



Beginning school at Coral Park Information Booklet for parents



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Principal



Justin Thompson

Assistant Principal



Liz Wilson

Welcome to Coral Park Primary School.

It is with great pleasure that I welcome you to our great learning community that is Coral Park Primary School.

Coral Park is a wonderful place for learning and making friends. We are a school that values respect, responsibility, determination and resilience.

We successfully meet our aim of aspiring students to exceed their potential through the combined effort of the whole school community. We thrive on the commitment of our students, staff, School Council and volunteers.

There is a distinct culture of friendliness and support, coupled with high expectations that every child will learn and succeed.

Our learning environment is attractive and reflective of the technological world in which our children are growing up. Students access a wide variety of programs ensuring they develop a broad range of important life skills.

The education of your child is important to us and will be most effective if we work cooperatively with you to form an educational partnership with you and your child.

Supporting your child both at school and at home with their learning and socialisation, as well as their physical, emotional and intellectual development is vital for their continued successful growth. We are committed to ensuring each child has the best possible start to their education and leaves Coral Park with the ability to make the most of the opportunities offered to them beyond our school.

Clear information and communication is vital to the success of each child. We ask that you ensure you ask questions as needed, clarify any concerns that arise and read this booklet which has been put together to make the transition to Coral Park smooth and clear.

We look forward to you becoming a part of our community at Coral Park.

Yours sincerely,
Justin Thompson
Principal



Coral Park Primary School

Our Vision and Values

Coral Park Primary School provides a safe and inclusive learning environment that inspires students to reach their potential and prepares them to be valued citizens of the wider community.

We are:

RESPECTFUL

- By being inclusive and safe
- By understanding rights and their impact
- By caring for thoughts, feelings and belongings



RESPONSIBLE

- By knowing guidelines and expectations
- By showing up on time and being ready to learn
- By being accountable for our actions and choices



DETERMINED

- By being motivated to learn and succeed
- By knowing the next step in our learning
- By setting and reflecting on goals



RESILIENT

- By being willing to take risks
- By being a problem solver
- By being able to regulate our emotions



RESPECTFUL RESPONSIBLE DETERMINED RESILIENT

SCHOOL TIMES

School Times are:

Students are expected in class by 8.55am so that learning time commences at 9am sharp. The classroom teachers open their doors from 8.45am to welcome students in. This allows time for students to prepare for the school day and for them to discuss any issues or concerns with parents. It is important for all students to be at school on time as it allows them to feel settled, ready for their day, and not miss any of the important, explicit teaching at the beginning of the day.

School hours are:

8:45am – Classroom teachers open the door for students to be organised for the day and change over share books. Teachers begin duty outside.

8:55am – Music plays for students to go to class and prepare for learning time.

9:00-10:50am – Session 1

10:50-11:00am – Snack eating time in the classroom

11:00-11:30am – Recess break

11:30-1:30pm – Session 2

1:30-1:45pm – Lunch eating time in the classroom

1:45-2:30pm – Outside lunch break

2:30-3:30pm – Session 3

3:30pm – Students dismissed

Students are supervised in the yard from 8.45am until 3.45pm. Students must NOT be at school in the yard prior to 8.45am unsupervised.

If they arrive from 8.30am, students must attend Breakfast Club in the Art room or Fun & Fitness in the MPC from 8.30am until 8.45am when teachers go on duty.

Students who are still at school at 3.45pm will be taken to the office and parents will be phoned.

Students who regularly arrive before 8.30am or are not picked up by 3.45pm will be placed in Before or After School Care with Camp Australia and parents will be charged their fee. Our Outside School Hours Care provider, Camp Australia is a very cost effective means for safely supervising children requiring early drop off or late collection.

School Terms

The school year is divided into four terms of approximately equal length. Term dates and dismissal times are published in the school's newsletter, on the school website, www.coralparkps.vic.edu.au or on our Coral Park Facebook page.

