

# Creswick Primary School

**P.O Box 67, Creswick**

**Phone: (03) 5345 2044 Fax (03) 5345 8031**

**Email: [creswick.ps@edumail.vic.gov.au](mailto:creswick.ps@edumail.vic.gov.au)**

**[www.creswickps.vic.edu.au](http://www.creswickps.vic.edu.au)**



## Information Handbook

# INDEX

## 1. Welcome

## 2. Introduction

## 3. Administration

- 3.1 Attendance
- 3.2 Before and After School Care
- 3.3 Lunch
- 3.4 Money
- 3.5 Voluntary Contributions
- 3.6 Student Records and Family Details
- 3.7 Term Dates for 2017
- 3.8 Uniforms

## 4. Community

- 4.1 Assembly
- 4.2 Newsletter
- 4.3 Tiqbiz App
- 4.4 Parents' Club
- 4.5 Parent Education Sessions
- 4.6 Parent Involvement
- 4.7 School Council

## 5. Health and Wellbeing

- 5.1 Health and Safety
- 5.2 Breakfast Club
- 5.3 Infectious Diseases
- 5.4 Head Lice/Nits
- 5.5 Immunization
- 5.6 Inclement Weather Day Timetables
- 5.7 Medication
- 5.8 School Crossings
- 5.9 School Nurse
- 5.10 Sun Protection
- 5.11 Student Engagement – Code of Conduct

## 6. Student Learning

- 6.1 Assessment & Reporting
- 6.2 Booklists
- 6.3 Curriculum Programs
- 6.4 Early Action
- 6.5 Families
- 6.6 Home Reading
- 6.7 Junior School Council
- 6.8 Library
- 6.9 Multi-Age Group Days/House Groups
- 6.10 Topics for 2017
- 6.11 Transition
- 6.12 Extra Curricular Activities

## 7. Other

# Welcome to Creswick Primary School



Dear Parents

Welcome to Creswick Primary School. We hope it will be the beginning of a long and rewarding educational partnership.

We are proud of the facilities and programs we offer our students, all of which reflect our long term goal to provide a stimulating, friendly, safe, caring environment that challenges students and enhances their academic learning, personal growth and well-being.

The nine classrooms are fully resourced twenty-first century flexible learning areas. In 2017 the Junior Unit will consist of Foundation, Grade Foundation / One, Grade 1/2 and Grade 2 classes. The Senior Unit will consist of two Grade 3/4's, a Grade 4/5 and two Grade 5/6 classes.

The current School Strategic Plan began in 2015. It forms the basis of our educational program and it aims to:

- Achieve high quality educational outcomes for all students with a focus on literacy and numeracy
- Provide a wide curriculum that actively supports the engagement of all children
- Maintain a high level of student wellbeing through the implementation of a positive and orderly learning environment. This includes the embedding of our six guiding values of Respect, Responsibility, Resilience, Safety, Cooperation and Personal Best
- Promote and actively build our community.

Our comprehensive curriculum programs are based on the Victorian Curriculum. This covers domains such as English, Maths, Science, Health, ICT, Communication, Thinking Skills and Personal Learning.

We are pleased to be able to provide specialist teachers in the Arts, Indonesian, Library, and both Literacy and Mathematics Intervention. Two staff are trained as Mathematics Specialists and they are helping to raise student outcomes even higher. The school provides fantastic I.C.T. opportunities for students with interactive whiteboards in all classrooms, modern computers, iPads, digital cameras and more.

Throughout the year we are able to offer the students a variety of cultural performances. We also give students the opportunity to participate in excursions and camps that are outside their immediate environment to deepen their understanding and broaden their experiences.

Parental involvement and building the home/school partnership is extremely important and very beneficial to the children. Volunteers assist across the school by listening to reading, helping with small groups, supervising on excursions, assisting in the canteen, on Parents' Club etc.

Finally, please remember you are always welcome to visit the school, take part in activities, discuss any concerns or just enjoy a social chat. If you have queries of any nature, please do not hesitate to make contact. Our door is always open.

This handbook has been compiled to inform you of the general operation of the school. Information such as term dates, staffing and school events are also communicated via the weekly newsletter.

*Olivia Blake*  
School Council President

*Ron Sawyer*  
Principal

# 2.0 INTRODUCTION

## **SCHOOL PROFILE**

Creswick Primary School is a community school for children from Prep to Grade 6. It has an enrolment of approximately 205 students from Creswick and surrounding areas. Creswick Primary School aims to provide quality education for all students so that they can learn to engage in and become effective members of our society. Significant emphasis is placed on developing students' social skills through our 'Buddies', leadership, Families and values education programs.



