Absence Notes
The school needs to be informed either verbally or in writing why a child has been absent from school. Absence forms are available from the Office. This information should be given directly to your child’s teacher or to the Office. There is an identified correlation between student attendance and their academic achievement. That is, students who attend school regularly achieve greater success than those with a high level of absenteeism. It is extremely important that children attend school as regularly as possible.

After School Care
The After School Care program runs on Tuesday, Wednesday and Thursday nights from 3.30pm to 6.00pm. The program is run not for profit, but rather to provide a valuable service to the school community. We are fortunate to have a grant that covers most of the cost of running the program therefore the current fees are $4.00 per child per session. Students are offered a fruit snack and drink at the start of the session and sandwiches and drinks at about 5.00pm. A sports program is run on Tuesday and Thursday nights through the Federal Government’s Active After-school Communities Program.

Age for Enrolment
Students are admitted to school at the beginning of each school year if their 5th birthday falls on or before the 30th April of that year. It is necessary to provide evidence of birth at the time of enrolment.

Alcohol
No alcohol is permitted during school or student related events (i.e. Christmas Concert) on the school grounds or in the immediate vicinity of the school.

Allergies
It is a parent’s responsibility to ensure the school is made aware of any allergic reactions a student has to drugs, food, insects etc. on the child’s enrolment form. If an allergy is diagnosed at a later stage, again it is the parent’s responsibility to ensure the school is made aware of the allergy.
For students with allergies that require medication in response to symptoms please supply the school with the medication. A Medication Request Form needs to be completed prior to staff administering any medication.
Anaphylaxis

If a student has been diagnosed as having an anaphylactic allergic reaction it is important that the school is made aware of this upon enrolment, or as soon as possible after diagnosis. The school requires an adrenaline auto-injection device (Epi-Pen or similar), as well as an Action Plan for Anaphylaxis that includes a colour photo and has been signed by the child’s doctor. The Action Plan and adrenaline auto-injection device will be kept in or near the student’s classroom and will accompany the student whenever they leave the school grounds. The school usually requests that a second auto-injection device be supplied to be kept in the school Office as a ‘back-up’.

All staff complete anaphylaxis management training as part of their yearly first aid training, which includes signs and symptoms of severe allergic reactions and administration of an adrenaline auto-injection device.

The school cannot guarantee that allergens, or products with allergens, will never be present. Students with severe food allergies must therefore carefully monitor their food and/or environment at all times.

Assembly

Every Monday afternoon a School Assembly is held on the Basketball Court at 3.15pm. All parents, siblings and friends of the school are most welcome to attend. This is a time where the National Anthem is sung, upcoming events are announced, awards are presented and the School Captain’s will use this time to make any announcements they have.

Asthma

We are an Asthma Friendly school and all staff are trained annually by Asthma Foundation Australia.

If your child is asthmatic it is a parent’s responsibility to ensure the school is made aware of this condition on the child’s enrolment form. If it is diagnosed at a later stage, again it is the parent’s responsibility to ensure the school is made aware of the condition, likely symptoms and triggers and the preferred Asthma First Aid Plan.

The school requires students with asthma to have a School Asthma Action Plan completed by their doctor.

Asthma medication (i.e. ventolin) can be kept either by the student, by the classroom teacher or at the school Office. The school also has asthma
medication (Ventolin), including spacers, available in the First Aid Room.

Attendance
The *Education and Training Reform Act 2006* requires that all children of school age (6 – 17 years) who are resident in Victoria be in full- time attendance at a school unless they are receiving approved home tuition, correspondence education or have been granted an exemption by the Regional Director.

Attending school enables students to maximise their learning opportunities and ensures their academic performance is the very best it can possibly be.

If students have not been in attendance for 3 consecutive days and there has been no contact made with the school, then the classroom teacher will contact the parents/guardians for an explanation.

Better Buddies Program
All students at the school are given a buddy each year. Usually the pairing is one older and one younger student. The school belongs to the Better Buddies program, an initiative of the Alannah and Madeline Foundation, and during the year conducts buddy activities across the whole school. At Christmas students buy their buddy a present to put under the Christmas tree and it is given out on the last day of school for the year.

