

Welcome to **Cavendish Primary** **School – 116**



Dear Parents

Thank you for choosing Cavendish Primary School for your child.

On behalf of the staff and our school community, I would like to warmly welcome you to our wonderful rural school. I hope that your association with us will be a happy and rewarding one.

Our school prides itself on community involvement and we look forward to your participation as a potential School Councilor, a member of the Parents' Club, a parent helper in classrooms, an excursion/camp helper or importantly, as a parent willing to be actively involved in the education of their child.

Cavendish Primary School is, and always will be, an integral part of the community, valuing and welcoming all visitors to our school. We have a firm belief that the education of our students is built upon a strong partnership between home and school, therefore our door is always open to you. Open and honest communication is fostered and always encouraged between students, teachers and parents.

As a parent you will undoubtedly have many questions about Cavendish Primary School. We hope that this Information Booklet helps to familiarize you with the day to day running of our school and other general operating practices. Our Facebook page also shows some photos of the children at school. If you have further questions or concerns, please do not hesitate to contact the Office on 55742282 or visit our website- <http://www.cavendishps.vic.edu.au>

Again, I extend a warm welcome to you and your family to our school. I look forward to our ongoing partnership in helping your child to be happy, be confident and to develop to their full potential as a life-long learner.

Yours sincerely
Lisa Ferrier - Principal



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1. SCHOOL PROFILE:

Cavendish Primary School has a proud history, being one of the earliest schools established in Victoria in 1852. It prides itself on its motto, “A Rural Tradition of Excellence” and strives to provide a varied, comprehensive education, with strong pastoral care.

Located 26kms from Hamilton, Cavendish is deemed a rural school with a current enrolment of 34 students. The school operates three classes (P/1/2, 3/4 and 5/6) for most English and mathematics teaching (with the largest group just 15 pupils). The school reverts to P/2 and 3/6 classrooms for arts, humanities and sport. The school is defying most rural school trends and is maintaining a steady enrolment.

Cavendish Primary School currently has 21 families. Approximately 80% of students travel to school by bus which draws from a surrounding area of approximately 20km in radius.

In 2021, the current staffing profile includes: a teaching Principal in the P/2 class, one teacher in the 3/4 class and two part-time teachers in the 5/6 classes. We offer specialist lessons in German and Music, delivered by a teacher on Wednesdays. The school receives specialist library/literature lessons on Friday, three weeks on and one week off from the MARC van (Mobile Area Resource Centre) and are able to borrow books during this time. The school also has its own library.

Cavendish Primary School thrives on strong community links. Parent participation is active, highly valued and always encouraged in all events. Parents are very proud of their school and the integral place it has in the community. They are very aware of the importance of keeping and maintaining a school in a small community, for both now and for the future.

Current curriculum focus is centered on improving student outcomes across the school in both Literacy and Numeracy and empowering students to be active and life-long learners. Through increased professional learning, all staff are committed to fostering an overall improvement in these areas. In a world of continual technological change, developing ICT skills is also seen as a priority for both staff and students alike.

Participating in sporting activities is highly valued by the community. All students, regardless of gender or age, are encouraged to lead an active lifestyle and to pursue their sporting achievements to the highest possible level. We have a structured fitness program timetabled in the school to promote the concept of healthy bodies – healthy minds. The school playground and equipment provide opportunities for children to play sport and creative games.

At Cavendish Primary School we strive to develop confident, responsible students who are able to embrace all the challenges of life with an open-mind and a strong optimism that everyone can make a difference and contribute positively to the community.



2. VISION AND VALUES STATEMENT:

Cavendish Primary School is committed to providing a caring, respectful and dynamic learning environment. One that engages students, fosters a strong work ethic to achieve personal success, encourages school pride and which builds and strengthens the home, school and community learning partnership.

Philosophy

Cavendish Primary School provides a warm, friendly and caring environment that enhances and challenges learning, personal growth and well-being of students. The school has high expectations for staff and students and aims to create a stimulating and supportive environment for all its students to excel in their learning and personal growth.

Values

- All individuals are valued and treated with respect in a secure environment, where students are able to fully develop their talents, interests and ambitions.
- We value our positive teaching and stimulating learning environment where students are challenged to extend and develop their academic, social, moral, and physical attributes.
- We value effort and positive contributions from students, staff and parents.
- We promote the professional growth of all staff and nurture leadership roles for all staff and students
- We value the culture and traditions of our rurality along with the inherent practice of pastoral care.
- We value our rural tradition of excellence

How are our values enacted?

