

2011 INFORMATION BOOKLET

WELCOME TO COWES PRIMARY SCHOOL

Cowes Primary School, with an enrolment of approximately 400 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 third 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 team 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 English, Mathematics, Health and Physical Education, The Arts, Science, Technology, and the Study of Society and the Environment. Special programs include Reading Recovery, Bike Ed, Camps and Excursions, 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 caring, sharing and happy school.

SCHOOL CONTACT NUMBERS

Telephone: 5952 2132 / 5952 2008

Fax: 5952 1264

Email: cowes.ps@edumail.vic.gov.au
www.cowespsphillipis.vic.edu.au

ELECTRONIC FUNDS TRANSFER INFORMATION

Bendigo Bank

BSB - 633-000

Account number – 1380 42163

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

TERM DATES

2011 Term dates are:

Term 1 04/02/11 – 08/04/11

Term 2 27/04/11 - 01/07/11

Term 3 18/07/11 - 23/09/11

Term 4 10/10/11 - 22/12/11

***Easter Monday – 25/4/11**

***Anzac Day public holiday - Tuesday 26/4/11**

A term calendar showing all major events/dates is produced and distributed early each term.

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**
- **Immunization 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 (eg. if there is a court order relating to custody or access) then the school must be informed in writing. You must list two friends/relatives contact numbers in case of emergency, when you cannot be contacted. Please inform us immediately if there is any change to contact numbers.**

ADMISSION OF BEGINNERS

All children commence school at 9 am. If you bring your child on the first day, come into the classroom and get your child a name tag. We ask that all parents leave together and have a Tears & Cheers drink with the Parents' Club in the Gymnasium.

Commencing on the first school day, all children will be dismissed at 3.30 pm. Preps will NOT attend school on Wednesdays until after the Labour Day Holiday Weekend, when they will commence school full time.

SCHOOL HOURS

Please see that your child arrives at school on time.

Lateness is upsetting for the child, for the teacher, and the whole class. If lateness is unavoidable, a brief explanation to the teacher would be appreciated. The class teacher will record details of reasons for lateness, and contact will be made for often occurrences.

School doors open at 8.50am. Please encourage your child to go to the toilet before they go into the classroom. Children may hang up their bags and place lunch orders in boxes, and return to the playground until the 9am bell. Teachers will be in their classrooms to meet children and parents daily at this time.

A teacher is on duty from 8.45 am until 9 am, and 3.30 pm until 3.45 pm. If your child has not been collected by 3.45 pm, he/she will be enrolled in After School Hours Program, and the appropriate payment will apply.

IMMUNIZATION

Due to legislation, an Immunization Certificate is mandatory for children enrolling at school. Certificates are obtained from the Shire where your child was immunized, and must be presented to the school before your child is enrolled. If your child is

not immunized, he/she will be excluded from school if there is an outbreak of a serious infectious disease.

BOOKS AND REQUISITES

Each student receives their own pack of stationery items required for their year level. Swimming, Compulsory items, and Religious Education costs are also included on the booklist. You may choose to pre-pay, pay on collection of the backpack, or if applicable use your EMA. EMA forms for next year should be completed and card presented for copying when booklist is returned.

Order forms are distributed during last term.

Collection days:

- **In the week before school returns**
- **Dates are printed on the booklist form and will be advised closer to the time**

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, leggings or track pants
- Green or Gold T-shirt (polo or crew neck)
- Green windcheater or bomber jacket

Boys:

- Green shorts or track pants
- Green or Gold T-shirt (polo or crew neck)
- Green Windcheater or bomber jacket

All Students

- Cowes Primary School hat is compulsory in Terms 1 & 4 (legionnaire or slouch style)
- Cowes Primary School bags are available but not compulsory.
- Uniforms must bear the school logo. For those who sew, iron-on logos are available.

Some second hand clothing is available from the uniform shop.

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

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 name all clothing.

For swimming, 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. A plastic bag should be provided for wet clothing. Swimming caps should be worn, especially for those with long hair. This prevents our pool filters becoming blocked. Caps are available from the office in House colours for \$3 each.

All children will need these clearly named items:

- Art smock (an old shirt will do)
- Library (book) bag (available to purchase at office)

PARENT TEACHER INTERVIEWS

Parent Teacher interviews will be held at set times during the school year. There will be a familiarisation session in February to explain and outline the year's curriculum. Written reports are sent home in June and December.