## **AIMS**

Creswick Primary School aims to provide an education that:

- Develops each child academically, emotionally, physically and socially
- Acknowledges students' varying aptitudes, abilities and experiences
- Provides children with a range of learning experiences to assist them to value their learning and develop self-assurance and independence
- Recognises the importance of effective home / school communication
- Values parent and volunteer participation in student learning

## **The school is committed to**

- Assisting each child to achieve high standards, particularly in literacy and numeracy
- Explicitly teaching values and social competency skills
- Offering a wide curriculum so that each child is actively supported to find something they are good at or are passionate about
- Being part of the community and actively working to build our community

## **GUIDING VALUES**

A positive approach to student behaviour is promoted through our six guiding values listed below. These values form the basis of all interaction both within the classroom and the playground.

### **RESPECT**

Treating people and property with consideration  
Be considerate and use manners

### **COOPERATION**

Getting along with others during work and play  
Encourage others, compromise and work as a team

### **RESPONSIBILITY**

Always being honest, trustworthy and reliable  
Be organized, follow instructions and accept consequences for actions

### **PERSONAL BEST**

Always do your best and be proud of your best efforts  
Work to the best of your ability, ask for assistance

### **SAFETY**

Moving and playing safely in the school  
Watch out for others, ensure you keep yourself safe

### **RESILIENCE**

Managing emotions when things do not go as you want them to  
To recover quickly after setbacks, not giving up

Our 'Buddies Program' helps to support and nurture Prep students into their new environment.



## **WEBSITE**

[www.creswickps.vic.edu.au](http://www.creswickps.vic.edu.au)

The website covers a range of information and is regularly updated. You can check newsletters, important dates and photos of what has been happening.



# 3.0 ADMINISTRATION

## 3.1 ATTENDANCE

Regular attendance is important for the progress of your child. Students are expected at school by the first bell at 8.50 am so that they can get their class materials ready to start their days learning activities.

The school recognizes students with 100% attendance records at assemblies each term and presents them with a certificate.

## ABSENCES

Parents are to supply a written explanation for any absences. Whenever possible a phone call to the school on the day would be appreciated or a note when the child returns, (proformas are available for this).

Absences can also be submitted via our school app Tiqbiz. Children may be picked up by parents for dental or medical appointments via the school office.

## LATE ARRIVALS

If children arrive at school after 9.00am they must be signed into school at the office before going to their classroom. Gates will be locked at 9.15am, after which, access is via the front of the school.

## ILLNESS

Sick children - the best place for children who are ill is at home. They are unable to work effectively at school and may be a danger to other children. It is important that we are able to contact parents, or an adult, who will take responsibility in cases of illness or accidents. Staff need to be made aware of any problems - especially physical ones that may cause difficulties. Please indicate this information on the enrolment form or give the information to the child's teacher. It is important that you keep information of this nature up to date, including a contact phone number.

## LEAVING SCHOOL DURING SCHOOL HOURS

Our first concern is always child safety. Children are not to leave the school grounds. If you need to collect your child at any time please notify the office. Every child **must be signed out of school** if leaving for appointments etc, and signed back in on return. Gates will be unlocked at 3.15pm

## 3.2 BEFORE AND AFTER SCHOOL CARE

Creswick Primary School offers an on-site 'Before and After School' program that is operated by Daylesford Family Day Care. The hours for this program are from 7.00am – 9.00am and from 3.30pm to 6.00pm. Should you wish to find out more contact Daylesford Family Day Care on 53483272.

## 3.3 LUNCH

### LUNCH PACKAGING / NUDE FOOD

Caring for our environment is a high priority and our aim is to reduce the amount of rubbish at school. One way we can do this is to think about the packaging involved in school lunches. We encourage people to use reusable containers or bags whenever possible. To reduce the amount of rubbish within our playground children must eat all food before they enter the playground. The term NUDE FOOD comes from having food without wrappings.



### LUNCH ORDERS

The School Canteen is available on Monday, Wednesday, and Friday. A price list will be distributed early in the New Year. Orders should be written on a bag (stating name and grade) with the money inside. If you are ordering your child's lunch, please remember to tell your child they have a lunch order. Lunch orders must be placed in the order slot outside the canteen by 9am on canteen days. Special Lunch Days will be held at regular intervals. There is a reusable lunch bag available for purchase from the office at \$6.00.

All grades have a fruit break around 10.00am.



### **3.4 MONEY**

#### ***BRINGING MONEY TO SCHOOL***

Any money or personal valuables brought to school by students for private use are not the responsibility of either teachers or the school.

