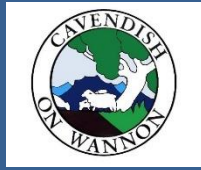


# Cavendish Primary School



**“A Rural Tradition of Excellence”**

## **Information Booklet 2025**



**8-10 Barker Street  
PO Box 26  
CAVENDISH VIC 3314**

**Ph: 03 5574 2282**

**Email: [cavendish.ps@education.vic.gov.au](mailto:cavendish.ps@education.vic.gov.au)  
[www.cavendishps.vic.edu.au](http://www.cavendishps.vic.edu.au)**

## 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 36 students. The school operates three classes in the mornings (P/1/2, 3/4 and 5/6) for English and Mathematics teaching (with the largest group just 14 pupils). In the afternoons, the school reverts to P/2 and 3/6 classrooms for arts, science, humanities and sport.

Cavendish Primary School currently has 22 families. Approximately 80% of students travel to school by bus which draws from a surrounding area of approximately 20km in radius.

In 2024, the current staffing profile includes: a teaching Principal in the 5/6 class, one teacher in the 2/3/4 class and one teacher in the F/1 class. We currently offer specialist lessons in Music/Drama each Tuesday. We also have a part-time Wellbeing/Welfare teacher each Thursday. 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 the students can 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:**

### **Our School Vision**

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.

### **Our School 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.

### **Behavioural expectations**

Cavendish Primary School acknowledges that the behaviour of staff, parents, carers and students has an impact on our school community and culture. We acknowledge a shared responsibility to create a positive learning environment for the children and young people at our school.

As principals and school leaders, we will:

- model positive behaviour and effective leadership
- communicate politely and respectfully with all members of the school community
- work collaboratively to create a school environment where respectful and safe behaviour is expected of everyone
- behave in a manner consistent with the standards of our profession and meet core responsibilities to provide safe and inclusive environments
- plan, implement and review our work to ensure the care, safety, security and general wellbeing of all students at school
- identify and support students who are or may be at risk
- do our best to ensure every child achieves their personal and learning potential
- work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly
- respond appropriately when safe and inclusive behaviour is not demonstrated and implement appropriate interventions and sanctions when required
- inform parents of the school's communication and complaints procedures
- ask any person who is acting in an offensive, intimidating or otherwise inappropriate way to leave the school grounds.



As teachers and non-teaching school staff, we will:

- model positive behaviour to students consistent with the standards of our profession
- communicate politely and respectfully with all members of the school community
- proactively engage with parents about student outcomes
- work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly
- work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs
- communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents
- treat all members of the school community with respect.

As parents and carers, we will:

- model positive behaviour to our child
- communicate politely and respectfully with all members of the school community
- ensure our child attends school on time, every day the school is open for instruction
- take an interest in our child's school and learning
- work with the school to achieve the best outcomes for our child
- communicate constructively with the school and use expected processes and protocols when raising concerns
- support school staff to maintain a safe learning environment for all students
- follow the school's processes for communication with staff and making complaints
- treat all school leaders, staff, students, and other members of the school community with respect.

As students, we will:

- model positive behaviour to other students
- communicate politely and respectfully with all members of the school community.
- comply with and model school values
- behave in a safe and responsible manner
- respect ourselves, other members of the school community and the school environment.
- actively participate in school
- not disrupt the learning of others and make the most of our educational opportunities.

As community members, we will:

- model positive behaviour to the school community
- treat other members of the school community with respect
- support school staff to maintain a safe and inclusive learning environment for all students
- utilise the school's processes for communication with staff and submitting complaints.



## 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 Child Safe Code of Conduct is in place outlining responsibilities and rights for students and adults.
- There is a strong emphasis on students doing the best they can and improvement, progress and effort are consistently celebrated through classroom feedback from their teachers and peers, assemblies, class meetings, Seesaw (which is a family communication app), 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.
- Our Well-Being program which is supported by the ‘You Can Do It’ and ‘Respectful Relationships’ programs, promotes confidence, resilience, getting-along, organisation and persistence. Student Conferences and Circle Time are all run to provide student voice and to reinforce positive behaviours.
- 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.



