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Our Parent Handbook

Welcome to the Coburg North Primary School Parent Handbook

- An A-Z of useful information for families
- An ever-changing document – the latest version is available on the school website
- If you don’t find the information you need, please talk to a member of staff

Our Aims
To foster curiosity and a lifelong pursuit of knowledge in a dynamic and engaging setting through enriched, quality teaching and learning experiences. To develop a strong sense of self worth and develop the skills to be a contributing member of society.

Our Principles
Coburg North Primary School operates the following rights:

1. Students and the teacher have the right to do as much work as possible.
2. Students and the teacher have the right to feel safe and comfortable all of the time.

The School
Established in 1937, Coburg North Primary School has students from diverse cultural and socio-economic backgrounds. The school is currently undergoing a period of regrowth in line with the changing demographics of the local area.

Contact Information
180 O’Hea Street
Coburg, Vic. 3058 Australia
Phone: 03 9354 1660
Fax: 03 9354 8206
Email: coburg.north.ps@edumail.vic.gov.au
Accidents or Illness at School

Sick children should not be at school. If a child becomes sick or is injured in the classroom, teachers are required to send the child with a partner to the office where the office staff will contact the parents if necessary to collect the child or monitor them within the sick bay. If a child suffers a minor injury during yard duty, the yard duty teacher is responsible for administering initial first aid using the first aid resources in the yard duty carry bag. Staff will record details of all children who attend the sick bay in the folder supplied. In the case of a serious injury and all head injuries, the accident register form must be completed by the staff member on sick bay duty in conjunction with either the classroom/specialist or yard duty teacher as applicable. The school has a policy on Ambulances, see the school website for more details.

Adventure Playground

There are two adventure playgrounds within the school grounds. All students are allowed to play on both of these playgrounds. When half the yard is shut the playground in the big yard may only be accessed. Younger siblings are permitted to play on this equipment before and after school but do so at their own risk. Child safety is entirely the responsibility of the parent.

Air Conditioning

All rooms in the school are fitted with either evaporative coolers or reverse cycle air conditioning units.

Allergies

If your child suffers from allergies, please inform the office and if necessary we can implement a management plan. More information is available on the school website.

Annual Implementation Plan

As part of the Blueprint for Education, all schools must complete an Annual Implementation Plan that is linked to their Strategic Plan for School Improvement Flagship Strategy. The Plan outlines the School Goals and Targets and Key Improvement Strategies. Information regarding Strategic Planning and the Annual Implementation Plan can be found on the school website in the ‘About Us’ Each staff member is supplied with a copy of the Annual Implementation Plan.
Art/Visual Arts

Learning in Visual Arts takes several forms. Through arts practice students develop ideas by drawing upon experiences, exploring feelings, observing and responding. In communicating ideas students learn the element principles and techniques of specific art forms.

In responding to the arts students analyse and make judgements about the characteristics of their own art works and that of others.

Students at Coburg North Primary are provided with numerous opportunities to complete 2 and 3 dimensional art works, using a variety of materials and techniques. Hopefully experience during primary school will encourage a lifelong enjoyment of art.

Students have one weekly art lesson and are encouraged to bring an art smock at the start of the year that can be left in the art room. The Visual Arts teacher is responsible for taking each grade for Visual Arts for one hour per week. This program is aligned to VELS and incorporates where possible Thinking strategies.

Assemblies

Whole school assembly will take place each Monday morning at 9.00am in the school gym. Parents are very welcome.

Asthma Management Plan

See Medication.

Attendance

All children should attend school every day unless ill. Teachers encourage full attendance by students within their classroom programs. Attendance and punctuality will be closely monitored by the Primary Welfare Officer. Awards will be given to students for consistent or improved punctuality and attendance.

Absence notes must be obtained for all absences.

Attendance and punctuality will be closely monitored. All rolls must be sent to the office by 9:05am every morning for follow-up. Children returning to school without a note will be given a proforma letter requesting a note to explain the absence. ‘Late’ is defined as not being present when the roll is taken at 9:00am.
Balls/ Ball Games

Students are permitted to bring their own balls to school. All balls must have the child’s name clearly labelled. Hard balls such as baseballs or cricket balls are not permitted. Ball games can only be played in areas away from the school buildings and windows. There are designated areas on the asphalt with ground markings for netball/basketball, handball and bat tennis. Balls landing on the roof can only be retrieved by staff with ladder licences:

1. Helen Zull
2. Tim Prendergast

Balls will be retrieved at the discretion of these staff members. Balls landing in the staff car park or in the street can only be retrieved by a staff member.

Behaviour Management

Student behaviour is managed in line with our 2 Rights. The rights are:

Students and the teachers have the right to feel comfortable and safe all of the time

Therefore the responsibilities are that:

- Students should pass (encourage others to pass) all objects hand to hand
- Students should speak (encourage others to speak) to each other politely
- Students should keep (encourage others to keep) their hands to themselves

Students and the teachers have the right to do as much work as possible

Therefore the responsibilities are that:

- Students must bring (encourage others to bring) all their own equipment
- Students should listen (encourage others to listen) when classmates are speaking
- Students should be (encourage others to be) on time

