



2017 INFORMATION BOOKLET

WELCOME TO COWES PRIMARY SCHOOL

Cowes Primary School, with an enrolment of approximately 550 students, is situated 140km south east of Melbourne on Phillip Island. The school is located in the township of Cowes on 7 hectares of attractive grounds. One fifth of students travel to school by bus from outlying areas.

We provide an effective program that will contribute towards the development of each student's physical, emotional, social and intellectual potential and help prepare students to actively contribute as members of a changing society.

We focus on building students' self-esteem, confidence and pride in themselves, their school and their community. We provide opportunity for both independent and co-operative team learning aimed at developing decision-making, problem-solving, critical and creative thinking skills.

Parents are welcome and are encouraged to participate in school activities and become partners with teachers in developing positive educational outcomes for their children.

We provide a comprehensive and integrated curriculum in English, Mathematics, Health and Physical Education, The Arts, Science, Technology, Music and the Study of Society and the Environment. Special programs include Reading Recovery, Bike Education, Camps and Excursions, and an extensive Swimming program.

The well maintained grounds include a two-hectare native sanctuary, extensive play areas and equipment, including three multipurpose grass courts and attractive, covered passive areas.

Cowes Primary school welcomes you to actively participate in the school. Your concerns will be considered and comments appreciated. Assist us and your child to make Cowes Primary School a caring, sharing and happy school.

SCHOOL CONTACT NUMBERS

Telephone: 5952 2132 / 5952 2008

Fax: 5952 1264

Email: cowes.ps@edumail.vic.gov.au
www.cowespsphillipis.vic.edu.au

ELECTRONIC FUNDS TRANSFER INFORMATION

Please state child's name and reason for payment if making a direct deposit into this account.

Bendigo Bank

BSB - 633-000

Account number – 1380 42163

TERM DATES

Students start Term 1 on Tuesday January 31.
Preps will start on Tuesday January 31 and will not attend school on Wednesdays during Term 1.

2017 Term dates are:

Term 1: January 30 to 31 March

Term 2: 18 April to 30 June

Term 3: 17 July to 22 September

Term 4: 9 October to 22 December

Good Friday - Easter – April 14

Queen's Birthday - Monday June 11

Melbourne Cup - Tuesday 7 November

A term calendar showing all major events/dates is produced and distributed early each term.

ENROLMENT / INFORMATION FORMS

Parents/Guardians are required to provide the following documents to the school prior to their child starting:

- **Completed Student Enrolment Form**
- **Birth Certificate**
- **Immunisation Statement**

Copies of these are kept in the office and are confidential. Student records are kept on academic progress and related personal information. **If for any reason special precautions are needed to preserve the confidentiality of any information (eg. if there is a court order relating to custody or access) then the school must be informed in writing. You must list two friends/relatives contact numbers in case of emergency, when you cannot be contacted. Please inform us immediately if there is any change to contact numbers.**

SCHOOL HOURS

Please see that your child arrives at school on time. Lateness is upsetting for the child, for the teacher, and the whole class. If lateness is unavoidable, a brief explanation to the teacher would be appreciated. The class teacher will record details of reasons for lateness, and contact will be made for often occurrences.

School doors open at 8.50am. Please encourage your child to go to the toilet before they go into the classroom. Children may hang up their bags and place lunch orders in the tubs before 9am. Teachers will be in their classrooms to meet children and parents daily at this time.

A teacher is on duty from 8.45 am until 9 am, and 3.30 pm until 3.45 pm. If your child has not been collected by 3.45 pm, he/she will be enrolled in after school care with Camp Australia, and the appropriate payment will apply.

AFTER SCHOOL HOURS PROGRAM

Camp Australia offers an After School Care Program at Cowes Primary from 3.30 pm until 6 pm on normal school days. For all enquires or registration or bookings please visit www.campaustralia.com.au or phone 1300 105 343.

VISITORS REGISTER

In the interest of your child's safety, a visitors sign in system operates at the school. If you have any reason to visit a classroom, you must sign in at the office and collect a visitor's sticker.

SCHOOL HOURS

Recess - 11am to 11.30am
Lunch - 1.30pm -1.40pm (Eating)
1.40pm - 2.30pm (Lunch play)

ADMISSION OF BEGINNERS

All Prep children commence school at 9 am. If you bring your child on the first day, come into the classroom and get him/her a name tag. We ask that all parents leave together and have a Tears & Cheers drink with the Parents' Club in the Gymnasium.

