



COBAINS PRIMARY SCHOOL

Aiming High

COBAINS PRIMARY SCHOOL
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**Parent
Information
Booklet**

2017

IMPORTANT DATES AND TIMES FOR 2017



Monday, January 30	School resumes for staff
Tuesday, January 31	School resumes for children
Monday February 27th	Sale Rural Schools Swimming Sports
Monday, March 13	Labour Day Holiday
Friday, March 31	Last Day of Term 1
Tuesday April 18	School resumes for Term 2
Tuesday, April 25	ANZAC Day Holiday
Tuesday May 9 to Thursday May 11	NAPLAN (National Testing)
Monday, June 12	Queen's Birthday Holiday
Friday, June 30	Last day of school for Term 2
Monday July 17th	Staff resumes – Wellington Network Professional Development
Tuesday, July 18	Students resume for Term 3
Wednesday September 6th to Friday 8th	Sale Rural Schools Melbourne Camp
Friday, September 22	Last day of school for Term 3
Monday, October 9	School Resumes for Term 4
Tuesday November 7	Melbourne Cup Day Holiday
Friday, December 22	Last day of Term 4

STARTING SCHOOL



Prep Arrival and Dismissal Times

In February, Prep children will spend all of Monday, Tuesday, Thursday and Friday at school. **Wednesday will be a rest day at home.**

Immunisations

Before children are able to commence school, a school entry immunisation certificate must be presented at the school office. This is a legal requirement on enrolment to primary school in Victoria. This process assists health authorities in the event of a vaccine preventable disease occurrence in school. An unvaccinated child may be excluded from school for a period of time. School entry immunisation certificates can be obtained from:



- The Australian Childhood Immunisation Register (ACIR) - phone: 1800653809
- Medicare Australia Office
- Wellington Shire Council immunisation service - phone: 1300366244

Helpful Hints

- Take an interest in school activities and talk about the work your child brings home. Do fun maths things at home (i.e. numbers, counting, cooking, estimating/guessing, card games, etc.)
- Read to your child regularly and develop a love of books. Include books as gifts.
- Read signs, labels, notes, etc. and give lots of praise.
- Encourage your child to recognise his or her own name and to know your address and telephone number.
- In choosing a SCHOOL BAG, select one that your child can zip up and comfortably carry. Show your child how to pack and unpack their belongings.
- Choose a LUNCH BOX that your child can easily open and close independently. Explain what food is eaten at snack time and what is for lunch time and pack these separately. At home, practise opening a cut lunch and handling wrappers. We encourage healthy snacks such as fruit, vegetable pieces, etc. Choose a lunch box that is not too big and bulky. Large insulated lunch boxes do not leave a lot of room in school bags for take home books etc.
- Show your child how to use a tissue or handkerchief properly.



- It is important to take and collect your child to and from their classroom. When he/she feels confident, explain where he/she will be met at the end of the school day. To enable teachers to effectively supervise children prior to dismissal, please do not wait in your child's classroom.
- Please do not allow your child to bring toys to school to play with at lunch and recess times. Toys can be brought along for "Show and Tell" but then need to be given into the care of the teacher for safe keeping until home time.



Things to bring on the first day

Please clearly name everything with your child's full name including EVERY item of school clothing

- Lunch Box
- Drink Bottle
- School Bag
- Library Bag: This is to protect our precious library books. Cloth, vinyl or grocery bag are acceptable options.
- A spare change of clothes
- School hat

Personal Hygiene



Encourage your child to be independent with his/her personal hygiene.

- Show your child how to adjust their own clothing
- Remind them to wash their hands after using the toilet
- The boys will need to know how to use a urinal
- Discuss with your child about going to the toilet with a partner and always asking permission to leave the classroom when going to toilet

SALE RURALS SCHOOLS CLUSTER

Cobains Primary School is part of a cluster of small schools in close proximity to the rural city of Sale in Gippsland. To ensure that students have the same opportunities as their counterparts in schools in the larger centres we combine regularly for activities such as Group Days with particular themes eg Science – Questacon in 2016, sporting events, camps, teacher planning and professional development. The primary schools in this cluster are: Airly, Bundalaguah, Cobains, Cowwarr, Loch Sport, Nambrok-Denison, Seaspray and Wurruk.