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ACCIDENTS/ILLNESS AT SCHOOL

Coral Park Primary School has a fully equipped first aid room. Several staff members have completed first aid courses and are competent to handle most minor injuries. Children who are ill should not be sent to school. Our first aid room is for emergency care of children who become ill or are injured at school.

In the case of minor injuries, treatment is administered and the child sent back to the classroom. The incident is recorded and in the case of more serious injuries, parents, or if unavailable, emergency contacts will be notified as soon as possible. If neither contact is available, a decision will be made as to whether to seek assistance from the local medical centre or the Victorian Ambulance Service. In all cases, the wellbeing and safety of the child will be our prime concern. Sick or injured students cannot remain for a long period of time in the school's first aid room.

The emergency information we keep on each child is of prime importance. The emergency contact numbers are very important, as often parents are not available when we call.

Please advise the school immediately of any changes to:

- a) Home address and telephone numbers;
- b) Occupations and work contact numbers (particularly if the parent who is normally at home has joined the work force);
- c) Names and telephone numbers of emergency contacts.

It is also imperative that parents keep the school informed of any allergies or illnesses suffered by their child that require special care and attention.

***ASSEMBLIES**

Whole school assemblies are held every second Friday at 2.50pm in the MPC. During assemblies we acknowledge achievements of our students; report school news; have an item by a different grade each fortnight and present birthday books. Parents are encouraged to attend. The Student Leaders host 'Coffee and Chat' time in the MPC from 2:30pm every second Friday. Come along for a coffee and afternoon tea and a chat with other parents.

ASTHMA

Coral Park is an Asthma Friendly School. Students with asthma have sensitive airways in their lungs. When exposed to certain triggers their airways narrow, making it hard for them to breathe. It is important that all school staff are aware of students who suffer from asthma and their individual needs. Symptoms of asthma commonly include:

- cough
- tightness in the chest
- shortness of breath/rapid breathing
- wheeze (a whistle noise from the chest)

Many children and adolescents have mild asthma with very minor problems and rarely need medication. However, some students will need medication on a daily basis and frequently require additional medication at school (particularly before or after vigorous exercise). Most students with asthma can control their asthma by taking regular medication.

Every student with asthma attending the school is required to have a written Asthma Management Plan filled out by their parents/guardians in consultation with their family doctor or paediatrician. This will be attached to the student's records with a copy kept in the first aid room.

ATTENDANCE

It is crucial that children and students develop habits of regular attendance at an early age; even from the time they are enrolled in a pre-school setting. Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential and they are disadvantaged in the quality of choices they are able to make in later life situations. Obviously, the quality of education the school can provide your child will depend on your child's regular attendance.

It is a **legal** responsibility for parents to ensure their child is at school each day or provide a valid reason for their absence. It is a legal responsibility for teachers to keep an accurate record of attendances at school each day. Schools are also mandated to follow up student absence and lateness rates and to report any concerns regarding attendance to the Regional Office and the Department of Human Services.

If your child is absent from school it is a legal requirement that the school is informed of the reason for their absence. Please ring the school office by 9am to report your child's absence. If you know your child is going to be absent from school in advance, please let the school know so suitable arrangements can be made. You are welcome to speak to the classroom teacher in person or call the school office.

Students who arrive late to school must come to the office to receive a late note to be passed to the classroom teacher. Learning time begins at 9am so it is important that students are in class by 8.55am and teachers are not disrupted in their teaching duties.

If you wish to pick up your child early, you need to go to the front office first and receive an early departure note. This note will then need to be given to the classroom teacher when you collect your child.

BIKE, SKATEBOARD AND SCOOTER RIDING

Students are permitted to ride their bikes or scooters to school but **must** wear well-fitting helmets that meet safety standards. It is the parents' responsibility to ensure that children are able to ride their bikes/scooters well, that they know the road rules and are satisfied that there is a safe route to the school. The school highly recommends that parents accompany their child riding a bike during their first few trips to school to ensure that they are happy that their child has the necessary skills to ride their bike safely. Once at school, bikes and scooters remain locked in the bike shed throughout the school day.