Money for excursions etc. must be enclosed in a cash envelope and deposited in the "Office Postal Slot" in the main admin office.



#### ***RESPONSIBILITY FOR PERSONAL ITEMS***

Occasionally the students will want to bring something from home to school. Whilst we have no objection to this, it must be noted that the Department of Education and Early Childhood Development takes no responsibility for loss or damage to such items. Phones, ipads, electronic games must be kept at the office during the school day.

### **3.5 VOLUNTARY CONTRIBUTIONS**

To enable us to provide the best quality education and facilities, we ask if parents would like to contribute a Voluntary payment. Parents are notified of this cost early in first term via the school newsletter. The Voluntary Contribution are used to support maintenance of school equipment, buildings, the grounds and playground resources. This contribution does not cover the cost of excursions and cultural activities. For higher cost items such as camps and swimming, payment plans are an option.

In addition to paying the voluntary contributions, parents are asked to provide children with items for personal use as shown on the booklist. You can purchase these either through the recommended supplier or anywhere else of your choice. Your child will need to have them ready for use on the first day of the school year.

For your convenience payments can be made via EFTPOS, Bpay, cash or cheque.

#### ***CAMPS, SPORTS AND EXCURSIONS FUND (CFES)***

The Camps, Sports and Excursions Fund (CSEF) will provide payments for eligible students to attend camps, sports and excursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year will be paid for eligible primary school students, with \$225 per year paid for eligible secondary school students. Payments will go directly to the school and be tied to the student.

Further information can be found on <http://www.education.vic.gov.au/>

#### ***CENTREPAY***

Centrepay is a voluntary direct bill-paying service offered to customers receiving Centrelink payments (such as Pension, Newstart or Family Tax Benefit). A regular payment can be deducted from Centrelink into your school account for items such as camps and excursions. There are no fees and you can stop the payments at any time. Please come to the office to complete the forms if you wish to access this service.

#### ***OTHER EXPENSES***

As the year progresses there will be optional items to pay for, such as excursions, camps, swimming lessons and attendance at activities conducted at school by external providers.

#### ***EXCURSIONS***

As part of the optional extra curricular program, the school organises excursions, incursions and camps at reasonable intervals during the year to enable the students to have first hand experiences. Parents can expect to be notified in writing well in advance of any proposed event, and should understand that no student can be taken on an excursion/camp unless written permission and authority to take emergency action in case of illness or accident is received from the student's parent. **Where there is a cost involved this must be finalized prior to the day of the activity.**

### **3.6 STUDENT RECORDS AND FAMILY DETAILS**

It is essential that schools keep accurate records. Please ensure that you notify the school as soon as possible should your personal / family details alter, particularly personal, work and emergency telephone contact numbers.



### 3.7 TERM DATES FOR 2017

<b>Term 1:</b>	Tuesday 30th January	Friday 31st March
<b>Term 2:</b>	Tuesday 18th April	Friday 30th June
<b>Term 3:</b>	Monday 17th July	Friday 22nd September
<b>Term 4:</b>	Monday 9th October	Friday 22nd December

### School Times

<b>Start</b>	8.50 am Bell rings - Children may enter the buildings 9.00 am Classes begin 10.00am Fruit break
<b>Morning Recess</b>	11.00 - 11.30 am 12.30pm Snack break
<b>Lunch</b>	1.30 pm - 2.30pm (Lunch is eaten inside between 1.30pm and 1.40pm)
<b>Afternoon</b>	2.30 pm - 3.30 pm
<b>Finish</b>	3.30 pm



Music plays five minutes before the bell rings at the end of play and lunch time.  
Fitness is Fun is conducted during terms 1 and 4.

### SUPERVISION

Children will be supervised at school between the hours of 8.50 am and 3.40 pm. Children walking, or on bicycles (senior students only), are to go straight home after school.

### 3.8 UNIFORMS

The school is very proud of the stylish, yet practical uniform. It is an expectation that students wear this at all times. We have uniforms available to purchase through the school. There are samples to look at and our volunteer parents will organize the orders. Order forms need to be completed and paid in full before they are filled. We also have a second hand uniform shop. Alternatively, uniforms can be purchased from “Beleza” 22 Doveton St South, Ballarat. Shop hours are Monday-Friday 9am to 5pm. If for some reason uniform cannot be worn, a note must be provided.

The uniform is:-

- Bottle green windcheater or polar fleece with school logo.
- Bottle green pants, a choice of styles.
- Bottle green shorts or culottes.
- School dress.
- Gold or Green polo shirts/skivvies.
- Leggings – white, black, bottle green.
- Special school bags (optional)
- Shoes – Black school shoes or firmly fitted runners
- Hat – Green broad brimmed or legionnaires style



### NAMES

All articles of clothing worn to school **must be named** as all uniforms look the same. Please name children's lunch box, drink bottle, school bag and anything else they bring to school. Please check these regularly as names can wear off.