The resolution of issues is handled through Restorative Practices including Individual Conferences, Restorative Discussions, Circle Time and No Blame Conferences in line with the two rights. Whilst this is our preferred approach it is not always appropriate and it does not always bring about a satisfactory resolution. Therefore, sometimes inappropriate behaviour requires consequences as well as Restorative Practices. Inappropriate behaviour in the school is managed through a Behaviour Management Flowchart which is displayed in each classroom. The flowchart is a progression of inappropriate behaviours and relevant consequences ranging from minor to extreme.
Bell Times
8.57 am: Music
9.00 am: Children line up in designated areas for entry into their classrooms
          Monday mornings only – whole school assembly
11.00 am: Recess (10.55 am playlunches eaten in classrooms)
11.27 am: Music for children to line up at designated areas for entry
11.30 am: Resumption of classroom programs
1.30 pm: Lunch in classrooms
1.40 pm: Lunch
2.27 pm: Music for children to line up at designated areas of entry
2.30 pm: Resumption of classroom programs
3.30 pm: End of school day

Bike Riding
We encourage our students to ride to school and have a bike shed located behind the art room for bike storage. This shed is locked during school hours. Bikes must be pushed through the school grounds, there is no riding allowed. We run a Bicycle Education program for Grade 4 students. The program teaches them to look after their bike and how to ride safely.

Bookpacks
Student Bookpack supplies (classroom consumables) are ordered in bulk and distributed to classrooms before the commencement of the school year. The cost of this will be included in the Parent Payment & Charges Invoice sent home to parents at the end of each year.

Camps Program
The school currently runs an annual camp program that consists of:
- Prep Breakfast
- Grade 1 Dinner
- Grade 2 Sleepover
- Grade 3-6 Camp
Upper school students have access to Lord Somers camp every second year. Costs for each activity are dependent on the number of students participating. Dates for each activity vary from year to year.
Carpark
Children are NOT permitted to enter the staff car parks at any time unless supervised by an appropriate adult. If balls are hit/thrown/kicked into the staff car park, a staff member must be notified to retrieve the equipment or supervise a student doing so. Parents are not permitted to park and or drop students off in the staff car park located off Bishop Street. The Visitor's Carpark located at the front of the school off O’Hea Street is for visitors only. Parents with disabled car parking rights may use this car park as needed, but parents dropping off and collecting students before and after school may not use this car park. There is no pedestrian access, pedestrians and cyclists must use the gate located next to the car park. Parents should check the signage regarding parking restrictions around the school as the Council does enforce these restrictions.

Cash
All money should be in a labelled envelope clearly stating the child’s name and the purpose for which the money is being paid.

Casual Relief Teachers
CRTs are qualified teachers employed by the school to cover a teaching staff member who is absent due to illness or professional development.

Choir
There are two school choirs. The Junior Choir is for grades Prep to 3, and the Performance Choir is for grades 4 to 6. Involvement in the choirs is voluntary and both groups are un-auditioned. The school choirs have been established to give children a more sustained and comprehensive singing experience than they would encounter in the regular music lesson. Rehearsals are held at lunchtimes with extra rehearsals called when necessary. Students involved in the choirs perform at school assemblies and concerts as well as activities outside the school.

Chickens
Students are not permitted to pick up the chickens. Students should refrain from feeding their lunch to the chickens. Families are welcome to provide scraps for the chickens. This does not include citrus, eggs, onions or mouldy/off food. Eggs are available for sale upon order. Please see Marianne and Sebastian. We would really appreciate parental assistance with the cleaning and maintenance of the chicken shed. If you can assist in any way please contact the school office. Donation of recyclable egg cartons will enable us to sell eggs to the local community.
Cleaning
All classrooms are cleaned on a daily basis by a contractor, with some rooms not used every day cleaned three times per week.

Code of Conduct
A Parent Code of Conduct has been developed by the School Council. This can be found on the school website in the Policies section. The school staff abides by the Victorian Teaching Profession Code of Conduct.

Communication with Staff
Parent-teacher communication is an important part of the education process. Parents are asked to keep teaching staff informed about home based incidents that may impact upon their child’s learning within the classroom.

Depending on the issue an appointment at a mutually appropriate time may need to be made. Staff are often approached about an issue as students are entering the classroom, this is not the time to approach the teacher. Teaching staff are generally unable to take phone calls throughout the day, however, you can call the office and will be transferred to the teacher’s voicemail where you can leave a message and your call returned as soon as possible. You can also email the school on coburg.north.ps@edumail.vic.gov.au and your email will be forwarded to the teacher.

Teaching staff have the right to feel safe in their working environment and as a result yelling, using inappropriate language and threats will not be tolerated.

Disaster Plan
The Coburg North Disaster Plan is included in the Evacuation Procedures in every room. There are three evacuation procedures each year. Please refer to these procedures prior to each evacuation.

Dogs
In 2013 the school council decided that dogs will no longer be permitted in the school yard. This decision was taken for safety and liability reasons. Therefore it would be appreciated if families did not bring their dogs into the school yard. You are welcome to wait outside the school ground with your dog on a lead if you do not wish to leave them unattended.
Duty - Yard

Supervision is aimed at the care and safety of all children and the development of appropriate social behaviour. There are members of staff on yard duty from 8:45am, at recess and lunchtime and after school until 3:45pm.

Early Leaver

Parents who wish to collect their children from school prior to the normal dismissal time must call and the General Office and complete an Early Leave Form. This is then taken to the classroom and given to the classroom teacher when collecting the child.

Education Maintenance Allowance - E.M.A

The Education Maintenance Allowance (EMA) is provided by the Victorian Government to lower-income families to help with education-related costs. If you have a child under 16, and hold a valid Health Care Card, Pension Card, or are a temporary foster parent, you may be eligible to receive the EMA. The allowance is paid in two instalments, one in March and one in August.