Bike Education
Bike Education is held in Term 3 each year (different weeks for different year levels). Students are asked to bring a bike along to school for their nominated week and will participate in numerous bike education sessions during that week. The week typically culminates in a visit to the Cranbourne Traffic School for the Prep and Grade 1 students and a bike ride for all other students at a safe venue such as Casey Fields.

Book Club
Book Club notifications will periodically appear in the Newsletter. Pamphlets are located on the Office counter. If you wish to order any books you will need to fill in the order form and place it in the Office tray. The school receives complimentary books from Scholastic.

Cardi Awards
These awards are given to students both in the classroom and outside in the
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playground and are designed to promote good behaviour and positive attitude at school. Students receive Cardi Awards by putting extra effort into their work, helping someone else (without being asked), showing kindness to another student, achieving a milestone or for any other reason deemed appropriate. When students reach 20 Cardi Awards they receive a Meal Deal voucher, when they reach 40 Cardi Awards they are able to choose a book (which is presented at Assembly) and if they reach 60 Cardi Awards they get a special surprise!

Car Park
The school car park is a busy place before and after school. All parents are asked to be especially careful in the car park at these times. The School Council is striving to improve parking by:

1. Encouraging staff parking only at the back of the Cardinia Hall;
2. Specifying angle parking on Cardinia Road; and
3. Investigating the development of additional parking at the Presbyterian Church across the road from the school.

Children’s Crossing
All students and adults crossing Ballarto Road must use the supervised crossing when the flags are up and the attendant is on duty. The following rules apply when using the school crossing:

- You must dismount from your bike;
- You must stand behind the yellow line, well-clear from the road while waiting; and
- You must not cross until the crossing supervisor blows two whistles to say that it is safe to cross.

The school crossing will be operational between 8.20am and 9.05am and between 3.15pm and 4.00pm on each school day.

Christmas Concert
Each year, on the last night before the end of term, the school puts on a Christmas Concert. Each grade organises and performs a small item or play and the event is concluded by whole school singing. Parents and friends are invited to the concert and to share in supper at the end of the performance. Santa also arrives and distributes a small gift to the children present (A letter from Santa is
sent out prior to this event to confirm arrangements).

**Communication Books**

Communication Books are sent home at least once a fortnight by classroom teachers. Classroom teachers will record the student’s behaviour in the classroom, the quality of their work, whether homework has been completed and a comment about the student or what has been happening in the classroom. Classroom teachers may also use the Communication Book to send information home to you about what is happening in the classroom. Older students may also do a self-assessment. There is a section in the Communication Book for parents to provide information back to the classroom teacher. It is requested that you sign the book to confirm you received it and return it to school the following day where possible.

**Discipline Reports**

A Discipline Report will be issued when a student is involved in serious misbehaviour. This report will be completed by the staff member who observes the misbehaviour and will be signed by either the Principal or Assistant Principal. The Discipline Report will be sent home with the student and it is expected that a parent or guardian signs the Report and returns it to school the following day.

**Curriculum/Professional Development Days**

Four (4) days are designated each year for teacher professional development. Students do not attend school on these days. Adequate notice is given to parents through the newsletter and by special notice as required.

**Drug Education**

In accordance with the school’s Drug Education Policy, drug education will be provided at all levels of schooling and will include specific drug education curriculum, as well as resilience education, problem solving skill and appropriate coping strategies. Drug education will be based on a harm minimisation approach. A minimum of 10 hours of drug education will be given to students over the course of the year, which includes resilience education.

**Education Maintenance Allowance (EMA)**

The Education Maintenance Allowance (EMA) provides assistance to low-income families by helping with the costs associated with the education of their children.
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Parents who hold a current Health Care Card are eligible for this payment. An application form is available from the school Office. Please be aware that there are deadlines for completion of this paperwork. The allowance is paid in two instalments throughout the year, the first instalment in March and the second instalment in August. Half of the payment is paid to the school and half to the parent or guardian.

Emergency Contact Information

The school uses information provided on each student’s Enrolment Form to maintain a database that can be used to contact parents and/or guardians if there are issues with a student at school. Up to date information is VITAL. Parents are asked to advise the school without delay of any change to home phone numbers, mobile phone numbers and work numbers, as well as home addresses. This allows us to keep our records up to date and allows contact to be made in an emergency without unnecessary delay or stress to your child. This also applies to emergency contacts. Changes should be advised by completing the relevant form and providing this directly to the Office Manager.

