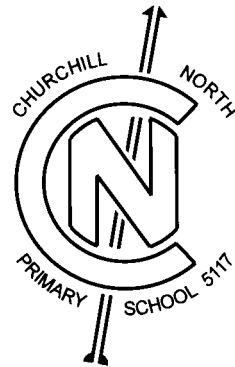


CHURCHILL NORTH PRIMARY SCHOOL



Information Booklet 2023



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INFORMATION BOOKLET

SCHOOL INFORMATION

This information booklet has been prepared to assist with the development of co-operation between home and school.

Please retain this booklet for reference throughout the year.

SCHOOL CONTACT DETAILS

Churchill North Primary School
PO Box 112
Churchill 3842

Phone: 03 5122 1976

Fax: 03 5122 3185

Email: churchill.north.ps@education.vic.gov.au

Website: churchillnth.vic.edu.au

SCHOOL HOURS

8:45 – 10:45am	Class Instruction
10:45 – 11:15am	Morning Recess
11:15am – 1:15pm	Class Instruction
1:15 – 1:25pm	Lunch Inside (Eating)
1:25 – 2:15pm	Lunch Outside (Play)
2:15 – 3:15pm	Class Instruction

Our school motto is ***“Learn together, Play together”***

TERM DATES

2023

Term 1: 30 January (school teachers start 27 January) to 6 April

Term 2: 24 April to 23 June

Term 3: 10 July to 15 September

Term 4: 2 October to 20 December

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STAFF 2022

Principal:	Colin Price
Assistant Principal:	Stacey Jacobsen
Class Teachers:	Kayla Precht Stacey Wood Linda Macgregor Fiona Morrison Patrick Kilday Jackson Chin Sue Ensor Paul Taylor
Specialist Teachers:	Peta Bishoff – Visual Arts Zoe Quinsey-Munro – Sport/Health Sarah Walsh – ICT/STEM
Education Support (ES): Ongoing staff only	Sarah Teychenne – Business Manager Julie Reggardo – Administration / Education Support Maryanne Lugton – Educational Support / Welfare / Swimming Sandra Backhausen – Educational Support / Swimming Diane Bosma-Lindgren – Educational Support Belinda Bramwell – Educational Support Stacey Chapman – Educational Support Kaitlyn Edwards – Educational Support Tara Evans – Educational Support Janet Kootstra – Educational Support Kellie McCartney – Educational Support Connor Nilsson – Educational Support Brooke Ogilvy - Education Support Katey Shore – Educational Support Jodie Tame – Educational Support MJ Vernier – Educational Support Deanna Wager – Educational Support Elly Walker – Educational Support

INFORMATION BOOKLET

SCHOOL OVERVIEW

At Churchill North Primary School, our philosophy is to facilitate a culture of **challenge** along with a **growth mindset** to enable students to develop as **resilient, resourceful and confident** young citizens, capable of engaging in all tasks and situations and achieving high standards; this is based on the notion that all staff take a **genuine interest** in the needs of all children, by providing a **safe, caring and supportive environment in which to learn**.

Our students were actively involved in the development of our agreed school values of: **trust, courage, patience, teamwork, co-operation, respect, listening & responsibility** and continue to be involved in leadership activities annually to develop and refine these skills. Student leadership has a major focus within the school with students being actively represented, through Junior School council, school captain, and sports captains.

Our school's vision is to provide **high quality instruction and learning for EVERY child, EVERY day in EVERY classroom and environment**.

A comprehensive curriculum is provided in all domains, with specialist classes in ICT, Art, Sport & Mandarin.

Education Support staff provide additional support and extension to students, academically, emotionally, socially and through the development of language skills (expressive & receptive). A playgroup operates every Wednesday and Friday from 9am to 11am, to engage families and their children aged birth – 5 years.

Breakfast Club runs daily from 8:15am and is a great way to start the day.

Before and After School Care operates daily, 7:00 – 8:30am and 3:15 – 6:00pm.

Both School Council and Parents Association are actively involved in the functioning of the school through the work of School Council sub-committees, facilities, fundraising, social functions and educational activities.

The school conducts a weekly afternoon assembly where students and parents assemble to recognise group and individual achievements, promote excellence, and support the school's and community's values.

Programs and activities that directly support the wellbeing of our students include:

- Lunch Time Links program that provides sporting and leadership opportunities for students
- TAGS – Student engagement program
- Sports programs with involvement in Yinnar and District Sports
- Kinesiology, PMP, Mindfulness
- Language Program – Support for expressive & receptive language & articulation
- Student leadership program
- Active Junior School Council
- Breakfast club
- Regular whole school activity days
- Annual whole school concert
- Camps & Excursions
- Swimming
- Bike education
- Positive student welfare and management program
- Before and After School Child Care & Playgroup

INFORMATION BOOKLET

WHOLE SCHOOL PREVENTION STATEMENT

An effective school requires the active support of their community. Churchill North PS welcomes parents and the wider community in assisting to support and nurture all children in reaching their full potential.

Our values program and commitment to respectful relations focuses predominately on assisting children to become more aware of their responsibility for making the school and community a safe, inclusive, respectful and secure environment to learn & play.

Students were active in the development of the schools values; there are 8 in total. Staff dedicate time to the teaching of these values through circle time and direct teaching; this supports the development of a learning community and a positive school culture.

At whole school assemblies staff and our school student leadership team recognise individual students for demonstrating these values; students are presented with a certificate of recognition.

We believe that a positive approach to student behaviour is desirable to foster a school culture of personal responsibility and self discipline. The following values & their definition highlight this.

Trust

Someone that is trustworthy is responsible and can be relied upon.

Courage

Respecting yourself is showing courage.

Patience

Is demonstrated when you wait calmly for something to occur.

Teamwork

Is helping one another, working together and respecting others' opinions.

Cooperation

Is demonstrated when you work together responsibly.

Respect

Is demonstrated when you treat others fairly.

Listening

Good listening is demonstrated when you make an effort to hear something.

Responsibility

Is demonstrated by being sensible, dependable, reliable and trustworthy.