It is a school requirement that bikes are not to be ridden in the schoolyard. Children who don't follow this requirement or who are reported to the school for unsafe riding practices on the paths that form the boundary of the school will be prohibited from riding their bike to school for a negotiated time.

While every care will be taken with bikes and scooters brought to school, Coral Park Primary School cannot accept ultimate responsibility for them – owner onus applies. The bike enclosure at school is locked during school hours. Parents are advised to ensure their child has a lock for their bike or scooter to secure it in the bike enclosure.

Roller blades and skateboards are not permitted within the school grounds at any time. Therefore, students should not bring these items to school. The school has no storage for these items and as such, these should be left at home. We have Walk, Ride or Scoot to school every Friday.

BIRTHDAY BOOKS

To celebrate a student's birthday and to assist with keeping our school library well resourced, we have a Birthday Book Program. Parents can buy a book from either the school or a shop. They then need to give it to the office with the child's name and birth date on a piece of paper by the Wednesday prior to wanting it presented. The book will be presented at assembly with a birthday card for the child to keep and the whole school will sing Happy Birthday. The child can then share the book with their family and then return it to the library for others to borrow. Staff and parents are also invited to join in with this program.

BOOKLISTS

Students in prep, grade 1 and grade 2 pay a book list fee for learning resources in their classrooms. The student's books, pencils, share books and other necessary resources are provided to them within the classroom.

Students from grade 3 to grade 6 are required to purchase a book pack which they will receive at the start of the year, once payment has been made. Book list items are the responsibility of each child to look after. Should students lose or damage their book list items purchased at the beginning of the year, parents will be asked to replace them at their cost.

The booklist fee also covers the cost of computer programs and licensing, classroom resources and bulk printing etc.

*** BREAKFAST CLUB**

Breakfast is the most important meal of the day. Without food in their stomach students find concentration very difficult. Please ensure your child eats breakfast daily before coming to school. A light breakfast is available each day from 8.30am in the Art room for students who are running late and missed breakfast or when there is limited food at home.

BULLYING

Bullying is taken very seriously at Coral Park and is not accepted from any student. All incidents of bullying must be reported to the classroom teacher, student welfare officer, school principal or the assistant principal. All people within the school are expected to behave in a thoughtful and caring manner. All people within the school have the right to feel safe and are expected to behave in a manner that allows others to feel safe. The school has a Student Code of Conduct and Student Engagement & Wellbeing Policy, available upon request from the front office. Each class spends time ensuring that everyone understands the school's values and guidelines for behaviour and consequences.

CANTEEN

Coral Park Primary School's canteen reflects the value of the school's healthy eating practices to students and the wider school community. The menu has been approved by the Kids-Go For Your Life program aimed at promoting healthy living.

The canteen at Coral Park is open for snack and lunch orders Monday and Friday. Snack and lunch orders are delivered to the student's classroom for inside eating times. Students are not permitted to have more than \$5 over the counter spending money at the canteen. The staff serving in the canteen have the right to refuse to serve a child if they feel they are being excessive with their over the counter purchases. All excessive purchases are also reported to the classroom teacher for follow up with parents.

Canteen price lists are updated and sent home as required. The preferred method of ordering is by using the QKR app online, however lunch orders can still be brought to school and placed in the canteen tubs. We encourage you to include your child in the writing of lunch orders at home. Orders must be on an envelope or a brown paper bag. Clearly write on the order your child's name, grade and whether it is for snack or lunch and place the money inside.

The school canteen licensee operates the school canteen under the nutritional guidelines set by the Department and Coral Park Primary School Council. For students that use the canteen regularly, the foods purchased there make a significant contribution to total food intake and nutrition. Nutrition is important to health through life and it is particularly important at times of rapid growth and development, which include the school years.

CAR PARKING

Parents driving children to or collecting children from school must not park in the school's staff car parks. The Department does not provide on-site parking for parents. The on-site car park is restricted to staff, disabled parking and official school visitor use.

The car park entrances are not a pedestrian entrance to the school. Please do not use these for entrance to the school as this presents safety issues.

