilia
- asthma
- diabetes
- severe allergic reactions e.g. [anaphylaxis](#).

The First Aid Officer will work with you to develop a health support plan for your child's medical condition or illness. This plan will be attached to your child's school records for reference and for use in emergencies.

If your child needs to take medication during school hours please talk with their teacher about necessary arrangements and provide written instructions for storing and administering the medication. You may also need to provide this information again when your child goes on school excursions or attends school camps.

INFECTIOUS DISEASES

Regular attendance at school is most important, but some diseases like Whooping Cough, Measles, German measles, Impetigo and Hepatitis require the child to be kept at home for some time. Please let the class teacher know if your child will be absent. Please see below the list below for the recommend exclusions times.

Disease	Exclusion Time
Chickenpox	Exclude until all blisters have dried
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoea/ Gastroenteritis	Exclude until there has not been a loose bowel movement for 24 hours
Hand, Foot and Mouth	Exclude until blisters have dried
Head Lice	Exclude until the day after appropriate treatment has commenced
Impetigo	Exclude until appropriate treatment has commenced – the sores must be covered with waterproof dressing
Influenza and Flu like illnesses	Exclude until well
Measles	Exclude for at least 4 days after onset of rash
Meningococcal	Exclude until certificate of recovery from a doctor is produced
Mumps	Exclude until fully recovered
Ringworm/Scabies	Exclude until the day after appropriate treatment has commenced
Scarlet Fever	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well
Slap Cheek	Exclude until well
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

ILLNESS

If your child is ill in the morning, it is necessary to keep him/her at home until they are well again.

If your child is ill, upset or injured at school, we will contact you immediately. Please make sure that you can be contacted at home, at work or through family, friends or neighbours.

It is important that your contact information is updated as soon as any changes occur. It can be quite distressing to your child, if we are not able to contact you.

MEDICAL QUESTIONNAIRE FORMS

The Education Department School Nurse will examine all Prep children during the year. Medical questionnaire forms will be issued before the School Nurse is due to attend. Please check that all details are filled in correctly and returned to school promptly. You will be contacted if any problems arise.

DENTAL HEALTH

The School Dental Service provides dental treatment and dental health education for school children. The Dental Service provides the school with information for interested parents, or by phoning 1300 360 054.

COMMUNITY INVOLVEMENT & PARTICIPATION

The school will undertake various projects during the year involving many areas of the community and your participation would be appreciated. Likewise, the school will endeavour to become involved with programs initiated outside the school. In the area of curriculum, your assistance is particularly welcome in the classroom. Please see your child's class teacher for an appropriate time.

SCHOOL COUNCIL

The School Council is a voluntary group of parents and teachers elected to support the Principal to provide the best possible educational outcomes for the students. There are 14 members, 9 parents, 5 DET employees and the Principal. There are also up to three possible co-opted positions.

School Council meetings are usually held on the third Monday of each month.

If you have any questions, contact the School Council President, Brendan Cashman on 0455 077 843.

SYSTEM FOR ENCOURAGING DESIRED BEHAVIOUR

Positive Consequences

At Cowes Primary School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed (see Gotcha's Reward System). This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff.

We aim to set high expectations for positive behaviour and publicly recognise students who strive to display the school values of **be Safe, be respectful, be Resilient and be a Learner**.

SCHOOL VALUES

At Cowes Primary School, our shared values aim to prevent the development and the intensifying of problem behaviour and maximize academic success for all students.

Our school values are:

- Be Safe
- Be Respectable
- Be Resilient
- Be a Learner

The School Wide Positive Behaviour Support Model that we follow provides:

- A systematic approach for promotion wellbeing
- A continuum of behavioural supports
- Identifies and provides targeted support for individual students.
- Prevention orientated process that supports the needs and culture of the school
- A social skills program designed to improve social and emotional outcomes for students

"Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction, and skilful execution; it represents the wise choice of many alternatives."

Willa A. Foster

GOTCHA REWARD SYSTEM

The Gotcha rewards system celebrates our students' achievements instantly, and is the main focus of our SWPBS approach. Students who earn Gotcha's receive instant recognition and feedback for displaying the school values of being Safe, Respectful, Resilient and a Learner.



Staff members will award Gotchas to students who are demonstrating the desired behaviour that support our schools values.

Students collect their Gotchas and will have opportunities throughout the term to redeem them for prizes or experiences.