Emergency Management Plan

The school has an Emergency Management Plan in place. This plan covers all emergency situations and includes evacuation, lock down and lock out procedures. It is important that parents/guardians are familiar with the procedures that will be activated in accordance with the Emergency Management Plan and be aware that in a case of a serious incident, access to the school site may not be possible.

Enrolment Capping

Children can be enrolled in all grade levels upon request of legal guardians or parents at any time throughout the school year. An enrolment capping is in place at Cardinia Primary School of 250 students. Students within our school designated boundary and siblings of existing students are entitled to a placement at our school regardless of our net enrolment. Enrolment of students who reside outside our designated boundary area is dependent on existing class sizes and the schools overall enrolment numbers. For further details please contact the Principal.

Enrolment Requirements

At the time of enrolment, parents/guardians need to complete an enrolment form. They must also provide an Extract of a Birth Certificate or similar documentation
to allow the school to verify the child’s age upon entering school.

A current School Entry Immunisation Status Certificate which gives details of the immunisation status of the student must also be provided. The immunisation certificate is available from either Medicare (www.medicareaustralia.gov.au) or the Australian Childhood Immunisation Register (acir@medicareaustralia.gov.au) or on 1800 653 809.

**Extreme Weather**

In times of extreme weather students may not be able to go outside at recess and lunchtime. Extreme weather is generally defined as extreme heat, rain, lightening or any other condition that is considered unsuitable. To ensure the well-being of students and staff an extreme weather timetable may be activated by the Principal or teacher in charge. When an extreme weather timetable is in place one classroom teacher will supervise two classrooms for half the recess or lunch break, then swap over with the other classroom teacher. Classroom teachers will provide appropriate activities for students to undertake while restricted to indoors.

**First Aid**

The school has a well-equipped first aid room and most staff are trained to Level 2 in First Aid. All staff undertake first aid training annually.

Parents will be informed of all injuries that are deemed significant by a staff member. It is the parent’s responsibility to make sure that contact information is kept up to date so that they can be reached at any time during the school day. If deemed necessary, the school will not hesitate to call an ambulance in an emergency. The cost of this will be borne by the parent/guardian, not by the Department of Education or the school.

**Head Injury**

If a student experiences a bump or knock to the head it is school policy to contact the parents and inform them of the incident. The school may request you collect the student and take them home for observation.

**Head Lice**

Consistent with the *Public Health & Well Being Regulations 2009* the Principal will ensure that parents of any student found to have live lice are informed that their child is to be excluded from attending school until appropriate treatment has
commenced. Students may attend school the day after appropriate treatment has commenced.

The school will take all reasonable steps to inform and control outbreaks of head lice where cases are reported or suspected at school. When the school becomes aware of multiple cases a notice will be placed in the newsletter asking for parents to be vigilant. If the outbreak does not abate, then the school will conduct a Head Lice Check in accordance with the Head Lice Policy.

Parents will be asked for their written consent prior to a physical examination taking place. This consent will usually be requested at the commencement of each school year or if records show that consent has not been received, then a further form will be sent home prior to the physical examination taking place.


Hats
All students must wear a hat when outdoors during Term 1 and Term 4. The hat must protect the face, neck and ears. Students not having hats will be required to play only in specified shade areas. Students who consistently don’t bring a hat to school or need to be reminded to wear their hat will have in-school detention.

Homework
Homework helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits and providing an opportunity for students to be responsible for their own learning.

In accordance with the school’s Homework Policy classroom teachers may set homework appropriate to each student’s age and skill level.

Junior Years (Prep – Grade 2)
Homework may consist of reading and spelling activities and/or simple extension tasks associated with classroom activities that children can do independently. Tasks should not exceed 15 minutes per night.

Middle Years (Grade 3 & Grade 4)
Homework may consist of reading, spelling and times tables activities and/or tasks associated with classroom work, projects and assignments. Tasks should not exceed 20 minutes per night.

