

# *Cavendish Primary School*

No. 116



“A Rural Tradition of Excellence”

## Information Booklet **2019**

**Cavendish Primary School**

8-10 Barker Street

P O Box 28

**CAVENDISH VIC 3314**

**PH: (03) 5574 2282 FAX: (03) 5574 2353**

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

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

WE WELCOME YOU TO

## Cavendish Primary School No: 0116.

***Principal***

***Anthony Hill***

***Class Teachers***

***Lisa Ferrier, Sally Purnell***

***Music/LOTE Teacher***

***Leeanne Barber***

***MARC Van***

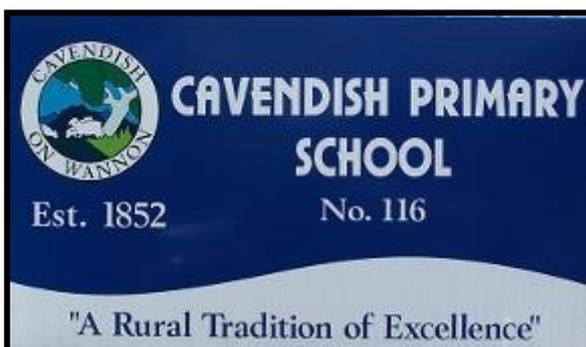
***Matt Porter***

***Business Manager***

***Tammy Crawford***

***Support staff***

***Jay Pandat***



We, the Cavendish Primary School community, welcome new and incoming students and their families to our school, in its idyllic rural setting.

Here at our school we aim to provide a safe, caring learning environment where a comprehensive curriculum supports the values of self discipline, co-operation, pride, respect and a sense of community.

We value our motto;

"A Rural Tradition Of Excellence"

Our staff pride themselves in aiming to achieve this by keeping abreast of training requirements to ensure all students receive a challenging and dynamic education, encouraging all to realise their unique potential.



We hope that the following information will be of benefit to you.

During the first three weeks of the Prep year the work consists mainly of oral expression and creative play situations, so, please don't expect your child to read as soon as he/she commences school. Learning to read is a long and involved process and the child has to develop the necessary skills before he/she can commence to read. It is important that your child should start the year with a favorable attitude to school.

As far as practicable each child will progress at his/her individual level, but after spending seven years at Primary School it is expected that pupils will reach a certain minimum standard in reading, spelling, writing and mathematics to enable them to proceed to their secondary schooling. Interviews are held at the end of second term and in December if required. Written reports are sent out at the middle and end of the year.

However, if at any time your child has any special emotional or academic problem at school, please do not hesitate to contact the principal and/or class teacher.

All staff members have teaching responsibilities. Therefore it would be appreciated if calls could be made before school, at recess and lunch-time or after school. However, **if the matter is urgent, please ring immediately**



## **2019 Term Dates**

The school Term dates for 2018 are as follows:-

**Term 1** 31st January to 5th April

**Term 2** 23rd April to 28th June

**Term 3** 15th July to 20th September

**Term 4** 7th October to 20th December

## **Commencing School**

As a result of previously successful conducted program at the Cavendish Primary School, prep children stay at home on Wednesdays instead of the customary early dismissal. The break in the middle of the week will help prep children settle into their new school life with a minimum of disruption of school and family routines. This program operates through the month of February only.

If this is inconvenient, please contact the Prep teacher.

## **School Organisation**

**9.00am -11.00am Lesson 1**

**11.00am -11.30am Morning Recess**

**11.30am -1.00pm Lesson 2**

**1.00pm -1.10pm Inside Lunch**

**1.10pm -2.00pm Lunch Recess**

**2.00pm -3.25pm Lesson 3**

## **Subject Levy**

As you are no doubt aware the State Government provides education allowances to schools each year, which goes towards the cost of books, stationery, purchase of class books and materials, art/craft supplies etc. Each child will be provided with pens, books and materials for their year (within reason). The subject levy for 2019 is as follows: -

1 <sup>st</sup> child = \$140.00	3 <sup>rd</sup> child = \$120.00
2 <sup>nd</sup> child = \$140.00	4 <sup>th</sup> child = free

## **Voluntary Contribution:**

For 2019 we have maintained a Voluntary Contribution to go towards the maintenance and upkeep of our beautiful grounds. This is optional and you may choose what amount to contribute.