The payment is intended to assist with education-related costs such as; uniforms, excursions, textbooks, and stationery. You can elect to have your EMA paid in one of the following ways:

- Paid by direct deposit (Electronic Funds Transfer) into your own nominated bank account; or
- Paid by cheque which will be posted to the school for collection; or
- Paid to the school to be held as credit which you can use towards education expenses (e.g. Parent Payments & Charges, Uniforms, Excursions & Camps)

Evacuation Procedures

There are four Evacuation procedures for Coburg North Primary School:

1. Internal Fire/Disaster: Evacuation to Oval
2. External Disaster/Threat: Evacuation to Front of the School
3. External Disaster/Threat (Recess/Lunch): Entry into School Buildings
4. Lockdown

The procedures and maps detailing entry/exit points are clearly displayed within each room of the school.
Fees
At the end of each year all families will be sent a Parent Payment & Charges Invoice with their child’s school report package. This requests payments or contributions for each student educational requirements for the following year. This invoice will detail when payment is required and when the school will be open for payments before the commencement of the following school year.

Fundraising
The school has a Parents & Friends Group. A part of the role of this group is fundraising to supplement school finances. Activities planned so far for 2014 include:
- Fortnightly Farmer’s Market – collect entrance donations & run the school pancake stall
- BBQ at the Twilight Sports
- Bunnings BBQ
- Mother’s and Father’s Day Stalls

The Parents and Friends group provides an avenue for parents to become involved in the school and promote involvement of the whole school community. Simply email cnps_pf@hotmail.com to get involved.

Gardens
Coburg North Primary School is proud of its school environment. Continual improvements are made to the gardens and grounds. Teachers within their classroom programs and on yard duty are encouraged to remind students about the need to care for our school environment. We welcome the assistance from all families to maintain the school grounds, either by attending set working bees or just tending the gardens as needed with weeding and watering being a great way to help out. The School Council has a Building and Grounds Committee and would welcome the involvement of every family in the school. Please contact the school office for more information.

Grade Structure
The structure of grades and staff within the school is decided by the principal. This structure is subject to change due to enrolment, staffing and budgetary issues.
Hall
The hall is timetabled for PMP (Perceptual Motor Program) twice a week. The room is also used for specific PE lessons as well as for lessons on days of extreme heat or if raining. The hall room is available at other times for use by classes.

Hats
See uniform policy.

Head Lice
Any staff member who suspects a student has head lice should immediately contact the office. Parents of students with head lice will be contacted to pick up their child. The child cannot return to school until treatment has commenced. Parents of other students in that class will be notified. Proforma notices will be issued to each student in the class where head lice are prevalent. A notice will also be placed in the school’s newsletter informing parents of the prevalence of head lice.

Home Reading
A Home Reading Program operates at Coburg North Primary School and is undertaken by students in Grades Prep, 1, and 2. The Home Reading Program involves children reading with their parents each evening. Research has shown that children whose parents help them to learn to read, read at a faster rate. A Home Reading Information session will be conducted during orientation sessions for Prep parents.

Homework
Working with students, at home, on learning activities sends a powerful message to students that their learning is important and worthwhile. Being involved in student learning at home also nurtures the three way relationship between student, parents and school which is a corner stone to student success.

In the prep unit ‘homework’ involves daily home reading of readers and reading & writing the allocated ‘Magic 100’ words.

In the 1/2 unit ‘homework’ consists of daily home reading and practising the given spelling word list (which they will be tested on at the end of the week)

In the 3/4 unit ‘homework’ consists of daily home reading (up to 20 minutes per day) and completing the set tasks in both Literacy and Mathematics.
In the 5/6 unit ‘homework’ is important in developing study habits at home and it prepares students for secondary school. It may consist of: reading for at least 30 minutes every night; Mathematics (number facts, times tables and the revision of concepts covered in grades); Spelling Words (high frequency words, common letter patterns) or Projects.

All students from Grade Prep to Year Six are encouraged to use the Australian online learning website, ‘Studyladder’, to complete Literacy and Numeracy Set Tasks as part of regular Homework.

ICT
The use of digital technologies is integral for participation in current society, and students need to become proficient and responsible digital citizens in a cyber-environment. The school provides a mini-pod of computers in the Grades Prep to Four classrooms, for integration of ICT into the curriculum, and the grades 5 – 6 participate in the 1:1 Netbook Program. A specialist teacher gives a one-hour weekly lesson in the main computer pod for each grade, where every child has individual use of a computer. These sessions focus on developing the skills necessary to meet the DEECD’s Victorian Essential Learning Standards. An ICT blog, linked on the school website, showcases student ICT learning.

Infectious Diseases
Common childhood infectious diseases are prevalent within primary schools. A list of these infectious diseases that exclude students from school is available on the school website on the ‘Parent Links’ page.

Information on Students and Staff Members
No information concerning students and staff can be released to unauthorised persons. This information includes addresses, email, telephone numbers etc. Please consult the Principal if there are any concerns.

Insurance
The Department of Education and Training does not hold insurance to cover students in case of accidents and injury. The DEECD have a list of recommended insurers that are advertised in the newsletter on occasion.

Italian
An Italian language program is being introduced into the school in 2014.
Instrumental Music Tuition
The school offers private Music tuition in voice, guitar, drums and keyboard through Octopus Music. Parents deal directly with the company re payments and program changes. Contact details are: music.octopus@gmail.com, 0430 128 039.

Integration Aides
Integration Aides are employed to assist the learning and development of students with disabilities and impairments. Integration Aides are able to assist with learning groups within the classroom as required by the teacher.