The safety of the children at Coral Park Primary School is of paramount importance. Cars pulling into and reversing out of the school car park at peak times (i.e. when children are arriving or leaving the school) constitute a real danger to the safety of our students. **Do not park in the car parks and do not use them to turn your car around to head in the opposite direction.**

Parents may find it more convenient to organise a drop off and collection point a little further away from the school to avoid being caught in the congestion before and after school. This also encourages students to walk short distances and to use school crossings.

Parents are advised to observe the parking restrictions around the school and neighbouring streets as parking officers from the Council regularly check that these restrictions are being adhered to.

COMMUNICATION BETWEEN SCHOOL AND HOME

Communication between school and home is seen as a vital part of the educational partnership between the school and families. Communication between the school and home will be made in the following ways:

Newsletter

The newsletter is sent home every Thursday with the youngest or only child in the family attending the school. Please ensure that you ask your child for the newsletter, as important details are always included. It is also on the website and Sentral.

Sentral

Sentral is an important link between the school and home. It allows parents to see the learning profile and updated assessment of their children and to communicate with staff. All parents have a Sentral login. By using the Sentral website parents, teachers and students are able to communicate quickly and effectively. Sentral is an efficient way of accessing attendance details and learning goals.

Parent/Teacher/Student Communication Meetings

Parent/Teacher/Student Communication Meetings or Student Led Conferences are held throughout year. Details regarding dates and the structure of the meetings will be sent home prior to the meetings being conducted.

Open Nights/Days

Open nights or days will be held during the year. These times have varied themes and are aimed at enabling parents to share learning with their child and showcase our family friendly school.

Written Reports

Written reports are issued twice yearly at the end of term two and term four. These reports give a detailed account of your child's progress, future learning goals and home ideas to assist your child's learning.

Digital Portfolios

Digital Portfolios are an ongoing record of your child's learning progress. They are used at Student-Led Conferences to outline progress and learning goals and to view and discuss your child's work with you. They are an easily accessible record of your child's work that can be shared and celebrated with family at home.

Facebook

The school places regular updates on our Facebook page including reminders of special days or activities occurring and school news.

COURT ORDERS

Schools have a legal obligation to adhere to the condition of court orders as much as humanly possible. As such, it is imperative that the school has a copy of any court orders pertaining to students at the school. If your child or family has a court order that applies to them, please ensure that the school receives a copy of these orders as soon as possible. As the court order changes or is updated, it is important that the school is provided with an updated copy.

DAMAGE TO SCHOOL PROPERTY AND EQUIPMENT

It is the policy of the school to recover the cost for the replacement or repair of any school property or equipment deliberately damaged by students or damaged through thoughtless or careless action. The obligation is designed to ensure that valuable school funds and monies raised by parents for the continued development and improvement of the school do not get wasted replacing or repairing items that should not have been damaged. The obligation has been introduced to ensure that students (and parents) develop pride in Coral Park Primary School and understand that they have a responsibility to look after their school and that they are responsible for their actions.

By having parents discuss this matter with their children and help them understand their moral responsibility for the restitution of any damage caused, we hope to minimise any deliberate damage or damage caused through thoughtlessness. This includes students who have left the school also.

If you see anyone acting suspiciously around the school or damaging school property after school hours or on weekends or school holiday periods, please do not hesitate to contact either the police on 000 or the Department of Education's Incident Support and Operations Centre on 1800 126 126.

DENTAL SERVICES

Dental Health Services Victoria provides dental services for children 5-17 years through all Community Dental clinics. This is a Victoria-wide program providing dental care to children and adolescents. Dental Care is provided at the Community Dental Clinics located throughout Victoria. Our closest clinic is at 140-150 Sladen St, Cranbourne. Phone: 5990 6226 or 1300 360 054.

This service is available to all primary schoolchildren, as well as students in years 9, 10, 11 and 12, who are 14 to 17 years of age if they or their parents hold current health care or pensioner concession card.

The school also has a visiting dental service attend the school some years, depending on availability and the requirements of our families. Information regarding this service will be published in the school newsletter and information sent home as required.