### SPARE CLOTHES (Prep and Grade 1 only)

In the event of an accident, it is handy to have a spare pair of underpants/briefs, a spare pair of shorts or track pants and a pair of socks. Please put them in a named plastic bag.

### LOST PROPERTY

Please name all personal clothing and equipment. If property is lost ask your child to check in the bag room/s and the lost property area which is inside the ‘Gallery’ near the Junior Unit. Unclaimed items are donated to charity at the end of each term. Please ask your child to bring home all their clothing each day.

# 4.0 COMMUNITY

## 4.1 ASSEMBLY

Friday afternoon assembly for all students and staff commences at approximately 2.50 p.m. in the Multi-Purpose Building (MPB). Parents and friends of the students are most welcome to attend. This is a time where students are acknowledged for achievement and effort and take part in short performances. This helps to develop a positive school spirit.

## 4.2 NEWSLETTER

The school newsletter is sent home each Thursday with the eldest child in your family. Please check that your child has one. If your child is absent, please obtain a copy from the teacher or office. Parents are also able to receive newsletter in PDF form via email or on the school website or via the school app. Please contact the office with your email details to reduce our paper usage.

## 4.3 TIQBIZ APP

Our school is now using an app called Tiqbiz. This app is available on iPhone, iPad, iPod, Android Phone, Android Tablet and Windows phone devices. If you don't have a mobile device, there is also an app available for computer, both Mac and PC. We will be using this app to send out the weekly newsletter, general updates, reminders, events and much, much more!



You will also be able to submit student absence via the app, authorised by your signature, electronically signed straight onto the screen with your finger!

We kindly ask that you download Tiqbiz to one of these devices, register a free account then find and tick Creswick Primary School. When you are ticking the school boxes, please make sure you tick on "Whole School".

If you have any questions or queries regarding the app, please do not hesitate to contact the school.

Thank you to the families who have started using tiqbiz, the absence system appears to be working really well. We hope you will enjoy using this great communication tool.

## 4.4 PARENTS' CLUB

The Parents' Club extends an open invitation to all parents or guardians of children at Creswick Primary School to join and become involved in the life of the school. The Parents' Club works in conjunction with the School Council and the staff for the benefit of our school. Parents' Club meets regularly on the second Monday of each month at 9.00 am in the Meeting Room or Staff Room at the school in a friendly and informal atmosphere.

Membership Levy is \$2.00 and financial members have the right to vote at meetings.

The Parents' Club provides parents with the opportunity to form social contacts and fund raise to provide additional resources for the school. Such resources enhance the quality of education offered to our children.

Regular fundraising activities include:-

- Catering for community events
- Community Calendar
- Trivia Night
- Raffles, Bulb Drives

## 4.5 PARENT EDUCATION SESSIONS

Throughout the year a series of information and education sessions are offered to parents. These sessions help you, as parents', understand what is happening at school, how children learn, expectations of children and ways in which you can be of most assistance to your child. These sessions are offered in a range of ways and at a variety of times. Hopefully you will be able to use these opportunities to become part of your child's education.



## 4.6 PARENT INVOLVEMENT

This is your school and we welcome your involvement. There are many opportunities for you to contribute to the school and your participation is encouraged and appreciated.

For example:

- helping with classroom literacy/numeracy activities
- helping with specific classroom tasks
- tutoring students on specific programs
- supervising designated sporting activities
- assisting with supervision on excursions
- repairing books and other equipment
- helping out on working bee days
- helping with canteen
- supporting school fundraising activities
- participating in School Council, Parents' Club.



Research has shown that parental participation in school activities not only benefits the school but also improves the performance and attitudes of the children of those parents.

**All parent helpers are required have a current Working With Children Check, sign in at the office and wear a badge.**

**Working With Children Checks (WWCC) are required for any parent or helper who assists in the school. Forms can be obtained from the Department of Justice <http://www.workingwithchildren.vic.gov.au/>. There is no cost for a volunteer's check.**

## 4.7 SCHOOL COUNCIL

Our school council is an organisation of parents (nine, including two co-opted members) and staff (four representatives), which has as its main responsibility the development of policies and procedures for decision making about curriculum and the overall utilisation of school resources.

Meetings are held on the second Wednesday of each month at 6.30 p.m.

Parents are welcome to attend any meeting of school council as observers unless advised otherwise.

Elections are held every February/March and members serve a two-year term.

