



INFORMATION BOOKLET 2024



COWWARR PRIMARY SCHOOL
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ACTING PRINCIPAL – Chanae Johns

TEACHERS

Chanae Johns
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SPECIALIST TEACHER

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BUSINESS MANAGER

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EDUCATION SUPPORT

Marg Smith
Nicole Meddings

PLEASE REMEMBER TO NOTIFY THE SCHOOL WHEN:

- Your address changes.
- Your telephone number changes.
- The contact person who will care for your child in an emergency, changes.
- You will be late collecting your child.
- When your child is absent

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Dear Parents/Guardians,

On behalf of the staff and school community I am very pleased to welcome you and your child to our Cowwarr Primary School team and look forward to working with you to give your child the best educational opportunity possible.

We are very proud of Cowwarr Primary School and of the behaviour and attitude exhibited by our pupils. The school enjoys a reputation for the friendly and caring atmosphere created by the staff, pupils and the wider community.

Education is a three-way process and involves considerable effort by the teachers, the parents and the students.

The teachers will endeavour to see that every child has a happy beginning, develops fully and enjoys a broad challenging curriculum within a caring learning environment.

You, as a parent, have a vital role to play in the education of your child. You provide the home grounding for your children before they enter school. Once at school you can, in co-operation with the teachers, actively help your child by talking to the teachers, positively involving yourself with your child's work and actively supporting school activities.

With teachers, parents and children all working together as a team, we really can achieve an excellent education for the children at Cowwarr.

We wish you and your child a happy association with our school.

Yours sincerely,

Chanae Johns
Principal

1. GOALS OF THE SCHOOL

The goals of Cowwarr Primary School are:

CURRICULUM

- To ensure that all students are given the tools to reach their full potential.
- To provide a quality, sequential, balanced and challenging curriculum for all year levels within Victorian Curriculum guidelines in all areas with an emphasis on Literacy and Numeracy.

ENVIRONMENT

- To provide and maintain a safe, caring and co-operative learning environment.

MANAGEMENT

- To ensure the school's operation is characterised by effective and efficient structures and processes, consultative and efficient decision- making, good communication, clear shared vision of the school's aims and high level of professional growth.

RESOURCES -

- To ensure that resource allocation and facilities reflect and support the goals and priority of the school.

THE SCHOOL PRIORITY

- To uphold our strong values of respect, responsibility, resilience and self-belief.

2. THE SCHOOL BUDGET

Government funding pays for such things as buildings and equipment, staff salaries, curriculum materials and resources, administration, maintenance and the day to day running costs such as electricity and cleaning.

Parents are expected to pay for their children's camps, textbooks and essential items.

Parents contribute to the cost of their children's education through the excursion fees (see 8.4). The Department of Education and Early Childhood Development expects the Cowwarr School community to contribute to the total budget, thus extra funds are raised through fundraising activities approved by School Council and generally organised by the Parents Committee.

3. MANAGEMENT OF THE SCHOOL

Management of the school is a partnership between elected & co-opted School Council members and the Principal.

3.1 SCHOOL COUNCIL - ROLES & RESPONSIBILITIES:

- Representing the school and its community in reaching agreement with the DEECD (Department of Education and Early Childhood Development) on the school charter.
- Determining the education policy, goals and priorities of the school within the framework of the school charter and statewide guidelines.
- Approving the school budget which includes school generated funds, consistent with the school charter.
- Entering into contracts for purposes consistent with the school charter.

- Maintaining and improving buildings and grounds.
- Reporting annually to the school community and to DET (Department of Education and Training).
- Making recommendations to DET on the appointment of a school principal.
- Developing the school's student dress code.
- Developing the school's student code of conduct as part of the school charter within guidelines set by the DEECD.

While the council has the responsibility to decide on policy, it is the principal's responsibility to ensure that policies are implemented.