Commencing on the first school day, all children will be dismissed at 3.30 pm. **Preps will NOT attend school on Wednesdays until Term 2 when they will attend school full time.**

You can expect your Prep child to become tired during the first weeks of school and at the end of each term. Regular hours of sleep are important.

BOOKS AND REQUISITES

Each Student receives a booklist which lists Essential, Optional items, as well as Swimming and costs for the school year. You may choose to pre-pay, pay on collection of the backpack or choose one of the payment options on the booklist.

UNIFORMS

School uniform is compulsory. Uniform requirements are set out below. Uniform price lists are available at the school office.

Girls:

- Green & White checked dress
- Green shorts, skirt, leggings or track pants
- Green or Gold T-shirt (polo)
- Green hooded windcheater or bomber jacket

Boys:

- Green shorts or track pants
- Green or Gold T-shirt (polo)
- Green hooded Windcheater or bomber jacket

All Students

- Cowes Primary School hat is compulsory in Terms 1 & 4 (broad brim hats)
- Cowes Primary School bags are available but not compulsory.

Some second hand clothing is available from the uniform shop at a minimal cost.

Thongs or open toed shoes are NOT to be worn to school. Non-marking soled shoes are required for the gymnasium.

CLOTHING

It is frustrating for children if they cannot take off their own jumpers or tie their own shoes. Try to buy clothes with easy fasteners and shoes without laces.

Please name all clothing.

For swimming, please make sure that clothing worn on swimming days is easy to take off and put on, and that long hair is tied back. It is also compulsory for children to wear a t-shirt or rash vest in the pool. A plastic bag should be provided for wet clothing. Swimming caps should be worn, especially for those with long hair. This prevents our pool filters becoming blocked. Caps are available from the office in House colours for \$3 each.

All children will need these clearly named items:

- Art smock (an old shirt will do)
- Library (book) bag.

PARENT TEACHER INTERVIEWS

Parent Teacher interviews will be held at set times during the school year. There will be a familiarisation session in February to explain and outline the year's curriculum. Written reports are sent home at the end of Term 2 & 4.

VISITORS REGISTER

In the interest of your child's safety, a visitors sign in system operates at the school. If you have any reason to visit a classroom, you must sign in at the office and collect a visitor's sticker.

LEAVING THE SCHOOL GROUNDS

If a child is to leave the school early, the child's parent/guardian is required to sign the child out of the school and collect a permission form completed at the office before collecting students from their classroom. All students must be accompanied by a parent/guardian to leave the school grounds at any time during the day.

SWIMMING

All children will participate in the swimming program, during Terms 1 & 4. Your assistance would be appreciated at any stage, but in particular during the initial stages of your child's program. The swimming permission note and payment is required before your child can use the pool.

CAMPS, SPORTS & EXCURSION FUND (CSEF)

The Camps, Sports & Excursion Fund is provided by the Victorian Government to assist eligible families to cover the costs of school trips & camps. Application forms are available from the School office or can be downloaded from Department of Education and Training website.

From 2015 the Government will distribute the funds used for CSEF directly to schools.

Parents must have an eligible Centrelink Health Care Card or Veterans Affairs Gold Card or Pensioner Concession Card that is valid on the first day of Term 1. Funding for CSEF has been confirmed for 2017.

CURRICULUM / PUPIL FREE DAYS

During the year, the school holds Curriculum Days / Pupil Free Days. On these days, teachers gather to discuss and critically examine an area of the school program. **Children do not attend on these days.**

NEWSLETTER

The newsletter is emailed to Parents or it can be accessed on our website. Please contact the office if you would like the newsletter emailed each fortnight on a Thursday. Please read it carefully for school news and important dates.

WET DAYS

On wet days, children will remain inside during recess and lunchtime. They will be supervised in "free activities." On wet days school will finish at the normal time of 3.30 pm.

HOUSE SYSTEM

New children are placed in a house. Children of the same family are usually allocated to the same House.

Houses are:

Anderson	Red
Bass	Dark Blue
Churchill	Green
McHaffie	Yellow
Phillip	Light Blue

MONEY

When money is sent to pay for an item or for excursions etc, please put in the envelope provided and seal securely, mark with your child's name, the room number, teachers name and the reason for the money. Overleaf record your contact number and signed permission. This envelope should then be handed to the class teacher. All excursions, presentations, plays etc are planned ahead, and full payment is requested at the beginning of each term.

