Commercial Road Primary School

Parent Handbook

Phone: 5134 2329
Welcome to Commercial Road

Our school has high quality, dedicated staff, who strive to ensure all children reach their full learning potential. We are dedicated to upholding a core set of values, where Support, Co-operation, Acceptance, Respect and Friendliness (SCARF) are an integral part of all interactions.

All members of the school community are committed, enthusiastic and engaged in student learning. Students, staff and parents build positive relationships using our SCARF values.

Our Teachers:
- have high expectations, build positive relationships and plan thoroughly.
- know where students are developmentally and scaffold their learning to empower them to move forward.

Our Students:
- are encouraged to take ownership of their learning through setting goals, self-reflecting and self-assessing.
- always strive to do their best.

The Learning Environment is:
- engaging and challenging.
- safe and supportive.
- inviting.
- collaboratively owned by all.

The School Community:
- supports students to be responsible citizens who are able to use a variety of thinking and learning strategies.

Our Vision

The Community of Commercial Road Primary School is committed to creating an environment that nurtures learning for life and demonstrates the values of Support, Co-operation, Acceptance, Respect and Friendship (SCARF).

Our Guiding Principles

School Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
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</thead>
<tbody>
<tr>
<td>8.30am - 10.30am</td>
<td>Session 1 and 2</td>
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<tr>
<td>10.30am - 11.00am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.00am - 1.00pm</td>
<td>Session 3 and 4</td>
</tr>
<tr>
<td>1:00pm - 1:10pm</td>
<td>Supervised eating</td>
</tr>
<tr>
<td>1.10pm - 2.00pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.00pm - 3.00pm</td>
<td>Session 5</td>
</tr>
</tbody>
</table>

Supervision is provided for students at school between the hours of 8:15am and 3:15pm.
CURRICULUM

At Commercial Road Primary School we offer a broad range of curriculum programs with a special emphasis on developing the essential skills of Literacy, Numeracy, Science and Technology.

We foster an environment where students are encouraged to take ownership of their learning, by goal setting, self reflection and self assessment. Through the Developmental Curriculum in Grades P-2 and Inquiry Based Learning in Grades 3-6, all teachers promote individual learning where students are supported to explore, inquire and reflect.

Teachers conduct parent-teacher interviews mid-year. Formal written progress reports are completed twice a year, in June and December. As it is important that parents are in touch with what their children are doing at school, teachers are also happy to meet with parents throughout the year.

The creation and maintenance of a positive school culture of learning ensures that all children grow to appreciate the value of learning and take pride in individual and group achievements.

Literacy

The Literacy curriculum at Commercial Road Primary is based on AusVELS, which is broken into three strands: literature, literacy and language. These strands focus on reading, writing, spelling, grammar and listening and speaking.

Teachers take care to create an environment that provides a variety of learning spaces suitable for whole class, small group and individual instruction where students can work independently in the classroom, accessing resources when needed.

The home and school partnership is important at Commercial Road Primary. The home reading program is an example of this. Take home books are provided across the school for home borrowing. Children in the junior grades participate in daily reading circles or partner reads to give them the opportunity to practise reading in front of their peers.

Numeracy

The Numeracy program at Commercial Road Primary School focuses on providing real life, hands-on activities that enable students to develop and expand their mathematical skills, concepts and problem solving abilities.

The Numeracy curriculum consists of the areas of Number and Algebra, Measurement and Geometry, and Statistics and Probability and we follow the AusVELS. AusVELS aims to develop the numeracy capabilities that all students need in their personal, work and civic life, and provides the fundamentals on which mathematical specialities and professional applications of mathematics are built.

Home support plays a vital role in a child's daily learning experience. Our home/school partnership is important in supporting the continuing development of numeracy skills outside of school time. We strongly encourage parents to take an active interest through playing card games, counting items around the house, reading timetables (train, bus, T.V., Cinema), working with money and so on to widen the numeracy experiences our students participate in.

Developmental Curriculum P-2 and Inquiry Based Learning 3 - 6

At Commercial Road Primary School we encourage the children to take ownership of their learning and we promote the development of skills that will enable them to be lifelong learners. We provide opportunities for children to become engaged in rich and varied learning experiences that respect and suit individual developmental stages, while promoting the growth of the whole child.