3.2 SCHOOL COUNCILORS, ELECTIONS & MEETINGS

Your current School Council members are: -

David Edwards - President

Ann Gibb - Vice President

Stuart Meddings (Community Member)

Lianne Bassett (DET representative minute taker)

James Robinson

Amy Armstrong

Samantha Stammers

Chanae Johns – *The principal is a voting member of the council and is the Executive Officer of the school council. The principal is expected to give professional advice and provide all relevant information to council.*

Please contact any of these people if you wish to discuss any matters relating to our school. Elections are held in March every year. Councilors serve a two-year term of office with half retiring each year. Co-opted community members serve a two-year term. All meetings are public, and the date of meetings is published in the school calendar on Compass.

3.3 THE PRINCIPAL – Chanae Johns

The Principal is responsible for:

CURRICULUM - Overseeing the implementation of the curriculum, which includes managing teaching staff, period allocation, timetable, assessment & reporting processes, class sizes, etc.

PERSONNEL - Recommending appropriate funding, organising recruitment & monitoring performance.

BUILDINGS & GROUNDS - Establishing procedures for care & maintenance.

FINANCES - Overseeing the maintenance of the school budget, including providing regular reports to council.

DISCIPLINE & DRESS CODE - Implementing policy developed by council.

3.4 PARENTS' CLUB

The Cowwarr Primary School Parents Club meet monthly with daytime meetings.

The aim of this Committee is to promote the welfare of the school.

The Committee achieves its aim by fund raising and expending those funds on activities and equipment, which are important for the school and its students.

The Parents' Committee complements the role of the School Council and its sub-committee arrangements.

All parents of students at the school are eligible to become members.

Watch for details of meetings and activities on Compass.

3.5 JUNIOR SCHOOL COUNCIL

The role of Junior School Council is to represent the views of students by:

- Providing comments to the Principal and School Council on plans and priorities for the school.
- Raising issues of concern to students.
- Recommending activities of interest to students.

Elections are held in Term 1 and students from Foundation to 6 are eligible for nomination and election. Students from each level are chosen as members of Junior School Council for the year.

4. TERM DATES & PUPIL FREE DAYS - 2024

Staff begin on Monday 29 January 2024

Students begin Tuesday 30 January 2024

Term 1	January 30	- March 28, 2024,	9 weeks
Term 2	April 15	- June 28, 2024,	11 weeks
Term 3	July 15	- September 20, 2024,	10 weeks
Term 4	October 7	- December 20, 2024,	11 weeks

The Department of Education and Training (DET) allows each school to have four pupil-free days per annum. This allows staff to undertake school-based planning and reporting, curriculum development and professional development. These days will be notified well in advance via Compass.

5. SCHOOL HOURS

School begins at 9.00 a.m. and finishes at 3.00 p.m.

Staff supervision of students begins at 8.50 a.m. and finishes at 3.15 p.m. **(children in the grounds before 8.50 a.m. and after 3.15 p.m. are not the responsibility of staff).**

Recess begins at 11:00am and finishes at 11:20am

Lunch begins at 1:00pm and finishes at 1.40 pm.

Any change to these times will be notified in advance via Compass.

6. WHAT PARENTS PROVIDE

- A school bag.
- A library bag.
- Plastic Lunch box
- Plastic Drink bottle
- School Uniform (see number 7.2)

All your child's possessions should be clearly and permanently marked with his/her name. School bags should have the student's name, address and phone number printed inside the bag.

6.1 ESSENTIAL ITEMS

Cowwarr Primary will purchase all required essential learning materials such as pens, coloured pencils and exercise books. Families will be required to pay a small fee to cover this cost.

7. SCHOOL UNIFORM & POLICY

7.1 UNIFORM POLICY

Wearing school uniform is compulsory. The official school colours are dark navy blue and sky blue. On all school outings, students are requested to wear their school uniform. **All uniform items should be clearly & permanently marked with your child's name.**

7.2 SCHOOL UNIFORM

The school uniform consists of the following items: -

- Track pants - Navy
- Shorts – Navy
- Skorts – Navy
- Dress – Royal blue and white gingham
- Polo Shirt – Navy (predominate colour) and sky blue with school logo.
- Windcheater** Polar Fleece Top – Navy, full zip with school logo
- Socks – Navy or white
- Footwear – Runners, boots, shoes in black, navy or white (closed toe, lace up or velcro)
- Sunhat – Navy bucket hat with school logo (See number 9.8 for the SunSmart policy)

Uniform items can be ordered through the school at any time. The school logo is embroidered on all uniform items.