Our philosophy and values are upheld and strengthened through a consistent and unified approach to learning, pastoral care and the knowledge that we are educating the “whole child”.

- Students are encouraged to care for each other and display respectful behaviour. Positive examples are rewarded and celebrated through assemblies, certificate presentations, class meetings, in the yard and circle times. Appropriate behaviours are consistently modelled by all adults in the school. A Code of Conduct is in place outlining responsibilities and rights for students and adults.



Cavendish Primary School

- There is a strong emphasis on students doing the best they can and improvement, progress and effort are consistently celebrated through assemblies, class meetings, feedback to parents and through the school newsletter.
- A varied and extensive curriculum is provided including a range of extra-curricular activities. Many sporting, musical, drama and artistic opportunities are provided by the school. A Sporting Schools Program is also run through three terms.
- The 'You Can Do It' Circle Time program promotes confidence, resilience, Student Conferences are all run to provide student voice and to reinforce positive behaviours. A Citizenship Survey is completed three times a year and one-to-one interviews are held between Principal and selected students following these surveys.
- Close and regular contact is made and feedback provided to all parents of the school. There is an "open door" approach to parents in the school. These links help us to provide strong pastoral care.
- We have high and consistent expectations of students and adults both in terms of academic improvement and social and personal learning.
- Professional learning is a significant part of each staff meeting and opportunities are provided for staff to take in a range of external professional learning activities.
- We aim to deliver teaching and learning at the point of need for each student through teaching in small classes, quality diagnostic assessment of learning and innovative practice.

The school motto - "A Rural Tradition of Excellence"



3. ENROLLING YOUR CHILD:

➤ **Term Dates for 2022:**

TERM 1 31st January to 8th April.

Please note: Foundation students don't attend school on Wednesdays during February

TERM 2 26th April to 24th June

TERM 3 11th July to 16th September

TERM 4 3rd October to 20th December

➤ **Admission Procedures-**

Children who turn 5 years of age by the 30th of April 2022 may be admitted to our foundation classes in 2022. Parents may enroll their child by calling into the school to collect an Enrolment Pack.

The Enrolment Pack contains the following:

1. Student Enrolment Form
2. Permission Form
3. Application to travel on a School Bus
4. Bus Guidelines
5. Student Code of Conduct
6. Information Booklets

Please return all completed forms to the school Office, along with a copy of your child's birth certificate extract and certificate of immunization, to be held on file.



➤ **School Times-**

The school day is divided into three sessions:

Session 1: Commences at 9am to morning recess at 11am

Recess 11am to 11:30am

Session 2: Commences at 11:30am and ends at 1pm.

Students have supervised eating time from 1:00-1:10pm in classrooms

Lunch play 1:10pm to 2:00pm.

Session 3: Commences at 2:00pm and ends at 3:25pm.

Each Monday morning at 9am, we have a whole school assembly, which is conducted by our student leader/s. It is important that students are punctual for this assembly as we sing the National Anthem and important announcements; presentations and awards are made to the students. Parents are most welcome to attend our Monday morning assemblies.

➤ **Student Attendance Times-**

Each morning the school is supervised from 8.40am. The playground is supervised by staff during the recess break and lunch break.

After school the collection of students is supervised by staff until 3.45pm (or until all children have departed). Please ensure you notify the school if you are running late to collect your child/children.

➤ **School Charges-**

To provide a high quality education for your child the School Council determines a yearly contribution per student. The parent contribution is currently **\$140** per child.

Parents are asked to pay for the following during the school year:

- ✓ camps and excursions
- ✓ swimming program
- ✓ other extra-curricular activities. eg. special lunch days

Some families qualify for the CSEF scheme (Camps, Sports & Excursions Fund) which provides support payments for camps and excursions. To be eligible for this you need to hold a means-tested concession card. eg. Health Care Card, Pension Card. The current funding available is \$125.00 per student. The school office will assist in determining your eligibility and notify you of the process.