In 2016 we introduced a School Assistance Fund. This fund is to provide essential education items or optional extras for families at our school unable to purchase these items due to demonstrated financial hardship. Your contribution helps to ensure that all our students have the option of attending school camps and excursions and have the items they need for school. This is optional and you may choose what amount to contribute.

## **Regular Attendance**

Whilst it is very important that children attend regularly if they are to gain the maximum benefit from the education provided, children who are ill should be kept at home as we do not have facilities for looking after them satisfactorily at school. If children are away from school for any reason, a note giving the reason for the absence must be sent to the class teacher when the child returns to school.

## **Cleaning Rosters / Working Bees**

As a small school we are only able to pay a limited amount for cleaning to be done on a daily basis. We must therefore ask parents to assist, where possible, in organized cleaning or working bees around the school. Notice of these is usually via the newsletter.

## Parent Bodies

The school has two parent bodies which give excellent support to the school:

### **School Council**

The School Council meets on the second Wednesday of each month at the school. All parents are welcome to attend meetings. Current Members of 2018 Council are:-

President/Parent Liaison:	Nikaila Glenn
Vice President:	Michael Todd
Secretary:	Lisa Ferrier
Assis Secretary:	Jackie McShane
Treasurer:	Sally Purnell
Committee	Alicia Lewis Simon Thomas Cathy Norris—Community Rep Anthony Hill -Executive Officer Mark Freeman

### **Parents' Club**

The Parents' Club meet at the school approximately every couple of months. Notice of meetings is printed in the weekly newsletter and **all** parents are cordially invited and **very welcome** to attend these meetings. The Parents' Club play a vital role in the schools ability to raise additional funds used in the purchasing of supplies and equipment for the children.

The current 2018 Office Bearers are: -

President:	Tammy Crawford
Vice President:	Trish Hurley
Secretary:	Nikaila Glenn
Uniform Co-ordinator:	Heidilee Freeman

New office bearers for 2019 will be appointed at the November AGM.

## Weekly Newsletter

A Newsletter is produced every Friday and aims to keep parents and community members informed of the school's activities and forthcoming events. Items to be included in the Newsletter should be left at the school office by Thursday afternoon. Newsletters are distributed via email and are also available from the school website. For those families who do not have internet access or an inadequate connection a hard copy is available upon request.

## **Bank Day**

The Commonwealth Bank will supply an application form for all Prep children to receive Deposit Books. These are supplied through School. Further participation is your responsibility. "Bank Day" is every Monday at School. The school receives a commission from the bank for every transaction.

The Dunkeld & District Community Bendigo Bank also provide a student banking service. Children bring bank books in on a Monday and they are returned to students later that week.

## **Lunches**

Children having lunch at school eat under supervision. A microwave oven is available in Term 3 only (Monday and Fridays) for children to have their lunch heated up. Parents must provide a suitable microwave dish for reheating. Lunches that require hot water to be added are not allowed. Parents' Club have a special lunch treat day during each term. Order forms for these are sent home prior to the day. The Bridge Café provides a lunch order service on a Friday. Orders are placed directly with the Café and must be arranged by 8pm on the Thursday evening.

## **Book Club**

This school is a member of the Scholastic Book Club and provides parents and students with the opportunity to purchase from their extensive lists 6 times a year. Books usually arrive 2 weeks after the closing date of the book club form.

## **Library**

The Victorian Government provides Prep children with a library borrowing bag and are able to borrow books on a regular basis. Picture story, fiction and non-fiction books are available to all children. Each grade receives a 1 hour lesson per fortnight. Lost or damaged books are to be replaced or paid for by parents.

The school has an extensive, well resourced library which children borrow from. In addition, the MARC Library Van visits every fortnight.

## **Buses**

Two buses currently service our school. Our Bus Drivers are:

**Jonathon Herrmann Ph 55725127** (Victoria Point to Cavendish)

**John Bell Ph 0418712038/Didi Todd Ph 0437746248** (North of Cavendish)

Please contact the school if you would like to use this service.

Any changes to your child's bus travel arrangements need to be communicated to the school before 3.00 p.m. on the day.

## **Sun Smart Policy**

The School Council has endorsed a policy that all children **MUST** wear navy blue broad brimmed hats during Terms 1 and 4. Children without hats must remain under the covered area or under shade trees during lunch and recess.

