

Camelot Rise Primary School 2020 Parent Information Book



WELCOME!

This booklet has been prepared to assist you and your family to settle happily into school life at Camelot Rise Primary School.

A student's first year at school can have a marked impact on their confidence and their perception of the learning process. We believe that the close relationship that Camelot Rise Primary School staff have with students and their families is one of the keys to our success.

At Camelot Rise Primary School we offer a personalised curriculum that teaches students to challenge themselves and strive for excellence. This is balanced with a holistic approach to student development and wellbeing. All of our school-based decisions are made with the best interest of the students in mind.

I invite you and your family to become active participants in our school and look forward to working with you and sharing in your child's special school moments.



Term Dates for 2020

Term 1	Tuesday 28 th January to Friday 27 th March – <i>Students commence Wednesday 29th January 2020</i>
Term 2	Tuesday 14 th April to Friday 26 th June
Term 3	Monday 13 th July to Friday 18 th September
Term 4	Monday 5 th October to Friday 18 th December



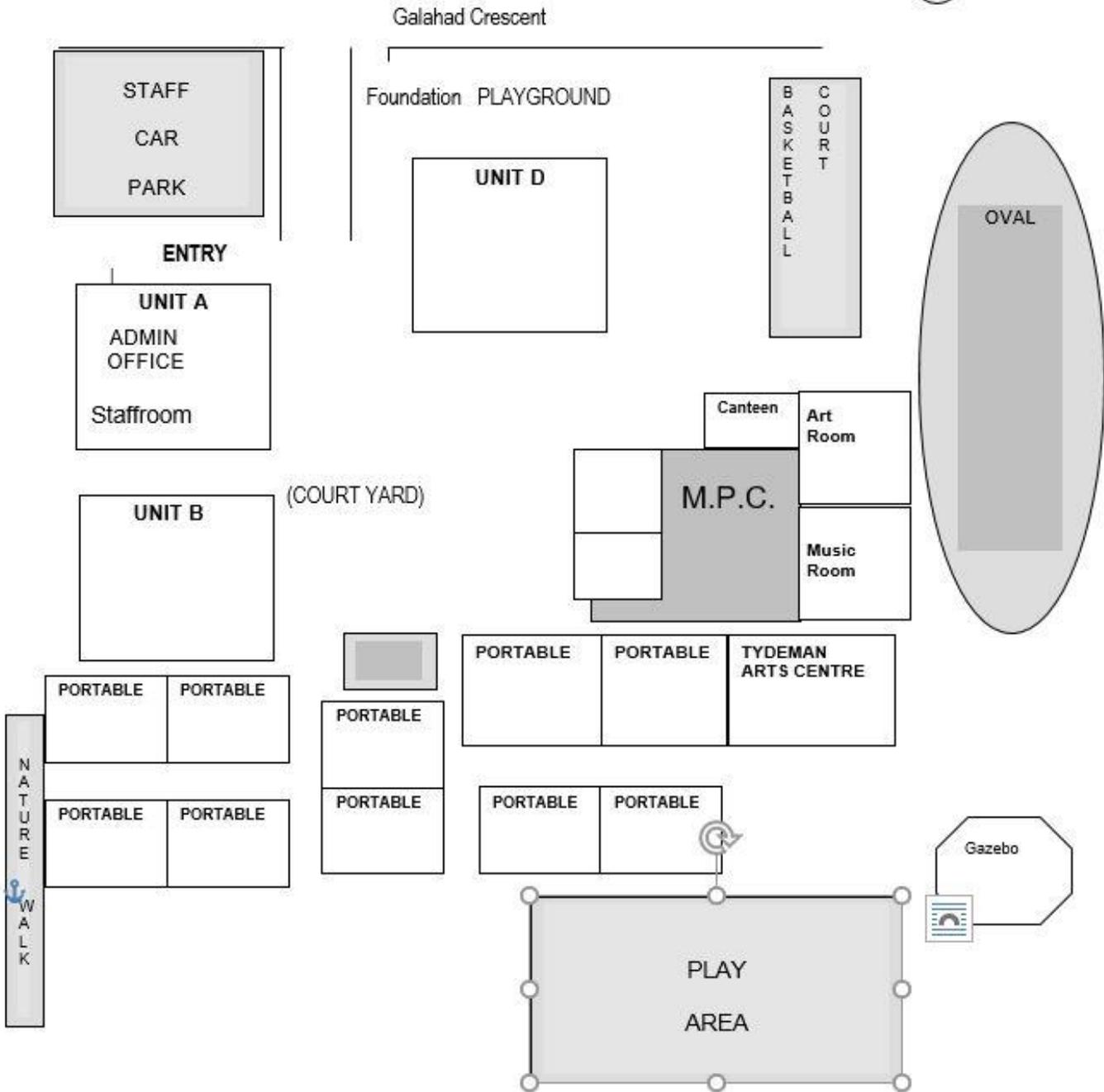
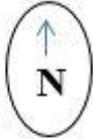
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CRPS – School Plan



SCHOOL VISION

Our vision is to be a connected community learning, growing and achieving together.

SCHOOL VALUES

The following values have been defined as those that affirm life at Camelot Rise Primary School

- Optimism
- Responsibility
- Respect
- Resilience

These are the core focus of program and wellbeing development, and are the values which we all abide by. These values are defined by students, staff and our community to ensure we have articulated what these mean to us.



FOUNDATION 2020 – YOUR FIRST YEAR AT CAMELOT RISE

The First Day at School

Teachers commence school Tuesday 28th January, students on Wednesday 29th January. The Department of Education has declared Tuesday as a Curriculum Day, **no children will be required to attend school on that day.**

Foundation children commence school on Wednesday 29th January 2020
at 9:00am until 3:30pm
(Students can enter classrooms from 8:50am)

When you arrive with your child, please go straight to the Foundation Building (Unit D). We suggest a quick kiss and a re-assuring hug before leaving – if there are tears, these dry quickly. Trust us, your child is in *good hands* and we **will** contact you if your child is unduly distressed.

Important Dates for the First Weeks

Wednesday 5 th February	Foundation students <i>will not be required to attend school on Wednesday 5th February</i>
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Normal School Hours

- Students enter the classroom when the music starts playing to put notices and satchels in the tubs at 8:50am. The school has an open door policy at this time when parents are able to speak with teachers when required.
- School commences at 9:00 am sharp
- Morning recess is from 10:40am - 11:00am
- Lunch eating time is from 12:50pm – 1:00pm
- Lunch playtime is from 1:00pm to 1:50pm
- The afternoon session concludes at 3:30pm



During Term 1, Foundation children must be collected from outside the bag area door by parents, guardians or family member or friend.