➤ **School Stationery Supplies and Parents' Contribution-**

A year level booklist is ordered for each student. The back to school pack charge is kept to the lowest possible figure by using wholesale suppliers and shopping carefully and buying in bulk. The cost of the supplies, association costs, ICT, sports, MARC Van and sustainability is built into the parent contribution. The supplies will be issued to the children at the start of the school year.

➤ **Student Records and Family Details-**

For the safety of our students, it is vital that our school keeps accurate records. Please ensure that you notify the school immediately should your personal/family details alter, particularly personal, work and emergency telephone contact numbers.

➤ **Personal Property-**

Children are not to bring valuables, money, electronic games, iPod, mobile phones, etc. to school. Private property brought to school is not insured.

If a valuable item needs to be brought to school, it must be given to the classroom teacher or principal and collected at the end of the day.

4. OFFICE / ADMINISTRATION:

➤ **Office Hours-**

The school office is staffed by the Business Manager on Mondays and Fridays between 9am to 4pm and Thursday between 9am to 2pm. The Principal is usually in the office during the afternoons. The best times to call the school is between 8.30am to 9.00am, 11am -11.30am or after 1.00pm. The school has an answering machine, which is checked during recess and lunch times when teaching staff aren't on hand to answer the phone. Please ring anytime if it is an emergency or ring the Principal's mobile on 0438 559 439.

Items from parents and students, such as payment envelopes, permission forms, absence notes or other notifications must be placed in the wooden slotted box located on the front counter of the Office.

Bus travel notes should be placed with the bus travel list upon arrival at school, also located on the front counter of the Office.

➤ **Visitors-**

Visitors are most welcome at Cavendish Primary School, pending that there are no current Covid-19 restrictions. Parents and other visitors who enter the school grounds during school hours must report and sign into the Office prior to entering a classroom or playground area.



5. SCHOOL UNIFORM:

➤ **General Presentation-**

In the interests of health, hair should be kept neat and tidy, tied back and kept out of the eyes.

➤ **Accessories-**

Ribbons and hair ties should be in school colours, especially with the 'formal' uniform (photo days, eisteddfod, concerts, etc). A watch may be worn. Ears may have studs or sleepers only.

➤ **Suppliers-**

The school undertakes to supply uniforms to students at cost price. For immediate purchase the school has uniforms available in stock, in various sizes. Otherwise, a School Uniform Order Form is available from our Uniform Co-ordinator. Fittings, orders and purchases can be made by appointment. At times, limited second hand uniforms are available for purchase. Uniform must be paid for before being taken.

Our school uniform co-ordinator on Parents' Club is currently Callie Leese. A new uniform co-ordinator will be appointed at the next AGM in November.

➤ **Requirements-**

Purpose

The wearing of school uniform:

- Encourages in students a sense of collective and individual school pride
- Creates a sense of school identity
- Provides a regular student dress standard, reducing competition amongst students
- Provides an economical means of dressing school students.

When Must School Uniform Be Worn?

- Travelling to and from school, during school hours.
- School approved hats must be worn out of class in Terms 1 and 4. (SunSmart's NO Hat, NO Play rule applies).

Exceptions

- Where a particular arrangement is made with the Principal e.g. medical conditions
- Designated 'out of uniform' or theme days
- Special circumstances such as camp activities
- Hats must not be worn indoors.



Summer Uniform-

- Navy shorts (plain/no stripes) or navy skirts
- Navy or white polo shirt
- Sleeved blue and white school check dress
- Navy windcheater or school rugby jumper
- Black school shoes/sandals/boots - sneakers only on Friday for PE.
- Navy or white socks
- Navy broad-brimmed hat

Winter Uniform-

- Navy fleecy track pants
- Navy gabardine trousers
- School checked tartan skirt and navy tights
- Navy or white polo shirt
- Navy windcheater or school rugby jumper
- Black school boots/shoes/sandals – sneakers only on Friday for PE.
NB Warm winter coats, raincoats, gloves, etc may be worn outdoors.

For special occasions, such as photo days or the eisteddfod, all children will be requested to wear their 'formal' uniform. This means white polo shirts, black school shoes, school rugby jumpers, blue shorts/trousers/ tartan skirts/summer dresses (depending upon child/parent choice and the season) and no sports items (sports shorts, runners, etc).