DRESS CODE / SCHOOL UNIFORMS

The daily wearing of school colours is a requirement of all students. School colours are royal blue and yellow. Students can choose to wear royal blue tracksuit pants, shorts, skirt or the school dress; yellow or royal blue t-shirt; windcheater or jumper and; a blue broad brimmed hat. Hats can be purchased at the front office. All clothing should be clearly named.

The student dress code sets out expectations with regard to student appearance and applies during school hours, while travelling to and from school and when students are engaged in school activities out of school hours.

The Student Dress Code is in place for the following reasons:

- To create a sense of collective and individual pride in students and their identification with the school.
- To remove the sense of competition in dress which can often cause distress amongst students and their families.
- To improve the safety of Coral Park's students by making them instantly recognisable in any group when the students are on school excursions and in the wider community.

It has been ensured that the code allows all students to participate actively and safely in school life. The main school colours have been determined as royal blue and yellow. Students not wearing the specified colours or meeting the dress code standards will not be allowed to attend out of school activities (ie excursions, sport days).

The code also complies with sun smart procedures. All students are required to wear a blue broad brimmed hat during outside activities during September to May, as these are the specified sun danger periods. Baseball caps, or other alternatives, which do not offer adequate protection to the face and neck are not acceptable. If students do not have their specified hat at school they are required to follow the 'No Hat, No Play' policy which requires them to stay indoors during play times and outside activities.

In the case where parents have particular economic hardship that prevents them from complying with the code, arrangements can be made with the principal.

The school may declare 'out of uniform' days where students are allowed to wear other forms of clothing.

ENTRY AGE

For the first year of schooling, a child must turn 5 years of age by April 30th of that year.

EXCURSIONS AND CAMPS

Our school will follow a philosophy of providing children with direct learning experiences in the world beyond our school. Educational excursions and camps are designed to:

- stimulate and motivate learning;
- assist children in understanding the relevance of the curriculum to the outside world; and
- develop social skills in practical situations.

Excursions and camps are planned as an integral part of the curriculum with a great deal of preparatory and follow up activities being conducted. A permission note and payment envelope is sent home for all excursions and camps. These notes must be signed by the child's parent or guardian and returned to school prior to the due date if your child is to attend.

Money needs to be collected by the specified date to confirm your child's place on the excursion or camp. If you are unable to pay the amount or need to make part, payments please contact the principal to make arrangements.

Students must wear full school uniform whilst on an excursion.

EXTREME WEATHER CONDITIONS

Where there are extreme weather conditions (either too wet or too hot for the students to go outside during play times) students will remain in the classroom and be supervised by their classroom teacher or another suitable staff member. All classrooms are equipped with a heater and air conditioner to assist with these various weather conditions.

Dismissal times do not alter on days of extreme weather, however, in the event of an extreme downpour or lightning storm at home time, students may be delayed until it is safe to exit the school.

HEAD LICE

Head lice is a cause of concern and frustration for parents/guardians, teachers and children. Head lice do not transmit infectious diseases – they are transmitted by having head to head contact with someone who has head lice. Whilst parents have the primary responsibility for the detection and treatment of head lice, the control and management of head lice infections is a shared responsibility amongst a number of agencies, including the Department of Education, Department of Human Services and schools.

Research shows that it is a fact of life that most schools will have some students with head lice at any given time. Coral Park is no exception to this situation and as such has developed the following procedure to assist in the management of head lice.

The school will issue all parents/guardians enrolling at Coral Park a Consent Form to conduct head lice inspections. This will allow staff and the school appointed head lice nurse to check your child's hair for head lice. This permission will last for the time the child is enrolled at the school or until permission is revoked by the parent/guardian. Not allowing inspections does not preclude a child from a visual sighting.

It is a requirement of Coral Park that parents/guardians refrain from sending their children to school with untreated head lice; however, it is also not an excuse for absence beyond the period of treatment. Students must be treated and returned to school. It should be noted that students may be treated one evening and return to school the next day. The presence of eggs in the hair is not cause for exclusion from school. Students with live head lice will be sent home for treatment. A head lice letter will be sent home to all students in a class if head lice is detected on one or more students within that class.