## **School Rules:**

These are kept to a minimum and are based on common sense and understanding of the rules for the safety and protection of all pupils.

**Children are expected to:**

- respect the rights of others
- care for all property and equipment
- to keep the school grounds free of litter

## **Children Leaving the School Grounds**

Children are not permitted to leave the school grounds during school hours without the written or verbal approval from a parent. The only exception is if a child is going home on a regular basis. If you need to make appointments for your child it is appreciated if you can possibly make these out of school hours. We realise this is not always possible. If you wish to take your child out of school during the day, please notify the class teacher when you collect your child and sign the sign out book located at the front office reception.

## **School Uniform**

### **Dress Code**

**This is the compulsory uniform for all school excursions, photos, eisteddfods and other school activities:**

#### **Girls**

Navy broad brimmed hat (compulsory)

Summer—Checked dress & white socks

Winter—skirt with navy tights **or**

Navy Garbedene trousers & white socks

Navy School Rugby jumper

Black shoes

#### **Boys**

Navy broad brimmed hat (compulsory)

Navy Garbedene trousers/Navy shorts

White polo shirt

White Socks

Navy School Rugby jumper

Black shoes

#### **Normal Uniform**

##### **Term 1 and 4 (Summer)**

#### **Girls**

Navy broad brimmed hat (compulsory)

Blue and white checked dress/skirt

White or Navy polo shirt

Navy Shorts

White Socks

Navy Rugby jumper or windcheater

Black shoes

#### **Boys**

Navy broad brimmed hat (compulsory)

Navy shorts

White or Navy polo shirt

White Socks

Navy Rugby jumper or windcheater

Black shoes

##### **Term 2 and 3 (Winter)**

#### **Girls**

Skirt or trackpants

White or Navy polo shirt/skivvy

Navy Rugby jumper or windcheater

Navy stockings or white/navy socks

Black shoes

Navy spicer jacket (optional)

#### **Boys**

Navy trousers or trackpants

White or Navy polo shirt/skivvy

Navy Rugby jumper or windcheater

Navy or white socks

Black shoes

Navy spicer jacket (optional)

## **Sports uniform for Sporting Events**

School sports polo shirt, navy shorts, navy trackpants, white socks, sneakers and Navy School Rugby jumper. Sports uniform is to be worn to school on Tuesdays and Fridays for PE.

- **Students must wear uniform when representing the school and are encouraged to do so for all excursions**
- **No thongs or open toed sandals allowed**
- **All clothing needs to be clearly marked**
- **A LOST PROPERTY TUB is located in the office**
- **A selection of second hand clothing is available to purchase. Speak to the Uniform Co-ordinator to see what is available.**
- **All new uniform is available to purchase through the school Parents' Club. Contact the Uniform Co-ordinator to place new orders or for any further information.**



## Swimming Program

All children participate in a swimming course. In 2018 students will attend HILAC for 9 lessons. This will take place in Term 4.

This is done within school time and children are taken to and from the venue by bus. All children are put into groups according to their ability and are tested for water competence at the end of the course.

At the end of the swimming program we run a swimming carnival, involving the families, at the Balmoral outdoor pool.

The cost of the Swimming Program for 2018 is expected to be \$110.00 per child.



## Art Room Facilities

We have a very well resourced Art Room, which provides an art smock for every child.



## Physical Education

Children are required to be dressed appropriately for Physical Education on a Tuesday and Friday. Required sports uniform is :

School sports polo top, navy shorts and track pants, white socks and sneakers . Navy rugby jumpers can be worn in cooler weather.

Each new student is provided with their initial school sports polo and sports shorts free of charge courtesy of Parents' Club.

## Junior School Council

All children in the school are able to become a member of Junior School Council and participate in organising and running fund raising of worthy causes. This includes events like a mini Fete, Dress-up days and stalls.



## Music Program and Languages Other Than English (German) Program

Leanne Barber is currently employed on a part time basis to deliver a Music and German Program throughout the school.



## Immunization

Every child **MUST** have a School Entry Immunization Certificate before they can begin school. These must be presented when they are enrolled. They give the school a clear record of every child's immune status and help us to do the right thing by each student should a case of infectious disease be discovered.