Sports Uniform-

- Navy school sports shorts
- Navy sports polo shirt
- White socks
- Sneakers
- Navy windcheater or school rugby jumper
- Navy broad-brimmed hat

➤ **Lost Property-**

All personal property (clothing, hats, bags, drink bottles, etc.) should be clearly labelled to ensure ease of identification and return of lost items. A lost property box is located at the Office.

6. SCHOOL PERSONNEL:

➤ **2021 Teaching Staff:**

Teaching Principal F/1/2 – Lisa Ferrier

Teacher Years 3/4 – Sally Purnell

Teachers Years 5/6 – Elisha Nettleton and Stephanie Thompson

Music/German – Leeanne Barber

MARC (Library van) – Julia Gibbons

➤ **Administrative Staff (Business Manager)**

Tammy Crawford

➤ **Visiting Staff-**

Visiting staff are varied according to the programs and needs of the students and staff during the school year.

➤ **Cleaning Staff-**

Naomi Penny

➤ **School Council-**

School Council is an extremely important decision making group representing the school community and staff. Members are elected for a two year term with elections taking place in March. To ensure continuity of membership, only half the Council representatives retire each year, but re-election can be sought. Sub Committees operate within the council. Buildings and Grounds, Finance and Policy sub committees meet and report to the main school council meeting. This allows for maximum input from members and opportunity for community members to be co-opted for a particular project.

Council meets each month and is responsible for such duties as:

- working with the Principal and staff to develop school policies
- administering school finances
- ensuring buildings and grounds are maintained and improved
- promoting parent and community participation and interest in the school



➤ **Parents' Club-**

The Cavendish Primary School Parents' Club is an extremely supportive group, committed to involving the whole school community in the practical workings of the school.

Members aim to support staff and pupils in the day to day activities of the school as well as raising valuable funds for educational programs.

Parents' Club holds meetings during the school year and is always seeking new members. If you are interested in helping the school in this way, please contact one of our current members.

The current President is Trish Hurley. A new President will be appointed at the AGM in late November.

7. STUDENT HEALTH:

We encourage every student to maintain personal hygiene and good health to assist with keeping the school environment healthy and clean for everyone.

➤ **Illness or Accident at School-**

If your child becomes ill at school or is injured, we will endeavour to contact you or your nominated emergency person, so that arrangements can be made for collection. To assist us with this, please ensure that your Emergency Contact details are always updated at the office.

Following an incident, an 'Illness / Injury Parent Notification' slip will be sent home with the child. The school has First Aid trained personnel on site at all times.

➤ **Absences-**

If your child is ill he or she should not attend school. Children who are sick are not able to undertake normal class sessions and their attendance at school can endanger the health of their fellow classmates.

When your child is absent from school, you are required to contact the school via phone, in person or via a written note, ON THE MORNING OF THE ABSENCE, so staff can complete their attendance roll and enter the absence onto our system.

A doctor's certificate should accompany notes for extended periods of absence due to illness.

A note is required in the morning if you are collecting your child from school during class time and they will not be returning to school that day. Parents/guardians/carers are to fill in the book on the front office counter if taking children during school hours.



➤ **Medications-**

AT NO TIME are children to have any medications in their bag or in their possession (asthma puffers excluded).

If your child requires medication during school hours, please send the medication:

1. in a zip-sealed bag,
2. in its original container with clear dosage directions included.

A medication authority form will need to be filled out and signed by parents. Forms are available at the office.

All medication will be kept safe by their classroom teacher and administered as per the parents instructions.

Students who are asthmatic or anaphylactic must have a Management Plan developed in consultation with their doctor.

EpiPens are stored in the middle room (between the two classrooms).

ILLNESS / EXCLUSIONS:

Please note the following DET regulations in regard to illness:

<u>ALLERGIES:</u>	Please inform the school of any allergies your child may have, the symptoms and the treatment.
<u>HEAD LICE:</u>	Until appropriate treatment has commenced.
<u>ASTHMA:</u>	Parents who have children who need ventilators must provide them for use at school. Ensure that teachers are advised of the method of application and that your child knows how to operate the ventilator.
<u>EPILEPSY:</u>	The school must be advised if a child is subject to epilepsy. A medical certificate must be provided annually stating that it is safe for the child to have swimming lessons.