At all other times, please wait outside the enclosed bag area of the classroom so that your child can find you easily and there is less congestion at the door.

Camp Australia will begin for Foundation students on Monday 4 February at 3:30pm for those children who need Out Of Hours Care. The Camp Australia co-ordinator will come to the Foundation Unit D and collect students. In Term 2 a class teacher in Foundation will walk the students over to the Out of Hours Care for weeks 1 and 2.

Beginning week 3 and for the remainder of the year, the students will then walk themselves over to Out of School Care and be marked off the Camp Australia roll. Parents **MUST** register online and make all bookings online at

<https://www.campastralia.com.au/>

HOW TO PREPARE FOR SCHOOL

Prepare Yourself

1. Be aware that you are an important model. Your child's attitudes and responses will be influenced by your attitudes and responses
2. Let your child see that you expect them to be happy at school. Do not make an unnatural fuss and they will accept school as a matter of course.

Preparing your child

Commencing school can be a big step. We have provided some suggestions to help you and your child with the transition.

- Provide your child with opportunities for language experience and encourage questions. Five and six-year olds are full of questions about why and how, such questions are at the heart of investigating and therefore learning. Take trips to the city, zoo, art galleries, beach and do painting, craft and cooking together. Share and discuss these activities afterwards.

Remember 'play is the child's work!'

- Provide opportunities for your child to spend some time away from the family. This will help independence and build self-confidence. Take the time also to encourage your child to play with friends who live nearby.
- Make time to read a story to your child - this will develop a good attitude towards reading. Introduce new material such as poems and plays. The local Library is a great resource.
- Encourage drawing and writing at home. Children are ready to use these skills as soon as they can hold a crayon. Out of the creative experimentation will eventually emerge pictures and words. Have pencils, paper, paint, crayons, and cardboard and safety scissors available.
- Be selective in any television viewing as what is seen can have a profound influence on the developing mind.
- During the holidays, walk with your child to school showing him/her how to cross the roads correctly. Please, always use the school crossings near the school.
- See that your child is aware of the dangers of wandering on the way home, visiting friends without your permission, or going anywhere with strangers.
- Participate in the Transition program (Pre-school to Foundation) held regularly throughout the latter half of the school year.

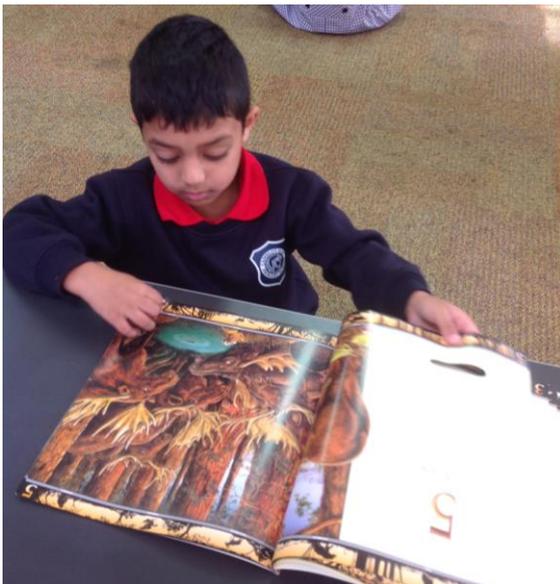


INITIAL AFTER SCHOOL BEHAVIOUR

The first days at school can be tiring. There are many reasons for this:

- The temperature can be quite warm at the start of the school year,
- The classroom is a new situation and experience for the students,
- A combination of listening, learning and following new routines and maintaining learning focus can make a small child weary,
- Some students suffer fatigue due to the stimulation and excitement of the day's program. This applies less to the child who has had pre-school experience.

Parents can expect some children to be a little cranky and tired when they arrive home. Welcome the child home; home is a very special place. Have a favourite cool drink waiting and then have a quiet talk about the day. Show your child that you are interested in the new adventure.



DURING THE FIRST YEARS AT SCHOOL

- Make time to talk about work and school and share it with your child. You will be rewarded with a happier, more secure child. Why not ask your child to read his/her work to you as this reinforces what was taught at school. Sometimes a child will respond to the question "What did you do at school today?" with "Nothing". Don't be put off but be more specific and ask about friends, reading time, learning activities, games played and stories read.
- Make sure that your child receives a good night's rest. A 7:30pm bedtime is suggested.
- Attend Parent Information Nights and Three-way Conferences that are arranged for your information. Don't hesitate to communicate with the teacher as you see the need, before confusion arises or problems develop. After school is a good time, but if more time is needed, or a more private word contact the teacher via Compass email or phone the office to leave a message to arrange a mutually suitable time.
- If any problems arise that need to be attended to urgently, please contact the classroom teacher, Office Staff, Assistant Principal or the Principal. We are always available to help you.



Foundation students celebrate 100 Days of School

Absence from school - daily



The school expects students to be punctual therefore at school by 8:50am and attend regularly. If absent from school, please enter the child's absence on Compass as a parent approval with reason for the absence. <https://camelotrise-vic.compass.education/>

Absence from school – extended

If your child is going to be absent from school for an extended period of time (example holidays or overseas travel), we ask that you notify the school via Compass and also enter absence details on Compass as well, of the expected absence dates **well before** the absence occurs. As a learning plan will need to be drafted by the class teacher in advance. DET regulations dictate that if notification comes after the event that this absence will not be approved.

Anaphylaxis



Anaphylaxis is a severe form of allergic reaction that is life threatening, involving the respiratory and/or cardiovascular systems. There are a few students identified with the possibility of having an anaphylactic reaction and these students have 'Epipens' held at school in case they are required for emergency use.

Any child who suffers Anaphylaxis must have an Anaphylaxis Action Plan that is to be completed by their medical professional. A copy of this plan must be given to the school. If an Epipen is required it is the parent's responsibility to ensure the school is supplied with the appropriate Epipen and that it is within its use by date. If a current Epipen is not supplied to the school, students with Anaphylaxis can be refused attendance. **For further information refer to www.allergy.org.au**

Asthma Management



Camelot Rise Primary School is an accredited Asthma Friendly School. Parents of children suffering from asthma are required to complete the asthma management section on the enrolment form **and** have their GP complete a School Asthma Action Plan. This provides the school with an accurate asthma plan for your child. Students with asthma should keep their inhalers or puffers with them **at all times**. Where an Asthma Plan has not been supplied, or it is a first attack, the Victorian School Asthma Policy will be followed

Excursion/Incursion Activity Levy



An Incursion/Excursion/Activity Levy will be payable in February and covers the cost of year level excursions and in-school activities during the year. The cost of the Foundation to Level 4 Swimming Program, the Level 5/6 and Level 3/4 Interschool Sports Program, school camps and extracurricular activities (such as Dance Club and Chess) **are not** covered by this levy. Parents will be notified via Compass events prior to each school activity and given full details of the event, consent and payment can be made via Compass.