# 5.0 HEALTH & WELLBEING

## 5.1 HEALTH AND SAFETY

At school every effort is made to prevent accidents, however, in the event of an accident or illness, parents or a contact person will be called. You can help by ensuring that we always have up-to date telephone numbers of both parents and an emergency contact person.

A sick bay is provided at the school and school personnel who are First Aid trained will attend to accidents and illnesses until parents can be contacted to collect students.

## 5.2 BREAKFAST CLUB

Our school is lucky enough to be able to offer students breakfast two days a week. It is very important for students to start the day with enough healthy food to give them the energy to concentrate on their work and play thus maximising their learning opportunities. Items the students can choose include vita bits, oats, fruit, toast and milk or a milo drink. Breakfast club runs from 8.20am to 8.40am. The days of breakfast club will be determined by the happenings of the school term.

## 5.3 INFECTIOUS DISEASES

If your child comes down with the usual Chicken pox, Measles, Mumps, etc. then he/she must stay home for certain lengths of time. The Minimum Period of Exclusion from Primary Schools table is on the next page.



<i><b>Disease or Condition</b></i>	<i><b>Exclusion from School</b></i>	<i><b>Exclusion of Contacts</b></i>
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Excluded until blisters have dried.	Not excluded.
Conjunctivitis (acute infectious).	Until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until a medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Domiciliary contacts excluded until investigated by the medical officer of the Department of Human Services, and shown to be clear of infection
Giardiasis (diarrhoea)	Until diarrhoea ceases.	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hand, foot and mouth disease	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A (Infectious hepatitis)	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded.
Hepatitis B	Exclusion is not necessary	Not Excluded.
Hepatitis C	Exclusion is not necessary	Not excluded
Human immunodeficiency virus (HIV) infection	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Excluded while weeping. Lesions to be covered by dressing where possible	Not Excluded
Impetigo (school sores)	Until sores have fully healed. The child may not be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with occlusive dressing	Not Excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
Leprosy	Until receipt of a medical certificate of recovery from infection.	Not excluded

<i><b>Disease or Condition</b></i>	<i><b>Exclusion from School</b></i>	<i><b>Exclusion of Contacts</b></i>
Measles*	Until at least five days from the appearance of rash or receipt of a medical certificate of recovery from infection.	Non-immunized contacts must be excluded for 14 days from the day of appearance of rash in the last case unless immunised within 72 hours of first contact.
Meningitis (bacteria, other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal Infection*	Until receipt of a medical certificate of recovery from infection	Domiciliary contacts must be excluded until they have been receiving appropriate chemotherapy for at least 48 hours.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not Excluded
Pediculosis (headlice)	Until appropriate treatment has commenced.	Not Excluded.
Pertussis (whooping cough)*	Exclude for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Until at least 14 days after onset of illness and until receipt of a medical certificate of recovery from infection.	Not Excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded.
Rubella* (German measles)	Until fully recovered at least 4 days after the onset of rash.	Not excluded.
<i>Salmonella</i> or <i>Shigella</i> infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded.
Severe acute respiratory syndrome (SARS)	Exclude until a medical certificate of recovery is produced	Not excluded unless considered necessary by a medical health officer or the Department of Human Services.
Streptococcal Infection (inc. Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and feels well	Not excluded.
Tuberculosis	Until receipt of a medical certificate from a health officer of the Department of Human Services that the child is not infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Until receipt of a medical certificate of recovery from infection.	Not excluded unless a medical or health officer of the Department of Human Services determines if exclusion is necessary.
Worms (intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded



**\* Vaccine-preventable disease**

## 5.4 HEAD LICE / NITS

From time to time head lice can be a problem in schools.

The incidence of this problem can be reduced if all parents help by following these suggestions.

1. Check your child's hair regularly.
2. Notify the school if any lice or eggs are found so that other parents can be asked to check and treat any problems.
3. Follow the treatment recommended in literature provided by the DHS.

When treating hair it is **ESSENTIAL that all eggs** are removed to prevent reinfestation.

All families are asked to complete a form (once only) authorising inspection of students' hair. Should eggs be detected, a notification letter will be sent home immediately.

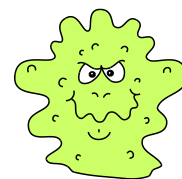
**Children may return to school the day following treatment.**

If children have live head lice, parents are notified immediately to collect their child from school.

## 5.5 IMMUNISATION

An immunisation certificate must be provided prior to children starting school in prep. These can be obtained from the Australian Childhood Register on 1800 653 809.

If anyone at school is diagnosed with a contagious disease any child who does not have an immunisation certificate will be excluded from school.