Internet
Students at Coburg North have filtered access to the internet via the school’s network. Pupils are unable to access Facebook, Youtube, internet based email services such as Hotmail/Yahoo/Gmail and other sites deemed inappropriate by the DEECD.

Interpreters
The school makes use of interpreters for a variety of purposes to ensure open and accurate communication with parents who have little understanding of English. Interpreters are arranged mainly for:
- Student Led Conferences
- Interpreting Student Achievement Reports
- Student Support Group Meetings (Disabilities and Impairment)
- Parent Teacher Interviews for specific purposes

Interschool Sport
Interschool Sport is an integral part of the 3-6 Sports program each year. Children involved in interschool sport are expected to:
- Train with the appropriate squad when training time is organised by the teachers
- Wear appropriate uniforms including School Hat
- Pay the required amount for the bus
The teachers involved in interschool sport set the parameters of behaviour and sportsmanship that is expected of students from Coburg North Primary School. Failure to comply with the rules may result in omission from the team.
Intervention Programs

Identified students at risk are catered for in a number of ways at Coburg North Primary School:

- The Reading Recovery program is conducted by a teacher five days per week. It is designed to assist Year 1 students to achieve appropriate literacy levels. These students are monitored on completion of the program to ensure continued literacy development.
- Individual Learning Improvement Plans are provided for identified students within grades in consultation with parents and the coordinator. This plan outlines specific learning goals and how both the school and home will support the learning of the student. It focuses on identified students at risk as well as gifted students to ensure that disengagement from learning does not occur.

Junior School Council

Two members from each grade are elected by their peers early in the year. The Junior School Council provides a forum for children to share their ideas about the everyday functioning of the school. It enables them to experience the democratic decision-making process.

The Junior School Council gives students the opportunity to be representative for the school. Meetings are held fortnightly. The roles and responsibilities undertaken by Junior School Councillors are to organise fundraising for various charities and school.

Lateness/Late Passes

Children are expected to be at school prior to the bell at 9.00 am. Children who are late are required to obtain a late pass from the office so that this can be recorded in the absence register. If children are late but prior to the gates being locked, teachers are requested to send the child to the office for a late pass. Students who are late repeatedly will have a statement in their report highlighting this issue.

Learning Improvement Plans

Individual Learning Improvement Plans are provided for identified students within grades in consultation with parents and the coordinator. This plan outlines specific learning goals and how both the school and home will support the learning of the student. It focuses on identified students at risk as well as gifted students to ensure that disengagement from learning does not occur.
Leaving the School Grounds
Children are not permitted to leave the school prior to dismissal time unless accompanied by a parent or an approved adult as per parental instructions. Parents/approved adults must first obtain an early leave pass from the General Office to present to the classroom teacher before the child can be dismissed.

Library Helpers
Parent volunteers work in the library each week to assist with the operation of the Library Resource Centre. The parents assist with borrowing and returning of books on the computer as well as the general maintenance of the library. Volunteers can register their interest with the school office.

Lost Property
Lost property will be cleared out at least twice per term. The items will be laid out in the hall by the JSC and classroom teachers are expected to take their grades to the hall to let children look at and hopefully, reclaim items. Teachers should encourage all items of clothing to be named. Valuables are to be sent to the office. A lost property tub is located in the sick bay.

Lunch
Lunch is eaten in classrooms from 1.30 – 1.40 pm daily. Parents who bring their child’s lunch to school during the day will be directed to leave the lunches at the office. The office will then contact the grade. Parents will not be able to go directly to the classroom for this purpose. Students are not permitted to have food stuffs packaged in tin or glass. Staff are unable to heat meals for students.

We encourage students to have rubbish free lunchboxes…it’s good for the environment and helps to maintain a rubbish free school yard.

Lunch Orders
All lunch orders are provided by the O’Hea Street Bakery. Menus are sent out with the school newsletter at the beginning of the year or as updated and is available on the school website. To place an order please write clearly on a paper bag your child’s Name, Grade and Lunch order and place correct money inside. Students will need to put these orders in a bag in their classroom by 9:05am. No late orders can be accepted. If your child is going to be late for school please ensure they have lunch brought from home.
Medication
Teachers and Support Staff generally are not permitted to administer medication to students, unless in an emergency (e.g. use of Epipen for severe allergic reactions in specified child).

The application of Asthma inhalers can be applied by first aid trained staff. Students with asthma will have an asthma management plan and their photos and medication will be displayed and kept in the sick bay. Depending on the medication, some students will be encouraged to carry their asthma medication with them at all times. The medication for other asthma sufferers will be kept in the sick bay.

For medication to be administered, parents must bring the medication to the General Office and complete the medication proforma. The medication is then kept in the storeroom/sick bay fridge. The administration staff are responsible for administering such medication when required. Children will be called to the office at the prescribed time for such medication. If parents bring the medication directly to the classroom, the teacher is advised to send the parents to the General Office. It is the responsibility of the parent/s to ensure that all medicines are in date.

Meet the Teacher Interviews/Parent Teacher Interview
The Meet the Teacher Evening is held early in Term 1 each year. These interviews are designed to allow parents to provide teachers with relevant information about the child and for teachers to inform parents about grade expectations etc. Parents are asked to be flexible when allocated with an interview time as often several people have requested the same time. If a parent/s are unable to attend on the night they may request a mutual convenient time for another appointment.