INFECTIOUS DISEASES:

The following information is the current exclusion list which indicates the times for which **children are to be excluded from school.**

***NOTE THAT WHERE A **MEDICAL CERTIFICATE** IS REQUIRED IT IS NECESSARY THAT THE CERTIFICATE INDICATES THAT THE CHILD HAS RECOVERED AND IS NOW FIT FOR SCHOOL.



CHICKEN POX: Until fully recovered or at least one week after the eruption first appears.	RINGWORM: Until appropriate treatment has commenced.
DIPHTHERIA: Until receipt of a medical certificate of recovery from infection.	SCABIES: Until appropriate treatment has commenced.
GERMAN MEASLES: Until fully recovered and at least five days after onset of rash.	SCHOOL SORES: Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has commenced and that sores on exposed surfaces such as scalp, face, hands, and legs are properly covered occlusive dressings.
HEPATITIS: Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.	
LEPROSY: Until receipt of a medical certificate of recovery from infection.	STREPTOCOCCAL INFECTION: Until receipt of a medical certificate of recovery from infection.
MEASLES: Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.	TUBERCULOSIS: Until receipt of a medical certificate from a health officer of the department that the child is not considered to be infectious.
MENINGOCOCCAL: Until receipt of a medical certificate of recovery from infection.	TYPHOID FEVER: Until receipt of a medical certificate of recovery from infection.
MUMPS: Until fully recovered.	
POLIOMYELITIS: Until at least fourteen (14) days after onset of illness and until receipt of a medical certificate of recovery from infection.	COVID-19 <u>Immediate</u> notification to the school Child may not return to school until they can provide a negative test result

***Please notify the School if your child contracts any of the above.**

Children need to be fit and well before they return to School

Students who have not been immunised will be excluded from school in the event of an outbreak of that disease.

➤ **Head Lice-**

Occasionally head lice can be a problem in schools. The incidence of this problem can be reduced if all parents help by following these suggestions:

1. Check your child's hair regularly.
2. Notify the school if any lice or eggs are found so that other parents can be asked to check and treat if found
3. Follow the recommended treatment using the shampoo/lotion that is available from your local chemist and continue to conduct daily checks.

All families are asked to complete the permission form upon enrolment, authorising inspections. Should head lice or eggs be detected, a notification letter or phone contact will indicate that prompt treatment is required. Children may return to school as soon



as treatment procedures commence. Notification notes are sent home or included in the newsletter if there has been a reported outbreak in the classroom.

➤ **Wet Days / Days of Extreme Heat-**

Children aren't dismissed early on wet days or days of extreme heat. Students are supervised in classrooms whilst having their recess and lunchtime breaks if the supervising teachers consider the weather too wet, too windy or too hot for safe outdoor play. During the warmer months, especially summer days, our classrooms are air-conditioned and our yard contains plenty of shaded play areas, which enables our normal school program to operate on most occasions. Please ensure your child is appropriately dressed to suit the daily climatic conditions.

➤ **Student Support Services-**

The following support services are available to children who require special assistance. Parents can request referrals by contacting the school.

School Nurse: annually visits to conduct the Foundation examination.

Social Worker: is available to support children and their families of the school. *

Speech Therapist: is available to visit the school to assess children with speech or language problems. *

Learning Difficulties: available to assess students experiencing difficulty with their learning.*

* School referral is required after discussion with class teacher/principal

8. STUDENT TRAVEL:

➤ **Bus Travel-**

There are two Cavendish Primary School bus runs to and from school. They deliver the children to school before 9.00am and departs the school at 3.25pm. Forms for inclusion on this bus run are included in the enrolment pack and are also available from the Office. This form must be completed before travel commences. Details on the bus routes and pick-up/drop-off points can be discussed with the principal and/or the bus operators.

All bus travellers are provided with a copy of the "Bus Travel Guidelines". Please read through the rules with your children and discuss what they mean. These guidelines cover the safe conduct at pick-up/drop-off points, as well as acceptable conduct on the journey. It is extremely important that children are aware of the rules and the consequences if they are not obeyed. Breaches of student conduct will result in the student being given an initial warning and parents notified in writing. Subsequent breaches will result in suspension of bus travel for a period of one week.



When your child becomes a bus traveller, please discuss safety and remind him or her that sensible behaviour is essential. Children are to sit in their allocated seats and wear their seat belt at all times. Children are to be seated when the bus is moving. They are not to sit or stand near the doorway and need to be very careful alighting from the bus.