We have embraced a teaching approach in Grades Prep to Two known as the Developmental Curriculum. This approach to learning promotes an exciting and stimulating learning environment that allows children to explore, investigate and develop some of their own interests.

In our 3 to 6 Grades we are guided by an inquiry approach to learning. Inquiry learning is an active thinking process, where students form their own questions, plan and implement ways of finding information and use these experiences to build answers to any questions they may have.
Music, Art & Computers

Commercial Road Primary School offers a range of specialised programs including Music, Art and Computers. All children have weekly classes in each of these specialised areas. IPads and netbooks are used as an integral part of learning.

German 3 – 6

All students in Grades 3 to 6 study German as part of our Languages Other Than English Program (LOTE). The children have weekly classes and participate in an annual poetry competition.

Music

All children in the school have weekly Music classes. These involve learning to sing new songs, dance, compose, play tuned and un-tuned percussion, read music notation and appreciate different styles of music. The students from Grades 3 to 6 also learn to play the recorder as part of these sessions. At the end of every year, we have a ‘Commercial Road’s Got Talent’ competition which the students can elect to participate in. The whole school enjoys watching the Grand Final of this event.

Physical Education

All classes participate in physical activities on a weekly basis. Engaging in physical activities contributes to wellbeing and good health. Our focus is on the importance of a healthy lifestyle.

Children are also given opportunities to compete in a variety of different sports in the Victorian School Sports Association at a local, regional and state level.

Each year a whole school Athletic Carnival is held at the Newborough Athletics Track. All students participate in different track and field events, adapted to their age level.

Students in Grades 3 to 6 participate in four weeks of tennis lessons with a visiting coach.

As part of our Lunchtime Links activities, students can also attend swimming lessons on a term basis. Qualified instructors at the Morwell Leisure Centre run this program each Tuesday.

The school also enters in netball, basketball, football, soccer, cricket and cross country competitions.

School Concert

Every year Commercial Road Primary School puts on a concert in Term 3. All children are involved and the night is always a huge success.

Latrobe Valley Eisteddfod

Each year under the direction of our music teachers, all children perform at the Latrobe Valley Eisteddfod in the choral singing section. This gives students exposure to performing on stage, in front of a large audience. Children in the Lunchtime Recorder Group perform in the instrumental section.
Camps
Students in Grades 3 – 6 take part in our camp program. Parents will be notified well in advance of the dates and costs. Every effort is made to keep costs down to a minimum to ensure all children can take part.

Excursions
Throughout the year all students have opportunities to attend special programs in the form of excursions. Costs are kept to a minimum and the number of these special programs is restricted.

**Additional Programs**

**Language Support**
Further support is offered to students who experience language difficulties. Children work in small groups where they’re helped to improve either language or social skills.

**Articulation**
Children experiencing difficulties with their speech are offered speech therapy on a one to one basis.

**Reading Recovery**
This program is offered to individual students in Grade One who need additional help to learn to read. They work daily with a specially trained teacher on a one to one basis.

**Brain Gym**
Grades Prep, One and Two students are involved in this program. Brain Gym aims to improve the gross and fine motor skills of children, such as catching and throwing balls and cutting.

**Earobics**
Earobics is a computer based program designed to improve students’ alphabet and sounds skills. It is run three times a week and is offered to all students on a needs basis.

**Library**
Children are encouraged to borrow books regularly from our Library. All grades have a weekly library session with their teacher, where they can borrow books. The library is also open each morning from 8:15am to 8:30am for take home reader changes. A library borrowing form is distributed at the beginning of the school year and once this has been completed and returned students can borrow books.

**Friends for Life**
Friends for Life is a well-researched program created to develop resilience, confidence and general life skills, thereby reducing the likelihood of anxiety in children. Friends for Life is a long running Australian program that is endorsed by the World Health Organisation, and has been facilitated in many other countries. Friends for Life addresses the physiological, cognitive and learning needs of students in a fun, activities-based program for all ages.