SUNSMART

Cowes Primary School is a Sunsmart school. It is compulsory for the students to wear the uniform hats with broad brim during Terms 1 & 4. Students who do not wear hats are not permitted to play but are required to sit under the verandahs.

EXCURSIONS

Our excursions are planned and payment is requested on a 'per term' basis. You will receive details / permission form within the first few weeks of each term. **Prompt payment is requested to enable your child to attend.** Excursions are an important part of your child's learning experience. Excursions and shows are carefully chosen for their educational value and are prepared for and followed up in the classroom.

CAMPS

All Y1/2 school children have the opportunity to attend a two day camp at the CYC in Cowes. The Y2 school students stay overnight at CYC. Preps attend CYC for a daytime camp. Middle and Senior school students also attend camps each year.

LOST PROPERTY

Please label all school clothes. Lost property will be stored on racks in the Dome. Please check the racks whenever you are at the school. All unclaimed, unnamed items are donated to charities at the end of each term.

LUNCHESES

Clearly label lunch boxes, bags or drink bottles with your child's name and room number. Children are supervised while they eat lunch from 1.30 pm till 1.40 pm in the classroom. For young children please pack a separate play lunch at first. Try small lunches initially as children are often unable to eat much during their early school days. Ask your child to bring home any uneaten lunch so that you will know if you are sending too much.

LUNCH ORDERS

We are fortunate to have a canteen at our school that operates Tuesday – Friday.

The 2017 price list is available at the school office and also sent home early in the new school year. Please place the correct money (where possible) in a paper bag, then fold into four. Write the order, including the child's name and room number on the front. Orders should be placed in the classroom lunch box. If your child forgets to bring lunch, they should ask their teacher for an **emergency lunch order**. This provides a cheese or spread sandwich and an apple from the canteen. The voucher will then be taken home by the child for payment of \$3.50 to be made as soon as possible.

If your child has a lunch order, please send some play lunch as it is a long time between breakfast and lunch!

SCHOOL BANK

Bank Day for student deposits is only on **Tuesday**. Bank application packs are available at the school office. Please only send sufficient amount of money to fit in bank book pouch.

LIBRARY

All children are welcome to borrow books from the School Library. Why not enrol your child at the Bass Coast Shire Library too? It is free and will help your child develop a love of books.

PARKING

The car park has a one way entry and exit route. **Please do not park in the administration parking area at the entrance to the office or stop where you will impede traffic movement.** Pick up/drop off at loading zone only (end of green fence)

SCHOOL CROSSING

There are two crossings for the students to use, one in Thompson Avenue and the other in Settlement Road. These are manned by Crossing Supervisors from 8 am - 9 am and 3 pm - 4 pm. Flags are out at these times. Students are continually instructed on the use of crossings.

BUSES

There is a Government bus service for those children living more than 4.8 km from the school. Parents and students must complete a Bus Travel form to enable them to be entered on the bus roll. Children must be at their designated bus stop five minutes prior to pick up time.

School buses arrive and depart within the school grounds. Teachers mark a bus roll each afternoon.

Bus travellers must remain seated at all times. If a child is reported for misbehaving on the school bus or at the bus stop, the Bus Co-ordinator will notify the parents. Serious or repeated misdemeanors will result in the child being banned from bus travel for a period of time.

LOST PROPERTY

Please label all school clothes. Lost property will be stored on racks in the Dome. Please check the racks whenever you are at the school. All unclaimed, unnamed items are donated to charities at the end of each term.

BIKES

Children may ride bikes to school. Before they do so it is essential that they have a sound knowledge of road safety rules, be proficient riders, and have a well-maintained bike. Children must, by law, wear an ASA approved correctly fitted helmet. **It is not recommended for children under the age of 9 years to ride bikes to school unless accompanied by an adult. Bikes must NOT be ridden within the school grounds.**

ABSENCES

When your child has been away, or will be away it is essential that a written note is provided to the class teacher. The school is required by law to keep these notes. Please do not telephone the school regarding absences unless your child will be absent for three or more days. Each child has a diary which can be used for communication to the teacher with any concerns regarding your child.

MEDICAL QUESTIONNAIRE FORMS

The Education Department School Nurse will examine all Prep children during the year. Medical questionnaire forms will be issued before the School Nurse is due to attend. Please check that all details are filled in correctly and return promptly. You will be contacted if any problems arise.

ILLNESS

If your child is ill in the morning, it is necessary to keep him/her at home until he/she is well again.