7.3 JEWELLERY - STUDENTS ARE: -

- Permitted to wear a watch.
- Permitted to wear small studs or sleepers, if ears are pierced.
- Permitted to wear no more than 2 decorative clips in hair.
- Not permitted to wear any other items of jewellery.

8. CURRICULUM & PROGRAMS

Particular emphasis in 2024 will be placed on improving all the skills of the children and increasing their use of and skills with literacy and numeracy. We will continue to implement the Victorian Curriculum published by the Department of Education and Training across all areas.

8.1 REPORTING YOUR CHILD'S PROGRESS

TERM 1 – A learning conference will be arranged during term 1 so that we can learn a little bit more about your child and so that we can discuss learning goals.

TERM 2 – A written report of progress will be provided at the end of term 2.

TERM 4 - A written report will be provided at the end of term 4.

ADDITIONAL INTERVIEWS can also be requested during the year if parents or staff feel it necessary.

8.2 SCHOOL CAMPS

School camps are held with the Rural School Cluster

3/4 & 5/6's go on camp.

The cost is about \$250-\$300.

8.3 ARTS PERFORMANCES

Arts performances, including drama, puppetry, orchestra and dance are organised each year to broaden students' arts experiences. Information will be available prior to each performance.

8.4 EXCURSIONS

Over the school year a number of excursions are organised. It may be a walk to the river to collect water samples or it could be a bus ride to see places, people and things of interest and educational value. Often excursions are conducted in conjunction with the swimming program, where the bus has already been hired so excursion costs are minimized. Generally, CPS will cover the cost of most excursions, from time to time a small fee maybe required by families. Any changes to the information provided on this form should be notified to the school immediately.

9. HEALTH AND SAFETY POLICY & SERVICES

9.1 IMMUNIZATION POLICY

It is a requirement of the Victorian Health Act that the parents/guardians of a child provide an immunization status certificate in respect of each prescribed infectious disease, to the person in charge of each Primary School, before the child first attends that school. A child can be excluded if their immunization status is deficient.

Certificates are issued by the Shire in which the immunizations were done.

Wellington Shire Phone number 51423333

Please inform the school if your child gets an infectious disease.

9.2 ILLNESS & INJURIES

Staff need to know if your child has any medical conditions, particularly conditions which may interfere with their participation in the full school program.

At the commencement of the year, a questionnaire about the health of your child will be sent home for you to complete.

In case of illness or injury to your child, the school requires your contact details and your doctors. At the commencement of the year, these details will be requested from you.

**If any of this information changes during the year
please advise the school as soon as possible.**

If your child becomes ill or is injured while at school, it is school policy to phone the emergency numbers you have specified and request the person to call and collect your child. If your child is ill prior to school commencing, please do not send him/her to school as limited facilities exist at school and staff are not qualified nor have the time to nurse them.

9.3 DAYS OF EXTREME HEAT

Regardless of the temperature, the school will remain open as there are air conditioners in each classroom, however, some modification may be made to the timetable to avoid outdoor or energetic activities. Consistent with school policy, students will not be permitted to leave the school grounds early, without the **written** consent of their parents.

9.4 HEAD LICE

Occasionally outbreaks of head lice occur in any school. The school community will be advised if an outbreak occurs. Please check your child's hair regularly during outbreaks and inform the school if you notice head lice on your child.

9.5 SCHOOL NURSE SERVICE

The School Nurse Service visits the school each year and carries out: -

- health examinations (particularly hearing & sight) on all Foundation students,
- follow up tests on some children previously tested.

9.6 EDUCATIONAL GUIDANCE OFFICER

An Educational Guidance officer is available to help students. Students, parents and teachers can request this service; however, all requests must be made via the Principal.

9.7 WELLINGTON YOUTH SERVICE

The aim of the service is to promote young people's well-being and social health status by improving their participation in school, family & community activities by offering prevention and early intervention services.