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ABSENCES

Department of Education policy requires schools to indicate whether a student's absence has been approved or not approved. To have an approved absence for a student, parents must inform the school in writing or by phone of the dates and reason for any absence. Our attendance policy is available upon request.

Attendance can be communicated to the school via uEducateUs: <https://login.ueducateus.com.au>

ASSEMBLY

Our school conducts a weekly assembly for all students every Friday morning. Parents are encouraged to attend these assemblies where student achievement and educational success recognised.

ANAPHYLAXIS

The key to prevention of anaphylaxis in schools is to acknowledge students who have been diagnosed as at risk, awareness of allergens, and prevention of exposure to those allergens. Partnerships between schools and parents/guardians are important in helping the student avoid exposure.

Please obtain the necessary Anaphylactic Management Plan form from our office and complete the details on anaphylactic management so that our staff can carry out your instructions. This plan requires updating each year and whenever changes to medication are made by a doctor.

ASTHMA

If your child suffers from any kind of asthma, please obtain the necessary Asthma Plan form from our office and complete the details on asthma management so that our staff can carry out your instructions. This plan requires updating each year and whenever changes to medication are made by a doctor.

ATTENDANCE

All students under the age of 17 years are required to attend school. Parents of students with an unsatisfactory attendance record will be contacted by the school to explain their child's non-attendance. Support will be provided to families of students who have difficulty with regular attendance.

- Late Arrival – Students who are late for class must sign in at the office and obtain a **Late Pass** to give to their teacher.
- Early Departure – Students who need to leave school early must have their parent sign them out at the Office. All students must obtain a pass out card to give to their teacher.

BEFORE AND AFTER SCHOOL CARE

This service operates from the school Monday – Friday, 7:00 – 8:30am and 3:15 – 6.00pm, and is available to all families. Families may apply for the Child Care Rebate. Contact the office for further information.

BREAKFAST CLUB

Monday to Friday, 8:15 – 8:30am, free to all students. No booking required.

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BUS TRAVELLERS

Students who live more than 4.8km from school are eligible to travel on a contract school bus service where provided. A town bus service is available for our students. A Myki ticket needs to be purchased.

Students travelling to school by bus will be dropped off at the school gate on Grevillia Street. At the end of the school day, students travelling on any bus are expected to assemble in the designated area for supervision until the bus arrives. Students must be checked off against the school bus roll.

BULLYING

Our school does not tolerate any form of bullying. Students are encouraged to inform their class teacher or duty teacher immediately if an incident occurs. If your child does not tell their teacher, please contact our school and report the matter as soon as possible. Our school will do its best to prevent bullying from occurring or continuing.

CAMPS

Camps are held every year for Grades 3 – 6; the venue and cost will be published at the beginning of the school year. Latrobe Valley network camps are held at Woorabinda and alternatively at Somers camp. Advanced notice is provided to families.

Students in Grade 5/6 have the opportunity to attend Sports Camp. Spaces are limited as these are network camps. The school conducts camps as per our Camps policy.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities like:

- school camps or trips
- swimming and school-organised sport programs
- outdoor education programs
- excursions and incursions

Families with a valid means-tested concession card or temporary foster parents are eligible to apply. See www.education.vic.gov.au for more information.

CANTEEN

We run a canteen once a week on a Friday; the list of items is available on our website. Students hand their orders into the box in their classroom.

INFORMATION BOOKLET


CHILD SAFE STANDARDS

In complying with the Child Safe Standards, an entity to which the standards apply must include the following principles as part of each standard:

- promoting the cultural safety of Aboriginal children
- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of children with a disability.

To create and maintain a child safe organisation, an entity to which the Child Safe Standards apply must have:

- strategies to embed an **organisational culture of child safety**, including through effective leadership arrangements
- a child safe policy or statement of **commitment to child safety**
- a **code of conduct** that establishes clear expectations for appropriate behaviour with children
- screening, supervision, training and other **human resources practices that reduce the risk of child abuse** by new and existing personnel
- **processes for responding to and reporting suspected child abuse**
- strategies to **identify and reduce or remove risks of child abuse**
- strategies to promote the participation and **empowerment of children**

Ministerial Order No. 870, operationalises the Child Safe Standards in all Victorian schools, comes into operation on 1 August 2016. See:  Ministerial Order 870.

Victoria has introduced compulsory minimum standards that will apply to organisations that provide services for children to help protect them from all forms of abuse. The child safe standards form part of the Victorian Government's response to the Betrayal of Trust Inquiry.

The aim of the child safe standards is to drive continuous improvement so that protecting children from abuse is embedded into everyday thinking and the practice of leaders, staff and volunteers.

COMPLAINTS

At times, parents may have concerns they wish to take up with the school. Churchill North Primary School welcomes this feedback and encourages parents to raise issues so they can be dealt with speedily and attempt to resolve any issue(s) to the satisfaction of all concerned.

The following procedures should assist parents in handling such concerns:

- Raise the matter with the school via telephone, diary entry, or written communication, remembering that while you have one side of an issue, others will have another side.
- Arrange to speak with the Class Teacher or Specialist Teacher where appropriate. The school will advise you on who it is best to speak to first. You can always follow up your concern with other people in the school later.
- If the issue is not resolved, make an appointment to see the Principal. Inform the Principal of the nature of the issue.

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After the meeting you may need to:

- Be prepared to monitor the situation with follow-up phone calls or meetings.
- Be available for further discussions with appropriate people at school.
- Consider involving the support of outside agencies such as Guidance Officers or Social Workers. This can also be arranged through the school.

If the matter is still unresolved you may seek advice from the Gippsland Regional Office (Phone 5127 0400). The role of the Region is to provide additional advice, support and feedback to the school in seeking a positive solution.

All issues and complaints must ultimately be resolved at the school level and the Principal is the key person in seeking a satisfactory outcome. We are committed to seeking a resolution to all concerns sensitively and with a commitment to listening and responding positively to all your concerns.

There will be a **zero tolerance** to verbal abuse while resolving complaints.