Assemblies

A general school assembly is held each Friday afternoon at 2:45pm. Parents and friends are invited to attend. Assemblies are an important part of the school culture where certificates and awards are presented and important information is shared with the whole school. Assemblies are also held just prior to dismissal on the last day of each term.

Attendance

Children from the age of 6 are required to attend school. **Parents have a responsibility to ensure their children arrive at school punctually every day.** Any student who arrives at school after 9:00am, (a late arrival or returning to school after an appointment) **must be signed in at the office by a parent or guardian, and collect a late arrival pass.** This is a safety requirement. In the event of an emergency, we must have an accurate record of all children in the school. **This must be entered and approved by a parent via Compass.**

Student Banking



The Commonwealth Bank offers a student banking program to all students at our school. The school receives a commission percentage of all deposits made. Children are given information about this early in the school year and our banking day is **THURSDAY. Bank deposits processed at school close late November/early December in Term 4.** Deposits can still be made by going directly to your nearest CBA branch.

Bicycles



Parents are reminded that children riding to school **MUST** wear a bicycle helmet. Bikes are to be stored in the bike racks outside the Principal's office. This area is strictly out of bounds except when storing a bike in the morning or leaving the school grounds. In the interest of child safety, bicycles are not to be ridden in the school grounds, through the staff car park or along the perimeter boundary. Road Safety authorities recommend that before ten years of age children should not ride a bicycle in traffic without adult supervision as their peripheral vision is not fully developed.

Book Club



During the year Scholastic Australia send order forms to be distributed to the children who may then order books at a reduced rate. The school receives bonus books and computer software in exchange for distributing and processing order forms for Scholastic Australia. Parents can place orders through the Scholastic Australia webpage and do a LOOP order (Linked Online Ordering & Payment) method. Orders are the delivered to the school.

Brain food



A healthy body and mind can impact on student learning. Daily 'brain food' aims to sustain concentration and encourage regular eating of fresh fruit and vegetables. Parents are encouraged to support this program for the benefit of their child's learning by supplying Brain food each day. This is not to be a 'big' snack and should be fresh fruit/vegetables or dried fruit. **Please remember no nuts due to student allergies.** Some suggestions are; a few carrot sticks, a handful of sultanas or apricots, half a banana, a small piece of apple.

Buddies

A 'Buddies' program operates between all Foundation and Level 6 students to ensure added support both in the school yard and in the classroom to facilitate cross-age learning.

Bullying



Bullying is not acceptable at Camelot Rise. We believe that parents, teachers and children working together with a common understanding and a common purpose, can create an environment where bullying has no place. Several programs operate throughout the school to raise the awareness of bullying and focus on strategies to eliminate it.

Camp



Our camps program operates in Levels 3, 4, 5 & 6. Camps form an integral part of the educational program and provides for social interaction among the students and staff.

- Level 3 Sleepover at school
- Level 4 Adventure Camp at Phillip Island
- Level 5 Sovereign Hill
- Level 6 Otway's Adventure Camp

Change of Address or Telephone Numbers



The Camelot Rise staff and School Council take the health and safety of your child very seriously. We urge you to be sure that your child's information sheet, which you completed at the time of enrolment, is kept up-to-date. Please inform the School Office in writing/email of any change to telephone numbers or emergency contacts such as;

- (a) Home address, home telephone or mobile phone number
- (b) Business hours telephone number/s of the working parent/s
- (c) Emergency contact or neighbour's name, address or telephone number
- (d) Doctor's address or telephone number

Phone numbers and email addresses can be updated via Compass

Canteen



The canteen operates to provide special lunch days and window sales to students. The operation of the canteen is dependent upon volunteers, with parents, grandparents, carers and guardians encouraged to participate. Volunteering in the canteen is a great way to meet new families and the children enjoy seeing their parents/carers helping out. Requests for volunteers are published in the school newsletter and all volunteers must hold a valid Working With Children check. The help of volunteers is greatly appreciated.

Window Sales - Food options available from the canteen are limited to green and amber selections (according to the national healthy food guidelines). Students are to make their own window purchases, and are not to make purchases for other students.

Lunch Orders - Lunch Orders are currently provided to staff and students by an external company. When ordering a lunch order, please logon on to <http://www.classroomcuisine.com.au/> to register an account and place orders. Details for placing lunch orders, price lists and menus are available on the school website.

Car Park



The car park is for the use of **staff only**. Parents are not to use the car park when dropping off or picking up their children from school. For safety reasons, unaccompanied children are not to use the car park.

Chess Club



Chess Club is held once a week during lunch time. Lessons are open to interested students from Foundation to Level 6 who enjoy playing chess and would like to be coached to improve their skills. The lessons are provided through an external company and a fee is charged. Enrolment forms are available from the chess coach or on our website. All payments direct to Chess Kids.

Choir



The school choir is open to interested students from Level 3-6 and performs both within and out of the school. In the past the choir has performed at local venues.

Child safe



The Child Safe Standards are compulsory minimum standards for all organisations that provide services to children including Victorian schools. The aim of the Standards is to ensure organisations are well prepared to protect children from abuse and neglect. It is recognised that many schools will have existing policies and procedures that aim to keep children safe.

Camelot Rise Primary School is a registered Child safe school. We have policies and procedures underpinning all standards around child safety. For more information please refer to <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx>

Collecting Your Child Early



Prior to collecting a child early from school, parents or guardians **must sign out that child on the Compass Portal at the School Office and take a green Early Dismissal pass to hand to the classroom teacher.** Only then should the child be collected from their classroom. Where possible parents should avoid picking up during recess and lunch play. Children should be made aware that they will be collected early however where possible, early pick up should be avoided.

Compass



Compass School Management system is in operation at Camelot Rise PS. Compass provides our school community with a range of facilities that will streamline communication and provide enhanced access to information. It will also improve many of the school's administration processes.

Compass is the primary communication tool between the school and home. Parents will be able to log on to Compass via the school website, the Compass website <https://camelotrise.vic.jdlf.com.au> or via smartphone/tablet app.

A letter will be sent home with Username and Password.