Senior Years (Grade 5 & Grade 6)
Homework may consist of reading, spelling and mathematical activities and/or tasks such as continuation of classroom work, projects and assignments. Tasks should not exceed 30 minutes per night.

**House System**

Students at Cardinia Primary School are divided into four (4) houses. These are named after distinguished families in our school history. They are Conroy (Blue), Hobson (Red), Ridgeway (Green) and Bould (Yellow). Throughout the year a number of events are organised to encourage teamwork amongst members of each House. House Captains and Vice Captains are elected each year by all members of the House.

**Immunisation Status Certificate**

At the time of enrolment all students must have a current School Entry Immunisation Status Certificate. This certificate is available from either Medicare ([www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)) or the Australian Childhood Immunisation Register ([acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)).

**Individual Education Plan**

Students who are experiencing difficulties may be placed on an Individual Education Plan. This plan will be developed in consultation between the parent/guardian and classroom teacher, as well as the school’s Integration Support Teacher if necessary. These plans set out learning improvement goals, learning outcomes and school/classroom activities designed to help meet these goals and outcomes. The plans are reviewed at the end of each term and new goals and outcomes set if necessary.

**Infectious Diseases**


**Internet Usage**

Consent for students to use the internet is obtained from parents/guardians when a child commences at the school. This consent is used to allow students to access the internet, access e-mails through a school e-mail account and to publish work or photos online. Access to the internet is used to allow students
to undertake research, communicate with students at another school, undertake cyber-bullying tutorials, access educational programs such as Mathletics and for many other purposes. All internet usage is in accordance with the school’s Internet Usage Policy. At any time, parents/guardians may amend the consent that they have provided.

**Junior School Council**

The Junior School Council is made up of the two School Captains and the eight House Captains. The Junior School Council works to raise money for special student events and to present the student’s views to the Principal, staff and parents.

**Leaving Early**

Parents or guardians wishing to take students home within school hours must sign the student out at the Office. An announcement will be made requesting the student to come to the Office ready to go home. Parents need to remember that the end of the school day is just as important as the start of the school day and if withdrawals from school become a regular occurrence it can have a detrimental effect on your child’s learning.

**Leaving the School Grounds**

Students are not permitted to leave the school grounds except:

- when a written note has been received requesting that a student be allowed to go home for lunch (a yearly note is sufficient);
- when a reasonable request is received from a parent and the teacher deems it safe for the student to go home;
- when in a class group under the supervision of a teacher going on a local excursion to the Recreation Reserve, Cardinia Hall or other local venue within walking distance of the school; and
- when collected by a parent or guardian during school hours.

Grade 6 students may be given special permission by a teacher to retrieve a ball outside of the school grounds when it is deemed safe to do so.

**Library**

Our school operates a library on Monday, Tuesday and Wednesday. All students participate in a one hour library lesson, where they complete a literacy activity
based on a book and undertake borrowing. Students may access the library at other times with their class teacher to borrow home readers or other reading material.

Lost Property
All lost property is placed in a box which is located in the cupboard just outside the school Office. Parents are welcome at any time to look through the box for any missing items. Regularly the items are displayed for students and parents to look at and claim. Notification of this occurring will be placed in the Newsletter. Anything that is not claimed will be washed and used as spare clothing by the school or donated to a local charity. Parents are reminded to clearly name clothing or items so that they can be returned promptly.

Lunch
Lunchtime commences at 1.00pm and finishes at 2.00pm. Students eat their lunch in the classroom for the first 10 minutes of lunchtime.

Lunch Orders
Lunch orders are available on a daily basis from the Cardinia General Store. Parents need to order the lunch directly from the shop. The proprietors deliver the orders to school just prior to lunch each day. Parents are encouraged to make healthy choices for their children’s lunches. Soft drink, lollies and similar items are not permitted.

Major Fundraising Events
Each alternate year the school holds a major fundraising event, either a Fete or a Clearing Sale. These are extremely successful events raising over $10 000 for the school. Such events require a lot of organisation, dedication and many willing helpers. All money raised is returned to the school.