VISITORS BADGE

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

LEAVING THE SCHOOL GROUNDS

If a child is to leave the school early, the child's parent/guardian is required to sign the child out of the school. A register is at the office.

Children must have written permission and be accompanied by a parent/guardian to leave the school grounds at any time during the day.

WET DAYS

On wet days, children will remain inside during recess and lunchtime. They will be supervised in "free activities." On wet days school will finish at the normal time of 3.30 pm.

NEWSLETTER

The eldest child in each family will bring home a newsletter each Thursday, or if you prefer you can have it emailed, faxed or access it on our website. Please read it carefully for school news and important dates.

SCHOOL FUNDING

The Government has allocated funds to the school which covers the cost of a number of programs. This does not cover all expenses, therefore the School Council requests a voluntary contribution which is listed on the booklist.

SWIMMING

All children will participate in the swimming program, during Terms 1 & 4. Your assistance would be appreciated at any stage, but in particular during the initial stages of your child's program. The swimming permission note is required before your child can use the pool.

EDUCATION MAINTENANCE ALLOWANCE

If, on the first day of Term 1 and Term 3, you are in receipt of a Social Security benefit, you may be eligible to claim this allowance through the school. Claim forms must be lodged in the first two weeks of the school year. Please present Pension/HCC cards to the school office to be photocopied and filed with your form. Any changes in family circumstances which would affect the second half year claim, need to be advised to the school office.

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	Green

MONEY

When money is sent to pay for an item or for excursions etc, please put in the envelope provided and seal securely, mark with your child's name, the room number, teachers name and the reason for the money. Overleaf record your contact number and signed permission. This envelope should then be handed to the class teacher. All excursions, presentations, plays etc are planned ahead, and full payment is requested at the beginning of each term.

EXCURSIONS

Our excursions are planned and payment is requested on a 'per term' basis. You will receive details / permission form 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 and shows are carefully chosen for their educational value and are prepared for and followed up in the classroom.

SUNSMART

Cowes Primary School is a Sunsmart school. It is compulsory for the students to wear the uniform hats with broad brim or neck flap during Terms 1 & 4. Students who do not wear hats are not permitted to play but are required to sit under the verandahs.

CHRISTIAN RELIGIOUS EDUCATION (CRE)

CRE classes are held on Thursday. The lessons are of half hour duration, taken by accredited CRE teachers. The course is an approved state wide non-denominational course.

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.**

CAMPS

All Junior school children have the opportunity to attend a two day overnight camp at the CYC in Cowes. Preps participate in the daytime activities but do not sleep at the camp. Middle and Senior school students also attend camps each year.

LUNCHES

Clearly label lunch boxes, bags or drink bottles with your child's name and room number. Children are supervised while they eat lunch from 1 pm till 1.10 pm in the classroom. Please pack a separate play lunch at first. Try small lunches initially as children are often unable to eat much during their early school days. 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 every school day.

The 2010 price list is available at the school office and also sent home early in the new school year. Please place the correct money (where possible) in a paper bag, then fold into four. Write the order, including the child's name and room number on the front. Orders should be placed in the classroom lunch box. If your child forgets to bring lunch, they should ask their teacher for an **emergency lunch voucher**. This provides a cheese or spread sandwich and an apple from the canteen. The voucher will then be taken home by the child for payment of \$2.50 to be made as soon as possible. If your child has a lunch order, please send some play lunch as it is a long time between breakfast and lunch!

SCHOOL BANK

Bank Day for student deposits only is on **Tuesday**. Bank application packs are available at the school office.

Please only send sufficient amount of money to fit in bank book pouch.

ABSENCES

When your child has been away, or will be away it is essential that a written note is provided to the class teacher. The school is required by law to keep these notes. Please do not telephone the school regarding absences unless your child will be absent for three or more days. A communication book is kept in your child's Bring it Back bag, and any notes you may wish to write can be placed in this, i.e. comments etc concerning your child.

PARKING

The car park has a one way entry and exit route. **Please do not park in the administration parking area at the entrance to the office or stop where you will impede traffic movement.** Pick up/drop off at loading zone only (end of green fence)

SCHOOL CROSSING

There are two crossings for the students to use, one in Thompson Avenue and the other in Settlement Road. These are manned by Crossing Supervisors from 8 am - 9 am and 3 pm - 4 pm. Flags are out at these times. Students are continually instructed on the use of crossings.