Mobile Phones
The school does not approve of mobile phones being brought to school by students and it is discouraged. As the General Office has emergency contact details, the office staff are able to contact parents or emergency contacts as required. However, if students do bring mobile phones to school, for contact with a parent prior to or after school, the mobile phone must be sent to the office for safe keeping throughout each day. The student must bring the phone to the office prior to the bell and collect the phone after the bell at the end of the school day. The school accepts no responsibility for loss, theft or damage.

Money
See cash
Music Program

All students receive a one hour lesson in music each week from a specialist music teacher. It is part of a comprehensive sequential singing and instrumental program which aims to build a firm foundation for music making. Part songs, rounds and Kodaly techniques are utilised to develop solid vocal skills. Students also use a wide range of instruments including keyboards, guitars, drums, recorders and glockenspiels as well as computer technologies. The program also includes basic music theory and an appreciation of different music styles.

Newsletter

The weekly newsletter is distributed by email each Friday. Families can request a paper copy be provided to the oldest child in the family. Additional email addresses can be registered by following the prompts on the school website. If you fail to receive a copy then an additional copy can be obtained from the office or via the school’s website.

Office Hours/Contact Details

The school office is open – 8.45 am – 4.00pm
Phone: 9354 1660
Fax: 9354 8206
Email: coburg.north.ps@edumail.vic.gov.au

One to One Computing

The One to One computing program enables students in the upper grades to have access to their own netbook computer. Students are able to lease the computer from the school for a fee and are then able to take and use the computer at home. Students who do not lease a computer have access to their own netbook within the classroom.

It is the responsibility of the student to care for and bring the netbook to school fully charged on a daily basis.
Out of Hours Care

Operating Hours
Before School Care Program: Monday to Friday 7.00 – 9.00 am
After School Care Program: Monday to Friday 3.30 – 6.00 pm

Contact Number
9354 9989

Blog
http://cnpsoutofschoolhoursprogram.wordpress.com/

Children can be enrolled in the Before and After School Program on a fulltime, casual or emergency basis. All children using the Outside School Hours Program must have a current enrolment form. Enrolment forms can be downloaded from the school’s website or collected from the school office or the Outside School Hours Program. The program booklet is also available to download or view on the school’s website.

All bookings and cancellations must be made by a parent or responsible adult. A government subsidy is available for all families.

Our goal in both the Before and After Care programs is to provide activities according to age, needs and wishes of the children. We respect the uniqueness of individual children and cater for their needs accordingly. The staff encourages and fosters appropriate social behaviour and meets the cultural needs of children and families using the centre. We aim to provide friendly, approachable staff. The program encourages all prospective parents/guardians and children to visit the program during operating hours.

Parent Behaviour
Parents play an important role within our school’s community. This role comes with responsibilities of modelling appropriate behaviour and language. If problems arise parents are asked to seek assistance from a staff member. At no time is it appropriate for a parent to approach or attempt to discipline a child other than their own to resolve an issue or grievance. The Parent’s Code of Conduct is available on the school website.
Parental Involvement

We welcome parent involvement. The skills, talent and energy brought to the school by parents is a vital and valued resource for the school. Being involved is an enjoyable and rewarding way to enrich your child’s educational experience and build friendships in our friendly and welcoming school community.

There are a variety of ways in which parents can be involved in the school including:

- Join the Parents and Friends Group (email cnps_pf@hotmail.com)
- Volunteer for the fortnightly Farmers Market (email lizpye@hotmail.co.uk)
- School Council membership (see School Council section)
- School Council Subcommittee membership (see School Council section)
- Parent helpers in the classroom and PMP/FMP (speak to your classroom teacher)
- Golden Time volunteers (for Grade 1 and 2; speak to your classroom teacher)
- Working bees (look out for notices in the newsletter, then just turn up)
- Guest Speakers (speak to your classroom teacher)

Parents should feel welcome in the school and understand the important role they play in their child’s education, and how they can help their child with their learning both at school and at home. Parent’s entering the school during class time MUST enter via the office, sign the visitor’s book and obtain a visitor’s pass from a member of staff. All parents working within the school must obtain a working with children police check. Forms are available at any Post Office, and once your card arrives you must take it to the office for registration.

Parent/Teacher Interviews

Parent/Teacher interviews are held on an individual basis as the need arises. Interviews can be arranged by the teacher or parent as required. Interpreters can be arranged for such interviews as required. A ‘Getting to Know You’ interview is held in February. The traditional Parent/Teacher Interviews are held at the end of term 2 each year. A notice will be sent home to inform parents of the upcoming interviews and asking for a time preference. Parents are asked to be flexible when allocated with an interview time as often several people have requested the same time. If parent/s are unable to attend on the night they may request a mutual convenient time for another appointment.

Payments

School payments can be made by cash, cheque or EFTPOS. All cash and cheque payments should be in a labelled envelope clearly stating the child’s name and the purpose for which the money is being paid. EFTPOS payments may be made in person at the school office.
Perceptual Motor Program (PMP)
The prep and grade one students participate in the Perceptual Motor Program weekly for an hour. This program is designed to provide children with a range of physical activities that enhance their gross and minor motor skills. It is organised by the classroom teachers with assistance from parents. Speak with your child’s classroom teacher if you can help out.

Personal Information
Personal information about students and their families is confidential and protected by the Privacy Act. Relevant information is stored centrally. No personal information is to be provided to any person. It is imperative that changes to personal information are provided to the office for emergency information purposes.

Photos
Photos of students are taken regularly for use in internal and external school communications. Parents sign a release form upon enrolment. If you do not wish your child to be photographed you may make a request at this time, and if your needs change you can make this known to the office staff.