### **3. ENROLLING YOUR CHILD:**

#### **Student Term Dates for 2025**

**TERM 1**

Wednesday 29<sup>th</sup> January to Friday 4<sup>th</sup> April

**Please note:**

***Foundation students will not attend school on Wednesday 5<sup>th</sup>, 12<sup>th</sup> and 19<sup>th</sup> and 26<sup>th</sup> February***

**TERM 2**

Monday 22<sup>nd</sup> April to Friday 4<sup>th</sup> July

**TERM 3**

Monday 21<sup>st</sup> July to Friday 19<sup>th</sup> September

**TERM 4**

Monday 6<sup>th</sup> October to Friday 19<sup>th</sup> December

#### **Admission Procedures-**

Children who turn 5 years of age by the 30<sup>th</sup> of April 2025 may be admitted to our Foundation classes in 2025.

This Enrolment Pack contains the following:

1. Student Enrolment Form
2. Permission Form
3. Application to travel on a School Bus (if this applies to you)
4. Bus Guidelines (if this applies to you)
5. This Information Booklet

**Please return the completed Enrolment Form, Permission Form and Bus Application 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:

<b><u>Session 1:</u></b>	Mondays – Assembly starts at 8:50am Tuesday – Friday ‘Getting ready to learn’ bell at 8:55am School commences at 9am to morning recess at 11am
<b><u>Recess</u></b>	11am to 11:30am
<b><u>Session 2:</u></b>	Commences at 11:30am and ends at 1pm.  Students have supervised eating time from 1:00-1:10pm in classrooms
<b><u>Lunch play</u></b>	1:10pm to 2:00pm.
<b><u>Session 3:</u></b>	Commences at 2:00pm and ends at 3:25pm.

Each Monday morning at 8:50am, 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, recite the School Oath and the Acknowledgement to Country, announcements for the week ahead and sports reports from students. Parents are most welcome to attend our Monday morning assemblies. Friday afternoons we all meet together and present a Weekly Wrap-up which is teacher’s awards and sharing some classroom learning from the week.

## **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 voluntary 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 \$150.00 per student. Please contact the school office if you are eligible



for this payment. The Business Manager will then give you a simple form to complete and lodge it for processing.

## **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, Art, 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 bought to school is not insured.

If a valuable item needs to be bought 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, Wednesdays and Fridays between 9am to 5pm. The Principal is usually in the office during the afternoons. The best time 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 the office at anytime if it is an emergency or ring the school mobile on 0447 544 212.

Items from parents and students, such as payment envelopes, permission forms, absence or other notifications can 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. 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. Uniforms must be paid for before being taken.

Our school uniform co-ordinator on Parents' Club is currently Callie Leese. A new uniform co-ordinator may 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/boots - sneakers only on sports days
- 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 shoes/boots – sneakers only on sports days
- 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)**

## Sports Uniform-

- Navy school sports mesh shorts
- Navy and white 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:**

### **Current 2024 Staff**

Teaching Principal 5/6 – Kate Steele

Teacher Years 2/3/4 – Lisa Ferrier

Teachers Years F/1 – Amy Gray

Music/Drama – Rachel Huf

Wellbeing/Welfare – Xanthie Girdwood

Tutoring Teacher – Susan Bell

MARC (Library van) – Suzanne Smith

Business Manager – Tammy Crawford

Integration Aides – Melissa Hamilton, Chloe Hearn, Barbara Andrews and Lynette Purvis

### **Visiting Staff**

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

### **Cleaning**

Logical Property Services Pty Ltd. are our contracted cleaners.

### **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 Sarah Longcor and Vice-President Carly Behncke.

## **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.

Please advise us 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 sign out their child/children on the IPad at the front of the office 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 prescribed by a doctor during school hours, please send the medication:

1. in a zip-sealed bag,
2. in its original container with clear dosage directions from the doctor/chemist.

**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 instructions.

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

EpiPens are stored in the staffroom on the First Aid board.

## **ILLNESS / EXCLUSIONS:**

Please note the following DET regulations in regard to illness:

<b><u>ALLERGIES:</u></b>	Please inform the school of any allergies your child may have, the symptoms and the treatment.
<b><u>HEAD LICE:</u></b>	Until appropriate treatment has commenced.
<b><u>ASTHMA:</u></b>	Parents who have children who need puffers/inhalers must provide them for use at school. Ensure that staff are advised of the method of application and that your child knows how to operate the puffer/inhaler.
<b><u>EPILEPSY:</u></b>	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.
<b><u>DIABETIC:</u></b>	The school must be advised if a child is diabetic. A medical action plan must be provided by the treating Doctor. Ensure that staff are advised of any medical treatment and assistance that is required.