CURRICULUM

Our school priorities are English, Numeracy, ICT, Art and Physical Education.

EARLY DISMISSAL

Normal dismissal time is 3.15 pm. On the last day of each term, dismissal time is 1.15pm as the required 4 hours of instruction is achieved.

Foundation students will attend school 4 days a week in Term 1; Wednesdays have been designated as a pupil free day for Foundation students.

ELECTRONIC SIGN

Important upcoming events, dates, and reminders are communicated via the electronic sign at the front of the school, facing Coolabah Drive. Please take note of these.

EXCURSIONS

During the year students may be taken to places of educational value. A notice will be sent home to parents each time an excursion is scheduled, together with a permission form which must be signed and returned to school. Cost of transport is kept to a minimum.

Only students in **full school uniform** will be permitted to attend excursions. Students with an unacceptable behaviour record may be excluded from an excursion or camp at the discretion of the Principal.

LOCAL EXCURSIONS – Any excursion within walking distance of our school may be undertaken at short notice. We therefore ask parents to sign a General Permission form at the start of your child's schooling. Where possible, parents will be informed of these types of local excursions.

INFORMATION BOOKLET

FACEBOOK

Facebook is, by its nature, an informal communication tool. At Churchill North Primary School we use this to inform parents of activities that may be of interest to the parent community.

This includes information about school activities, such as assemblies, sports days, school concerts, camps, excursions, canteen details, and OSHC activities.

HEAD LICE

Our school's head lice program encourages parents to check their child's hair at home. We can only check students where we have received a consent form to do so, which parents are asked to complete at the start of your child's schooling. Once completed, this will remain valid for the rest of their primary school years.

Whenever we become aware of head lice in the school, a note will be sent home to inform parents of the class(es) concerned. Students with head lice will be given a note at the end of the day asking parents to carry out the necessary treatment. A signed note stating that treatment has been carried out needs to accompany the student upon return to school.

HOMEWORK

Our school has a homework policy with the aim of encouraging family involvement in the learning process and to improve the learning outcomes of students. At the beginning of each year, parents will receive a letter from their child's class teacher, detailing the homework procedures and requirements.

INDIVIDUAL LEARNING PLANS (ILP)

An Individual Learning Plan (ILP) is a meaningful education program that establishes short term goals that will sequentially lead to the achievement of a long term goal. It details age appropriate, short, sharp activities that allow a student to practice selected skills several times a week with an adult.

Students who are identified as being below DET targets in Numeracy and/or Reading will have an ILP.

In the junior grades, Foundation to Grade 2, students who are identified as being six month or more behind the expected level, as per DET target.

The senior program, targeting Grades 3 to 6, will involve students who are identified as being one year or more behind their expected area of achievement, as per DET target.

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INFECTIOUS DISEASES

Teachers and parents should be aware of the following brief list of infectious diseases that require a student to be kept at home.

DISEASE	EXCLUSION PERIOD
Hepatitis A	Until a medical certificate is received, but not before 7 days after the onset of jaundice or illness
Measles	For at least 4 days after onset of rash
Rubella (German measles)	Until fully recovered, or for at least 4 days after onset of rash
Ringworm, scabies, head lice	Until the day after appropriate treatment has commenced
Mumps	For 9 days or until swelling goes down (whichever is sooner)
Chickenpox	Until all blisters have dried. Usually at least 5 days after the rash appears in unimmunised children, but may be less in immunised children
Impetigo (school sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing
Conjunctivitis	Until discharge from eyes has ceased

A full list of infectious diseases and their exclusion times is kept in the office and is available on our website.

INTEGRATION PROGRAM

Our school is highly skilled in catering for the needs of all students. Educational Support staff work alongside students with additional needs, with an ultimate aim of having students work independently.

Such programs include: Expressive and Receptive Language program, Articulation program, Social skills, Kinesiology & Perceptual Motor Program.

Please consult our Principal to discuss additional support.

JUNIOR SCHOOL COUNCIL

Elected representatives from our Foundation to Grade 6 student body form the Junior School Council.

This group discusses ideas raised from the student body and either acts upon them or asks School Council for assistance. Members of the Junior School Council are invited to speak each term as School Council meetings.

LIBRARY

Students attend our school library with their class and are able to borrow and return books during this time; however the library is open for borrowing and returning from 8:30 each morning.

LOST PROPERTY

All students' clothing should be clearly **labelled**. Labelled property is returned to the child by teachers. Unlabelled property is stored in a large orange box located at the staffroom foyer. Parents should enquire at the office if they wish to search through the lost property box. Items not collected beyond any term holiday are donated to charity.

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LUNCHES

From 1:15pm to 1:25pm, students eat their lunch in the classroom under teacher supervision. If students do not finish their lunch they are required to eat undercover. No food is to be eaten outside of this area.

From 1:25pm, students are sent outside to play in the school yard for the remainder of the lunch period.

Students going home for lunch require the written permission of a parent. If they go home every day, ONE note will suffice. However, if they go home occasionally, a note will be required to be dropped off at the office each time.

Students **with written permission** to go home for lunch will be allowed to leave at 1:15pm, however they must sign out at the office before leaving the school grounds.

If your child brings lunch to school, please ensure:

- that the lunchbox is clearly labelled;
- that drinks are in clearly named, unbreakable containers. Cans of drink are not permitted;
- that they understand that they should take home uneaten food so that you will know to cut down the lunch. A great amount of food brought to school ends up in the bins;
- that 'playlunch' is wrapped separately for eating at recess time, as younger students tend to get confused and eat everything at once.

LUNCH TIME LINKS

Each day students have the opportunity to participate in activities such as obstacle courses, T-ball, sand castle making, soccer, football and netball. They may also borrow equipment from the sports room. These are coordinated by students in the senior grades, with the aim of developing and supporting the development of leadership skills, cooperation and greater engagement of students at break times.

MANDATORY REPORTING

REPORTING CHILD PROTECTION CONCERNS

All children have the right to feel safe and to be safe all the times, but safety does not just happen.