Physical Education
All students at Coburg North Primary School are timetabled for a one hour physical education lesson by a specialist teacher. The Physical Education program encompasses the Victorian Essential Learning Standards as required by the DEECD in Victoria.

Playground Equipment
There are two adventure playgrounds available for students to use at different times throughout the day. There is sports equipment available at lunch time for students to borrow, such as balls and bats. The type and volume of equipment may vary due to season and availability. Students are able to bring appropriate equipment from home, though all equipment must be clearly labelled with the student’s name and grade. The school takes no responsibility for personal equipment that is lost or damaged.

Play Lunch
See Recess
Policies
School policies can be accessed via the school’s website: http://www.coburg-north-ps.vic.edu

Primary Welfare Office
The school’s Primary Welfare Officer is employed to enhance the capacity of the school to support students who are at risk of disengagement in their learning and who are not achieving their educational potential. The Primary Welfare Officer works within the school’s wellbeing program to focus on families with chronic attendance issues and the problems that lie behind this. If a staff member believes that a child is at risk from disengagement, they should speak to the Principal who will refer the child to the Welfare Officer.

Pre-service Teachers
Coburg North Primary School is committed to providing training and support for pre-service teachers from tertiary institutions. The pre-service teacher program is coordinated by the Principal who will allocate these students to applicable personnel.

Principal
Principal Class members have a significant responsibility in the delivery of a high quality school education to the community of Victoria, and to strategically manage people, financial and physical resources within a strong accountability framework. Members of the principal class have a crucial role in improving the quality of education in each school and ensuring that all students have access to high-quality comprehensive education appropriate to individual needs. As the senior member of the Department in the school community, the principal is responsible for the implementation of the Department's policies in a manner appropriate to the school, and the provision of advice to the Department on the views of the school community.

Reading Recovery
Coburg North Primary School operates a Reading Recovery Program for identified students at risk at Year 1. Students in Year 1 are tested to select the most appropriate recipients of this program. The program consists of individual ½ hour lessons, five days per week for up to twenty weeks, designed to improve the literacy skills of these students.
Recess
Recess occurs daily from 11:00-11:30. Only the upper area playground is open during recess, except under special circumstances. There is a teacher on yard duty for the duration of recess.

Referral of Children
If a staff member has concerns about a child’s welfare/medical condition/learning they may refer them to a specialist to assess their difficulty. E.g. Speech Therapist.

Reporting To Parents
There will be two written reports: June and December
A parent/teacher interview will accompany the June written report.
There will be a ‘meet the teacher’ session in February.
Student Led conferences based on a portfolio of work will be held at the end of term 3.

Interviews
Initial discussions will be held in February. This interview is focussed on sharing and explaining student learning goals outlined in the first weeks of term. It is expected that students are active participants in the interview process.

Parent/teacher Interviews will also be held in June to accompany the mid-year written reports and in December when considered warranted by the teacher and parent.

Interviews may be held at any other times when requested by parents or teachers at a mutually agreed time.

Restorative Justice
The school has made a commitment to the inclusion of Restorative Justice Practices. The process will become part of each classroom’s daily routine as stated in the Behaviour section (p.6) of this handbook: Where-ever appropriate, Restorative Justice practices will be implemented to resolve conflict.

School Council
The School Council is an elected body of parents and Department of Education employees. The School Council is the governing body of the school and has responsibility for the operation of the school.
It consists of 9 people they are 3 staff and 6 parent representatives.

Among the many tasks of our School Council are the requirements to:

- Determine the education policy of the school within guidelines issued by the Minister
- Draw up an annual financial budget
- Monitor the expenditure of all the school’s money
- Keep buildings and grounds in good repair
- Recommend improvements and extensions
- Provide cleaning and sanitation
- Stimulate parent and community interest in the school
- Regularly report council’s activities to the school community.

**School Council Sub-Committees**

The school council operates through a number of subcommittees

**Finance**

- Formulation of draft budget for School Council during term 4 each year.
- Conduct a budget review as determined by School Council following the school receiving the Confirmed Global Budget each year.
- Monthly monitoring of accounts to be paid prior to each Council Meeting, ensuring that proper Internal Control procedures are being followed, and that expenditure is in line with the school budget.
- Draft long term financial plan for School Council, to enable the school to be able to meet commitments that are not able to be met from each year’s annual budget.
- Make recommendations to School Council regarding the school’s investment practices.

**Education & Welfare**

- Oversee the drafting of program plans implementing school policy in relation to educational policy and the school’s charter.
- Report to the school council on the progress of these program plans throughout the year.
- Monitor the implementation of the school charter priorities, regularly reporting on these to school council.
- Develop and review school policy for all Key Learning Areas.
- Keep Council fully informed of current educational initiatives to ensure that CNPS policies and practices reflect best educational practice.
- Oversee the drafting of program plans implementing school policy in relation to student welfare.
- Oversee the policy implementation of the school charter environment goal (Student Welfare) and the Student Code of Conduct.
• Report to the school council on the progress of these program plans throughout the year.

Executive
• Draft guidelines for the operation of sub-committees
• Draft guidelines for the development of policies
• Plan School Council Meetings, monitor the overall effectiveness of School Council operations.
• Identify factors that would be effective in placing Coburg North Primary School as the pre-eminent primary school of the district.
• Develop a long-term marketing strategy that would highlight the positive attributes of Coburg North Primary School within the immediate school and wider community.
• Develop an activity focus each year that will work towards meeting the school’s long term marketing strategy.
• Assist in reviewing the school’s communication with the school and wider community.
• Identify the positive attributes of Coburg North and focus on promoting these as well as identifying opportunities for improvement to work on.