Parents who meet bus travellers are asked to park on the same side of the road as the bus is travelling. Please note that your stops are not supervised by school staff and children will not be left unsupervised at these stops.

➤ **Changes to Travel Arrangements- Bus**

A note must be completed in writing and sent into the Office for any change to your child's registered pickup or drop off arrangements. Change of travel arrangement forms are available at the front of the office.

eg. being dropped off at a friend's house after school, not travelling on the bus when it is normal practice to do so.

➤ **Car Travel-**

When dropping off and/or picking up children, parents are requested to keep in mind the safety of their children and other children. The car park is at the back gate of the school (near the Environment Centre). Drivers are asked to fill the car parks to the front. This reduces the need to reverse.

Parents are asked to cross the road and collect their children from the back gate. This will reduce the likelihood of children running across the road to meet parents/carers. A teacher will be on duty at the gate each afternoon at 3.25pm.

Please contact the school if there are any changes to usual travel arrangements or different adults are collecting the children.

➤ **Private Vehicle / Excursion Travel-**

Where possible, all students will travel together on one bus to and from excursion venues. On the occasions when private vehicles are needed, this will be clearly stated on the Excursion Permission Forms. Parents will be informed about the exact travel details before the excursion (including whose vehicle is transporting which children).

It is School Council policy that only drivers who have comprehensive insurance (verified) and a current Working with Children Check will be used to transport children other than their own. AT NO TIME will a child be permitted to travel in another family's car or on the bus without the permission of the child's parent. Please provide school with a copy of your Working with Children Check and current vehicle insurance if you have agreed to transport students to excursions.



➤ **Changes to Travel Arrangements – Excursions**

A Bus / Travel Note must also be completed if a student is to be collected from an excursion venue rather than returning to school on the bus with the other students. eg. from swimming pool, from Horsham.

A note must also be completed if someone, other than a parent is to collect a child from a venue.

To ensure students safety, these notes MUST BE organised with staff prior to the day of the event.

➤ **Bicycle Riders-**

To ensure the safety of bicycle riders we ask parents to observe the following:

1. VicRoads recommends that children under 8 do not ride bikes to school.
2. Students should practice riding the route to school with parents for practice before riding on a school day.
3. Riders must wear a roadworthy and correct fitting bike helmet.
4. Bicycle riders are to store their bikes in the shelter shed.

9. STUDENT BEHAVIOUR:

At Cavendish Primary School we recognise the importance of a consistent and positive approach to student wellbeing and discipline. We are mindful that children should be courteous, thoughtful and respectful to their teachers, peers and guests. The class teacher is responsible for discipline in their classroom. Teachers establish rules and consequences in consultation with children for their classroom group. These rules are consistent with our overall approach to well-being and discipline.

➤ **Student Code of Conduct-**

Cavendish Primary School's Student Engagement Policy has been developed within, and is consistent with, Department of Education and Training guidelines and regulations.



The Student Engagement Policy is based on the following beliefs:

All children have the right to work, play and learn in a safe, friendly and helpful environment.

Respect for self and others are fundamental to human growth and development.

To support these beliefs, children are encouraged to:

- Demonstrate pride in the school
- Be polite, courteous and well mannered
- Work and play without interfering with others.

➤ **Class Rules-**

At the beginning of each school year, teachers establish a set of classroom rules for their own class that is consistent with our Student Engagement Policy.

➤ **School Rules-**

- Children will treat everyone with respect and courtesy
- Children will act with regard to the safety of themselves and others
- Children will respect school property and the property of others
- Children will respect the rights of other children to learn and teachers to teach.

➤ **Sanctions-**

Breaches of school behavior guidelines and rules may incur some penalty or action. The penalty will be a logical consequence of the behaviour, as outlined in our Student Engagement Policy.

Suspension procedures, in line with Department of Education and Early Childhood Development's guidelines, will be used for serious and /or continual breaches of school rules.

Student management will focus on a positive approach which fosters a climate of self-discipline and personal responsibility for actions and choices.

To support this, the following strategies are used:

- Public recognition of achievements at assemblies and in the newsletter including Student of the Week awards.
- Provision of high levels of supervision in the playground
- Actively developing an understanding and appreciation of the school rules.