If your child is ill, badly upset or injured at school, we will contact you immediately. Please make sure that you can be contacted at home, at work, or through family, friends or neighbours. **It is important that your contact information is updated as soon as any changes occur. It can be quite distressing to your child if you are not contactable when needed.**

IMMUNISATION

Due to legislation, an Immunisation Statement is mandatory for children enrolling at school. Statements are obtained at a Medicare office or by calling 1800 653 809, and must be presented to the school before your child is enrolled. If your child is not immunised, he/she will be excluded from school if there is an outbreak of a serious infectious disease.

FETE & FUNDRAISING

Our Annual Fete is held on the Sunday of the Labour Day weekend each year. There are also various other fundraising events held throughout the year, during which your participation and assistance would be greatly appreciated. Please contact the school office if you can assist in any way.

DENTAL HEALTH

The School Dental Service provides dental treatment and dental health education for school children. The Dental Service provide the school with information for interested parents, or phone 1300 360 054.

INFECTIOUS DISEASES

Regular attendance at school is most important, but some diseases like Whooping Cough, Measles, German Measles, Impetigo and Hepatitis require the child to be kept at home for some time. Please let the class teacher know if your child will be absent.

Disease	Child to be excluded from school
Chickenpox	Until fully recovered
Diphtheria	Until at least negative nose & throat swabs
Viral hepatitis	Until certificate of recovery produced
Impetigo (school sores)	Until sores have fully healed
Measles	For at least 7 days from appearance of rash
Meningococcal	Until certificate of recovery produced
Mumps	Until fully recovered
Pediculosis (head lice)	Until appropriate treatment commenced
Whooping Cough	4 weeks or until medical certificate produced
Poliomyelitis	At least 14 days from onset & certificate
Ringworm	Until treatment commenced & certificate
Rubella	Minimum 4 days from onset & full recovered
Scabies	Until treatment commenced and certificate
Scarlet Fever	Until certificate of recovery produced

COMMUNITY INVOLVEMENT & PARTICIPATION

The school will undertake various projects during the year involving many areas of the community, and your co-operation would be appreciated. Likewise the school will endeavour to become involved with programs initiated outside the school. In the area of curriculum, your assistance is particularly welcome in the classroom. Please see your child's class teacher for an appropriate time.

SCHOOL COUNCIL

The School Council is a voluntary group of parents and teachers elected to administer the school. There are 14 members, nine parents –five Department of Education & Early Childhood Development employees and the Principal. There are also up to three possible co-opted positions.

School Council meetings are usually held on the third Monday of each month.

If you have any questions, contact the School Council President, Terry Robinson 0428 595 634.

SCHOOL VALUES

At Cowes Primary School our shared values aim to prevent the development and the intensifying of problem behaviour and maximize academic success for all students.

Our school values are:

- Be Safe
- Be Respectful
- Be Responsible

The School Wide Positive Behaviour Support model which we follow provides:

- A systems approach for building capacity
- A process for capacity building
- A continuum of behavioural supports
- Prevention focused efforts
- A social skills program designed to target focused behaviours

“Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction, and skilful execution; it represents the wise choice of many alternatives.”

Willa A. Foster

SYSTEM FOR ENCOURAGING DESIRED BEHAVIOUR

Positive Consequences

At Cowes Primary School communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging expected school behaviour. A formal recognition and monitoring system has been developed (see Gotcha's Reward System). This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff.

We aim to set high expectations for positive behaviour and publicly recognise students who strive to display the school values of **Safety, Respect and Responsibility**.

GOTCHA REWARD SYSTEM

The Gotcha rewards system celebrates our students' achievements instantly, and is the main focus of our SWPBS approach. Students who earn Gotcha's receive instant recognition and feedback for displaying the school values of Respect, Responsibility or Safety.

Staff members hand Gotchas out each day to students they observe following the school values of Respect, Responsibility and Safety in classroom and non-classroom areas. The coloured Gotchas visually separate each of the three school values, and assists all our achievers to know which value they have displayed.

Be Safe * Be Respectful * Be Responsible

Thank you (Name) for being
(Safe, Respectful, Responsible) by
(Action).

Staff members will award tickets to students who are demonstrating behaviour that is safe, respectful, or responsible. Students collect the tickets and will have opportunities throughout the term where they can redeem them for prizes.

At Cowes Primary School our shared values aim to prevent the development and the intensifying of problem behaviour and maximize academic success for all students.