BUSES

There is a Government bus service for those children living more than 4.8 km from the school. Parents and students must complete a Bus Travel form to enable them to be entered on the bus roll. 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 misdemeanors will result in the child being banned from bus travel for a period of time.

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 must NOT be ridden within the school grounds.**

LOST PROPERTY

Please label all school clothes. Lost property will be stored on racks in the entrance to the Dome. Please check the racks whenever you are at the school. All unclaimed, unnamed items are donated to charities at the end of each term.

MEDICAL CARDS

School Medical staff will examine all Prep children during the year. Cards will be issued before the School Nurse is due to attend. Please check that all details are filled in correctly and return promptly. You will be contacted if any problems arise.

LIBRARY

All children are welcome to borrow books from the School Library. Why not enrol your child at the Shire Library too? It is free and will help your child develop a love of books.

ILLNESS

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

If your child is ill, badly 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 you are not contactable when needed.**

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.

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.

Disease	Child to be excluded from school
Chickenpox	Until fully recovered
Diphtheria	Until at least negative nose & throat swabs
Viral hepatitis	Until certificate of recovery produced
Impetigo (school sores)	Until sores have fully healed
Measles	For at least 7 days from appearance of rash
Meningococcal	Until certificate of recovery produced
Mumps	Until fully recovered
Pediculosis (head lice)	Until appropriate treatment commenced
Whooping Cough	4 weeks or until medical certificate produced
Poliomyelitis	At least 14 days from onset &

	certificate
Ringworm	Until treatment commenced & certificate
Rubella	Minimum 4 days from onset & full recovered
Scabies	Until treatment commenced and certificate
Scarlet Fever	Until certificate of recovery produced

DENTAL HEALTH

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

AFTER SCHOOL HOURS PROGRAM

An After School Care Program is offered at Cowes Primary from 3.30 pm until 6 pm on normal school days. **Enrolment forms and \$5 registration fee must be completed at the start of each year to enable your child to attend in case of emergency. Messages can be left on the After School Hours Program telephone number 5952 2489 or at the office.**

PARENTS' CLUB

The Parents' Club comprises mothers, fathers and carers, who work together to make Cowes Primary School a better place. You are welcome to come along and meet other parents and help improve the school for your children. Parents' Club has a representative on School Council. Meetings are held on the third Tuesday of each month. The meeting dates will be in the newsletter.

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.

COMMUNITY INVOLVEMENT & PARTICIPATION

The school will undertake various projects during the year involving many areas of the community, and your co-operation 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 administer the school. There are 13 members; eight parents – one of which is a Parents' Club representative, four Department of Education & Training 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, Michael Coghlan on 5952 2179.

SCHOOL VALUES

At Cowes Primary School our shared values demonstrate our emphasis on a child focused learning environment.

We value: **LEARNERS**
MUTUAL RESPECT
RESPONSIBILITY
TEAMS

These are supported by the "You Can Do It" program. The four foundations are:

CONFIDENCE
PERSISTENCE
ORGANIZATION
GETTING ALONG

SCHOOL RULES

We all have the right to feel safe and secure at all times, therefore, these forms of dangerous or intimidating behaviour, as summarised below, are unacceptable:

- Teasing and bullying
- Rough forms of play
- Playing with dangerous objects or materials
- Being in designated out of bounds areas

- Climbing trees, fences and buildings
- Incorrect use of toilets and drinking taps
- Stealing or damaging other people's property
- Offensive language
- Playing in garden areas or damaging plants
- Use of buildings without adult supervision

BREACH OF RULES – CONSEQUENCES

Given that students understand the school's rules and the effect that breaches could have on themselves and others, it is therefore logical that breaches of school rules should incur some accepted penalty as set out below:

- Discussion followed by warning
- Requirement to repeat a given task to an acceptable standard
- Requirement to participate in organised activity under teacher supervision during the lunch hour
- Period of detention during the lunch recess, and/or after school following parent contact
- Parent contact for support and assistance
- Written and/or verbal apology
- Deprivation of privileges
- Withdrawal from the class/group
- Be referred to the Principal where behaviour poses a risk to others
- Suspension procedures if disruptive or dangerous behaviour continues
- Expulsion in line with DEECD guidelines