Meal Deal
The Parent’s Club conducts a meal deal each Thursday of the school year. The cost of this lunch is $3.00 and includes a main food item (such as a hot dog, sausage roll, salad roll or Cardi-Burger) and a snack item (such as an ice cream, jelly, fruit salad or muffin). The meal deal is good value and at the same time raises valuable revenue for the school. All meal deal orders are to be written on
a paper bag (with money enclosed) and placed in the Meal Deal basket in the classroom on Thursday morning. Parent’s Club is always looking for volunteers to help provide this service to the students. If you can assist in any way with this please speak to the Office Manager.

**Medication**

Parents whose children are required to take any medication while at school are asked to fill in a Medication Request Form which is available from the school Office. The medication will need to be provided in the original container, which states the child’s name and dosage. The medication must also be within its use-by or expiry date. The school is unable to administer medication that does not meet these criteria.

**Mobile Phones**

The school discourages mobile phones being brought to school, however, in the case that they are brought to school they must be handed into the school Office in the morning and collected at the end of the school day. If students need to make phone contact to parents/guardians during school hours this can be arranged through the Office or Principal.

**Newsletter**

Each Wednesday of the school year the school publishes a newsletter. The school’s newsletter is available from the school’s website which can be accessed [here](#). The link to the newsletter can also be e-mailed to you directly each week if you provide your e-mail address to the school Office. If you are unable to access the internet and require a hard copy of the newsletter, please let the school Office know.

**Parent Helpers**

Many parents get involved in their child’s education by volunteering their time. There are many ways you can be involved, whether it be hearing students read in the classroom, helping with PMP, transporting students to special events or providing assistance with special classroom projects. Parents can also be involved in Parents’ Club or School Council.

**Parents’ Club**
This group of parents meets once a month to organise a range of activities which raise money for many programs conducted at our school. This dedicated group of parents also organise the Meal Deals each week and is always looking for more members to help in this important role across the school.

**Parent Teacher Interviews**

Parent teacher interviews will be held regularly throughout the year and provide an opportunity for you to catch up with your child’s classroom teacher. Times when parent teacher interviews are being held will be publicised in the school newsletter or you will be notified in your child’s Communication Book. If you have any concerns outside of these times, please do not hesitate to make a time to meet with the classroom teacher to discuss any issues. Parents are encouraged to meet with their child’s teacher to address any issue as it arises and not wait until the formal Parent Teacher Interview program.

**Payment of Money**

From time to time parents are requested to send money to school for a variety of reasons, including excursions, swimming and sports programs. This money is recorded using the accounts program of the CASES computer system. Receipts will be issued and give to your child to take home to you. It is the parent’s responsibility to ensure that the money is brought to school in an envelope (available from the Office) clearly marked with the child’s name, amount enclosed and the purpose of the money. This ensures that errors are minimised in the recording of the money received. All envelopes containing money should be placed in the “red” security box on the school Office bench if the Office Manager is not in attendance.

**Permission Forms**

When a child is to attend an excursion or special activity, it is a legal requirement that the school receives written permission from the parent/guardian. A permission form will be sent home every time an excursion or special event is to happen. For local excursions (such as to the Cardinia Oval) a permission slip is not required but parents/guardians will be made aware of these activities in advance. It is important that permission forms be returned to school as soon as possible and not on the day of the excursion. Many of these excursions or activities leave first thing in the morning and if a permission form has not been handed in and the parent is not contactable the child will miss out on the event.

**Photographs**
Students have a class photograph taken each year. Individual and family group photographs may be taken on request. Details will be provided in advance.

Playgroup
Playgroup meets each Tuesday morning in the Technology Room. This program is provided by the school for a small cost. Parents are expected to supervise their own child/children while attending Playgroup. School Council employs a Playgroup facilitator to oversee the program and they provide a selection of activities for the parents and children to participate in. For more information about Playgroup contact the school Office.

Principal’s Role
The Principal is personally responsible for the school and its conduct. They are responsible for the care and maintenance of Departmental property, ensuring that school buildings and grounds are kept in good order and condition, the business-like accounting for and management of school funds and the general administration of the school. The Principal is directly responsible for equipment, teachers, parents, pupils, student teachers, ancillary staff and all the many other things that make up a school. As an administrator, they must implement the school’s Strategic Plan and their decisions, planning and activities must be directed towards meeting the needs of the School Council, the staff, parents and the community. They must also be aware of directives and new initiatives set by the Education Department and Government. A thorough working knowledge of recent professional developments, new instructional methods and other activities is also required.