## 5.6 INCLEMENT WEATHER TIMETABLES

These timetables function on days of rain, extreme wind, cold or hot days. Students remain indoors during recess and lunch times under supervision.



## 5.7 MEDICATION

Children are often required to take tablets, medicine or self administered sprays for asthma and the like. It is essential that if medication is required at school, the office is made aware of the child's requirements and takes charge of the medicines or tablets. The name of the student, dosages and directions must be clearly marked on a medication proforma which is available from the office. Children who need to keep asthma medications such as Ventolin will have this indicated on their Asthma Management Plan. All medication must be clearly labeled with the student's name.

### *Asthma Management Plan and Register*

Students who have asthma are required to have an Asthma Management Plan and this is developed with the family doctor. This plan helps to inform the school of the individual treatment required for your child.

### *Anaphylaxis Plan*

Students who may suffer severe reactions to food, bites or other allergies often require specific medication and a plan developed with the family doctor. This information is to be on the student enrolment form and is to be discussed with the Principal and class teachers. Individual's Epipens will be stored in the sick bay and must not run out of date.

## 5.8 SCHOOL CROSSINGS

School Crossings are located in Napier and Raglan Streets. The Napier Street crossing is supervised by a member of the Hepburn Shire Council. Students and adults are urged to use these in the correct way when flags are displayed and/or the crossing is supervised. Staff remind students regularly by means of the Stop, Look, Listen and Think (S.L.L.T.) motto.

Motorists are expected to observe correct procedures whilst crossing flags are displayed.



## 5.9 SCHOOL NURSE

School nursing staff conduct health examinations of state school students in the Preparatory Year.

The nurses also:-

- accept referrals by parents, teachers and children where a child has health and/or welfare problems;
- refer children with health problems to their general practitioner or other appropriate agency, with the written permission of parents;



## OTHER PROFESSIONALS

### • *Counselling -*

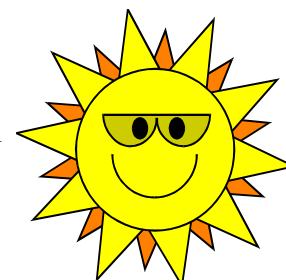
Psychologists and social workers are available to talk to parents who have children with learning, emotional or social difficulties. They also work with teachers in developing special programs for these children.

### • *Speech -*

The services of a speech pathologist can be arranged. If you have any worries or concerns about your child's or child's speech please speak with the classroom teacher.

## 5.10 SUN PROTECTION

Children are required to wear an appropriately styled wide brimmed/ or a legionnaire type hat and sunscreen during terms 1 and 4. Hats will be provided by the school for all new students. If your child loses his or her hat, parents will be required to supply a replacement hat. These can be purchased from the school office for \$8.



Students who do not have a hat are required to sit in the designated shade area.

## 5.11 STUDENT ENGAGEMENT – CODE OF CONDUCT

The school seeks to encourage a positive approach through which the rights and responsibilities of pupils, teachers and parents are respected and reinforced. The school's Student Engagement Policy and Code of Conduct provides specific details. We seek to ensure that our school is a safe, happy and supportive environment in which all parents, students and teachers feel important and considered.

Policies on Student Welfare, Anti Bullying, First Aid and more are available on request. School behavioural expectations and agreements are contained in the Code of Conduct booklet. A copy of this is sent home early in term one.

# 6.0 STUDENT LEARNING

## 6.1 ASSESSMENT & REPORTING

### SCHOOL REPORTING

Creswick Primary School formally reports to parents each term of the school year.

- Written reports of each student's progress are issued in June and December.
- In Terms 1 and 3 formal interviews are conducted.
- A parent may request an interview with a teacher at any time throughout the year. Please contact teachers for a suitable time to schedule an interview.
- Similarly, teachers or the principal may call parents in for an interview to discuss academic or social behaviour.
- All students have personal goals within their classrooms and some have Individual Learning Plans.

Class newsletters that explain the curriculum and what students will be doing are sent out each term.

### INTERVIEWS WITH TEACHERS

Teachers are keen to maintain two-way communication with all parents. To ensure that this is done at an appropriate time you are asked to make an appointment at the office. Interviews can then be arranged at times mutually convenient to parents, teachers and/or the principal.

## **6.2 BOOK LISTS**

Parents are to provide students with books, pens, pencils, rulers, jotters etc. Book lists are issued in December for the following year. All items should be labeled in readiness for the first day of school.

## **6.3 CURRICULUM PROGRAMS**

Our curriculum and extra-curricular programs aim to allow each student to attain his/her personal best.