Churchill North Primary School promotes a child safe organisation we take deliberate steps to protect children from physical, sexual, emotional, psychological and cultural abuse, and neglect.

Churchill North Primary School has **zero tolerance for child abuse**.

School staff have a duty of care to protect the safety, health and wellbeing of children in their care. If a staff member has concerns about the safety, health and wellbeing of children in their care, they should take immediate action.

Mandatory reporters, who believe on reasonable grounds that a child or young person is in need of protection from physical injury or sexual abuse, must report their concerns to Department of Health and Human Services (DHHS) Child Protection.

The school has developed a safe, inclusive and supportive environment that involves and communicates with children, young people and their parents/caregivers. We encourage the child and parent/caregivers' involvement and engagement that informs safe school operations and builds the capability of children and parents/caregivers to understand their rights and their responsibilities.

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MEDICATION

Parents of students who require medication during the school day should complete our Medication proforma and discuss it with our staff.

Where a student requires regular medication, the medication (clearly labelled with student's name) will be kept in a locked container at the office. Parents must sign all medication in. Students will need to come to our office to receive their medication.

NEWSLETTER

Our school newsletter is published on uEducateUs, our website, and our Facebook group once a month.

PARENTS & HELPERS ASSOCIATION

Meetings are usually set by the Parents & Helpers Association at the beginning of each year and are coordinated by a member of staff. The Parents & Helpers Association has taken responsibility for raising money towards school programs and projects by conducting sausage sizzles, stalls and various other fundraising activities.

Notification will be in the newsletter regarding meeting dates, etc

PARENTS VISITING SCHOOL

Our school encourages communication between staff and parents. Through effective communication we are best able to serve the interests of our students. Our staff strive to cooperate with parents in a friendly, courteous manner. We expect parents to act in a similar manner.

Throughout the year there are many opportunities, both formal and informal, for communication to take place.

If a parent wishes to discuss any matter(s) with a teacher, in relation to their child, they should make prior arrangements with the teacher concerned.

If a parent wishes to see a teacher during school time, without having made prior arrangement, they need to see the Principal first.

The Principal may be asked to sit in on a discussion, if so requested by a teacher or parent.

As the Principal has commitments, it is worth ringing before coming to school.

PETS

Family pets should not be brought to school unless permission is obtained first. Parents are to ensure that their animals do not follow children to school. Council Officers regularly collect these animals and they could take action against you.

PLAYGROUP

Playgroup currently operates on a Wednesday and Friday at the school from 9:00 – 11:00am, and is open to all families in the Churchill community with preschool children. The cost is a gold coin donation.

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POLICIES

After School Care	Anaphylaxis	Asthma
Attendance	Behaviour Management	Bullying
Camps	Child Safe Standards	Complaints
Curriculum Report	Dress Code	Drug Education
First Aid	Head Lice	Homework
ICT	Junior School Council	Learning Club
Library	Literacy	Maths
OHS	Out of Home Care	Privacy
Professional Development	Reporting	Social Media
SSG	Staff Leave	Student Engagement & Wellbeing
Student Leaders	SunSmart (weather)	Suspension
Visitors and Volunteers	Welfare	Working With Children Check

READING CLUB

Our Education Support staff open the community building for students to sit quietly and read or be read to once a week; this is popular with students.

RELIGIOUS EDUCATION

Special Religious Education (SRE) is **dependent upon the availability of qualified instructors**. Instructors who are accredited by Access Ministries will be teaching Christianity. SRE is not a compulsory subject and no child will be taught SRE unless parental consent is provided. A fee may be associated to purchase materials used in SRE. SRE, should it be provided, will run for 30 minutes, once per week. Students not participating in SRE will be given work to do.

Should you wish for your child to participate in SRE, parent consent forms are available at the office.

REPORTING TO PARENTS

Our school strives to keep parents informed about school matters in a variety of ways:

Academic Growth Award

The Academic Growth Award is awarded each term to students who show an improvement within the academic achievement in Literacy & Numeracy. It is presented to the child within each grade that demonstrates the greatest growth within learning.

Our intention is to recognise, encourage and celebrate growth in learning and to build community awareness and knowledge in supporting students in their learning

Annual Report

Each year our school provides a summary of all the events and student achievements of the previous year. Copies are available for parents from the school office.

Information Sessions

From time to time, staff will conduct information sessions for parents about curriculum matters.

Reporting Student Progress

During the year parents have the opportunity to receive feedback from class teachers about their child's progress:

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- **Term 1** – Parent/Teacher Interviews. Parents will be asked to select a time to discuss their child's progress at school with their class teacher.
- **Term 2** – Written Report. Parents will be provided with a detailed report on their child's progress for the first semester. Both parents and teachers will have the option to request an interview if necessary.
- **Term 3** – Written Report. Parents will be provided with a brief summary of their child's attitude to learning and behaviour.
- **Term 4** – Written Report. Parents will be provided with a detailed report on their child's progress for the second semester.

Learning Power Award

The Learning Power Award supports students in the development of work quality, attitudes and behaviours to be powerful learners. Students are assessed against the set criteria each term and this information is sent home to families.

Our intention is to clearly articulate the work quality, attitudes and behaviour that students will need to equip themselves with in order to assist them in becoming resilient, engaged and independent learners.

School Review

Every four years the school's academic and attendance results are analysed by an independent verifier checking all our data. A new strategic plan is developed as a result of this process. Copies are available to parents.

RESPECTFUL RELATIONS

Churchill North Primary School is committed to implementing the Respectful Relationships initiative to promote and model respect and equality, and to teach our students how to build healthy relationships, resilience and confidence.

We are committed to:

- A whole school approach to school-based, primary prevention of gender-based violence
- Ongoing development of our school culture and environment embedding a culture of respect and equality
- Professional learning to support school leaders, teachers and other school-based staff
- Delivering social and emotional learning and respectful relationships education consistent with the Victorian Curriculum
- Providing support and resources for staff and students
- Building relationships with the community, including prevention and response services, community groups and families

Our school will:

- Through a cycle of continuous improvement, undertake an assessment and planning process to identify gaps and/or limitations in existing culture, policies, structures and practices including staff, student and families' feedback on respect and gender equality in our school
- Identify and use Respectful Relationships funding and other appropriate resources to implement key actions to promote respectful relationships and gender equality and prevent gender-based violence.
- Monitor and evaluate our progress in implementation of the whole school approach to the Respectful Relationships initiative.