MOBILE AREA RESOURCE CENTRE (MARC)

Servicing the rural schools with weekly visits is the MARC van. These visits are very popular with both students and staff. The teacher librarian provides lessons with a literature base, as well as book borrowing opportunities. Stock in the van is regularly rotated and updated so there is always something exciting in store. Requests can be made for particular books and resources to be brought to the school the following week.



LEADERSHIP DEVELOPMENT

We offer many opportunities for students to develop leadership skills during their time at Cobains PS. A Junior School Council is formed early in the year and this group meets on a regular basis to consider ways that our school could be even better, taking in the suggestions from students right across the school. Our School Captains are part of this group and they support the running of the weekly whole school assembly. The captains also play an active role in the Sale RSL Remembrance Day Service including the laying of a wreath on our behalf. In recent years the students have also had the opportunity to participate in leadership camps and leadership activity days in combination with other local schools.



TRANSITION

We maintain a close relationship with local pre-schools and secondary schools so that the transition to new schools is as smooth as possible. Year 6 students have regular visits to the school of their choice for Year 7 and secondary school staff visit Cobains PS to get a good understanding of the strengths and particular needs of our students before they arrive on their doorsteps.

During term 4 we have pre-school visitors on a regular basis as they prepare for their big move to primary school. This ensures that our youngest students start the year with great confidence as well as excitement.

There are times where we also work closely to support dual enrolment with Sale Specialist School so that students with disabilities have positive experiences in a mainstream school. During 2016 there were significant modifications to our buildings and grounds to allow for wheelchair access. Integration aides are also employed to support students with special needs.

SPECIAL CELEBRATIONS

Our school community comes together at various times to celebrate student achievements. The whole school assembly each Monday morning is a great time to acknowledge the great work of our students with awards of different sorts. The school calendar also includes the Year 6 Graduation Dinner, celebrating the successful completion of primary education, and looking forward to the exciting journey ahead. And we finish with a School Concert which aims to leave everyone on a high as we enter the holiday period and look forward with great anticipation to the opportunities the new school year will bring.



GARDEN TO THE TABLE

A vegetable garden provides opportunities for students to develop and understanding of where our food comes from and how much more flavoursome and healthy home grown produce can be. And there is always a lot of interest in collecting the eggs from the chicken coup and then using them in a pancake breakfast or in other creative ways.

SCHOOL UNIFORM

All students are expected to wear the Cobains Primary School uniform. Hats are available at the office and cost \$10. The following are available with the school logo from JSM

Embroidery Workwear and Safety 71 -73 MacArthur Street Sale

Vest (5300VEN) \$32.50

Polo Shirt (5220PPLNW) \$32.50

Windcheater (4310CNN) \$32.00

Jacket (3FJN) \$33.50

Some second-hand items are available at the office (\$2.00 donation).

VISITING THE SCHOOL

You are welcome to visit the school at any time, but remember to sign the Visitor's Book in the office if you arrive after 9.00 am. However, if you wish to talk at length with a teacher, please arrange an appointment time.

PARENT / TEACHER INTERVIEWS

Formal interviews are arranged during the year so parents can discuss their child's progress with the teacher. We ask your co-operation in adhering to the allocated time during interviews due to the number of families involved in this process. Written reports are provided twice a year – in June and December.

PARENT INVOLVEMENT

Parents are very welcome at our school. It is your school, too. Your input will help to make the school even better.

We are proud of the assistance we have gained from parents and the general community over the years. Parents assist the school in many ways such as - educational programs, working bees, provision of materials, as well as through the Parents Club and School Council.

To assist in school activities, such as classroom helper, excursions, and Meals on Wheels, you are required to have a Working with Children Check card. Application forms need to be completed online at www.workingwithchildren.vic.gov.au/ there is no charge for the card if you mark the 'A Volunteer Application' box. You do need to provide a passport sized photograph.

SAFETY



Your child's safety is very important to us, so please discuss the following points:

- Remaining inside school boundaries.
- Never leave the school grounds without parent or teacher permission.
- Before and after school and during recess and lunch breaks there are always teachers on duty in the school grounds.
- Let the teacher and child know of any alternative home time arrangements.



ARRIVAL AND DEPARTURE BY CAR

Delivering and collecting children by car can be a hazard if drivers do not obey the parking notices and road laws. A few extra metres walk will do your child more good than harm. All parents are asked to park on the school side of Crofts Road.

SCHOOL HOURS

School begins for children at 9.00 a.m. and finishes at 3.30 p.m.

Lunch is at 1.30 p.m. and is eaten under supervision until 1.40 p.m.