We offer the following Educational Programs:

- English
- Mathematics
- Health and Physical Education
- Arts, (Music, Art/Craft, Dance and Drama.)
- Science
- Humanities
- Design, Creativity and Technology
- Languages Other Than English – Indonesian
- Civics and Citizenship
- ICT
- Communication
- Thinking
- Personal Learning
- Interpersonal Development



## **6.4 EARLY ACTION**

Whatever the cause, if your child is having any problems, please contact the school immediately.

A child's well-being is an essential platform to learning and as a school we place significant emphasis on supporting and nurturing all students.

## **6.5 FAMILIES**

As part of our social welfare program we run "Family groups". Children are placed in a "Family group" with children from grades Prep to 6. They will not be with their class teacher or siblings. This allows children to form relationships with people outside their class and they are encouraged to help each other out in the playground.



## **6.6 HOME READING**

In keeping with our commitment to home-school partnerships, the staff of Creswick Primary School place a great deal of emphasis on our home-reading program. We believe that with consistent reading on a regular basis and with support from both parents and teachers, there is a high likelihood of achieving strong reading skills. Information booklets are available to assist parents to work with the school staff to develop their child's love of books and enthusiasm for reading. Information sessions are planned so that we can share what is happening in the home-reading program.

## **6.7 JUNIOR SCHOOL COUNCIL**

This group of students meet to assist the staff in the running of school programs and activities. It also acts as a forum for students to raise matters of concern. J.S.C. provides students with opportunities to become familiar with the democratic process and meeting procedure. J.S.C. consists of a representative from each class plus four grade six students who make up the 'Front Bench.' They conduct the weekly assembly and organize a number of school based and social service activities throughout the year.

## 6.8 LIBRARY

We have a very well stocked library which students are encouraged to use. Classes are timetabled to visit the library during the week to help promote an interest in reading for pleasure and for information. Children are encouraged to borrow regularly from our range of picture books, novels or non fiction books.

## 6.9 HOUSE GROUPS

Students are placed into one of four House teams when they enrol at the school. Family members are allocated to the same house. Students stay in the same house team for the duration of their education at Creswick P.S. The houses reflect the four streets surrounding the school and each has a representative colour.

<b>RAGLAN</b>	<b>- Red</b>
<b>VICTORIA</b>	<b>- Blue</b>
<b>DRUMMOND</b>	<b>- Green</b>
<b>NAPIER</b>	<b>- Yellow</b>



The House Groups form the basis of any whole school group activities and students compete in these teams on the day of the House Athletic Sports.

## 6.10 TOPICS FOR 2017

Throughout the year classes study a number of different topics. These topics usually form the basis of their learning in the afternoon. Along with our school values, the following are the major topics which will be covered throughout 2017.

Junior Unit (Foundation – Grade 2) - Roles and Responsibilities and our School Values, Humanities - Where does my family come from? Now and Then, Weather in My World. The children will have an excursion to Ecolinc and Sovereign Hill. Foundation /1 students will be involved in a Special Tea and the Grade 2's will visit Log Cabin Camp for an overnight camp.

Senior Unit (Grades 3 – 6) Systems—gears pulleys (Technology), Fitness, Diet and Life-style (Health), Indigenous People (Humanities) and Needs and Wants Goods and Services (Economics) There will also be a three day camp to Queenscliff during Term Two.



## 6.11 TRANSITIONS

The school has a strong transition program for children from kindergarten who are beginning at the school and for

students going from Year Six to Year Seven. The program includes visits by the students to their new school, parent information sessions, written information, websites research and communication between teachers.

The students moving from Grade Six to Year Seven have the choice of at least 10 secondary schools in the local area. The students are regularly involved in activities ranging from academic challenges to sporting activities with the closest of the secondary schools.

## 6.12 EXTRA CURRICULAR ACTIVITIES

Creswick Primary School is able to offer a wide range of choices to encourage all students to get involved. Being actively engaged in extra-curricular activities increases the links to school and the community.

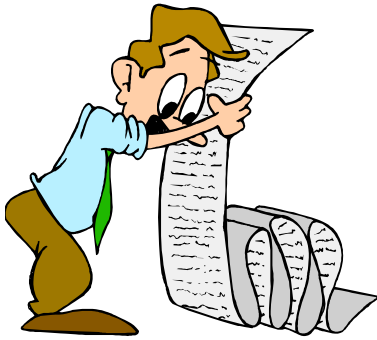
Some of these choices include: performing arts events, personalized music lessons, discos, intellectual challenges and many sporting activities - soccer, netball, golf, athletics, football, and cross country.