The following tasks are now available for parents to access:

- **Contact Details** – Parents can now log in and update their contact details through the portal. It is important that contact details remain current so you can receive email alerts and we can contact you if required.
- **Attendance** - View your child's attendance online, notify the school if your child will be away, **approve absences** and indicate future absences.
- **Teacher email** - Parents are able to email teachers directly.
- **School reports** – Reports are able to be published online through Compass rather than printed on paper. Reports will be available online for the duration of the child's enrolment at Camelot Rise PS and available for downloading as often as required. (paper reports are no longer printed).
- **News Feeds** - The school will post news to parents to remind you about events and activities at the school. The news feed will be customised, showing only relevant information to you and your children.
- **Payments** – Parents are able to pay for excursions and camps by direct payments.
- **Permission** – Parents will be able to give authorisation for students to attend excursions and incursions as well as provide approval for other activities. These will be electronic permissions and there will not be a need to print permission slips.

Parents are able to pay school fees by direct payments or take advantage of a payment plan.

Parents play an important role in the success of Compass. It will be essential that parents log in regularly to access newsletters, news feeds and more. Compass is intended to be self-explanatory and easy to use (many families in our community already use the system in their secondary schools) and instructions for some of the more routine tasks will be posted here for your convenience, also included in our newsletter on a regular basis. However, if you still require assistance please contact the school office.

Curriculum

Camelot Rise Primary School encourages its students to strive for excellence in all of their endeavours. To achieve this, the school provides sequential teaching and learning programs that deliver a comprehensive, differentiated, broad-based and inclusive curriculum, based on the Victorian Curriculum. The Curriculum will allow every Camelot Rise Primary School student the opportunity to develop:

- a solid foundation in knowledge, understanding, skills and values on which further learning and adult life can be built

- deep knowledge, understanding, skills and values that will enable advanced learning and an ability to create new ideas and translate them into practical applications
- general capabilities that underpin flexible and analytical thinking, a capacity to work with others and an ability to move across subject disciplines to develop new expertise.

We value teaching 'the whole child'. Our learning journey documentation provides more information outlining the specific experiences and philosophies pertinent to each level as each student transitions through the years.

Curriculum Days

Four Curriculum Days are held during the year. These days are for staff professional development and planning. The Department of Education (DET) has declared the first day of the school year to be a pupil free day. The remaining 3 days are at the school's discretion and are communicated via Compass, published on our website and advertised in the school newsletter. **Students will not be required to attend school on these days.**

Custody Issues

Where custody orders are in place, the school must receive a copy of the court papers. If such papers are not supplied to the school, it will be deemed that both parents share equal custody and responsibilities.

Differentiation

Providing appropriate learning opportunities for all students at all levels is a priority at Camelot Rise Primary School. We emphasise the importance of providing students with a broad range of opportunities to develop and extend their talents and skills, both within the school's differentiated curriculum and with our wide range of extra programs.

Digital Technology



Camelot Rise PS has a large number of multi-media computers and photocopiers located in all classrooms. All computers, netbooks, Windows tablets and iPads are linked to our Curriculum Computer Network giving students access to a wide range of educational projects, research, email and the internet. Students also have access to a range of technology devices including digital cameras and microphones. Timetabled lessons are undertaken in the school's computer lab and maximum use is made of the school's interactive whiteboards in the classroom.

EFTPOS/Card Facilities & BPay



The school has EFTPOS and credit facilities for the convenience of parents. All payments (including school levies, uniform purchases and camp payments) can be made using the services provided at the School Office. BPay details are available on the family statement. Payments can also be made via Compass for required events.

Emergency Procedures



The school has a detailed Emergency Plan and all staff have been trained in its operation. The whole school undertakes an emergency evacuation drill regularly throughout the year. **Copies of the Emergency Plan are displayed in all areas of the school.**

End of Term



At the end of Terms 1, 2 and 3, school is dismissed at **2:30pm** after an assembly. At the end of Term 4, school finishes at **1:30pm**.

Excursions and School visits

School visits and excursions by classes to places of interest are encouraged as they are linked to a unit of study and assist in enhancing student learning. We have many visitors to our school to provide stimulation in the arts, drama, dance, music, literature, science or maths.

French



Camelot Rise Primary School offers French as a second language from Foundation to Level 6. The program has been developed to allow students to progress in a planned, sequential manner and has a strong focus on oral language, games and activities. Students in the upper levels are given the opportunity to participate in the Alliance Française Poetry and other language competitions.

We have a strong commitment to the study of French and our students have achieved great success and recognition in recent years. Level 5/6 students also have the opportunity to attend a Noumea study tour conducted every second year.

Head Lice



Head lice (nits) are common in primary school children. It is suggested that long hair be kept tied back to help prevent the spread of head lice should there be an occurrence. You will be asked to consent so that in the event of an outbreak, your child can be checked for head lice. Please keep a constant check on your child's hair.

For more information, please go to www.health.vic.gov.au/headlice

House system



Each student enrolled at Camelot Rise PS is a member of a 'House' for the purposes of school sports, activities and organised events. The houses are named after the streets that border our school – **Galahad** (blue), **King Arthur** (red), **Chivalry** (green) and **Avalon** (gold). Students with brothers or sisters at the school share the same house group.

Infectious Diseases Exclusion Table (as set by the Department of Education) Should your child contract an infectious disease on the list below, they must be excluded from school according to the schedule.



Conjunctivitis (weeping eyes)	Until completely clear
Chicken Pox	7 days from beginning of illness & until last lesion has healed.
Viral Hepatitis	Medical certificate required
Measles	At least 5 days or a medical certificate.
Meningococcal Infection	Medical certificate required
Whooping Cough	At least 10 days after appearance of symptoms
Rubella or German Measles	At least 5 days after appearance of rash
Mumps	Until fully recovered
Ringworm	Until appropriate treatment has begun
Head Lice	Until treatment has commenced
Diarrhoea	Until diarrhoea ceases
Impetigo (School Sores)	Until sores have fully healed, or treatment has commenced and exposed sores are covered with occlusive dressings.
Herpes (Cold Sores)	As for Impetigo (School Sores)

Information Evenings and Open Night



Early in the school year information evenings are held to familiarise parents with the procedures and activities in each area of the school. We also hold an Open Evening or Open Morning during Education Week when parents may visit the school with their children. The format of these sessions varies from year to year, and parents are notified of events through the school newsletter and via Compass.

Lunchtime Activities



At Camelot Rise Primary School we value providing a range of opportunities for all students to not only develop academically, but also holistically. Every lunchtime, all year through, staff run activities over a course of 20/30 minute blocks designed to allow students to develop passions, learn a new skill, develop friendships or hone an area of interest. Some activities are specific to levels, ie. F-2, 3-6. There is a board outside the library that informs students daily of which activities are on, which half of lunch and where (1.00-1.20 or 1.20-1.50pm). Generally, each activity runs for a term. There are a range of activities from games in the library, to Science club to Yoga.