Buildings & Grounds
• Oversee the drafting of program plans implementing school policy in relation to maintaining and developing the school’s buildings and grounds.
• Develop a process of cyclical maintenance that ensures the school buildings are kept in a good state of repair.
• Oversee the development of school grounds facilities.
• Conduct regular safety audits
• Oversee the effectiveness of the school maintenance personnel in keeping the school in good order.
• Foster parental involvement in the school through conducting regular working bees.

Communication
• Monitor and assist in improving the communications between the school and the school community
• Assist in promoting improvements to school website and school newsletter
• Encourage community involvement in the school

School Council elections are conducted in February/March each year. Look out for notices in the school newsletter or speak with the Principal if you would like to be involved.

School Photos
Photos are taken annually of classes and teachers. Students must wear full school uniform. Dates for school photographs are published in the School Newsletter.
School Rock Band

The School Rock Band is an auditioned performing group consisting of children in the upper grades (mainly Grade 6). They meet before school to receive intensive instruction in singing, playing guitar, bass, keyboard and drums. In addition they learn about arranging songs, playing together, performance technique and the correct use of equipment. The School Rock Band performs at school functions and community events.

Sick Bay

Sick Bay is situated in the main building by the Office. Students are sent when a member of staff makes an assessment based on injury or sickness. An assessment is made using an illness/injury parent notification note, first aid is administered and recorded by the staff member on duty. In the event of a head injury a child’s emergency contact is called.

Indoor - The child is accompanied by another student and has a sick note sent by the class teacher detailing the concerns and whether the emergency contacts are to be phoned.

Outdoor - In the event of an outdoor yard injury the student is accompanied by another child and will have a yellow card. If the child has a serious illness the walkie talkie is used and a red card issued to additional children to send for immediate assistance.

Serious Injury - If the injury is deemed of a severe nature, an ambulance will be called in conjunction with the emergency contacts.

Smoking

Smoking is not permitted anywhere on the school premises. This includes the car park and school grounds.

Special Events

Coburg North Primary School aims to engage the school community in the life of the school. As such one whole school activity is organised each term to encourage community participation and enable students to showcase their work. These might include:

Term 1: Twilight Sports, Camp (Years 3-6)
Term 2: Education Week /Literacy –Numeracy Week Activity
Term 3: Grade 1 dinner / Grade 2 Sleepover Family Dance Night/Concert
Term 4: Family Carols Evening, Swimming Program
Specialist Programs
Coburg North students participate in four specialist programs in the following curriculum areas:

- Visual Arts
- Performing Arts/Music
- Physical Education
- Italian
- ICT

If there are any queries regarding these programs please contact the teacher responsible directly.

Sport
Sport is an integral part of the curriculum at Coburg North Primary School. Only students in the upper school (Grades 3-6) participate in inter-school sports and the local athletics carnival.

Sports Equipment
There is sports equipment available at lunch time for students to borrow, such as balls and bats. The type and volume of equipment may vary due to season and availability. Students are able to bring appropriate equipment from home, though all equipment must be clearly labelled with the students name and grade. The school takes no responsibility for personal equipment that is lost or damaged.

Staffing
The school is staffed according to the current Enterprise Bargaining Agreement between the Victorian Government and AEU as well as the Student Resource Package (School Global Budget). Present and future enrolment figures as well as the number of staff on leave, are taken into account in the provision of ongoing and contract positions.

Staff Room
The staffroom at Coburg North Primary School is primarily used as a place of relaxation for staff as well as a working space during individual administrative and planning time (APT). Parents are asked not to enter the staffroom unless invited by a member of staff.

Strategic Plan
The Strategic Plan outlines the direction the school will be undertaking for whole school improvement over a four year period. An annual implementation plan is derived from the strategic plan that specifies what will actually be achieved in the following year. It is available on the school website.
Story Time
Story Time is held every Thursday morning from 9:00am until 10:00am in the Prep Classroom. It is a play group setting that invites the wider community along to join in with stories, music, dance, play and craft activities. It provides the opportunity for parents to meet other parents and children in the local area. This session is free and is run by a trained teacher.

Student Led Conferences
Student Led Conferences are held each year in Term 3. Students complete a learning portfolio either hard copy or digital to share with their parents in relation to their learning. In grades P-4 the child leads the conference in the presence of the teacher and parents. In grade 5/6 students are asked to lead the conference at home and reflect on this experience.

Sunsmart
The school has adopted a Sunsmart policy and procedures as recommended by the Anti-Cancer Council. Children are to wear hats outside during from September 1 to April 30 or as deemed appropriate by staff. Students are reminded to wear their hats and apply sunscreen before going out to recess or to outside activities. Students are to apply their own sunscreen.

Swimming
Swimming lessons are an integral part of the Physical Education program at Coburg North Primary School. All students participate on a user pays system in the Swimming program each year at Elite Swimming School in Pascoe Vale. Children not participating in the actual swimming program are provided with a water safety program within the school. The Physical Education Teacher is responsible for organising the booking of the pool, organising costs and forms.