Reading Recovery
Reading Recovery is a one-on-one intensive literacy program designed for children in Grade 1. It is designed to accelerate the children, aiming to bring them up to the average reading level of the grade. The Reading Recovery teacher designs an individual reading and writing program to meet each child’s needs. For more information contact Carmel Van Diepen, the school’s Reading Recovery teacher.

Recess
Recess commences at 11.00am and finishes at 11.30am. Students eat their snack in the classroom for the first 5 minutes of recess.

Religious Education
Religious education is offered to all students attending the school. Parents have the right to decide whether their child/ren participate in this program. The program is operational under the banner of Access Ministries and is conducted by qualified and approved CRES instructors. A teacher remains in the classroom during these sessions. Students who do not undertake religious education are given alternative work to complete in another classroom on values and social education skills (You Can Do It! etc.)

Requisites

Classroom Requisites

Each student’s initial classroom requisites for the year will be provided upon receipt of the Essential Education Contribution of $110.00 per student. In most cases, students will be personally responsible for their own requisites and it is expected that all items will be named and returned to school on the first day of the school year. ALL children will receive their pencils, books etc. on the first day of the new school year regardless of whether parents have made the Essential Education Contribution to the school. In the case of genuine difficulty please contact the Principal. If items are lost or replacement items are required, students need to purchase these items from an appropriate supplier at their own expense.

Personal Requisites

All students should have a named lunchbox and school bag. Students will also require a library bag (any material of hard wearing quality will do) and an art smock. Please make sure your child’s name is carefully labelled on all items.

Rights and Responsibilities

Students and teachers should have the opportunity to work and learn in an encouraging, respectful and safe environment.

We expect students to:

- Follow the school rules so that everyone can listen and learn;
- Treat others and their belongings with respect and consideration;
- Use their manners and include others;
- Try their hand at everything they do;
- Show care and behave in a safe way; and
- Care for the school grounds and equipment.
Teachers are responsible for student welfare, for supporting and guiding student learning and behaviour.

Students are responsible for their own learning and behaviour. Students are responsible for following directions, co-operatively, responsibly and promptly.

School Camp
The school holds an annual whole school camp that is available to all students in the school to participate in. It generally runs on a three (3) year cycle – beach, bush and city camps.

School Council
The School Council is an elected body of parents, staff and community members along with the Principal, who is responsible for the efficient running of the school within guidelines provided by the Education Department. Council Elections are held every year in March at which time one half of the Council positions become vacant. The term of office for each elected member is two years, with casual vacancies being filled as required. Council meetings are held approximately once a month during the school year. These meetings are open meetings to which all are invited to attend.

The role of the School Council includes:

- To determine the general educational policy of the school within the guidelines issued by the Department of Education and Early Childhood Development;
- To act as a forum for the wider school community in relation to curriculum objectives, the use of resources and broad organisational policies; and
- To generally stimulate interest in the school and initiate any action considered necessary for the welfare of the school community.

School Reports
Written school reports are sent home to parents in the middle of the year, just prior to the end of Term 2 and at the end of the year, just prior to the end of Term 4. Staff are always happy to discuss your children’s progress at any time during the year, but it is necessary to make an appointment. Information about the format of school reports, including an explanation of the A to E rating system, is available from http://www.education.vic.gov.au/aboutschool/studentreports/default.htm.
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School Rules

Because we have the right to be safe and secure, the following forms of behaviour can be intimidating or dangerous and will therefore be discouraged:

- fighting, bullying or any other form of aggressive behaviour;
- throwing stones or other dangerous objects;
- use of sticks;
- leaving the school ground without permission;
- running in or around school buildings;
- climbing trees or structures other than designated playgroup equipment;
- being in school buildings without teacher permission;
- teasing and name calling; and
- swearing.

There will be specific occasions when it is necessary to establish temporary or short term rules to ensure the safety and uninterrupted education of the students.

School Times

School commences at 9.00am and finishes at 3.30pm. Recess is between 11.00am and 11.30am and lunchtime is between 1.00pm and 2.00pm.