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SCHOOL CLOSURE

In addition to the Term Holidays and Public Holidays for Labour Day, ANZAC Day, Queen's Birthday and Melbourne Cup, as per DET guidelines, the school will close on **four** additional days, which will enable staff to attend professional development.

School Council are active in setting and approving these dates and reminders will be provided within the newsletter. Students do not attend school on these days.

SCHOOL COUNCIL

The Council is constituted in accordance with Department of Education directives. It comprises of eight elected parents, three elected teachers and the School Principal.

School Council elections are usually conducted in February. Council members are also required to be on at least one of the following sub-committees:

- Curriculum
- Facilities
- Finance
- OSHC
- Marketing

Power and responsibilities:

- The government intends that School Councils be the focus of school based decisions.
- School Councils have a major responsibility in formulating the education policies and plans for the school.
- School Council is responsible for the overall management of the school's finances.
- An additional responsibility is to ensure all buildings and grounds are adequately maintained.

SCHOOL LEVIES

A detailed letter is sent home to all families at the end of each year providing a comprehensive break down of parent contributions towards materials and services. This levy is set by School Council who aims to keep this as low as possible in order to ensure that all parents are able to meet these costs.

SCHOOL RULES & EXPECTED BEHAVIOURS

The following rules and behaviours have been adopted in the interest of the safety and well-being of all students. The support of parents and students is essential as Churchill North aims to provide a safe environment for all students to learn and play.

- Students are not permitted to leave the school grounds between the time of arrival and dismissal, unless they have prior permission.
- If a child has to go home during school hours, written permission of a parent is required OR the child may be collected personally by first contacting the office.
- Playground supervision is provided at all recess breaks and during lunchtime. Parents are cautioned that their children cannot be supervised outside school hours (unless previously booked into our OSHC program) and are therefore advised to arrange for their child/children to arrive in the school grounds not before 8.30am, and to instruct them to leave the school grounds immediately after dismissal.

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- Students must cease play immediately when the music starts or the bell rings and make their way to the appropriate assembly area.
- No child is permitted on the roof.
- Bikes must not be ridden in the school grounds.
- Dangerous items are NOT PERMITTED at school.
- The following areas are out of bounds for students:
 - The car park and area west of the Administration Block, as this is a designated staff car park. (The double gate at the car park is NOT to be used by students).
 - The main porch of Unit A (Library, Staffroom, Office).
- Ball games are NOT to be played before school in or around the undercover area.
- Students crossing Coolabah Drive **MUST** use the school crossing.

CLASSROOM BEHAVIORS

1. Listen to and follow instructions.
2. Keep your hands and feet to yourself.
3. Use equipment wisely and safely.
4. Respect people and property.

Each class will develop additional behaviours focusing on safety, respect for others and care for property. Parents will be sent a copy of the classroom behaviours early in Term 1 each year.

PLAYGROUND BEHAVIORS

1. We follow all teachers' directions the first time.
2. We play fairly and treat each other with respect.
3. We throw **only** balls and climb **only** on playground equipment.
4. We look after and take pride in our school.

SICK STUDENTS

Parents, please ensure that you have completed all particulars on the enrolment form and update changes as they occur. Change of job, emergency contacts and telephone numbers should be notified to the school **IMMEDIATELY**.

It is important to inform us of any particular physical or emotional problems your child may have, as this allows staff to cater for your child and further understand their needs.

A sick student should remain at home. Infections spread rapidly and we do not have the facilities or staff to care for such students. If a student cannot cope with normal classes and recesses because of sickness, they **SHOULD NOT BE AT SCHOOL**.

Students who become sick at school are placed in the Sick Bay for observation. If the student is considered not well enough to return to class the parents will be notified and asked to collect their child. If contact cannot be made with the child's parents (or emergency contact) then the child will remain in the Sick Bay.

All students who are treated in the Sick Bay will bring a note home advising the parent of any treatment undertaken.

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STUDENTS WITH ADDITIONAL NEEDS

Churchill North Primary School supports all students in their educational development via support and extension programs such as:

- Articulation program
- Expressive & Receptive language program
- Educational support
- Welfare
- Comprehensive assessment of students
- English support and extension
- Numeracy support and extension

Our staff have a comprehensive knowledge and understanding of students with: Autism, intellectual disability, physical / health / hearing / visual impairment and severe behaviour.

STUDENT LEADERSHIP

All students are encouraged to be leaders within the school: Such examples of student leadership include:

- School Captain / Vice Captain
- Sports Captains/ Vice Captain
- Junior School Council, Foundation – Grade 6
- Involvement in developing school values and motto
- Grade 5/6 students coordinating weekly assemblies
- Grade 5/6 leadership development camp / managerial roles

SWIMMING PROGRAM

The school conducts an extensive swimming program throughout the year, which involves each class participating in a 6 week program. The program is part of the school curriculum and each child is expected to participate unless a written reason is provided by parents. Parents are advised in advance when their child's class is involved.

When students in Foundation or Grades 1 or 2 attend swimming, parents are asked to ensure that students wear practical footwear, e.g. if students cannot do up shoelaces they should wear pull on shoes.

For this program to operate successfully, parental assistance is required.

A fee to cover the swimming program is payable by parents.

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THE SOUND WAY

The Sound Way program is a tool designed to teach the base literacy skills of spelling, writing and reading. A junior program is implemented for students in grades Foundation – 4, and a senior program for Grade 5/6.

Students participating within the Junior and Senior Program over an eight-week period can achieve average increases of 2 to 3 years in reading vocabulary and reading comprehension.