Supervision of children in the school grounds is carried out by rostered teachers each school day from 8.30 am. - 9.00 a.m., morning recess (11.00 am – 11.30 am) lunch recess (1.30 p.m. – 2.30 p.m.) and from 3.30 pm. - 3.50 pm. (until the buses leave)

Children should arrive at school by 8.45 a.m. This allows time to unpack their bags, meet with friends and be ready for the day's learning to commence at 9.00 a.m.

You will be notified in advance if children are to be dismissed earlier.

ABSENCES

Please send a written note to explain absences from school or impending absences. Regular attendance at school is essential to make sure learning is not disrupted. Remember, 'It's Not Okay To Be Away'. Late arrival also has a negative impact on learning and social

development. Late arrivals can also be disruptive to other students so we strongly encourage all students to be on time each day.

LUNCHES

Children eat their lunches at school under supervision.

We ask that you do not provide any nut products with lunches and snacks, because we have children at risk of having a life threatening anaphylactic reaction.

It is essential that lunch boxes and drink bottles are clearly named.



EARLY DEPARTURES

Children leaving school early must be signed out at the office in the ‘Early Departure Register’.

PHYSICAL AND SPORTS EDUCATION

All children receive a comprehensive program in developing physical skills, with the provision of class lessons, including the Perceptual Motor Program provided in Prep, one and two class. During Term 4, all grades will have 6 sessions at the Maffra Gymnastics Club facility, with trained gymnastics instructors and world class equipment. Swimming lessons are provided at the Sale Pool by Kemp Aquatics in Term 2.



Competitive sports are held throughout the year, including events in swimming, cross country running and athletics. Affiliation with School Sports Victoria enables Years 3-6 students to progress through from district to state and even national levels of competition. Students also have opportunities to develop skills and compete at high levels in a range of sports.

CURRICULUM

At Cobains Primary School, we offer a comprehensive curriculum based on the Victorian Curriculum. Literacy and Numeracy are the priority areas throughout the school, and we are proud of our achievements in all areas. In 2016 we introduced Chinese as an additional language in the Prep, 1 and 2 classes and there are plans to expand this in 2017.

NEWSLETTERS/NOTICES

Newsletters and notices will be sent home on a regular basis. Please check your child's bag for these. Make sure you give praise and encouragement when your child remembers to give these items to you as this will assist in developing responsibility.

Some items you may expect are:

- Information regarding school activities, notices regarding excursions, notes from members of staff.
- Cobains Primary School Newsletter sent home every second Wednesday with the oldest child in your family at the school.
- Newsletters are also available on the school website homepage.
<http://www.cobains.vic.edu.au/>

EXCURSIONS

Excursions are an important part of a child's education. These include travel by bus to a range of destinations which enhance learning.

Costs are kept to a minimum but anyone who has difficulty in meeting them should discuss the matter with the Principal.

No child should miss out if it can reasonably be avoided.



SCHOOL COUNCIL

The Council of the Cobains Primary School comprises representatives of parents, Department of Education and Training (DET) employees and co-opted members as follows:-

Parents

5

DET employees (including Principal)	2
Community Members	1

A major responsibility of the School Council is that of deciding the educational policy of this school. School councillors, the wider parent community and teachers share a common responsibility for the education of the children. School Council responsibilities include school review, school finances, the maintenance of school grounds and buildings as well as policy decisions.

School Council elections are held early each school year. Councillors serve a two year term of office with half retiring each year. Lists of School Council members will be published in the Newsletter after the election. School Council meet twice each term, usually at 7.00pm on a weekday determined by council members.



STUDENT CODE OF CONDUCT

Our conduct code is based on the belief that the school is a place that aims to meet the needs of all students. The school follows a School Wide Positive Behaviour approach to student management. Students are taught positively stated behavioural expectations

Our School Values

ACCEPT: Accepting responsibility for our actions. Accepting that everyone has the right to learn and feel safe at school, and differences should be celebrated

RESPECT: Respecting each other, ourselves and the environment

TRY YOUR BEST: Giving our best effort in everything that we do.

Students are expected to:

- behave in a responsible and co-operative manner
- act in a way that respects the right of the individual
- follow instructions from staff members
- show respect for the school environment and the property of others

- wear the correct school uniform at all times
- behave in a manner which brings credit to themselves and the school community

Positive Reinforcement

We teach and model positive and responsible behaviour in the school.