Telephone Calls
Students are not permitted to make calls from the school office.
Term Dates

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>28 January (teachers start) to 4 April</td>
<td>28 January (teachers start) to 27 March</td>
</tr>
<tr>
<td>Term 2</td>
<td>22 April to 27 June</td>
<td>13 April to 26 June</td>
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<tr>
<td>Term 3</td>
<td>14 July to 19 September</td>
<td>13 July to 18 September</td>
</tr>
<tr>
<td>Term 4</td>
<td>6 October to 19 December</td>
<td>5 October to 18 December</td>
</tr>
</tbody>
</table>

* Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school, so contact your school for details.

Timetables

Each student takes part in specialist classes which consist of ICT, Italian Music, Art and P.E – each an hour long session per week. Additional time is given per week to senior students via Interschool sports (refer to all specific specialist areas for more information).

The class teacher creates a termly timetable to include all core curricular and additional subject areas. The class timetables may vary each term and will be detailed in the termly news and information handout.

Toys

Students are not permitted to bring expensive toys to school. This includes trading cards. If on the rare occasion that one of these items needs to be brought to school then it must be taken to the office where it will be stored. The school accepts no responsibility for items damaged, broken or lost at school.
Transfers

In
All student transfers in are organised by the General Office. In general new students are allocated to grades according to class size unless there are special circumstances. The Principal is responsible for placing new students in grades.

Out
When students transfer to another school, the organisational details are completed by the office. Students take the requisites provided to them. Where there are requests for the student’s files from the new school, teachers can send previous student reports.

Transition

The aim of all the school’s transition programs is to welcome and inform students and their families about school based processes whilst ensuring a smooth transition.

Prep Transition
The Prep Transition Program is very important as it helps students become familiar with the school environment, learn about school routines and meet other children. The Prep Transition Program will also assist parents to prepare their child for school, give them the opportunity to learn about the school’s curriculum program and meet other parents.

The Prep Transition Program involves 4 sessions of an hour’s duration.

<table>
<thead>
<tr>
<th>SESSION</th>
<th>STUDENTS</th>
<th>PARENTS</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Developmental Play: Jigsaws, Home Corner, Playdough Construction Toys, Copying name Drawing a picture</td>
<td>Welcome by Principal Introduce Business Manager Information about Out of School Hours Program Parents receive Information Book Meet parents &amp; Friends representatives School uniforms</td>
</tr>
<tr>
<td>2</td>
<td>Developmental Play Finger Play Reading Activity</td>
<td>Lunchbox session with Kate from ‘Making Food Fun’</td>
</tr>
<tr>
<td>3</td>
<td>Perceptual Motor Program—students involved in a variety of P.M.P activities</td>
<td>Perceptual Motor Program – short information session and observe program in action</td>
</tr>
<tr>
<td>4</td>
<td>Toy Parade. The children are welcome to bring their favourite toy to school to show and play with.</td>
<td>Reading with your prep child.</td>
</tr>
</tbody>
</table>
• Gradual transition program in the first week of the school year for prep children
• Children do not attend school on Wednesday for the first month- Prep assessments completed
• Buddy system with older children introduced in second week
• Buddy Program operates every week for the first month and fortnightly after that

Transition of New Students
Transition of New Students to the School
• From the enrolment information the office receives, an Information Form is filled out for the Classroom teacher detailing name, date of birth, previous school, medical issues
• Reports are requested from the parents or previous school
• Guidance Officer procures copy of any assessments from previous school
• If students are starting in a new year they are encouraged to spend a day/days with their new class at the end of the year

Transition of Students to Next Year Level
• Parents are informed of the following year’s staffing structure through the newsletter early in term 4
• Time is allocated at end of the each year for students to spend up to an hour with their new teacher

Transition of Students to Secondary School
• Information about this process can be found on the school’s website.

Uniform
Coburg North Primary School Council has determined that there is compulsory wearing of school uniform for all students. The uniform colours are powder blue and dark blue. Uniforms are ordered through the school office. School hats (legionnaire and slouch) are available from the General Office. Children should be encouraged to wear sneakers and/or school shoes. The school has a strict uniform policy which can be viewed on the school website.

Valuables
Students are not to bring items of high value to school. These items include toys, electronics and large amounts of money. In the unavoidable event that an expensive item needs to be brought to school it must be checked in to the office. The school accepts no responsibility for loss, damage or theft.
Water Bottles
Students are encouraged to bring clearly named water bottles to school to keep on their tables and take with them to sporting activities.

Website
The school’s website ([http://www.coburg-north-ps.vic.edu](http://www.coburg-north-ps.vic.edu)) houses school information, newsletters, policies and Weblinks.

Welfare Officer
The Primary Welfare Officer supports the school to strengthen their whole school approach to the wellbeing of students. The purpose of the Primary Welfare Officer is to enhance the capacity of the school to support students who are at risk of disengagement from school and who are not achieving their educational potential.

The Primary Welfare Officer works with parents, school staff and students and is central to building and maintaining continuity of care for students and their families. It is a part time position and the Primary Welfare Officer can be contacted through the Principal or school office.

Whiteout
It is not appropriate for our Students to have or use “White Out” at a primary school. This is a potentially lethal substance.

Working with Children Check
All parents volunteering in the classrooms or excursions must have a Working with Children Check. Forms are available from the Post Office and the school requires a copy of the card when issued.

Yard Cleaning
Each grade is to be rostered for a week of yard cleaning in turn. A class set of tongs and buckets is available. These are located in the Office. All grades are to pursue a proactive program to avoid rubbish becoming a problem in the yard. This will include:
- disposing of wrappers and other rubbish into classroom bins before students go into the yard
- encouraging pride in the school in general and our grounds in particular
- encouraging environmentally sound practices especially in regard to litter and waste management.