Parents are asked to assist the school in its management of head lice by:

- Regularly (preferably once a week) inspecting their child's hair to look for lice or lice eggs and regularly inspecting all household members and treating them if necessary.
- Ensuring their child does not attend school with untreated head lice.
- Using safe treatment practices that do not place their child's health at risk.
- Notifying the school if their child is infected and when treatment has occurred.

HOMEWORK

The school does not set regular homework for students but encourages families to include their children in real life activities at home in order to enhance their education and learning. Cooking, shopping and weekend outings all provide great opportunities for children to learn about measurement, money, distance etc and can often be done as part of the normal family routine.

It is expected that students will spend time each night reading and most students will have a classroom share book they are required to read. Ensuring students read regularly helps improve their literacy skills and assists in developing good reading habits which will be valuable to them throughout their school life and beyond.

INTERNATIONAL STUDENTS

Primary schools throughout Victoria, Australia offer high quality learning in a caring environment and welcome international students. Coral Park Primary School is committed to offering the opportunity for every child to succeed and experience success in a culturally diverse learning environment.

International Students are embraced and supported through the delivery of high quality educational and welfare support services. Coral Park Primary School will provide a caring environment and ensure programs are culturally appropriate, assist International Students to develop friendships and provide information on culturally relevant local community organisations and groups to students and families.

The Department of Education and Training (DET) are the provider of the International Student Program and the CRICOS Provider Code is 00861K. The International Education Division (IED) of the Education Department handles applications from international students. Further information can be found at <http://www.study.vic.gov.au/en/study-in-victoria/international-student-program/Pages/primary-school-program.aspx>

LIBRARY

The school library is open during recess and lunch so that students are able to read and play quiet games or borrow a book.

Children are encouraged to borrow books on a regular basis. All students have weekly borrowing times. They are encouraged to have a named library bag to keep our books clean and reduce damage. The library has a wide range of topics and levels. If you feel the book your child brings home is not suitable please encourage them to return it and make another selection.

SNACK AND LUNCH

Recess Break: children eat in the classroom from 10:50-11:00am, then they have outside time from 11:00-11:30am.

Lunch Break: children eat in the classroom from 1:30-1:45pm, then they have outside time from 1:45-2:30pm.

It is essential to supply your child with a nourishing snack and lunch as children become very hungry at school. It is better to have too much rather than not enough. If your child forgets their snack or lunch, they should tell their teacher and alternative arrangements will be made.

As part of the school's focus of protecting and preserving the environment, we strongly encourage parents to limit the amount of wrappings that come to school. We encourage the use of lunch boxes, containers and reusable drink bottles. Please ensure they are all labelled with your child's name.

Glass containers and drink cans are not permitted at school. Fast food items e.g., Mc Donalds are not permitted at school. Unhealthy snack items are strongly discouraged. Students are not permitted to exchange food items due to the possibility of allergies.

MEDICAL CONDITIONS

To comply with Department of Education regulations and to ensure the safety of your child whilst at school we require written notification of any medical condition your child has that might require special treatment at school. Such conditions may include major illnesses, allergies or allergies to medications.

If your child suffers from a medical condition, you will need to fill out a form at the office providing specific details. The form will be filed and will cover the current school year. If there are any changes in your child's condition, you will need to contact the school and complete another form. A new form will need to be completed at the beginning of each school year.

MEDICATION AT SCHOOL

Many students attending school need medication to control illnesses such as asthma, epilepsy and conditions causing hyperactive behaviour. It is necessary that the school, as part of the duty of care, assist students to take their medication to enable continued attendance.

Every student who requires medication to be administered at school must have a School Medication Permission form completed. The office staff will administer all medication (as far as practical). A record will be kept of all medication administered.

Short-term illness medication – These medications should be handed into the office by the parent/guardian in a clearly labelled container and a Medication Permission Form completed. If a parent is unable to come in personally then the child needs to bring the medication to the office with a note from the parent.