The grade five and six students have the opportunity to join in the Clubs program where they choose to participate in activities such as cooking, woodwork, bike riding, craft, movie making and jewelry making.

We have netball teams who represent the school in after hours competitions and involvement in these teams is available to all students in grades Three to Five.



## 7.0 OTHER



### **SOME IMPORTANT FACTS:**

- Children grow at different rates.
- Parents can provide encouragement and opportunities but need to be patient whilst children take the time needed to master the skill.
- Given encouragement, opportunity, and time, most children master a range of educational skills which will enable them to become lifelong learners.
- Some children will be able to tie their shoe laces, others will not. Some children will be able to skip others will just hop along awkwardly. They will master all these skills in time.
- Schools acknowledge that children have a wide range of skills and abilities, and teachers plan to address the individual needs of all students.







At Creswick Primary School, I love doing P.E. because it gets you fit. I also really like maths rotations. James

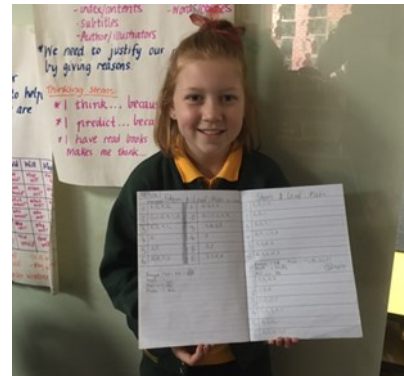
I like playing with my friends at recess, lunch and at Values Play. I also like maths because sometimes we get to play games.

Ella C

# The Voice of some of the 2017 school students



I enjoy playing with my friends outside. We play lots of games and they are really fun. I also like our reading rotations because I enjoy reading to people. Maisie



I like it how the teachers are supportive and helpful. I really enjoy maths, especially when we do Stem and Leaf plots.

Laila G



I like joining in with our Sporting Schools Program and Clubs. They are fun because it is a break from classroom work but you're still learning. Bella Mc

I really like to go to QuickSmart to try and beat my record with the flash cards and to play maths games and do the 'Happy Dance.'

Harrison I



I really enjoy QuickSmart because of the learning games and being able to bond with others. I love winning the games and then doing the 'Happy Dance' in and out of the classroom.

Hector

I really like maths and playing maths games. At recess times I like to play with other people. Dakotah



I have enjoyed being School Captain. I have learnt lots of valuable skills and most of the time it has been fun.

Jasper Meehan

As School Captain, I've enjoyed the many opportunities that have come with this role and I have always tried to be a positive role model for my peers. Some of the responsibilities I have had include: conducting school assemblies, meeting the members of the community, representing the school at events such as ANZAC Day and attending the celebration at the Bendigo Community Bank. Laura Cochrane

# House Teams

Drummond House is the colour **GREEN**

The Drummond team song is...

**Give me a D**

**Give me a R**

**Give me a U**

**Give me an M**

**Give me an M**

**Give me an O**

**Give me an N**

**Give me a D**

**What does that spell? Drummond**

**Drummond Drummond Ra Ra Ra**

**Drummond is the best by far**

**Running, jumping throwing balls**

**Drummond is the best of all**

**Go Drummond!**

Victoria House is the colour **BLUE**

The Victoria team song is...

**Extra! Extra!**

**Read all about it**

**Victoria is the best and**

**There's no doubt about it**

**V-I-C-T-O-R-I-A (spell out)**

**Victoria!**

Raglan House is the colour **RED**

The Raglan team song is...

**Raglan Redbacks are a clever crew**

**There is nothing we can't do**

**Running, jumping, throwing balls**

**Raglan is the best of all**

**R-A-G-L-A-N (spell out)**

**Raglan!**

Napier House is the colour **YELLOW**

The Napier team song is...

**Napier the best we are**

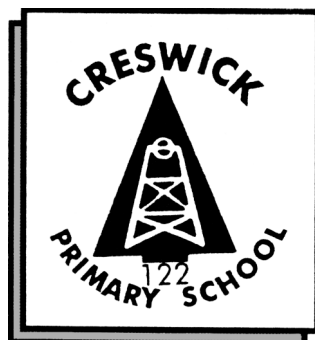
**Napier the champs we are**

**RA Ra ra ra napier**

**N-A-P-I-E-R (spell out)**

**Napier!**





Telephone 5345 2044  
Fax 5345 8031  
Email [creswick.ps@edumail.vic.gov.au](mailto:creswick.ps@edumail.vic.gov.au)  
Website [www.creswickps.vic.edu.au](http://www.creswickps.vic.edu.au)

**BIG ENOUGH FOR OPPORTUNITY**  
**SMALL ENOUGH TO CARE**