**THE FRIENDS ACRONYM!**
Friendships and Feelings
Relaxing
I Can Do It – Positive Thinking
Exploring Solutions
Now Reward Yourself
Don’t Forget to Practise
Smile - Stay Confident and Calm for Life!

**English as An Additional Language (EAL)**
This program provides students from Non-English speaking backgrounds with small group work to assist in their development of English, while still celebrating their own culture. It also supports the students in their class work and helps them to integrate into the school and wider community.

**Instrumental Program**
Music teachers visit Commercial Road Primary School once a week to give private lessons to children in Grades 3 to 6. Guitar, keyboard, drums, clarinet, saxophone and flute are offered at a very reasonable cost.

**Religious Education**
Weekly Christian Religious Education classes are offered for all students who attend Commercial Road Primary School. If you would like your child to participate in this program please indicate this on your child’s enrolment form.
STOP THINK DO

Commercial Road Primary School implements a program called *Stop Think Do* to teach social skills and manage student behaviour. The program aims to improve the social functioning of all children. The *Stop Think Do* program focuses on teaching children good communication, problem solving, and behavioural skills. It encourages students to stop and think about their responses in certain situations and encourages them to think about choices and consequences. *Stop Think Do* problem solving processes are taught using the universal traffic light symbol to cue the steps.

By practising *Stop Think and Do* over and over again in social interactions, students develop self-discipline, self-control, self-esteem, self-confidence, maturity, respect, empathy, independence and responsibility. The *Stop Think Do* program runs in conjunction with our SCARF values program and alongside our classroom expectations. SCARF forms the basis for the values we would like our students to have while *Stop Think Do* focuses on how we would like them to behave.

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**SCARF Values**

At Commercial Road Primary School we believe everyone has the right to fully participate in an educational environment that is safe, supportive and inclusive. Underpinning all behaviours within the school are the core SCARF values of Support, Co-operation, Acceptance, Respect and Friendliness.

At the end of each term, four students are awarded for their outstanding demonstration of our SCARF values.

**Behavioural Expectations**

Teachers and students develop classroom behaviours and expectations through collaborative discussions about teacher and student jobs. This type of collaborative discussion alleviates implementing rules and ensures everyone is responsible for their own behaviour and choices.

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**Welfare Officer**

The school’s Welfare Officer works on Monday, Tuesday, Thursday and Friday. Please do not hesitate to contact the school if the Welfare Officer can be of assistance with any welfare concerns you have about your child.

**Breakfast Club**

Breakfast Club is open from 7:45am on Tuesday, Wednesday and Thursday mornings. For the cost of only 50 cents, students can enjoy pancakes, raisin toast, sausages and scrambled eggs.

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We encourage parents to be involved in the programs and activities, which the school offers. Parental support is often sought through the newsletter or individual class notes.

Areas where parent involvement is often needed include:

- Library
- Camp and Excursions
- Sporting Activities
- Electives
- Lunchtime Links
- Breakfast Club
- Reading Circles
- Literacy Programs
- Numeracy Programs
- Investigations P - 2
- Inquiry Learning 3 - 6
- Parent Club
- School Fete
- Working Bees

If you are interested in assisting at the school, either contact your child’s classroom teacher directly or contact the office.

**Parent Club**

Parent Club consists of a group of parents who are actively involved in fundraising and organising social events, such as the School Fete, Easter Raffle, Mother’s Day Stall, Father’s Day Raffle, and Hot Food Lunches. They meet on a monthly basis and all parents are welcome to join. Money raised goes into resources for the school, such as netbooks and iPads.

**Working Bees**

The maintenance of the school gardens and buildings is a shared responsibility of all users. Working bees are organised throughout the year to help with maintenance. Parents are asked to come along and help in a variety of ways. If you have a particular skill please contact the office. All support is greatly appreciated.

**Assembly**

School assemblies are held once a week in the Multi-Purpose Room. This begins with the singing of the National Anthem and then the presentation of weekly student and values awards. Parents and friends are always welcome to attend.

**Visits to the School**

Visitors to the school, which includes trades persons, visiting teachers or specialists and those parents assisting with class programs are required to sign in and collect a visitor’s badge at the office. This enables students and staff to easily recognise visitors.