Junior School Council



Junior School Council (JSC) has representatives from Levels 3-6, and meets on a regular basis to discuss ideas raised by the students. The JSC work with the Camelot Community Association on events for School Council consideration. This is one way that we enable students to have a voice across the school.

Library



The fully computerised library serves as a focal point for many school activities. A large and comprehensive range of books, together with multi-media equipment and materials, provides a central resource base for the school curriculum. Students are encouraged to develop a love of literature and to become competent in the use of the library.

Literacy Program



The English program incorporates a daily literacy block that supports the whole language framework. Essential elements to the program are:

- Continual assessment and regular one to one conferencing
- Independent reading of both choice and set texts
- Identification of each developmental stage
- A range of text types
- Partnerships between students, parents and teachers
- All aspects of English - reading, writing, speaking and listening

The literacy program is designed to meet specific needs of all students at their developmental levels. It is a comprehensive program that aims to develop confident, independent learners.

We aim to provide students with the skills, tools and strategies to be lifelong literacy learners. We achieve this through one to one conferencing, independent reading, group discussions, formal presentations, goal setting (individual and point of need) and writing workshops.

The school encourages parental assistance, information regarding parent helpers is provided during Term 1. Support would involve working with small groups or individuals on teacher planned tasks. A current Working with Children's check is required.

Lost Property



The lost property box is located in the bag area near the gym. Parents and children are asked to check the lost property for misplaced uniform, lunch boxes and other items. Clearly named items are easier to return.

Lunch Time



Lunch 'eating' time is from 12:50pm to 1:00pm. During this time, children eat their lunch inside, or, weather permitting, outside under cover with teacher supervision. Food taken outside must be eaten in the designated eating area – the central courtyard / undercover area. Play time is 1:00 to 1:50pm.

Lunch Orders

Please see the entry under Canteen

Medication



Some children attending primary school require regular medication. For others, medication may be required for only a short time following an illness. If your child requires any form of medication, please **supply such medication in the original packaging with the name of the child, dosage required and the time of the dosage. A Medical authority form needs to be signed by the parent. These are available at the school office.** Children are not permitted to administer their own medication without supervision or keep any medication in their school bag. (with the exception of Asthma reliever inhalers).

To minimise the quantity of medication held at the school, it should be considered if the medication can be taken outside of the school day, for example **medication required three times a day may be able to be taken before and after school, and before bed.**

Student Awards



The classroom teacher will award a student a named certificate which will be announced each week at assembly and published in the school newsletter.

Mobile Phones



Students are required to switch off and store phones securely from the first bell until the last bell each day. This involves handing their phone to their class teacher.

Families should contact the school office should you need to pass an urgent message to your children.

Money Sent to School



From time to time children will be required to bring money to school for optional activities, special lunch days and special fund raising efforts. Please put the money in a sealed envelope with your child's name, grade and what the money is for on the **OUTSIDE OF THE ENVELOPE**. The School Office holds very little cash and is unable to provide change.

Music



All children at Camelot Rise receive Music classes, taken by a Specialist Music teacher. Children in Levels 3-6 are able to join the School Choir and children in Levels 3-4 learn the ukulele.

Private music lessons are offered in piano, woodwind and guitar and these are available to children within school time. Instrumental music tuition is an optional extra activity and lessons can be arranged by contacting the music teacher directly.

NAPLAN / National Literacy and Numeracy Testing

This is an Australia wide assessment and reporting assessment in English (Reading, Writing and Language) and Numeracy. The tests are administered to all students in Levels 3, 5, 7 and 9. It is undertaken in May of each year and results are returned in September or early October.

Newsletter



The newsletter will be available online alternate weeks at www.camelotrise.vic.edu.au. and a link is also emailed via Compass news feed. The newsletter is a valuable way of informing the school community of important dates and events. Please read the newsletter and note important dates in your diary. **On the opposite weeks a community newsletter will be available online via Compass news feed with advertising, information on events, canteen rosters and other community news.**

Notices



Notices are published online via Compass newsfeed at various times throughout the year. Please check Compass regularly to ensure that you have given consent or payment for any upcoming incursion/excursion.

Nuts



Camelot Rise PS is a '**nut-aware**' school and we encourage no nuts being bought to school. Whilst it is understandable that nuts offer a healthy option, due to the significant dangers associated with the possibility of a student having an allergic reaction to nuts they are not suitable for school. This includes items that are just for your child's lunch, brain food or playlunch as an allergic reaction can be sustained simply by transfer of oils, etc. *Thank you for your support with this important health issue.*

Out of School Hours Care



All families are encouraged to register for Out of Hours Care. Where children cannot be collected from school by 3:45pm, they should be enrolled in OSHC. The aim of the Out of Hours Care Program is to provide quality childcare in a safe, relaxed and well supervised area. The Before and After School Care programs are currently operated by Camp Australia. All registrations and bookings are done through the Camp Australia website. For more information, please visit the website at <https://www.campaustralia.com.au/> **Bookings are NOT made through the School Office.** The Out of School Hours Care Programs are approved Care Services and **Commonwealth Childcare Benefits are available for all families.**

Parental Support



The support of parents is valued and welcomed so that a strong partnership between home and school can be established to support your child. Parents at our school are encouraged to actively participate in a variety of ways. Parents wishing to assist must have a valid volunteer WWC check.

- School Council
- Canteen
- Class Excursions
- Camps
- Swimming
- Literacy and Numeracy Support
- P.M.P.
- Special Events
- Sports Teams
- Library
- And much, much more

Camelot Rise Community Association (CRCA)



For parents, there is an enthusiastic the Camelot Rise Community Association (CRCA) meet regularly at the school during the day. Details of meeting times and activities are advised in the school newsletter and through Compass news feed. A warm welcome awaits you when you attend these meetings. Primarily, CRCA exists to raise money for the benefit of the children at our school however, it is also provides a good way of meeting other people in the immediate community. Through the Camelot Rise Community Association, the school operates the Canteen and Uniform Shop that are staffed on a voluntary basis by parents.

Permission to leave the school grounds or classroom during school hours



If parents wish to take children out of school for dental or medical appointments, or any other reason parents **must sign their child/ren out from the Compass Kiosk at the school office and take a green *Early Leavers Pass* before collecting children from the classroom.** No child is permitted to leave the school at any time without a parent/guardian (Parents can notify the teacher beforehand verbally or via Compass email)

Parent / Teacher Interviews

Please see the entry under Three-way Conferencing

Parking



Parking is available along King Arthur Drive, Galahad Crescent and Avalon Avenue. Monash City Council Parking Inspectors regularly monitor the parking situation in Galahad Crescent. As the safety of all our students is our prime concern, we are pleased that the Council has taken this initiative to ensure that the parking restrictions are observed. When vehicles are stopped or parked too close to the crossing, the visibility of drivers approaching the school crossing is impaired and **this places our students at risk.** We ask parent's co-operation in keeping this area clear at all times.