This service offers: -

- Professional support & assistance to young people.
- Individual & group support.
- An independent party in family situations.
- Programs related to health & general well-being,

9.8 SUN-SMART POLICY

Cowwarr PS is a Sun-Smart school.

It is compulsory for students to wear approved hats for all outdoor activities. In Terms 1 and 4 this means a bucket style hat.

In Terms 2 and 3 students are expected to wear an approved hat for all outdoor activities.

9.9 BICYCLE, SCOOTERS, SKATEBOARD POLICY & PROGRAM

Wearing bicycle helmets when riding is the law in Victoria.

The Road Traffic Authority recommends that children below grade four level should not ride on roads unless accompanied by an adult.

School rules about bikes:

- Students are able to bring their bikes, scooter and skateboards to school on Fridays and utilize the bike track during recess and lunch times.
- Student that ride their bike to and from school must wheel their bike to the bike storage.

BIKE EDUCATION PROGRAM

For the safety of your child the school provides a Bike-Education Program for all students, regularly.

Details about the program will be provided prior to its commencement.

9.10 SWIMMING PROGRAM

For the safety of your child the school provides the opportunity for all students to participate in swimming classes at Heyfield Pool, term 1 and Aqua Energy, Sale with instructors from Kemp Aquatics in term 4.

Details about the program will be provided prior to its commencement.

10. STUDENT CODE OF CONDUCT

This document will be distributed at the beginning of each year, including the school's anti-bullying policy.

Children are expected to comply with this code at school and on school outings.

11. COMPLAINTS PROCEDURE

From time-to-time concerns arise about students or teachers. All concerns and complaints should be directed to the Principal and will be treated seriously, in line with the "Local Complaints Resolution Procedures" as published by the Department of Education, Victoria 1999.

"These guidelines provide advice to principals in the management and resolution of complaints made by students, parents, other members of the school community, or staff members in relation to any action or decision which they consider to be unfair, unreasonable, inappropriate or a breach of any relevant Act, regulation or Ministerial Order." (*Page 2, Local Complaints and Resolution Procedures*) This booklet is available to parents on request.

12. ATTENDANCE, ABSENCES AND TRANSFERS

According to the Department of Education's Reference Guide "Children of school age (six to fifteen years), residing in Victoria are required to be in full-time attendance at a registered school."

A school roll "is required by legislation and attendance records must be maintained."

"When a student is absent without any explanation, the Principal will ensure that parents are informed."

School Councils have a responsibility to

1. Develop policies for the support and maintenance of student attendance; and
2. Annually report on student attendance.

Parents have a responsibility to provide an absent reason via Compass prior to 10 am on the day of being absent, or alternatively you may phone the school to advise of the absence.

Students are not permitted to leave the school grounds early, without the written consent of their parents.

Please advise the Principal in advance if you-

- intend taking children on holidays during a school term.
- are considering transferring your child to another school.

13. HOW TO SEND MONEY TO SCHOOL

Throughout the year you will be requested to send sums of money to the school for various activities. It would be a great help if you could do so in the following way: -

For all money - place it in a sealed envelope with the child's name, the purpose of the money and the amount on the front of the envelope and drop it into the 'post box' outside the office.

14. LUNCH

Children eat their lunches under the supervision of teaching staff, prior to play.

The school's health program teaches children about healthy eating and balanced diets, it would be appreciated if parents could reinforce this message through the food, they provide for play lunch and lunch.

Please give your child plastic containers and drink bottles.

European Wasps are also a problem at school; therefore, we suggest that children **do not** bring soft drinks in cans.

Glass containers should not be sent to school, they are dangerous and can cause injuries if broken.

14.1 CANTEEN

The Parents' Club runs a Canteen at regular intervals throughout the year. Watch Compass notifications for details & how to order form.

15. COMMUNICATION HOME

Cowwarr PS uses Compass Education to communicate with all families. Notices and reminders will be sent out via Compass. Parents can also consent to excursions and activities. All reports and newsletters are accessible on Compass.

Compass is an app that can be downloaded to any smart phone. Please remember to turn on your alerts in notification settings.

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