MOBILE PHONES AT SCHOOL

The use of mobile phones is not permitted during school hours. If a child needs to bring a mobile phone to school, for any reason, the child is required to hand it to their teacher for safekeeping until the end of the day.

If a parent needs to contact their child during school hours, they need to call the school office. This will allow the information to be passed onto the student in a way that minimises any disruptions.

The school is unable to take any responsibility for the loss or damage of personal property.

MONEY BROUGHT TO SCHOOL

From time to time for various activities, money will need to be sent to school with your child (e.g. excursion money). Please place the money in the payment envelope provided and label with the child's name, grade, teacher, the purpose for the money and the amount enclosed.

OUT OF SCHOOL HOURS CARE PROGRAM

Coral Park's Out of School Hours Care program is referred to as Kids Club. Kids Club is run by Camp Australia. Kids Club runs from 6.30-8.45am each morning and 3.30- 6.00pm each afternoon.

The children participate in a wide variety of both indoor and outdoor activities. Some of these activities include art and craft, board games, drawing and physical games. The venue for Kids Club is the school's MPC.

Further information and enrolment details can be obtained by contacting Kid's Club directly on 9799 6182 or through the Camp Australia website www.campaustralia.com.au.

***PARENTS AND VOLUNTEERS**

Coral Park has a group of people who assist with many activities around the school including laminating, resource preparation, photocopying and classroom reading. A regular Wednesday morning helpers group meet in the staffroom at 9am.

Parents and volunteers also organise fundraisers to provide further resources for the school and run the annual Mother's and Father's Day stalls.

If you are able to help out, please see the office staff. All parents and volunteers are welcome and much appreciated. Parents meet Friday fortnights in the MPC before assembly where the Student Leaders provide coffee & afternoon tea and parents can meet up and chat. All parents and visitors are required to hold a current Working with Children Check before volunteering to assist in classrooms and on excursions.

PARENT CONCERNS

If you have a concern about your child, please ensure you talk to a staff member. If we are not aware of any concerns, we can't assist. Your first point of call is the classroom teacher, please discuss any issues or concerns with them at an appropriate time e.g., not during learning time and not in front of other students.

Concerns may be regarding; your child's academic progress, behaviour in class, or regarding a discipline issue outside the classroom or involving another student. Should the classroom teacher not be able to answer your concern, they will pass the information on to the welfare coordinator, the assistant principal or principal and they will contact you for further follow up or discussion. Remember, 'if we don't know about it, we can't fix it'.

PARENTS TALKING TO OTHER CHILDREN

If an incident arises between your child and another student whilst at school, it is not appropriate for any parent to discuss the matter with any child other than their own. As above, please ensure classroom teachers are aware of any concerns regarding your child.

Coral Park spends time ensuring students are well versed in dealing with the issue of stranger danger. Approaching other parent's children only confuses the children and de-sensitises the student to being approached by strangers. It can also cause a great deal of emotional stress to the child.

PERSONAL AND LOST PROPERTY

During the year the school collects large amounts of lost property that is unnamed and never claimed. Please name everything clearly, especially clothing that can be taken off but also shoes, lunch boxes, drink bottles and sport equipment.

Treasured possessions are best left at home to avoid loss or damage. Expensive items such as iPads and iPods should be left at home, as the school cannot accept responsibility for any loss or damage. Toy guns and dangerous toys are not to be brought to school.

Lost property is kept in a storage cupboard outside the welfare office. Parents are invited to look for lost items.

PUNCTUALITY

Punctuality is a habit that we value and strongly encourage in students and parents. Ensure students arrive before 8.55am so they are ready to begin learning on time. It is highly disruptive to classroom routines to have students arriving after the day's program has started.

SCHOOL COUNCIL

All government schools in Victoria have a School Council. They are legally formed bodies that are given powers to set the key directions of a school within centrally provided guidelines. In doing this, a School Council is able to directly influence the quality of education that the school provides for its students. There are two categories of membership: a mandated elected parent category and a mandated elected DET employee category.