Please remember that in order to maximise the safety of all of our students (and community) it is important to observe and follow all guidelines in place at all times:

- **There is a 2 minute drop-off zone in place, which means 2 minutes maximum. Vehicles are not to be left unattended.**
- Abide by all road rules
- Use the crossings provided (manned or not) to cross the road
- Ensure children exit the car on the footpath side
- Encourage your children to stand on the footpath not on the road when leaving the car
- Be patient and respectful of other motorists
- Walk, or park further way from school, if possible

Performing Arts



The **school production** is a much anticipated event, involving every child in the school. Usually held in Term 3 of every second year, the production is an opportunity for the students to explore their talents in the performing arts area. The next scheduled production is in 2021.

Physical Education and Personal Health Development



The Physical Education program promotes the development of coordinated movement, strength and endurance. Group activities and games encourage team work and leadership with an emphasis on skill development and participation.

- All students in Foundation-Level 6 have weekly Physical Education lessons.
- Level 3 and 4 students participate in weekly 'sport' sessions that introduce the students to the games they will be offered in Levels 5 and 6.
- All students in Foundation-Level 4 have the opportunity to participate in an intensive Swimming Program in Term 4. Selected Level 4, 5 & 6 students participate in the school swimming sports during Term 1.
- Level 4 students participate in a Bike Education Program.
- Level 5 and 6 students participate in an Interschool Sport competition (eg: football, netball, cricket).
- Selected students from Level 3-6 participate in the school swimming, athletics and cross-country in Waverley East District. Successful students also participate in the Division, Zone, Region and State events.
- Our school concentrates on the participation of as many students as possible in these activities while striving to obtain excellent results.

Restorative Practices

The most profound learning occurs when there is a healthy relationship between teacher and student. A Restorative Practices approach to managing and dealing with student behaviour assists teachers, students and parents to build, maintain and restore relationships. Restorative Practices helps build capacity to enable students to self-regulate behaviour and contributes to the improvement of learning outcomes.

Over the last few years, Camelot Rise Primary School has invested much time and resources into training staff, as well as working closely with our families and students to develop skills around a framework to support the way we work together to resolve conflict. Beginning at Foundation level, students are explicitly taught the language and skills to help them when faced with adversity particularly in social situations.

All teachers and classrooms are equipped with resources required to support the management of this approach, and we have clear and consistent protocols in place to respond to extreme or severe behaviours where required. For more information please refer to: <https://www.camelotrise.vic.edu.au/policies-and-plans>

Creating a positive school culture and environment: Learning takes place within the social context of the school, which has a significant impact on both the quality and the opportunity for learning. Student engagement and school connectedness underpin effective student learning. Camelot Rise strives to provide a positive environment in which all teachers share responsibility for student wellbeing, where students feel safe and have a strong sense of belonging and wellbeing. A key component of the school's approach to prevention is teaching positive behaviours, embedding social and emotional learning into the daily curriculum (brain gym/ brain food/ circle time) and the use of logical restorative practices to address any issues around behaviour/ engagement.

CRPS provides a caring, stimulating and challenging environment that nurtures resilience and physical and mental wellbeing in all students. The school recognises that all students are lifelong learners. We recognise that students learn effectively in environments in which they feel safe and supported and where their teachers have high expectations for their learning and achievements.

A diverse school community: Camelot Rise is a learning community that embraces the diverse cultural backgrounds of our global community. The school community recognises the rights of its members to celebrate their cultural background under the banner of multiculturalism. The students, families and staff of the school operate in an atmosphere of acceptance, mutual understanding and respect.

Inclusive teachers know their students and understand their learning needs. They are able to adapt to current pedagogical knowledge and apply it differently so each student is engaged in meaningful learning experiences.

Student Engagement: Student engagement can be defined as three interrelated components: behavioural, emotional and cognitive.

Behavioural Engagement: At CRPS, students are provided with an opportunity to participate in various academic, social and extra-curricular opportunities and programs. The curriculum is run inclusively and is structured in a manner that enables all children to have access to knowledge in an engaging, creative and relevant manner. The various learning styles, abilities and interests are used to create a school culture which is student centred.

Emotional Engagement: A feeling of connectedness with one's peers and teachers is a fundamental element to ensure that students are engaged with their school. At CRPS the opinions, ideas and aspirations of students are encouraged, respected and where possible, implemented. Students are encouraged to help organise the structure of their classroom and foster a positive school environment through the use of class meetings and the junior school council. Teachers listen to and respect student ideas, actively seeking to develop positive working relationships. Students are encouraged to develop positive relationships with their peers through small group activities and school wellbeing programs.

Cognitive Engagement: For students to succeed in their learning it is crucial that they develop a love of learning and a sense of intrinsic value in the attainment of knowledge. Students are, where possible, encouraged to pursue areas of academic interest. They are encouraged to use learning styles and presentation methods of their choice. Students'

effort and achievement is highly valued at Camelot Rise, where students are supported to achieve at their cognitive level.

Rubbish Reduction



In an effort to reduce the amount of rubbish in the school grounds, students will need to place the packaging from snack items in the bin before leaving their classrooms at recess and lunchtimes. Where food is taken outside, it must be eaten in the designated area. Reusable packaging is encouraged for snacks and lunches.

Nude Food - At CRPS the environment team look at ways we can reduce our impact on the environment and rubbish reduction is one of those areas. We encourage students to bring Nude food lunches every day. Nude food lunches are free from packaging, such as; cling-wrap, foil wrap, paper bags and small plastic bags. We encourage students to bring sandwiches, fresh or dried fruit and raw vegetables packed in small containers or in lunch boxes with various compartments. Once a week the Environment leaders come around to classes and record the number of students with a Nude Food lunch. Announcements are then made at assembly.



Safety outside the school grounds



When walking to and from school, and when dropping students on the other side of the street, please use a school crossing as these are the safest places to cross. Flags are displayed on the crossing for this purpose. Vehicles do not always have a clear view of children other than at the designated crossing areas.

School Council

The role of the School Council is to serve the interests of Camelot Rise Primary School students and staff and to promote the school in the wider community. The School Council is a legally constituted body obligated under the Education Act, 1958.