## **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.



<b>CHICKEN POX:</b> Until fully recovered or at least one week after the eruption first appears.	<b>RINGWORM:</b> Until appropriate treatment has commenced.
<b>DIPHTHERIA:</b> Until receipt of a medical certificate of recovery from infection.	<b>SCABIES:</b> Until appropriate treatment has commenced.
<b>GERMAN MEASLES:</b> Until fully recovered and at least five days after onset of rash.	<b>SCHOOL SORES:</b> 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.
<b>HEPATITIS:</b> Until receipt of a medical certificate of recovery from infection, or on subsidence of symptoms.	
<b>LEPROSY:</b> Until receipt of a medical certificate of recovery from infection.	<b>STREPTOCOCCAL INFECTION:</b> Until receipt of a medical certificate of recovery from infection.
<b>MEASLES:</b> Until at least five days from the appearance of rash or until receipt of a medical certificate of recovery from infection.	<b>TUBERCULOSIS:</b> Until receipt of a medical certificate from a health officer of the department that the child is not considered to be infectious.
<b>MENINGOCOCCAL:</b> Until receipt of a medical certificate of recovery from infection.	<b>TYPHOID FEVER:</b> Until receipt of a medical certificate of recovery from infection.
<b>MUMPS:</b> Until fully recovered.	
<b>POLIOMYELITIS:</b> Until at least fourteen (14) days after onset of illness and until receipt of a medical certificate of recovery from infection.	<b>COVID-19</b> Immediate notification to the school. It is recommended that a child not return to school until they have completed their five day isolation period.

**\*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 are not immunised should be excluded from school if there is an outbreak of measles, diphtheria, polio or whooping cough.

## **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 during 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 student examination.

Social Worker: is available to support children and their families at 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 their 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 8:50am and depart the school at 3.30pm. 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 child/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.

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 when entering and exiting 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 unless previously discussed and agreed by the parent and school.

### **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 after the school buses have departed. 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 lessons.

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 or bike stand.

## **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 Wellbeing and Engagement Policy has been developed within, and is consistent with, Department of Education and Training guidelines and regulations.

### **The Student Wellbeing and 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 Wellbeing and 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 Wellbeing and 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 other sports.
- Participating in the Parents' Club.
- Participating in the 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 listen to 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) via email and on the school's app throughout the Terms and it is important that you check important dates and events that need to be noted.

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

## **Facebook**

We have two Facebook sites. A public page and a private page for parents, carers and grandparents.

## **Website**

The formal information site of the school. It contains policies, reports and back issues of the newsletter. All our current school policies can be found on our website – [www.cavendishps.vic.edu.au](http://www.cavendishps.vic.edu.au)

## **Notices**

Activities and events will be announced on our school app or on separate notices. These are often events specific to a particular class or one which requires online consent to be completed.

## **Student Reports**

Reports will be issued on the school app 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 twice yearly (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 Sessions**

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

An Information Session for new families to school is held in November during their child's transition classes with their teacher. This includes uniforms, administration and tours.

## **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, Branhholme Wallacedale, Dunkeld, St. Joseph's Penshurst, Tarrington, and Penshurst 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 run 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 has in the past entered teams in the Hoop Time basketball tournaments, the T20 Blast Cup cricket tournament, inter-school chess competition in Hamilton, the inter-school golf tournament at Parklands Golf Club 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.



## **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. Activities that have been offered in the past have been, soccer, netball, tennis, taekwondo, basketball, table tennis, archery etc.





## 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 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 has competed in the instrumental, choir and recorder sections. Over the years we 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.



## GENERAL INFORMATION

### Hot Lunches

Lunches can be heated in the microwave on Wednesdays **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 11am Friday morning. 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 during the first session 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 named and 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). The children receive a literacy lesson and may borrow books.



## **Student Free Days & Public Holidays**

1. Curriculum Days – you will be advised of these dates when set as students are not required at school on this day
2. March Labour Day
3. Easter Public Holidays
4. ANZAC Day
5. Queen's Birthday
6. Melbourne Cup
7. AFL Grand Final