- Actively involving students in the resolution of conflicts
- Developing pride in self and the school.

10. SCHOOL – HOME PARTNERSHIP:

➤ **Working together to ensure success-**

The staff at Cavendish Primary School are very keen to involve parents in as many school activities as possible. We believe that it is most important for parents and teachers to work together in partnership in the education of all children.

➤ **In the Classroom-**

In strengthening that partnership between home and school, you may like to become more involved in some of the following school activities –

- hearing children read
- helping in the classroom with activities
- reading stories to small groups of children
- covering books
- Parent Club treat days
- attending camps and excursions.

➤ **At School-**

In strengthening that partnership between home and school, you may like to become more involved in some of the following school activities –

- Helping with working bees, fundraisers.
- Assisting with sporting activities such as swimming, school sports, coaching and Sporting Schools sport afternoons
- Participating in Parents' Club
- Participating in School Council.

➤ **At Home-**

It is vital for your child's positive educational development that they know you are interested in their school work. We ask parents to hear their child read every week night and to demonstrate an interest in books that they have read. Encourage them with any homework they have and please do not hesitate to speak to any of the teachers or the Principal if you have any concerns about any aspect of your child's school life.



11. COMMUNICATION BETWEEN SCHOOL AND HOME:

Communication between school and home is highly valued at Cavendish Primary School. Formal and informal communication options exist to provide opportunities for teachers and parents to establish a friendly, supportive and co-operative working relationship.

➤ **The Newsletter-**

An important method of communication with our school community is the Cavendish Primary School newsletter. We aim to provide as much information in the newsletter as possible to eliminate the need for separate notices. The newsletter is issued weekly (Fridays) throughout the term and it is important that you check important dates and events that need to be noted. Most families receive it electronically but paper copies are available upon request.

On occasions, a group text message will be sent home if a matter requires quick communication.

➤ **Facebook-**

Our Facebook site is another means to show our children in action. It isn't the site for key information.

➤ **Website-**

The formal information site of the school. It contains policies, reports and back issues of the newsletter.

➤ **Notices-**

Some activities and events will be announced on separate notices. These are often events specific to a particular class or one which requires a permission slip to be completed. A list of these notices is printed in the newsletter each week.

➤ **Student Reports-**

Reports will be issued in June and December. Reports will cover both the academic and social development of your child. Any matter of concern arising from the reports should be discussed with the class teacher or Principal.

➤ **Parent Teacher Interviews-**

Interviews are conducted in Semester 1 (the date will be announced in the weekly newsletter in the weeks leading up to the interviews). These provide the opportunity for discussions of student information and aim to further build the learning partnership between school and home. Interviews can be requested at any time throughout the year if there is a need.



➤ **Parent Information Afternoons-**

Information sessions are held in Term 1. All staff are in attendance to outline the year ahead and to answer any questions or concerns.

A Foundation Information Session is held in November for new parents.

Other sessions, relating to curriculum issues, will be conducted when needed. An invitation for parents to attend will be sent out to families when a date is set.

12. GENERAL INFORMATION:

➤ **Athletic Sports-**

Cavendish PS Picnic Sports are held in Term 1 at school. This is a fun, semi-competitive day of races and challenges with all families welcome.

We then compete in the Southern Grampians School Sports Association (smaller schools network) against Macarthur, Branxholme Wallacedale, Dunkeld, St. Joseph's Peshurst, Tarrington, and Peshurst PS. This is



a more formal athletics day, held late in Term 1 at Pedrina Park, Hamilton. Children in Years 3/6 compete in the majority of events, with selected students representing our school in high jump, distance races and relays. Students who achieve a first place in a field event or a first or second in a track event have the opportunity to compete in the Division Athletics in Warrnambool.



➤ **Cross country-**

Cavendish PS holds a cross country along the Wannon River in May. A representative team (9 years and older) is selected to compete in the Southern Grampians cross country against other schools. Competitors have the opportunity to go to the next level in Warrnambool as well.

➤ **Other events-**

Cavendish PS enters teams each year in the inter-school golf tournament held at Parklands in Hamilton; Hoop Time basketball tournaments for Years 3/6 in Term 3; T20 Blast Cup cricket tournament held in Term 4; inter-school chess competition in Term 3, as well as other opportunities as they arise.