The School Council consists of 15 members, 10 parents of children at the school and 4 staff who are all elected by the school community. The Principal is always a member as a staff representative. Meetings are held at least eight times per year and the council has the general duties and responsibilities of:-

- (a) tendering advice to the Principal and staff of the school as regards to the general educational policy which might be followed in the conduct of the school
- (b) exercising a general oversight of the buildings and grounds and ensuring that they are kept in good order and condition
- (c) making any recommendations it thinks necessary for or with respect to the replacement, extension or alteration of any buildings and generally for or with respect to making of improvements to the buildings and grounds
- (d) approving the necessary cleaning and sanitary services
- (e) ensuring that all moneys coming into the hands of the council are expended for proper purposes
- (f) carrying out any other prescribed duties and generally stimulating interest in the school.

Sub-committees of School Council include: Community Engagement Committee, Education Committee, Finance Committee, and the Buildings and Grounds Committee.

All parents are eligible for nomination to the School Council, with those elected normally serving a two-year term, being eligible for re-nomination when their term expires. Election procedures are in accordance with the Education Act as amended in 1988. Prior notification of the Annual General Meeting, including a request for nominations for election, is sent to all parents during Term 1.

The Camelot Rise Community Association is a separate body and acts as the major fundraiser for the school. Funds are directed towards priorities determined by School Council and Camelot Rise Community Association.

School Entry Immunisation Certificate



All students enrolled at school are required by the Department of Health and Human Services to provide a School Entry Immunisation Certificate. This certificate will state whether or not a child has been immunised against diphtheria, tetanus, polio, measles and mumps. The certificate is to be provided by parents/guardians to the primary school when a child is enrolled in Foundation.

The **School Entry Immunisation Certificate** can be obtained from:

1. Your local council

- (a) if your child has been immunised by that council and
- (b) where documentation has been collected and presented by the parent from councils where the child was immunised.

2. The Australian Childhood Immunisation Register

Immunisation providers (G.P. or Council) report your child's immunisations to the ACIR.

A history statement of all your child's immunisations is automatically posted to you once your child has completed the 4-year-old immunisations and has completed all required childhood vaccinations. The history statement must contain the words "This child has received all vaccines required by 5 years of age". The Maternal & Child Health books cannot be accepted.

Exemptions for medical or conscientious reasons are obtained from your local council.

School Levies

Letters concerning the school contributions are issued to all parents late in Term 4 of the current year for the year ahead.

Student stationery requirements and costs associated with art /craft materials etc are purchased in bulk and supplied to all students. This portion of the cost is included in the school levy and must be paid.

- **Building and Grounds Levy** - The School Council has an annual family levy to assist with the grounds development.
- **Building Fund** - Donations to the Building Fund are **fully tax deductible** and can be made at any time through the year. All donations are greatly appreciated. Funds donated help support the upkeep and improvements of the school buildings.
- **STEM Levy** – For resources and equipment for the following areas of the curriculum science, technology, engineering and maths.

Sports and Activity Levy



The Sports & Activity Levy is applied to all students in Levels 3 and 4 and 5 and 6. The levy covers the cost of the swimming carnival and the buses to and from the venue. The levy also covers the senior Interschool Sports program, the use of equipment (including sports jerseys) and the buses to and from participating schools.

School Photographs



Class, individual and family photographs are taken each year, usually in either late Term 1 or early Term 2. All photo orders must be paid for prior to photo day. Pre-payment enables the costs to be kept to a minimum.

School Policies



School Policies that have been ratified by School Council are available on the school website. If there is a policy you would like to read and it is not on the website please contact the School Office for a copy.

School Safety



No child is permitted to be in the classrooms at recess or lunch breaks unless they are under the *direct* supervision of a teacher.

Students **MUST NOT** attempt to retrieve any ball, etc. from outside the school fence. The teacher on duty must be advised and will arrange for collection.

The following areas are out of bounds to all students:

- the bicycles racks (except to deposit or collect bicycles)
- the car park and surrounding walls
- the rubbish disposal unit (the dumper)
- one metre inside fence line away from trees and bushes

Sickness and Accidents at School



At Camelot Rise PS Level 2 First Aid trained staff to ensure the best care of your child in the event of an accident. First Aid trained staff can deal with minor illness and injuries at school but where a teacher or First Aid officer feels that an injury or illness is more serious, every endeavour will be made to contact the parent or emergency contact. If this is not possible, we are prepared to initiate medical treatment as deemed necessary. This may include calling an ambulance. **All such medical costs will remain the parents' responsibility.** If you are in any doubt as to whether a child is well enough to attend school, it is usually wiser to keep him or her at home.

Special Religious Instruction (SRI)



Camelot Rise PS offers all students from Foundation-Level 6, the opportunity to participate in a non-denominational Special Religious Instruction program, (in recent years this has been based on the Council for Christian Education In Schools syllabus). The program is offered once a week on a half-hourly basis after school. Participation in the program is optional and is dependent upon the availability of trained instructors. SRI is not part of the school curriculum and is not carried out by our school staff; our teachers do however take a supervisory role.

Student Wellbeing



A wellbeing and social skills program has been devised to meet the social and emotional learning needs of our students. Activities that enable students to identify, understand and manage their emotions as well as being able to motivate oneself, empathise with others and handle relationships are key aspects of the program. **Supervision of Students**

It is requested that students not be in the school grounds **before 8:45am** unless supervised by a parent. Before School Care is available if you need to leave your child earlier than this. Students waiting in the school grounds after 3:45pm will be taken to the office for their safety. If you think that you may be delayed in picking up your child/ren after school (even 5 or 10 minutes late), please advise the School Office as soon as possible. If the office is not advised the child/ren will be placed in After School Care to ensure their safety and a fee will be charged. Young children especially may feel distressed if not picked up on time. Students can then be advised that a parent is running late.

Student Management

Students are encourage and supported to manage their own behaviour in order to benefit their school experience and the experience of others. Should children display the inability to manage their own positive behaviour, teachers will intervene using the following procedure.

Sun Safety



Students **must** wear hats from September to April, when they are outside. We employ a 'no hat, no play' policy at school. Students **not wearing hats must remain in allocated shaded areas, whilst outdoors throughout Terms 1 and 4.** Students are required to wear either the CRPS slouch or legionnaire style hats when outside at play. No other hats or caps are to be worn with the school uniform. School hats can be purchased at the Uniform Shop or alternatively parents can download the form from the school

website and submit the form and money through your child's classroom tub. Uniform orders will be filled on Wednesday afternoon and returned to your child's grade.

Swimming



Students from Foundation-Level 4 are encouraged to participate in the intensive Swimming Program in fourth term each year. The students are transported to and from the facility by bus and undertake a VICSWIM program by qualified instructors. The cost of the program is an extra charge.