The school celebrates this behaviour through:

- regular acknowledgements at assemblies and in the school newsletter
- structured playground and classroom rewards and positive feedback
- regular communication with families

Consequences for students

If a child breaches the Code of Student Conduct the following approaches will be taken:

- warning
- time-out in classroom
- time-out in another room
- sent to Principal's office and parent / guardian contacted
- regular communication lines will be established and maintained

In serious or repeated breaches these strategies may also occur:

- exclusion from activities
- in-school suspension
- suspension and expulsion in line with DET guidelines and procedures

Behaviour recovery programs

Programs will also be offered for students including:

- behaviour management strategies
- mediation
- counselling
- assistance from outside agencies

Parents / guardians will be encouraged to participate in these programs.

SUNSMART POLICY

The purpose of the policy is:

- To increase student and community awareness of skin cancer risks and of practical means of protection.
- To develop strategies which encourage responsible decision-making about skin protection.
- To work towards a school environment which provides shade for students and teachers.
- To encourage students and teachers to wear protective clothing and hats for outdoor activities at high risk times eg. during sport, lunch-times, school camps and excursions.



Some of the more important features of the policy are:

- Compulsory wearing of hats and recommended use of 30+ sunscreen during Terms 1 and 4. This applies whenever children are outside (eg. recess, lunch, sport, carnivals, excursions and P.E. activities). Parents are encouraged to provide sunscreen suitable for their own children. Sunscreen is also available in the school.
- Direction of children without hats to approved shaded areas.
- Incorporation of programs on skin cancer prevention into the curriculum.

PARENTS CLUB

The Cobains Primary School Parents Club is a body of voluntary people providing the school with valuable assistance. They support the school and make the environment a better place for the children. Meetings provide you with an opportunity to meet other parents. Your attendance would be most welcome and appreciated. Elections for office bearers are held early each year.

Parents Club raise funds to support school programs and provide new equipment and facilities.

STUDENT SUPPORT SERVICES

Cobains Primary School is part of the Wellington Network of schools. Wellington Network has a Student Support Services team which offer extra assistance to schools when required. The consultants that are part of the Support Services team are Speech Pathologists, Psychologists, Visiting Teacher for Hearing Impaired, Social Workers, Special Needs Teachers and Youth Services Co-ordinator. Referral to these services is managed by the principal, and requires written parent consent.

Referrals for these services are made from the school. Please consult the principal if you have any concerns which may need additional support.

SCHOOL CAMPS



School Camps are part of the education program for older children. They give children the opportunity to experience living away from home, develop co-operative skills, use self-reliance, experience different environments and develop a variety of new skills. During 2017, the Year 5 and 6 children will be offered a three day (two nights) camp to Melbourne.

Year 3 and 4 children will also have the opportunity to attend a two night camp at Allambie. Our camps are held in conjunction with the Sale Rural Schools

BUS TRAVEL

Students residing more than 4.8 km. from our school may be eligible for travel on Government funded buses. If you think your child may be eligible, discuss this with the principal. Country buses are co-ordinated through Sale Secondary College.

SICK CHILDREN

We have limited facilities to cater for sick children. We ask that children who are unwell are kept home. Make sure your address, telephone number and your choice of doctor is registered at the school. This information is most necessary in case of accident and illness. If any of the recorded information changes, please remember to inform the school office as soon as possible.

INFECTIOUS DISEASES

The Victorian Government publishes an Infectious Diseases Exclusion Table and parents must comply with the conditions therein. When changes are made to that document, parents will be informed through the School Newsletter. Please inform the school if your child contracts an infectious disease.

MEDICATIONS

If at any time, children require medications during school hours, please make arrangements to bring the medication to school at the required time and administer it to your child. If no other arrangements can be made, then an authorisation form will need to be completed before school staff can administer any medications. Contact the office for details.

HEAD LICE

If you discover that your child has headlice you will need to:

- (i) treat the hair before returning your child to school
- (ii) advise the school so that checks can be arranged for all children in the class.

A comprehensive Head Lice Policy has been developed at the school and it includes the checking of hair at school when problems are identified, and follow up to ensure that effective treatment has been provided.

SCHOOL MEDICAL SERVICE

Each year the School Medical Service carries out:

- Health examinations on Prep grade children
- Reviews on children previously assessed, where special needs were identified.
- Examinations on children if requested by the school and / or parents.

Examinations take place only after parent consent has been obtained.

There is no cost to parents for this service which is provided by a qualified school nurse.