➤ **Ambulance-**

Unless families are Ambulance subscribers or Health Care Card holders, parents will be responsible for the cost of ambulance transportation.

➤ **Cultural Performances-**

These performances are an extension of our Arts program giving students the opportunity to experience a variety of entertainment provided by talented artists. The cost of Cultural Performances is charged to parents.

➤ **Excursions and Camps-**

Camps and excursions are an integral part and extension of the school curriculum.

Parental permission is required for these activities, except where the excursion is in the immediate area close to school. As these programs involve costs which must be borne by the parents, information is distributed in sufficient time for parents to arrange payment. Payment plans are available for Camps. An excursion is held each even year, with the P/2 children having 'a big day out', while the Years 3/6 have a two or three-night camp to Melbourne or Cave Hill Creek (alternating).

Years 5/6 children also have the opportunity to participate in the statewide Somers camp on odd years.

Obviously, these camps are now subject to Covid-19 restrictions.



➤ **Sporting Schools**

Our school offers a variety of sports through this Commonwealth Government funded program. Typically, these consist of 4 x 60 minutes skill lessons to teach the skills and strategies of a new sport. These activities are open to all students and will be undertaken usually in school hours. There is no charge for these activities.

➤ **Swimming Program -**

Each year in November/December, all students participate in a 9-day swimming program at the Hamilton Indoor Leisure and Aquatic Centre. Students attend classes daily for two weeks under the tuition of a qualified Austswim swimming teacher. The program concludes with a Swimming Carnival at the Balmoral Pool. Children compete in a number of swimming/wading/floating events, suitable for their level of competence.



Very keen and able swimmers are also considered for the school's representative team for the Southern Grampians School Carnival held in Penshurst in Term 1 each year.

➤ **Hamilton Eisteddfod -**

Each year in June, the whole school travels to Hamilton to participate in the Eisteddfod. In recent years, our whole school instrumental performance, choir and recorder ensembles have won a number of first and second prizes. Having the entire school perform is something we take great pride in and is a wonderful opportunity for all students to experience year after year. We have not been able to perform in the Eisteddfod the last two years, due to Covid-19.



GENERAL INFORMATION

➤ **Hot Lunches-**

Lunches can be heated in the microwave on Mondays **during Term 3 only**. Please have food stored in a suitable container for heating up in the microwave.

Hot lunches may be ordered (and paid) from the Bridge Café by 2pm Thursday afternoon for delivery on Fridays. These orders are delivered to the school by the Café at lunchtimes each Friday. Parents' Club also run special treat lunch day at intervals throughout the year.

➤ **Fruit-**

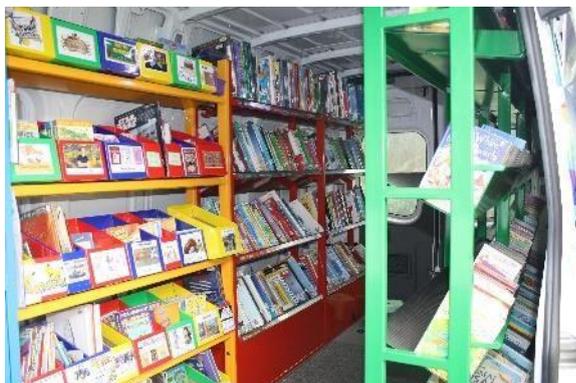
To support healthy eating please encourage your child to bring fruit each day to school. We have fruit time at 10am each day. This needs to be easily eaten without due interruption to the child's work. Having cut up fruit in a container is a good idea for younger children.

➤ **Drink Bottle-**

Students are asked to bring a drink bottle to school each day filled with WATER only. Please ensure the drink bottles are cleaned on a regular basis.

➤ **Mobile Library & MARC Van-**

The Mobile Area Resource Centre (MARC) Van visits our school on a three week on one week off roster system (Fridays). This will change to Mondays in 2022. Please contact the Office if you would like the timetable. The children receive a literacy lesson and may borrow books.



➤ **Pupil Free Days-**

On the following days, students ARE NOT required to attend school:

1. Curriculum Days – you will be advised of these dates when set
2. March Labour Day – Public Holiday
3. ANZAC Day – Public Holiday
4. Queen's Birthday – Public Holiday
5. Melbourne Cup – Public Holiday