WELFARE OFFICER

Our school has a part-time welfare officer whose job description includes:

- Working with families whose children have attendance concerns
- Liaising with families whose children are at risk either academically or socially
- Monitoring student behaviour in the school playground including bullying
- Withdrawal of individual/groups to develop confidence and/or support emotional needs

Student Code of Practice

PURPOSE

Our school believes that a positive approach to student behaviour is to foster a school climate within which personal responsibility and self-discipline will be developed. This is encapsulated in our school vision: "Treat others as you would like to be treated."

Churchill North Primary School believes that a positive approach to behaviour is desirable in order to foster a school climate where personal responsibility and self-discipline are developed.

Student engagement, regular attendance and appropriate behaviours are encouraged through the implementation of whole-school strategies supported by targeted and individualised support when required.

Actions and consequences are developed in consultation with, and agreed upon by, representatives from the whole-school community, including students. This fosters a cohesive and consistent response to poor attendance and inappropriate behaviour. These actions and consequences should be incremental (a staged response) and should be applied fairly and consistently.

The school applies fair and consistent Student Welfare and Attendance policies that have been collectively agreed upon and fairly enforced, in order to increase the likelihood that student connection to school is maintained.

Churchill North Primary School has **zero tolerance for child abuse**.

Churchill North Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Our policy is based on the following principles:

- All individuals are to be valued and treated equally.
- Students have a right to work in a secure environment, without intimidation, bullying or harassment, where they are fully able to develop their talents, interests and ambitions.
- Parents have a right to have their children educated in a secure environment in which care, courtesy and respect for the rights of others is encouraged.
- Teachers have a right to teach in an orderly and co-operative environment.
- Parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.

All students have the right:

- to be safe
- to be treated with respect
- to learn and play without interference or harassment
- to a well maintained school environment

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All students have the responsibility:

- to accept the consequences for their actions
- to develop self-discipline
- to treat others with respect
- to develop a pride in themselves, their learning and their school
- to be tolerant of others

Whole School Approach:

Churchill North Primary School has a whole school approach to discipline based on the Assertive Discipline approach. This approach operates in each classroom and in the playground.

School playground behaviour records are collected and analysed by staff.

A bullying behaviour survey is carried out and analysed, twice yearly with students from Grades 2 - 6.

CLASSROOM BEHAVIORS

1. Listen to and follow instructions.
2. Keep your hands and feet to yourself.
3. Use equipment wisely and safely.
4. Respect people and property.

Each class will develop additional behaviours focusing on safety, respect for others and care for property. Parents will be sent a copy of the classroom behaviours early in Term 1 each year.

PLAYGROUND BEHAVIORS

1. We follow all teachers' directions the first time.
2. We play fairly and treat each other with respect.
3. We throw **only** balls and climb **only** on playground equipment.
4. We look after and take pride in our school.

BREACHES OF THE CODE OF CONDUCT

Breaches of the Code of Conduct will be dealt with using appropriate consequences that could include:

- Warning/discussion
- Time out
- Sent to another classroom
- Sent to the Principal
- Deprivation of privileges
- Written or verbal apology
- Parent contact
- Development of a Behaviours Recovery Program when necessary
- A period of detention (inside or outside school instructional hours) depending on the severity of the breach
- Suspension and expulsion in line with DEECD guidelines

A full version of the Student Code of Conduct is available upon request.

Rights and Responsibilities of Students

<p>All students have the <u>RIGHT</u> to:</p> <ul style="list-style-type: none">• learn• have access to a broad curriculum• be respected• feel safe and protected• express their feelings and opinions openly• be free from bullying• not be abused at school• have teachers who are professional• a grievance procedure and due process• a clean environment• challenge others respectfully	<p>All students have the <u>RESPONSIBILITY</u> to:</p> <ul style="list-style-type: none">• work to the best of their abilities• respect the rights of others• follow school behaviours• be at class on time every day• follow instructions at all times• accept responsibility for their own learning, actions and behaviour• keep parents informed about school, events and policies• keep parents up to date about progress• be ready to learn at anytime• fulfil leadership roles• demonstrate the school values of respect, responsibility, team work, courage, trust, co-operation, patience and listening
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School Council & Community Code of Conduct

Churchill North Primary School will observe the following principles subject to the relevant acts and regulations:

- The learning needs of the students will be the primary consideration in decision-making.
- Monitoring of the achievement of school goals, improvement areas and priorities will be regular and rigorous.
- School community views will be canvassed and considered on major policy decisions.
- Diversity within the school will be recognised and utilised.
- Discussions relating to employees will be strictly confidential.
- Disagreements will be resolved within the council.
- Members of the council will be kept informed of their responsibilities, of current school practices, and of the policies and directions of the Department.
- Public comment will be the responsibility of the School Council President and the Principal.
- Councillors will declare conflict of interest where appropriate.

The underlying principles of the school council code of conduct include the promotion of:

- **Respectful** partnerships
- Clear and **honest** two-way communication
- **Transparent** processes
- **Democratic**, informed decision-making
- Personal and professional **integrity**

Community Code of Practice

Churchill North Primary School fosters and encourages the building of bridges with community members and developing a strong partnership between parents and teachers to assist in achieving its goals and enriching programs.

The school community is defined as the students, staff, and parents, guardians and other family members who share an interest in our school. The wider community is defined as residents of the school neighbourhood, kindergartens, local schools, local councils, community service organizations and local businesses.