The principal of the school is automatically one of these members. The term of office for members is two years. Half the members must retire each year and this creates vacancies for the annual School Council elections. If you would like to find out more about school council, please ask at the office.

SCHOOL POLICIES

The school has many policies that are created or revised annually, as part of a three-year cycle or as the need arises. Most policies are reviewed and endorsed by the School Council. If you would like a list of policies, that the school has or a copy of a policy, please contact the school office.

SENTRAL

Sentral is the school communication system. Parents are given access to Sentral via a family log on to the Parent Portal. Sentral hosts your child's information, academic progress, and attendance information and allows for communication via messaging with your child's teacher and the school. Information and log on details will be provided to new parents.

STUDENT BANKING

The Commonwealth Bank runs the school banking account service for students. This service not only encourages students to save money but also is a fundraising venture for the school. For each transaction processed by the school, the bank pays a small commission. This commission is paid regardless of the amount of money banked.

Bank day is every Tuesday. For further information or to apply for an account please contact the school's office.

STUDENT LED CONFERENCES

At Coral Park Primary School we aim to give our learners increased responsibility and ownership for their learning so they can develop into independent, life-long learners. An important way of involving students in their learning is to have them conduct a 'Student-Led Conference'. Student-Led Conferences are an authentic way to encourage students to take responsibility for their learning, actions and decisions. Each child conducts a conference discussion with a parent or guardian and their teacher, and are an integral part of the discussion group about their learning and classroom efforts. These conferences are our mid-year communication, reporting on your child's progress and achievements.

This process demonstrates to the students that we positively support their learning and acknowledges the value we place on their views and the respect we have for their opinions. It also clearly demonstrates that, together, we will support their learning and celebrate their achievements.

These meetings aim to promote quality communication between parents, students and teachers.

- They ensure students reflect on and share their progress and achievements with parents and teachers.
- They offer parents the opportunity to ask relevant questions regarding their child and how they are progressing with various aspects of the school curriculum and school life.
- They offer teachers the opportunity to outline future goals and strategies.

We encourage all parents to take part in this valuable opportunity to learn from their child about their school life and learning opportunities.

STUDENT SAFETY

Student safety is a top priority within and around the school. If you have any cause for concern regarding your child's safety or wellbeing, or that of another child, please discuss this issue with your child's classroom teacher.

You can assist with the safety of all students by practising safe behaviours around the school, parking safely and driving within speed zones around the school at all times.

***VISITORS TO OUR SCHOOL**

All visitors to the school must report to the front office and sign in. This is requested as a matter of courtesy and to assist with safety procedures. All visitors will be issued with a Visitor's Badge. This must occur if you wish to assist in your child's classroom; if you are staying to work with the parent volunteer group; if you wish to drop something off to your child. This allows the school to know who is on the school grounds in the case of an emergency.

This also shows our students that you are a welcome visitor to the school and allows them to feel safe. Before leaving the school, the tag must be returned to the office and the visitor must sign out.

Visitors to the school are expected to adhere to our school values of respect, responsibility, determination and resilience.

Adults must not use student toilets in the school. Adult toilets are in the main corridor of the building and are to be used by adults and toddlers under adult supervision.

Staff and students are asked to report any "strangers" or visitors without badges to the office. To avoid this please make your presence known at the front office before being a parent helper, etc.

WORKING WITH CHILDREN CHECK

All parents and visitors are required to hold a current Working with Children Check before volunteering to assist in classrooms and excursions. These forms can only be done online from the following website

www.justice.vic.gov.au/workingwithchildren.

Due to the COVID restrictions we are unable to run these at present

WEBSITE

The school website can be found at
www.coralparkps.vic.edu.au.

The website provides a public space for information, latest news, school newsletters, student work and area team blogs along with many other details and information about the school.

We encourage you to look at our website often and provide feedback to us on content.

If you have any ideas for additions to this booklet, we welcome your feedback, please contact the school office, as we would like to hear your thoughts.