Three Way Conferencing

Three Way Conferences provide an opportunity for your child to discuss their progress with you and their teacher, show examples of the work in their portfolio and set goals for continued growth. If parents wish to have a further discussion with the teacher this can be accommodated in person for all students. Written reports are on Compass. Parents are encouraged to contact the class teacher at other times, particularly if they have a concern about their child's progress or if there is a matter of importance that needs to be discussed. This may be done through emailing on Compass, the home reading diary in Foundation-Level 4 or the school diary for students in Levels 5 and 6. The teacher should always be your first port of call. The Principal is always available for parents to discuss any matter they may have. Please remember that nothing is trivial if it is causing you concern.

Uniforms and Uniform Shop



The school's Uniform policy has been developed in conjunction with the School Council to promote a sense of belonging and a positive image of the Camelot Rise Primary School within the community.

The uniform has been deliberately chosen with cost, health and safety, maximum participation in all educational activities and practicality in mind. All members of the school community are asked to share responsibility for ensuring that dress standards are maintained.

Please support the Camelot Rise Primary School's efforts by ensuring that your child wears the correct uniform.

Please do not mix the summer uniform with items from the winter uniform and vice versa.

All students must wear a school hat from September to April, as part of the school's SUNSMART policy.

Uniform items such as Polo Shirts, Windcheaters, girls' Summer Dresses and Winter Tunics, Pants, Shorts, Hats and School Bags are available through our Uniform Shop. Shoes, Socks and Art Smocks may be purchased at large retail outlets. For parents who hold a valid Health Care Card may be eligible for State School Relief with uniform purchase. Please go to the following link for more information: <https://www.ssr.net.au>



Boys - Summer

Red monogrammed Polo Shirt
Navy shorts
Navy, White socks
Navy monogrammed Windcheater
Navy monogrammed Bomber Jacket

Girls - Summer

Summer dress
Navy shorts, navy skirt
Red monogrammed Polo Shirt
Navy monogrammed Windcheater
Navy monogrammed Bomber Jacket

School Hat

Navy or White socks
School Hat

Boys - Winter

Red skivvy or Polo shirt
Navy trackpants
Navy monogrammed Windcheater
Navy monogrammed Bomber Jacket

Girls – Winter

Tunic
Red skivvy or Polo shirt
Navy trackpants / bootleg pants
Navy monogrammed Windcheater
Navy monogrammed Bomber Jacket

Boys -Level 5/6 Sport

Navy sport shorts

Girls - Level 5/6 Sport

Navy sport shorts

- Predominantly black, navy blue or white school shoes, runners or school t-bar sandals are preferred. For safety reasons no thongs or open toe sandals are to be worn. Shoes and sandals are to be worn with socks.
- Hair should be kept out of children's eyes and if shoulder-length or longer, should be tied back.
- Parents are encouraged to purchase the school bag as it is designed to fit all the children's necessary school and personal belongings.
- **PLEASE ENSURE THAT YOUR CHILD'S NAME** is marked clearly on EVERY PIECE OF CLOTHING (including raincoat, shoes, etc.) and EVERY PERSONAL BELONGING.

Parents, please note that the following are not permitted as part of the school uniform:

- Jewellery – except for watches and one pair of earrings (plain studs preferred)
- Make-up or nail polish

During the first week of school, each child will need to bring to school:

- an art smock,
- library bag

Uniform Shop

The Uniform Shop is staffed on a volunteer basis by parents with children at school. Items can be purchased at the Uniform Shop on a Monday morning 8:30am to 9:00am and again On Wednesday afternoons from 3:15pm-3:45pm or by completing an order form available from the school website. If you want to do a 1 to 1 fitting you can make an appointment via www.trybooking.com/JUAR booking system. Also uniform orders can be made through the school office at any time. School hats (compulsory from September to April). The Uniform Shop can be accessed from the courtyard.

Valuables at School



It is recommended that students do not bring valuable items to school either "for show and tell" or "for play". Whilst every care is taken, the school cannot be held responsible for articles that are lost or damaged.

Values Program

The school has adopted a set of values to guide the conduct and practices of persons who represent the school and which the school fosters in its relationships. They are the basis on which the social competencies of students will be developed. The values are: **respect, responsibility, resilience, and optimism**. The school places great emphasis on recognition and celebration of achievement by students, staff and involved parents, to foster self-esteem and self-reliance.

Visitors

**PLEASE
SIGN IN & OUT
HERE**

All visitors must sign in on Compass when on site and wear a Parent Helper/Visitors sticker and sign out when leaving. This assists us with the safety of our children and in knowing who is in the school at any one time to ensure all visitors are accounted for in the unlikely event of an evacuation.

Visual Art



All students at Camelot Rise receive Art lessons taken by a specialist Art teacher. The students are encouraged to develop imagination, freedom of self-expression and a feeling of individuality. We have a well equipped art and craft room, where the students acquire a variety of skills

All students need a smock to protect their clothes during these lessons. An old shirt cut down to the right size is quite suitable. If you are going to make a smock, please ensure the neck and cuffs are elasticised. Please label the smock with your child's full name and grade so that if misplaced it may be returned.

Weather



In the event of extreme weather conditions at recess or lunchtime, students will be required to remain indoors and will be supervised by a teacher. This includes rain, extreme heat, storms and excessive wind.

Website



The school website is a valuable resource for parents. The school newsletter, uniform orders, lunch menus, notices and other documents can be viewed or downloaded. The address is camelot.rise.ps@edumail.vic.gov.au Google translate is available with just a click of the mouse.

Working with Children's Check

As a part of the Working with Children Act of 2005 it is now required that all people involved in 'child related work' hold a current Working with Children's Check that has been registered at the office. The impact on schools is that volunteers who are not under the direct supervision of a teacher require a WWC check. If you are a helper, or planning on helping, or would like to attend excursions or camps, we would ask that you have a valid Volunteer Working with Children Card. WWC Check. The re is no cash for the application Please apply online @ <http://www.workingwithchildren.vic.gov.au/>

Advance Australia Fair



Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil,
Our home is girt by sea;
Our land abounds in Nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia fair!
In joyful strains then let us sing,
"Advance Australia fair!"

Beneath our radiant southern Cross,
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To advance Australia fair.
In joyful strains then let us sing
"Advance Australia fair!"

Acknowledgement to Country

I would like to acknowledge the Wurundjeri People, the Traditional Owners of the land on which we are gathered and pay my respects to their Elders both past and present.

Oath of Allegiance

I will respect my teachers, parents and peers.
I will care for the community and the environment.
I will practise resilience in all of life's challenges
And strive for excellence in all that I do.