Parent Involvement

- obtain advice and support for its educational and other programs
- have access to local resources to maximise student learning experiences
- further the home/school partnership
- Seek suitable sponsorship

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Community Resources

- the demands placed on the resources are not excessive
- the rights of community members will be respected and confidentiality guaranteed
- school to make available its resources to the community

Communication and School Promotion

- a regular newsletter distributed to all families
- www.churchillnth.vic.edu.au
- access to publications of annual reports
- parent information letters
- parent information evenings
- press releases to the local media
- whole school assemblies
- special education days
- student reports and interviews
- open days/nights

Parent Feedback

- any absences
- the health of their children
- custody issues
- other issues such as early departure, late arrival of children, other concerns requiring discussion and clarification

Feedback from the Community on our School Performance

- Parent club, School Council, Junior School Council
- Surveying community on relevant issues
- Constructive comments directed to the Principal and staff
- An open door approach to Principal and staff
- Invitations to attend/present professional development

Rights and Responsibilities of Parents/Carers

<p>All parents/carers have the RIGHT to:</p> <ul style="list-style-type: none">• expect their children to learn in a safe and supportive environment• be informed of the Student Code of Conduct and related school policy• be notified and consulted regarding student attendance• be notified and advised of student progress• be kept informed of school publications, functions, activities and excursions in a timely manner	<p>All parents/carers have the RESPONSIBILITY to:</p> <ul style="list-style-type: none">• use school procedures to deal with problems that may arise from time to time e.g. making an appointment at the office• sign enrolment and excursion forms to meet the school's needs in a timely manner• ensure their child's regular attendance and provide notification of any absence• support the discipline procedures and agreed values and behaviours of the school• encourage students to meet work requirements• ensure their child arrives at school on time and sign them in if late• ensure there is a time and place available for student homework• arrange appropriate transport to and from school for their children• assist and participate where possible in school programs and activities• be effective role models for students• support the school in maintaining a safe and respectful learning environment for all students• engage in regular communication with staff
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Victorian Teaching Profession Code of Conduct

The Code of Conduct has been developed for and by the Victorian teaching profession. It identifies a set of principles which describe the professional conduct, personal conduct and professional competence expected of a teacher by their colleagues and the community.

It is based on the values set out in the accompanying Code of Ethics, namely

**Integrity
Respect
Responsibility**

and draws on the Victorian Institute of Teaching's Standards of Professional Practice and codes of conduct for teachers developed by schools and other registration authorities.

Purpose

The Code of Conduct organizes what is already common practice within the teaching profession. Its purpose is to:

- promote adherence to the values teachers see as underpinning their profession
- provide a set of principles which will guide teachers in their everyday conduct and assist them to solve ethical dilemmas
- affirm the public accountability of the teaching profession
- promote public confidence in the teaching profession

The Code of Conduct will not cover every situation. There may be policies or procedures set down by the sector/school in which the teacher works, or there may be specific issues that are covered by an industrial agreement or award.

SECTION 1: PROFESSIONAL CONDUCT

A teacher's professional conduct is characterised by the quality of the relationships they have with their students, their students' parents (guardians and caregivers), families and communities and their colleagues.

RELATIONSHIPS WITH STUDENTS

Principle 1.1: Teachers provide opportunities for all students to learn

Principle 1.2: Teachers treat their students with courtesy and dignity

Principle 1.3: Teachers work within the limits of their professional expertise

Principle 1.4: Teachers maintain objectivity in their relationships with students

Principle 1.5: Teachers are always in a professional relationship with the students in their school, whether at school or not.

RELATIONSHIPS WITH PARENTS (GUARDIANS, CAREGIVERS), FAMILIES AND COMMUNITIES

Principle 1.6: Teachers maintain a professional relationship with parents (guardians and caregivers)

Principle 1.7: Teachers work in collaborative relationships with students' families and communities

RELATIONSHIPS WITH COLLEAGUES

Principle 1.8: Collegiality is an integral part of the work of teachers

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SECTION 2: PERSONAL CONDUCT

Principle 2.1: The personal conduct of a teacher will have an impact on the professional standing of that teacher and on the profession as a whole

SECTION 3: PROFESSIONAL COMPETENCE

Principle 3.1: Teachers value their professionalism, and set and maintain high standards of competence

Principle 3.2: Teachers are aware of the legal requirements that pertain to their profession. In particular, they are cognisant of their legal responsibilities in relation to:

- discrimination, harassment and vilification
- negligence
- mandatory reporting
- privacy
- occupational health and safety
- teacher registration

Rights and Responsibilities of Teachers

<p>All teachers have the RIGHT to:</p> <ul style="list-style-type: none">• expect that students will make the most of their educational opportunities• expect students to be well prepared, equipped and be on time for class• expect regular and punctual student attendance and good communication over absences and lateness• operate without external interference or harassment• have a pleasant and safe working environment• receive courtesy, respect, support and politeness from students, parents, staff and the general community• teach in an orderly and co-operative environment• be informed, within privacy requirements, about matters relating to students that will affect the teaching and learning program for that student	<p>All teachers have the RESPONSIBILITY to:</p> <ul style="list-style-type: none">• know their students and the content which they will teach• treat students with respect and dignity• devise and use a variety of strategies for individual students• accept and operate within the whole school plan and code of conduct• be accessible to families at a convenient time for both parties• make appropriate contact with families regarding work performance and behaviour• be on time for class• be properly prepared with an appropriate and relevant curriculum• provide high quality reports• participate in school functions and contribute to the school ethos• be effective role models for students with particular reference to language, dress, courtesy and manners• return work promptly after marking or correction• create and maintain safe and challenging learning environments• demonstrate the school values of respect, responsibility, team work, courage, trust, co-operation, patience and listening
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Further information can be found at the following site: www.vit.vic.edu.au

Principal Code of Conduct

The Principal is required to work within the context of legislation and regulations, and of policies determined by the Department of Education and Training. In addition, the Principal is expected to operate in accordance with school values. At Churchill North Primary School the following framework is used to define what is expected of the Principal.