If you wish to make contact with your child during school hours please contact the office first on your arrival. This will ensure that no misunderstandings occur and more importantly that classes are not interrupted.

**School Council**

School Council meets every 3rd Monday of each month at 6:00pm. The School Council has the responsibility to work with the Principal and staff in setting the policy and direction of the school. This working relationship is very successful. If you would like to become involved please contact the school.

**Newsletter**

Our school newsletter is sent home with the eldest child in the family each Monday. It is the main form of communication from the school to home so please ensure you receive your newsletter each Monday. Spare copies are always available at the office.
Leadership Program
At Commercial Road Primary we believe that every child has the potential to be a leader given the right set of circumstances and environment. With this in mind, each year we run a Young Leaders’ Program for our Grade 4 and 5 students to help all individuals reach their full leadership potential and instil a culture of leadership within the school.

The Young Leaders’ Program:
• Develops confidence, character and citizenship in young people.
• Promotes both personal and public leadership.
• Is based on the building blocks of presentation skills, responsibility, organization and teamwork.

Leadership Roles
Students in Grade 5 and 6 have the opportunity to represent their peers as School Captains, Vice Captains, House Captains and House Vice Captains, School Prefects, Junior School Councillors and Transition Leaders.

Lunch Time Links
Commercial Road Primary School runs a very successful Lunchtime Links program, which gives students access to learn and try a wide range of different sports and activities. Lunchtime Links activities vary from term to term and include activities such as Ten Pin Bowling, Swimming, Knitting, Kick Boxing, Dancing, Computers and lots more. The program is run by our 5/6 students and supported by our teachers. This program plays an integral part in developing our senior students’ leadership skills.

Friendspot
At Commercial Road Primary School we have a designated area within the school grounds where students can go if they need support to find a friend. Junior School Council members are rostered on to help support students establish friendships.

Junior School Council
Junior School Council is seen as an important and valuable opportunity at Commercial Road Primary School, for students to have a voice within the school and develop organisational and communication skills. Their peers elect students from Grade 3 to Grade 6 classes for a twelve month term of office. The Junior School Council meets with nominated teachers once a week. They discuss any items raised by the students of the various classes, as well as perform a range of fundraising and awareness activities for charity.
School Supplies
School Fees are currently $135 per student each year. This cost covers all student stationery supplies.

The prompt payment of fees would be greatly appreciated as they form an important part of the budget on which the school operates throughout the year.

Education Maintenance Allowance (EMA)
The Education Maintenance Allowance is provided by the Government to help meet the educational needs of your children. To be eligible for EMA, families must have a current Health Care Card. Full details are available from the office.

Payments to the School
All money sent to the school should be enclosed in a sealed envelope, marked with your child’s name, class, the amount enclosed and what it is for. Please note that no money is kept at school for change.

Late Arrival
Parents are asked to come through the office area and record their child’s late arrival with an office staff member. Students will be given a card, which needs to be handed to their classroom teacher. Students who are regularly late miss out on important focused learning and for this reason our Welfare Officer will follow up with parents.

Signing In and Out
Parents are asked to come through the office and sign the attendance book if children are leaving school before 3:00pm. Parents also need to sign children out if they have appointments during school hours. If students are returned to school after an appointment they must be signed back in.

School Pick Up
Parents must notify the school if your child is to be collected by other people.

Drop Off and Parking
At Commercial Road Primary School we care for the safety and wellbeing of all our students. Very busy streets surround our school and it is essential that parents observe the parking restrictions when picking up and dropping off children in Chapel and White Streets. Please be aware that parking inspectors regularly patrol the area and will post infringement notices on cars parked illegally.

GENERAL INFORMATION
ABSENCES
The Education Department requires parents to supply the school with a written explanation for the absence of any child.

If your child is absent due to illness or any other reason, please contact the office after 8:15am so that we know why your child is not at school. If verbal or written notification of an absence is not provided, teachers will send home an Absent Explanation Form. This needs to be completed and returned.
HEALTH & SAFETY

Medication
The school is keen to look after the total wellbeing of its students and acknowledges that medication may be essential for some students.