Sex Education

This is offered to all students in Grade 6 every year. The program is completed by an outside organisation, usually Family Planning Victoria. A parent’s evening is run in conjunction with this program so that parents are able to gain an understanding of the approaches used and topics covered during the program.

Smoking

Smoking is strictly prohibited on school grounds.

Student Banking

The school participates in the Commonwealth Bank’s School Banking program. Starter packs, which include information about the program and relevant forms, are available from the school Office. Once registered for the program the bank will send the student a bank book, which can then be used to make deposits. Bank day is each Thursday. Upon each deposit the student is given a voucher and when they have collected 10 vouchers they can be redeemed for a reward. Remind your child to hand their bank book into the Office first thing in the morning.
Student Behaviour

Positive and responsible student behaviour is necessary to ensure a safe, happy and productive school environment. The school wishes to encourage student responsibility, self-discipline, respect for each other’s rights and the creation of optimal conditions for effective teaching and learning. Positive student behaviour will be actively encouraged and recognised in a variety of ways:

- Verbal praise and/or encouragement;
- Cardi Awards;
- Kooka Awards (if applicable);
- House points;
- Stickers;
- End of Semester Academic Reports;
- A note in student’s Communication Book; and
- Acting as school representatives.

When students do not meet the school’s behaviour expectations a staged response will be implemented.

Swimming

The school offers a 9 day intensive swimming program for all students each year. For more information speak with Liz Alderson.

Term Dates


Transfers

Should you require a transfer to another school, please give advance notice of your intentions by contacting the Principal.
Uniform
Cardinia Primary School has a school uniform which consists of:

**Boys**
- Navy windcheater with jade green logo
- Jade green polo shirt with navy logo
- Navy tracksuit pants
- Navy rugby shorts with jade green logo
- Navy hat with jade green logo

**Girls**
- Navy windcheater with jade green logo
- Jade green polo shirt with navy logo
- Summer dress with jade and navy tartan
- Navy rugby shorts with jade green logo
- Navy hat with jade green logo

Valuables
Students are asked NOT to bring money or any personal valuables in the way of jewellery, electronic toys, swap cards, mobile phones etc. to school. Student property is not insured by the school, so any damage, loss or theft is the owner’s responsibility. When money is sent for excursions, meal deals etc. it should be placed in an envelope with the child’s name, grade and purpose on the front and taken to the Office.

**Victorian Essential Learning Standards (VELS)**
The Victorian Essential Learning Standards (VELS) outline what is essential for all students to learn during their time at school. They provide a set of common state-wide standards which schools use to plan student learning programs, assess student progress and report to parents.

The VELS are divided into three strands. They are:

- **Physical, Personal and Social Learning**, which includes Health and Physical Education, Interpersonal Development, Personal Learning and Civics and Citizenship.
- **Discipline Based Learning**, which includes English, Mathematics, The Humanities, The Arts, Languages other than English and Science.
- **Interdisciplinary Learning**, which includes Communication, Design, Creativity and Technology, Information and Communications Technology and Thinking Processes.
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More information about the VELS, including more details about each of the above domains, can be found at http://vels.vcaa.vic.edu.au/overview/.

Visitors
All visitors to the school are required to attend the school Office and sign the Visitor’s Book.

Voluntary Contribution
The school asks all parents to make a voluntary contribution of $40.00 per family to assist with the purchase of additional equipment such as computers, software and other educational materials. This contribution is also used for grounds beautification.

If families are unable to assist physically at the school (i.e. at working bees, with classroom assistance or through representation on School Council or Parents’ Club), but would like to contribute financially in lieu of helping at the school they are welcome to pay a further voluntary contribution of $100.00.

Whole School Picnic
This is run early in Term 1 as a family day at Erewhon Point, Phillip Island. The Parents Club organise a sausage sizzle lunch and students and their families enjoy a day of swimming and beach activities.

Working Bees
Workings bees are normally held once a term and allow the school grounds to be maintained and improvements made. Your attendance, even if only once a year, would be greatly appreciated.

Yard Supervision
Students are supervised by three staff members during recess and lunchtime. After school each of the three main exit points are supervised until 3.50pm. Any students at school after this time will be required to sit at the school Office while attempts are made to contact their parents/guardians.