Provide Leadership by:

- articulating a vision for the school
- providing a positive example to all members of the school community
- encouraging open discussion on professional issues
- encouraging others to be risk takers

Provide effective management by:

- implementing consultative decision making processes
- making decisions in a timely and open manner
- supporting the development and operation of teams as a management structure
- ensuring that roles and responsibilities are clearly understood

Maintain positive relations with staff by:

- ensuring that there is regular feedback provided to all staff
- ensuring that all members of staff are treated fairly
- being accessible to staff
- showing a readiness to listen to staff views and concerns
- taking an interest in the welfare and professional growth of every staff member

Develop positive relations with students by:

- being accessible to, and communicating regularly with, students on a formal and informal basis
- providing processes through which views of the student body can be presented to the principal
- being fair and consistent in the way students are treated
- reinforcing the core values of the school with the student body

Actively engage the broader school community by:

- being accessible to parents and other community members
- making opportunities to raise the profile of the school within groups outside of the school
- genuinely encouraging parents to see themselves as partners in supporting the learning of their children
- developing projects in partnership with community groups and organisations

Churchill North Primary School Appearance and Dress Code Policy

A school Appearance and Dress Code develops a sense of pride in and belonging to a school. School uniforms are cost effective whilst giving both parents and students a degree of choice through the wide range of uniform clothing available. It is believed the following Appearance and Dress Code has potential to promote group security and individual student safety.

The wearing of school uniform is compulsory. Parents indicate their support of the Appearance and Dress Code Policy on their child's enrolment form. Shoes are part of our school uniform. School uniform is a very important part of Churchill North Primary School's ethos and tradition.

1.0 AIM

- To create a sense of collective and individual pride in students and their identification with their local school community
- To promote the school image when students are participating in public activities
- To provide economically sensible attire for students to wear
- To minimise the competitive spirit amongst students in relation to fashion labels and trends
- To remove the conflict for families in relation to the selection of clothing
- To facilitate group security and individual student safety
- To promote sun smart awareness and practice

2.0 GUIDELINES

- All students are expected to abide by the dress code
- Parents will be expected to provide the school with an explanation when their child is out of uniform i.e. note, phone call or personal contact
- Students who are continually not meeting the expected appearance and dress code outlined below in this policy with no reasonable excuse will receive a note home reminding parents of their agreement to the school dress code policy upon attending this school
- Students not wearing the approved school uniform will be excluded from school excursions and outings
- Students not wearing the approved school footwear will be excluded from school activities deemed to be unsafe
- Prospective students and parents will be informed of Appearance and Dress Code policy changes as they occur
- Parents can access from the school pre-loved uniform items at reduced costs
- If students do not adhere to these guidelines, they will be required to make the necessary changes to conform to this policy

3.0 IMPLEMENTATION

School Appearance and Dress Code:

- Wearing of a school uniform is compulsory for all students
- Students will be appropriately attired for the weather and school activities (e.g. sport)
- Students will be encouraged to be clean and of neat appearance

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- Suitable footwear will be worn - shoes or sneakers that are predominantly blue, black or white with socks. Closed in sandals with socks may be worn in the hot weather
- High heel shoes, thongs, open strapless shoes and slip on (ballet) shoes and any other shoes posing hazards to personal safety during school activities are not permitted
- Students may only wear the following hats to school:
 - The school approved slouch, bucket or legionnaire navy hat. This is required to be worn from September 1st to April 30th in accordance to the SunSmart Policy
 - An optional plain navy blue beanie which can be worn during winter
- Students may only wear school purchased jackets and polo shirts (with a collar). T-shirts may not be worn at school
- Students may only navy wear trousers and tracksuit pants. Jeans and jeggings are not to be worn at school
- Students may only wear blue/white leggings and tights under shorts, dresses and skirts
- Make-up, jewelry and body adornments must be minimal, unobtrusive and safe. Students may wear watches, ear studs and sleepers to school. (Sleepers can be worn at your own risk, particularly during sport sessions. No dangly earrings will be accepted)
- All hair accessories are to be in the colours of navy blue or white and simple in size and style
- Student's hair will be neat and tidy. It must be tied up if longer than shoulder length and it must be of their natural colour
- Purchasing options for school uniform will be available through the following:
 - Local retail outlets (for purchase of shorts, tracksuits etc.)
 - School Office (e.g. the school has in stock: hats, polo shirts and jackets)
 - Purchase material and make your own (for shorts, tracksuit etc.)
- School dress code/uniform will meet Department of Education & Training guidelines as per section 6.13 of the school Information Manual: School Operations.
- Unless otherwise stated, students will be expected to wear full school uniform on excursions.
- Students must wear appropriate and approved swimming attire.

If, in the opinion of the school administration, students do not adhere to these guidelines, they will be required to make the necessary changes to conform to this policy.

School Uniform List

- Polar fleece jackets/coats - navy blue
- Polo shirt with collar - navy blue or white with logo. Long or short sleeves
- Trousers/Tracksuit pants– navy blue
- Skivvy – plain navy blue or white
- Summer dress - navy blue and white checked
- Shoes/sneakers - predominantly blue, black or white
- Tights/leggings - navy blue or white
- Shorts or 'Skirts' – navy blue
- Hats – school approved Legionnaire, Bucket or Slouch style (compulsory during Term 1 until May & Term 4-Refer to SunSmart Policy)

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- Beanie - plain navy blue (optional during terms 2 & 3)
- Hair accessories - navy blue or white and simple in size and style

4.0 EXEMPTIONS

Applications for exemption may be made in line with the Principal or Department of Education & Training Guidelines of Dress Codes - Section 6.13 of the School Information Manual: School Operations (March 1991). Copies of Guidelines can be obtained from school.

5.0 BASIS OF DISCRETION

Appropriateness and suitability of dress and appearance will be determined by the Principal in consultation with school staff and School Council and in accordance with the Department of Education & Training Guidelines. The Principal may waive some aspects of this policy when circumstances deem it necessary. These circumstances will usually be negotiated with a parent. The School Council may seek a solution or make a ruling in the event of unsatisfactory negotiations between the parent and the Principal.

6.0 ACCEPTANCE OF ENROLMENT

Acceptance of enrolment at Churchill North Primary School assumes an agreement between the school, parent/guardian and the enrolling student that the Appearance and Dress Code will be followed.

Where the Appearance and Dress Code is considered unacceptable, parents have the right to apply for admission to another school where the uniform policy reflects their preference.

7.0 RATIFICATION

This policy was ratified by school council on 19th April 2016.

8.0 REVIEW

Amendments and review will be in 3 years or unless deemed necessary by the staff and School Council in consultation with the school community.

Review Date: 3 years- 2019

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