All medication for students must be kept at the office. Written instructions on how and when to administer the medication must be provided.

Students who suffer from asthma must have an Asthma Plan completed and filed at the office. This should be updated regularly.

It is important that the school is informed of any ongoing illness or medical problems your child may have. Appropriate plans for managing these should be discussed with school staff at the start of the school year or when you enrol your child.

Students who suffer from asthma must have an Asthma Plan completed and filed at the office. This should be updated regularly.

Injury
In the event of a serious injury or sickness at school, parents will be contacted immediately, or if unavailable, the emergency person listed on the child’s file will be contacted. In the case of an emergency an ambulance will be called immediately. Parents will be notified as soon as possible. The school has trained First Aid staff who attend to minor injuries. All minor injuries will be recorded in the First Aid record book and a note will be sent home with your child explaining the injury and treatment.

School Nurse
The School Nurse visits the school each year and performs a screening procedure on all Prep children and any other students who have been referred by staff. Parents are contacted for permission prior to these screenings taking place.

Infectious Diseases
The Ministry of Education requires the following Exclusion Table to be observed in cases of infectious diseases. Please note that for children who have not been inoculated prior to coming to school, the exclusion time is much longer.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Policy</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Student excluded until fully recovered, or for at least 5 days after eruption first appears</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down.</td>
</tr>
<tr>
<td>Measles, Rubella</td>
<td>Exclude for at least 4 days from onset of rash</td>
</tr>
<tr>
<td>Impetigo (school sores)</td>
<td>Exclude until appropriate treatment has begun. Sores must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from the eyes has ceased.</td>
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</tbody>
</table>

Headlice
From time to time there will be outbreaks of headlice throughout the school. At the start of each year parents are asked to fill out a permission form giving authority for head checks. If your child is found to have headlice you will be notified about the need to keep your child home until treatment has occurred. Your child must be treated before they can return to school. If you suspect that your child has headlice please notify the school immediately.

It is important in controlling headlice that the school community works together. If headlice are detected a note is sent home to every family in that class, to raise awareness of the need to check regularly. These procedures ensure that outbreaks of headlice are restricted and dealt with swiftly.

Emergency Information
When you enrol your child you provide us with certain information concerning them. If there is any change in the information that you have provided, please contact the school immediately to ensure that this information is updated. Note that information provided is confidential and is only used for the care of your child and will not be made available to anyone outside the Department of Education.
Children are strongly encouraged to wear the school uniform which consists of a mix and match combination of navy and white pants and tops. Uniforms may be ordered from Beleza in Traralgon.

**Girls Uniform**

**Summer**
- Navy and white check school dress
- Navy jumper or jacket
- Navy shorts or skirts
- Navy or white polo shirt

**Winter**
- Navy pants or tracksuit
- Navy jumper or jacket
- Navy or white polo shirt

**Boys Uniform**

**Summer**
- Navy jumper or jacket
- Navy shorts
- Navy or white polo shirt

**Winter**
- Navy pants or tracksuit
- Navy jumper or jacket
- Navy or white polo shirt

**Sun Hat**

It is school policy that during Term 1 and Term 4 children must wear a wide brim hat outside. If children do not have a wide brim sunhat, they will be asked to sit and stay where it is shady on the seats outside the Junior Unit.

Preps are given a hat when they commence school. All other students can purchase a hat from the office. Hats should remain in your child’s classroom.

**Art Smock**

Children are required to bring an art smock to school to ensure school uniforms are protected during Art classes.

**LOST PROPERTY**

School clothing and other items should be clearly labelled with your child’s name.

Property that is not named will be hung up in the Junior Area. If your child loses an article of clothing, please look there first.
Commercial Road Primary School is involved in a partnership with Monash University. Our partnership focuses on the development of pre-service teachers. We were chosen based on the outstanding achievements of our students and the dedication of our teachers to education. We have a number of pre-service teachers working with our school. These students have been involved in our wetlands excursions and in teaching ICT skills to our students. As part of the partnership our teachers also spend time at Monash University where they lecture and teach about Inquiry Based Learning.