

CHURCHILL PRIMARY SCHOOL



Kind and Positive Learners



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Churchill Primary School

- where everyone belongs,
thrives and achieves.

Kind and Positive Learners

Churchill Primary School is an inclusive and safe environment where kindness and positivity are valued.

We have high expectations of ourselves for learning. Relationships and connection underpin everything we do.

Principal's Welcome

At Churchill Primary School our core values of being Kind and Positive Learners underpins all that we do.

Churchill Primary School is situated in the heart of Churchill. The school has a well maintained native garden and spacious grounds. Recently the school has undergone upgrades which has included a new playground and a synthetic basketball court. The main administration area and four classrooms were upgraded in 2020 with a new \$2.4 million building. This new building features modern facilities to deliver 21st century learning to our students.

Churchill Primary School has high expectations of our students with a strong focus on learning growth. We use the most effective teaching methods which align with evidence based practise in our classrooms. Our school is a Professional Learning Community where teachers work collaboratively to use data to plan for student learning.

Our school has a strong academic focus and prioritises student wellbeing. Our staff are committed to building positive relationships with students. Our school uses the Berry Street Education Model, which is a proactive approach to teaching emotional regulation. This model is embedded in everything we do and is also explicitly taught in all grade levels. Churchill Primary School has highly skilled staff who support students with learning differences and are dedicated to providing an inclusive environment for all.

The school uses an Explicit Direct Instruction approach to teaching. We teach the five components of literacy using this approach based on the soundest research into the science of reading. Our NAPLAN results in literacy have increased significantly using this approach and we expect this trend to continue. The five components to reading are as follows:

- Phonological Awareness
- Vocabulary
- Fluency
- Comprehension
- Phonics

Our school has an engaging Language program with Mandarin taught from Foundation, (Prep)-6. Our students also learn music, performing arts, visual arts and PE. Extracurricular activities are important for students to pursue their interests. They also help to foster a sense of belonging, school connectedness and school pride. Students have the opportunity to compete in a wide range of sports including, athletics, swimming, hockey, soccer and cross-country running.

Churchill Primary School values a strong partnership with our families and the local community. We provide opportunities for parent involvement and hold regular showcases where students share their learning.

We welcome all prospective families to tour our school and see all the wonderful things that Churchill Primary School has to offer.



Jacquie Burrows
Principal

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STAFF

Principal - Mrs Jacquie Burrows

Leading Teacher - Mrs Gail Harding

Learning Specialist - Mrs Halie McColl

Inclusive Practice Leader - Mrs Brenda Bicket

Administrative Officer - Mrs Jacki Comber

Administrative Officer - Mrs Kim Walsh

Classroom Teachers

Grade Prep - Miss Lina D'Alia

Grade Prep/1 - Mrs Sharon Reidy

Grade 1 - Mrs Brooke Duncan

Grade 2 - Mrs Hollie Burke

Grade 3/4 - Mrs Krystle Ing / Mrs Halie McColl

Grade 3/4 - Mr Tim Fitch

Grade 5/6 - Mr Liam Maynard

Grade 5/6 - Ms Kelly Blucher

Specialist Teachers

P.E. - Ms Skye McDonald

Science - Ms Skye McDonald

Music - Ms Raelee Hill

Primary Welfare Officer - Mrs Jo Whitelaw

Education Support

Mrs Lorraine Butler

Mrs Allana Berechree

Mrs Hannah Mills

Mrs Lisa Kimpton

Mr Aidan Quigley

Miss Gabby Maynard

Mrs Sue Hunter

Mrs Wendy Smart

Mrs Vicki Duffus

SCHOOL CALENDAR

TERM DATES

| | <u>2021</u> | <u>2022</u> | <u>2022</u> |
|---------------|---------------------|---------------------|-----------------------|
| Term 1 | 27th Jan - 1st Apr | 28th Jan - 8th Apr | 27th Jan - 6th Apr |
| Term2 | 19th Apr - 26th Jun | 26th Apr - 24th Jun | 24th April - 23rd Jun |
| Term 3 | 12th Jul - 17th Sep | 11th Jul - 16th Sep | 10th July - 15th Sep |
| Term 4 | 4th Oct - 17th Dec | 3rd Oct - 20th Dec | 2nd Oct - 20th Dec |

Further information about future term dates beyond 2023 can be found at:

<http://www.education.vic.gov.au/about/department/pages/datesterm.aspx?Redirect=1>

***ON THE LAST DAY OF EACH TERM, DISMISSAL TIME IS AT 1:30 P.M.**

PUPIL FREE DAYS

The school will be closed on four days for in-service, planning or reporting activities. School Council approves each curriculum day. Parents will be given adequate reminders of when each day will occur. Check the school's newsletter for these dates.

SCHOOL TIMETABLE

| | |
|----------|---|
| 8:15 am | Breakfast Club |
| 8:35 am | Students arrive and may enter buildings |
| 8:45 am | Morning session commences |
| 11:00 am | Supervised eating of play lunch |
| 11:10 am | Morning recess |
| 11:30 am | Session 2 commences |
| 1:30 pm | Supervised eating of lunches |
| 1:40 pm | Lunch play commences |
| 2:15 pm | Mindfulness Time |
| 2:30 pm | Afternoon session commences |
| 3:15 pm | Children dismissed |

OUR CURRICULUM

There is a focus on enhancing students' confidence in their ability to become independent learners who are confident and engaged in their own learning process.

At Churchill Primary School our curriculum is based around Victorian Curriculum. This encompasses Level F to Level 10. Within these levels we deliver curriculum programs that focus on:

- Physical, Personal & Social Learning that includes Health & Physical Education, Interpersonal Development, Personal Learning and Civics & Citizenship.
- Discipline-based Learning that includes The Arts, English, Humanities, Mathematics and STEM.
- Interdisciplinary Learning that includes Communication, Design, Creativity & Technology, Information & Communication Technologies and Thinking Processes.

We embrace the Challenging Learning theory across the school, which means we see successful students as the ones who are resilient and have a growth mindset. Our curriculum is delivered with a focus on Literacy and Numeracy Skills, together with an Integrated Curriculum. We believe that an integrated approach provides our students with a developmental approach to learning that helps them make connections between the different learning areas.

HOMEWORK

All children are required to read at home regularly. Some grades will be given additional homework throughout the year. The type and amount of homework will vary according to the age and learning needs of each grade. Children are responsible for completing homework as assigned.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

ICT is well resourced with:

- Interactive Smart boards and computers in every classroom
- Well-resourced provision for netbooks with class sets in the 3-6 area
- Class sets of iPads, including an iPad for every classroom teacher
- Specialist ICT room



LITERACY

At Churchill Primary School we understand how vital literacy skills are to support all learning and use evidence-based methods to ensure all students succeed and thrive in this area.

Explicit and systematic teaching of fundamental knowledge and skills is the pillar of our approach at CPS to provide the best possible environment for all students develop the ability to read, write and understand the rules that govern the English language.

We have followed what the science states around literacy instruction and have developed an approach that is delivering outstanding results for all students. Reading is made of 6 key areas:

1. Oral Language
2. Phonological Awareness
3. Phonics and Spelling
4. Fluency
5. Vocabulary
6. Comprehension

Our structured reading and writing approach includes:

- Phonological awareness and phonics skill screening on arrival
- Explicit teaching of phonological awareness and phonics
- Automaticity training in the recognition of irregular words/ high frequency words
- Guided practice to improve fluency
- Vocabulary development. Including structured morphology from Prep to 6
- Explicit teaching of comprehension strategies
- Explicit teaching of comprehension questioning techniques.

At Churchill Primary School we use Explicit Direct Instruction (EDI) as our instructional model.

EXPLICIT DIRECT INSTRUCTION MODEL

I Do.... Teacher explicitly teaches the new skill or content

We Do.... Practise the new skill with children

You Do.... Children independent practice

*Checking for understanding throughout whole lesson

*Daily reviews to revise previous taught content/skills

NUMERACY

Numeracy is involved in all aspects of our lives, in our homes and in the workplace. A fundamental purpose of primary education is to ensure students acquire competence in mathematics. Students learn mathematics to interpret and communicate their findings and ideas accurately and to recognise the importance of mathematics in our changing society.

Through explicitly teaching mathematics skills and processes our students will:

- Develop competence, enjoyment and appreciation of mathematics
- Acquire mathematical skills and knowledge, which can be confidently applied in everyday life

At Churchill Primary School, students are engaged in a minimum of 5 hours of mathematics per week where automaticity in the basics such as mental maths and tables is fostered to enable more complex problem solving as the students become more proficient.

SPECIALIST PROGRAMS

At Churchill Primary School we have a dedicated specialist team who deliver classes in Music, Science, Physical Education, and Mandarin. They provide a wide range of educational opportunities.

CHINESE LANGUAGE

Students have the opportunity to learn the Chinese language. All students at CPS have a one hour lesson per week with our Chinese teacher.

SCIENCE

We focus on the four main areas of Science including Physical, Earth and Space, Biological and Chemical Science. Through explicit teaching, observations, hands on investigations and experiments, children build their knowledge and understanding about scientific concepts in a safe, challenging and engaging environment.

PHYSICAL EDUCATION—(P.E)

The children participate in weekly one hour sessions with a specialised teacher. The P.E program focuses on developing fundamental motor skills and a variety of different skills, games and teamwork activities.

DRAMA / MUSIC (Performing Arts)

We are extremely lucky to obtain the musical expertise of Ms Raelee Hill, who delivers a hands on music program to all year levels. Students develop music skills and understanding in hands on weekly sessions. All students have the opportunity to perform to the school community through assemblies, school concerts and special events.

This year our school is presenting 'The Rocky Horror Monster Show.' Musical productions give all students the opportunity to participate whether that be on stage or behind the scenes.

SCHOOL SPORTS

At Churchill Primary School we

The children participate in weekly one hour PE lessons with a specialised teacher. In Term 1 we hold our whole school Athletics Day and participate in the Yinnar and District Athletics Day.

The school is an active member of the Yinnar & District Sports Association. The school participates in the following sporting competitions each year:

- District Athletics
- Swimming
- Cross Country
- Winter Sports (e.g. football & netball)
- Summer Sports (e.g. cricket & basketball)

Other competitions that the school may be involved in are:

- Bessie Frod Netball Tournament
- Hockey 7s
- Kanga Cricket 7s
- Hoop Time basketball championships

SWIMMING

A swimming program for all children in grades Foundation to 2 is conducted during Term 4. The program gives all of the children the opportunity to learn the basics of water safety and swimming techniques. Parents will be notified of costs and arrangements as early as possible.



STUDENT LEADERSHIP

Leadership is integral to lifelong learning. All students have the opportunity to demonstrate and develop leadership skills. We prioritise student wellbeing and provide an inclusive environment for all.

At Churchill Primary School, we believe students need to be at the centre of their learning and should have true ownership of their school. Students are given opportunities to have input into decisions, voice concerns and make suggestions to improve their school, as well as becoming more aware of the wider community.

Leadership is integral to lifelong learning. All students should have the opportunity to demonstrate and develop leadership skills. Student leadership roles include School Captains, House Captains, Student Representative Council members.

SCHOOL CAPTAINS

Our School Captains are the leaders of our school and are supported by two Vice Captains. The School Captains and Vice Captains play an important role in school activities and representing the school at events like ANZAC Day. They are important role models that younger students can aspire to.

HOUSE CAPTAINS

The role of the House Captain is to encourage all students to participate in house activities and house events. They are chosen from grade 5 and 6 students.

A four house system is used throughout the school.

The school's House colours are: Green, Yellow, Blue and Red

Children are allocated to houses on a basis of even numbers for each year level. Siblings will be allocated to the same house. A child in each House will be nominated captain and vice captain. Children will also compete in House athletics and various other major sports held each year.

STUDENT REPRESENTATIVE COUNCIL

The SRC work together to be the voice of their peers. They organise, lead and fund any charity or school events throughout the year. The SRC attends regular meetings and reports back to the school at assembly. Students from grades 4, 5 and 6 are eligible to be on SRC.

SCHOOL TRANSITIONS

Transition from Kindergarten to Foundation (Formerly known as Prep)

Throughout the year we welcome potential Foundation (prep) families to come and visit us during our Open Classroom sessions. These sessions provide parents and children with an insight to the learning that takes place in the Foundation year. Our teachers regularly visit the local Kindergartens to meet the children and build a relationship with the kinder teacher so that we can support your child before they commence the Foundation year. We provide a transition program for all of our potential Foundation students called 'Ready, Set, Prep...!'. The program begins in Term 3 and provides children with 10 transition sessions that focus on building oral language and developing phonemic awareness skills. These are all pre-primary skills. It also focuses on supporting children to make new friendships and build self-esteem and confidence so that they are socially ready for school. Your child will have the opportunity to familiarise themselves with the staff, learning spaces and routines which will support them to settle well into school life.

Foundation students are supplied with a uniform pack, hat and satchel to help set them up for a positive start to their schooling. The first few weeks of school are busy with class teachers completing essential assessments to plan for the terms learning. Foundation students are not required to attend school for the first six Wednesday's of Term 1 to enable some of these assessments to be completed and provide a much-needed break as the children learn to adjust to the longer school days.

Ready, Set... **PREP!**

Transition from Year 6 to Secondary School

During Term 2, grade 5 & 6 students attend a Kurnai Awareness Day in May/June. The session allows students to experience different aspects of a high school.

During Term 4, secondary schools host an Orientation Day for grade 6 students on the second Tuesday in December. Students who will be attending Kurnai Secondary College participate in a three day orientation program.

A grade 6 graduation ceremony is held on a suitable date either before or after this orientation, where students and their families can celebrate the completion of the primary school years.

SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT

School-Wide Positive Behaviour Support (SWPBS) is a whole-school framework which provides school professionals with an approach to promote improved behaviour at their school.

SWPBS has been developed from evidence and data, demonstrating the most effective ways to prevent and respond to problem behaviour at school. Research has shown that SWPBS is successful in reducing problem behaviour, improving school culture, and increasing academic performance. *Department of Education and Training Victoria-2018*

Churchill Primary School is committed to implementing the systems and practices that are an essential component of a Positive Behaviour Support School. At Churchill Primary we:

- Embrace the strengths that each child brings to their education.
- Acknowledge positive behaviour through verbal feedback, class and whole school award systems and dojo dollars (redeemed regularly at the Dojo shop).
- Explicitly teach expected behaviour under the banner of **Kind and Positive Learners**.
- Use data to make decisions and support students to be their best self.
- Intervene early.
- Involve students in decision making processes throughout the school.
- Involve family members in all matters relating to their child's education.

Churchill Primary School's Behaviour Policy outlines the procedures followed for students who are unable to demonstrate the schools expected behaviours.



STUDENT WELLBEING

Our school prioritises student wellbeing. Our staff are committed to building positive relationships with students.

BERRY STREET

We implement the Berry Street Education Model, which is a proactive approach to teaching emotional regulation. This model is embedded in everything we do and is also explicitly taught in all grade levels. Churchill Primary School has highly skilled staff who support students with learning differences and are dedicated to providing an inclusive environment for all.

PRIMARY WELLBEING OFFICER

Our Primary Welfare Officer (PWO) offers support to students who require additional assistance with social/emotional issues. The PWO works with parents and teachers to support students in need or at risk.

The PWO also supports the school's attendance initiatives and assists families to link in to support agencies as needed.

Our PWO provides the following programs/assistance:

- Uniform assistance through State Schools Relief
- Breakfast program
- Catching on Early program
- Protective behaviours education

BREAKFAST PROGRAM

We run a free breakfast program every morning for our students. The program runs from the Canteen, starting at 8:15 am to 8:30 am and provides a healthy and nutritious start to the day. It is run by our Primary Welfare Officer and Community members.

SCHOOL GROUNDS AND FACILITIES

Our School Council constantly strive to provide improved facilities and opportunities for our students. Our children are particularly fortunate in being able to play and work in such a wonderful environment.

NEW BUILDING

The main administration area and four classrooms were upgraded in 2020 with a new \$2.4 million building. This new building features modern facilities to deliver 21st century learning to our students.

SCHOOL GROUNDS

Our school grounds include:

- Undercover play areas
- Synthetic Basketball Court
- Two large play areas with new playground equipment and shade sails
- Gaga Pit
- Large Oval
- Brand new sandpit
- Climbing wall
- New grassed area

SCHOOL FACILITIES

Our school facilities include:

- A specialist room only used for Art and Craft lessons
- A specialist ICT room
- A Library with a dedicated learning and language support room attached
- A large general purpose space that is used for whole school gatherings, in door sports and visiting performances
- An outside developmental curriculum area



GENERAL INFORMATION

ABSENCES

For a whole day, or part day, commencing at 8:45am, the Department of Education and Training (DET) requires parents to supply to the school a written explanation for the absence of any child. Please send a written note to explain your child's absence from school, or impending absence. Legally, schools are obliged to seek reasons for all absences. If your child's absence is not explained you will be contacted by telephone each day they are not present. This is of benefit to yourself as, occasionally, a child has been known to be absent without a parent's knowledge.

Please enter your child's absence on the school compass portal before 9am if they are away for any reason. Please contact the school if your child is absent due to any form of contagious disease. A phone call will be made to any parents of students who are absent without a reason after 9am on any given day.

From 1st March 2014, new laws mean that parents can be fined for not sending students to school without an acceptable reason. If you're having attendance issues with your child, please let your classroom teacher know so that we can work together to get your child to school every day.

AFTER SCHOOL CARE

Churchill Primary School students can access the Churchill North PS after school care program. Students are able to catch the town bus service to Churchill North Primary School (just one stop away) under supervision of CPS staff, where an After Hours Care service is available Mon - Fri and available to students from either school.

EMERGENCY INFORMATION

The school must always have your current phone numbers and emergency contact details. If details regarding your child/ren's address, telephone, medical, emergency contact and /or family information have changed please notify the school in writing immediately.

If you are unsure, please feel free to come and check your child/ren's information that is held here at the school.

SCHOOL LUNCHES

Children should have sufficient nutritious food during the day to keep their energy levels high. Please make sure that playlunch, lunch, and a suitable drink are sent along each day. In the younger grades, time is allocated for "fresh fruit" time. We are a "Go for Your Life" school and encourage healthy eating.

REPLY SLIPS / MONEY

Occasionally parents are requested to send completed response slips to school. Prompt return of these forms is appreciated.

Money should be sent to school in an envelope labelled with name, reason for payment and amount. Please make sure envelopes are secured to avoid coins falling out.

ALL PAYMENTS AND REPLY SLIPS SHOULD BE HANDED IN AT THE FRONT OFFICE.

LOST PROPERTY

The school will not accept responsibility for lost or damaged personal items belonging to students. All articles of clothing should be clearly labelled so that they can be returned to the owner if found.

STAFF MEETINGS

Staff meetings are held on Monday and Tuesday at 3:30 p.m. It would be appreciated if students could be collected promptly on those nights, so all teachers can attend.

YARD DUTY

Yard duty supervision is provided by staff before school from 8:25am onwards, during recess, lunch and after school until 3:25pm. Two staff members are on duty for all breaks.

ASSEMBLY

Fridays: 2:45pm a formal assembly for the whole school is held. Family members are always welcome and encouraged to attend assembly. This is a great opportunity to celebrate the achievements of our students and school community.



CAMPS AND EXCURSIONS

CAMPS

Churchill Primary School offers a comprehension camping program for students in Grades 2-6. Our current camp program includes:

- Grade 2 – Sleep over at school
- Grade 3/ 4 – Camp Rumbug - every second year
- Grade 5/6 – Melbourne City Camp & other camps such as Sovereign Hill Camp, and Waratah Bay Camp (alternating each year)

EXCURSIONS

Throughout the year students will attend a variety of excursions that are linked to the curriculum. These include local excursions and a zoo experience at one of the 3 zoos, including Melbourne Zoo, Healesville Sanctuary and Werribee Open Range Zoo.



HEALTH

ACCIDENTS & ILLNESS

Minor ailments and injuries are treated at school. However, if the symptoms are more serious, parents will be contacted so that the pupil may be taken home for treatment.

Please ensure the school has your correct contact details and that the details of your emergency contact person are also correct and up to date. Where parents cannot be contacted at either home or work, we will attempt to contact your nominated emergency contact. Where this is not possible, the pupil will be taken to a doctor or a hospital. Parents are liable for any medical or ambulance fees incurred.

COVID-19

PEDICULOSIS or HEAD LICE

Churchill Primary School follows the current DET guidelines in relation to Covid-19 management.

These unwelcome creatures are well adapted to today's living styles and are found wherever groups congregate regularly. Regular head lice checks are carried out at school and if lice and/or nits (eggs) are found in your child's hair, appropriate treatment is to be started immediately by the parents. After treatment has commenced, your child may return to school the following day, where he/she will be re-checked before returning to class.

We cannot stress strongly enough, the importance of prompt treatment, both for health reasons and social implications.

MEDICATION AT SCHOOL

Some children attending school need medication to control illnesses such as asthma, epilepsy and other conditions. Many primary children are not ready to accept responsibility for their own medication. To assist the teacher, parents should supply such tablets in a container, which shows the name of the child, the dose, name of the tablet, the time the tablet is to be given. All medication must be taken to the front office by parents where the information regarding its administration will be detailed.

Asthma Plans are required for all children who have Asthma. These plans can be obtained from the office. These plans are kept at school and referred to when required.

VICTORIAN CHILD HEALTH PROGRAM

The Health Department offers children a health assessment in their first year at school, and also a referral and follow-up service for children at all levels. Referrals for this service can be made by teachers or parents who have particular concerns.

IMMUNISATION CERTIFICATE

Recent changes to the Health Act require that children present an Immunisation Certificate when enrolling at Primary School.

When your child enrolls in our Foundation grade, you will be required to provide an Immunisation Certificate, which will indicate the immunisation that your child has received. This does not mean that immunisation is compulsory. Children, who cannot be immunised for medical reasons, will have a certificate indicating that they are not fully immunised. Parents who conscientiously object to their child being immunised, need to be aware that their children will be excluded from school in the event of outbreaks of Polio, Measles or Diphtheria.

INFECTIOUS DISEASES

Summary Exclusion Table for Infectious Diseases:

| | |
|--------------------------------|---|
| Hepatitis | Until a medical certificate of recovery is produced. |
| Measles | Until at least 5 days from the appearance of rash or until receipt of a medical certificate of recovery from infection. |
| German Measles | Until fully recovered or at least 5 days after onset of rash. |
| Mumps | Until fully recovered. |
| Chicken Pox | Until fully recovered or at least one week after the eruption first appears. |
| Pediculosis (Head Lice) | Until appropriate treatment has commenced. |
| Scabies | Until appropriate treatment has commenced. |

COVID-19

Churchill Primary School follows the current DET guidelines in relation to Covid-19 management.

COMMUNICATION

PARENT / STUDENT / TEACHER INTERVIEWS

A. Formal

Two planned parent/student/teacher interviews are organised during the year.

B. Informal

Parents should always feel they are welcome at the school and that the teacher is approachable for an interview should a specific need arise. Please make an appointment with your child's teacher or at the school office, or alternatively with the school principal.

REPORTS

CPS uses a computer program called 'Compass' to keep parents up to date with student progress. This means that traditional School Reports are no longer produced. Instead parents will be able to log in to Compass and view their child's continuing progress all year round. Compass will also give parents a dot point progression summary at the end of terms 2 and 4 for an over all indication of their child's academic level. Paper reports are not printed for individual students unless requested for a specific reason.

INFORMATION EVENINGS

During the year parents are invited to attend an Information Evenings and Learning Showcases. These can be general, or related to a specific area. e.g. Student Welfare, Camps, etc. Parent input is greatly appreciated on these evenings.

CONTACT WITH SCHOOL

Parents may contact the school at any time. To avoid interruption to a class, direct contact with teachers should be outside teaching time. Any matter requiring some extended discussion with a teacher is best done after 3:30pm. If you have any concerns please do not hesitate to contact the school.

NEWSLETTER

The school's newsletter is produced once a fortnight on a Thursday and is posted on the Compass Portal and a paper copy is sent home with the eldest child in each family. This contains important dates and messages, as well as items of general interest, so please remember to look out for it! The newsletter can also be viewed online on our website: www.churchillps.vic.edu.au

FACEBOOK

The school has an official Facebook page that parents are encouraged to 'like'. We endeavour to keep this page active with all events and information regarding our school. Please note however that Facebook is not recommended for children under the age of 13 and students will not be permitted to access Facebook at school. We also expect that any comments and interaction on our Facebook page is respectful at all times.

22. <https://www.facebook.com/ChurchillPrimarySchool?ref=hl&fref=nf>

STUDENT CHARGES

Churchill Primary School provides a comprehensive educational program for all students, covering all areas of the Vic curriculum. Unfortunately such a comprehensive integrated curriculum requires funds additional to those provided by the Department of Education and Training (DET). Although we do receive an annual budget it is not sufficient to cover all running costs of the school.

As an example of the fee structure:

The 2021 school fees were set at \$75 per student as per the recommendations of our school council. These items are essential to support instruction in the standard curriculum program:

| | |
|--|----------------------------------|
| Student Classroom Supplies | \$40.00 |
| Spelling Mastery Resources and Booklet | \$20.00 |
| Incursions | \$15.00 |
| <i>Total</i> | *\$<u>75.00</u> per child |

Fees and charges are set by School Council towards the end of term 4 for the following year.

Prior to the commencement of Term 1 the office will open for a short period to collect fee payments and for uniform collection. All student books and supplies will be distributed in class by their classroom teacher. All student fees are required to be paid by the end of the first term.

There will be no fees required for our Foundation students in 2022.

*Please note this was the fee structure for 2021 and is subject to change.

UNIFORMS

School uniform at Churchill Primary School is COMPULSORY. The main school colours are Maroon, White and Black. The uniform can be purchased through the Uniform Shop or local retail outlets.

UNIFORM

Girls

Summer School dress

Polo shirt / with Churchill P.S. Logo

Windcheater, with Churchill P.S. Logo

Zipped jacket with Churchill P.S. Logo

Shorts / Skorts

Track pants

Winter Tunic / Skirt (only available by special order once per year)

Boys

Polo shirt / with Churchill P.S. Logo

Windcheater, with Churchill P.S. Logo

Zipped jacket with Churchill P.S. Logo

Shorts

Track pants

All items can be purchased through the Uniform Shop. A price list is also available from the office.

HEALTH AND SAFETY

Footwear needs to completely enclose the foot. Jewellery is not permitted (excluding studs and sleepers). During terms 1 and 4 all children must wear hats when playing outside.

LONG HAIR

We require any student whose hair falls below their collar to please tie it back. This not only helps to contain head lice outbreaks but also looks neater and keeps hair out of faces whilst learning.

LOST ITEMS

Please name all your child's belongings and encourage your child to care for his/her property. All named lost property will be returned to its rightful owner if found.

Any items that are unclaimed at the end of each term are sent to Charity Clothing Bins.

HATS

During Terms 1 and 4, it is compulsory for all children to wear their school hat whilst outside. Children who do not wear their school hat must sit in a designated shaded area. School Council will provide all Foundation children with a hat to wear at school and on school excursions.

TRAVEL

CAR PARKING

If you drive your child to school, please note the parking restrictions that apply outside the school. Cars must not be driven into the school grounds, including the staff carpark. We have designated parking areas around the school boundary for parents to park whilst dropping off and collecting children.

BICYCLES

Some children ride their bicycles / scooters etc. to school. Parents are reminded that approved safety helmets must be worn, and children need to be aware of how to ride safely on roads. All bikes / scooters etc. must be walked through the school grounds and along the footpaths around the school boundary.

It is strongly recommended that students below Grade 4 do not ride to or from school unless accompanied by an adult.

PERMISSION TO LEAVE THE SCHOOL / GROUNDS

Under **no** circumstances will any child be allowed to leave the school during school hours unless accompanied by a parent or parents' nominee.

Telephone requests to the school for the release of children, will not be complied with.

If you intend collecting your child from school during school hours, we request that you go to the office and sign them out at the compass kiosk. Your child's teacher will then be notified and your child will be brought to the office for collection. If your child is returned to school, please 'sign them back in' at the office.

If your child is subject to a custody or similar order, you are asked to arrange a meeting with the Principal and supply a copy of such orders to be kept on file. Such matters are treated with total confidentiality.

These arrangements are made to help ensure the overall welfare of your child whilst in our care.



SCHOOL COUNCIL AND PARENT INVOLVEMENT

Parent involvement is highly valued by our school and can be a very rewarding experience.

SCHOOL COUNCIL 2021

The School Council currently consists of 11 members –7 parent-category members and 4 DET category members. It meets a minimum of 8 times per year on a Thursday afternoon at 3:30pm in the staff room.

Current Office Bearers- President - Mrs Kate Kerslake
 Vice President - Mrs Mandy Galletti

Being a member of the school council is a rewarding and challenging experience. Acting as a team, council supports the Principal to provide the best possible educational outcomes for students. Parents will be notified through the school newsletter when positions on the school council become available.

SCHOOL COUNCIL SUB-COMMITTEES

The School Council has formed a number of Sub-committees who have responsibility in certain designated areas. Membership of these Sub-committees is open to all parents. The Sub-committees meet as required and report to each Council meeting. Sub-committees are organised by School Council at a meeting early in the year. All parents are welcome to join one of these sub-committees.

WORKING BEES

During the year, a number of working bees are held. It is hoped that as many families as possible are able to attend to offer assistance for an hour or so. The Buildings & Grounds subcommittee organise these as needed.

CLASSROOM PARTICIPATION

There are a number of opportunities for parents to be part of the day-to-day classroom activities. These include:-

- Assisting with classroom activities
- Attending classroom 'Showcase' events
- Attending special events such as sports, celebrations

Please contact the school if you would like to assist. Be aware that parents assisting at school require a Working With Children Card (WWC).



We trust that this Information Book has given you some insight into how our school operates. If you have specific questions that go beyond the scope of this book, please do not hesitate in contacting one of our staff for more information.

As a School Council and staff we look forward to working with you to develop “Kind and Positive Learners.”