# National Immunisation Program Schedule

Victoria January 2010



Increased risk categories	Disease	Vaccine brand
<b>From 6 months</b> With underlying medical risk factors	Influenza	Influenza annually <sup>■</sup>
<b>12 months - premature babies</b> <32 weeks gestation or <2000g birth weight	Hepatitis B	H-B-Vax II Paediatric
<b>12 months</b> With underlying medical risk factors and/or <28 weeks gestation	Pneumococcal	Prevenar
<b>4 - 5 years</b> With underlying medical risk factors and/or <28 weeks gestation	Pneumococcal	Pneumovax 23
<b>*Indigenous 15 - 49 years</b> With underlying medical risk factors		
<b>Pregnant women</b> At any stage of pregnancy	Influenza	Influenza
<b>Planning pregnancy or after delivery</b> Rubella non-immune women planning pregnancy or shortly after delivery	Measles, mumps, rubella	Priorix
Age/School Year	Disease	Vaccine brand
<b>Birth</b>	Hepatitis B	H-B-Vax II Paediatric
<b>2 months</b>	Diphtheria, tetanus, pertussis, hepatitis B, poliomyelitis, <i>Haemophilus influenzae</i> type b Pneumococcal Rotavirus	Infanrix <i>hexa</i> Prevenar RotaTeq
<b>4 months</b>	Diphtheria, tetanus, pertussis, hepatitis B, poliomyelitis, <i>Haemophilus influenzae</i> type b Pneumococcal Rotavirus	Infanrix <i>hexa</i> Prevenar RotaTeq
<b>6 months</b> (Note increased risk category)	Diphtheria, tetanus, pertussis, hepatitis B, poliomyelitis, <i>Haemophilus influenzae</i> type b Pneumococcal Rotavirus	Infanrix <i>hexa</i> Prevenar RotaTeq
<b>12 months</b> (Note increased risk category)	Measles, mumps, rubella <i>Haemophilus influenzae</i> type b Meningococcal C	Priorix Hiberix NeisVacC
<b>18 months</b>	Chickenpox	Varilrix <sup>▲</sup>
<b>4 years</b> (Note increased risk category)	Diphtheria, tetanus, pertussis, poliomyelitis Measles, mumps, rubella	Infanrix IPV Priorix
<b>Year 7 Secondary school</b>	Hepatitis B Chickenpox Human papillomavirus	H-B-Vax II Adult 2 dose course <sup>●</sup> Varilrix <sup>▲</sup> Gardasil 3 dose course (girls only)
<b>Year 10 Secondary school</b>	Diphtheria, tetanus, pertussis	Boostrix
<b>From 15 years *Indigenous</b>	Influenza	Influenza annually
<b>From 50 years *Indigenous</b>	Pneumococcal	Pneumovax 23
<b>50 - 59 years</b>	Diphtheria, tetanus	ADT Booster
<b>From 65 years</b>	Influenza Pneumococcal	Influenza annually Pneumovax 23

<sup>■</sup> Give 2 doses of influenza vaccine in the first year in children aged 6 months to 9 years.  
<sup>▲</sup> Varilrix vaccine not required if history of varicella infection.  
<sup>●</sup> H-B-Vax II Adult not required if previous course of hepatitis B vaccine completed.  
 \*Indigenous status includes: *Aboriginal but not Torres Strait Islander; Torres Strait Islander but not Aboriginal; Aboriginal and Torres Strait Islander.*

# Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts

health

Public Health and Wellbeing Regulations 2009

## Schedule 7

Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009).

In this Schedule, medical certificate means a certificate from a registered medical practitioner.

[1] Conditions	[2] Exclusion of cases	[3] Exclusion of Contacts
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility
Meningitis (bacteria –other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis* (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Pingworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

## Statutory rule

A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:

(a) specified in column 2 of the table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the table in Schedule 7; or

(b) specified in column 3 of the table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs marked in **bold** with an asterisk (\*) require the department to be informed immediately. Contact the department on 1300 651 160 for further advice about exclusion and these diseases.)

## Further information

For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Section on 1300 651 160 or visit [ideas.health.vic.gov.au](http://ideas.health.vic.gov.au)



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 Authorised and published by the Victorian Government, 50 Lonsdale St, Melbourne.  
 © Department of Health, October 2013 (1310023)  
 Print managed by Finbury Green.

Department of Health

If you have any further queries please contact a staff member or parent.

Notes: