

CARLTON GARDENS PRIMARY SCHOOL

Parent INFORMATION BOOK 2019

CARLTON GARDENS PRIMARY SCHOOL



EST. 1884
DELIVERING OUR BEST

A MeSSage From the PRINCIPAL

Dear Parents and Carers,

Hello everyone, and a very warm welcome to our school community at Carlton Gardens Primary School. We look forward to getting to know each family and developing a positive and rewarding partnership with you in the year ahead. At Carlton Gardens Primary School, we believe in facilitating the development of the skills and attitudes to enable all students and all staff to become lifelong learners. Central to this is the delivery of a curriculum which engages students and teachers, creating a learning community of independent, collaborative, lifelong learners.

Within this context Carlton Gardens Primary School will provide a quality education to all children in a supportive environment; an education that is engaging, challenging, motivating and inspiring. Our school views the mastery of basic literacy and numeracy skills as the pre-cursor to all other learning.

The core purpose of this school as defined in the Strategic Plan is to provide an inclusive, rigorous learning environment that challenges and engages young people to grow as passionate learners. The school seeks to develop motivated, creative and independent learners who demonstrate strong social values and whose leadership, resilience and self-esteem is evident when interacting with the community.

The school provides a comprehensive curriculum with a strong focus on literacy and numeracy. Curriculum initiatives include the Independent reading, conferencing, writer's workshop and intervention programs. In addition to the comprehensive classroom programs offered in literacy and numeracy, an inquiry-based classroom curriculum program addresses the domains of Science, Humanities/History, Design and Technology, Civics and Citizenship, and Health. These domains are also cross referenced with the literacy program to ensure sufficient time is allocated to address the content. Specialist teachers provide instruction in Language (Mandarin), Physical Education, and Visual and Performing Arts. Interdisciplinary, personal and social learning are addressed within these domains and supported by a range of Outdoor Education camps and excursion initiatives. The school is an active participant in district sport competitions as well as providing opportunities for students to participate in instrumental music, choir, guitar, piano, drums and extensive keyboard programs.

Professional Learning Communities across levels ensure scope and sequence and curriculum coverage is monitored across the school. These teaching and learning teams are currently responsible for core curriculum development and delivery in literacy, numeracy and inquiry-based learning including history, design and technology, sustainability and ICT.

The leadership group is focused on 4–5 year planning cycles and continuous analysis of a range of data around school improvement. At this level there is an integration of long term planning around fiscal management, workforce planning and school structures. The data analysed regularly by teachers in their curriculum planning includes a suite of year level assessments including NAPLAN and an analysis of school performance data including student, staff and parent surveys.

There is a high level of professional development and the promotion of professional autonomy in the context of participation in the school improvement and teaching and learning teams and consultancy support for key initiatives.

Carlton Gardens Primary School is YOUR school! Its growth, development and advancement depend on the support and commitment of our whole school community. Working together with teachers will help your child to develop to his/her full potential.

Welcome to our community!
Tina McDougall
Principal



Mission:

Carlton Gardens Primary School is committed to creating a supportive and challenging environment that fosters a love of learning. We will work to continually improve education outcomes for all students, whilst celebrating our rich and diverse community.

Vision:

To prepare our students to be productive, progressive and happy members of our modern world.

Values:

R.I.C.H

Relationships

Integrity

Confidence

Happiness



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General Information about Carlton Gardens Primary School

School Information	
School Phone Number	9663 6502
School Fax Number	9639 1220
School Address	215 Rathdowne Street CARLTON, 3053
Email Address Website Instagram/Twitter	carlton.gardens.ps@edumail.vic.gov.au www.carltongardens.vic.edu.au @CarltonGardens

School Dates For 2019	
TERM 1	29th of January (Teachers ONLY) 30th of January to 5th April
TERM 2	23rd of April to 28th of June
TERM 3	15th of July to 20th of September
TERM 4	7th of October to 20th of December

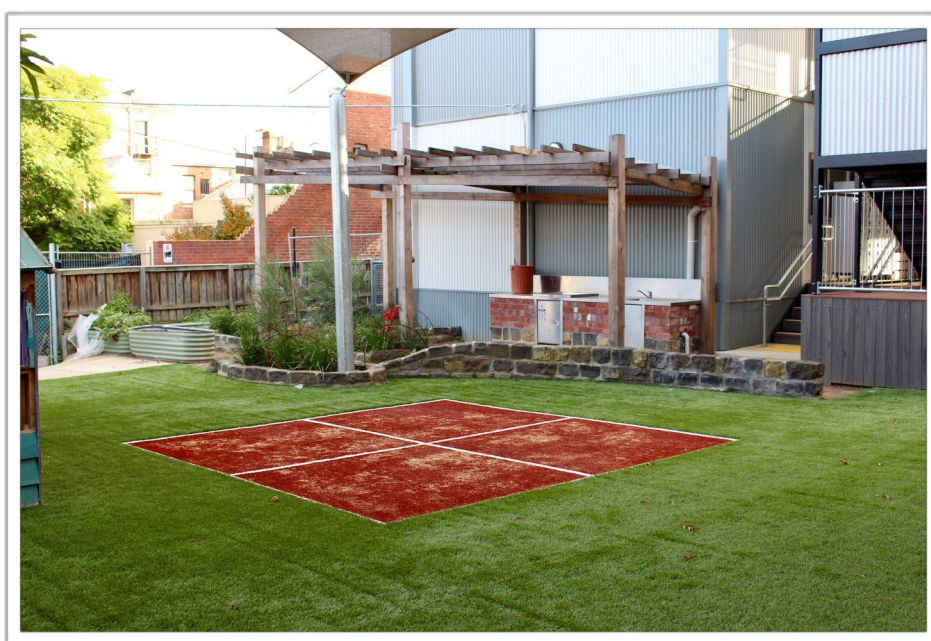
Curriculum Days For 2019	
	Monday, 29th January
	Friday, 17th May
	Monday 26th August
	TBC

WHOLE SCHOOL BELL TIMES	
8:50am	❖ Announcement – students in Grade 3-6 go straight to their classrooms to unpack their bags and get ready for the day. Learning starts at 9am.
8:55am	❖ Bell rings – students in Grade Prep-2 line up outside with their grade and are led inside by their classroom teacher. Learning starts at 9am.
Recess	❖ Students have half an hour play time after eating their morning tea.
Lunch	❖ Students stay in the classroom for allocated lunch eating time before heading outside to play for 50 minutes.
3.30pm	❖ End of the school day - students are walked outside by their classroom teacher to meet their parents in the school yard.

Supporting the School

Parents can assist in the day-to-day operations of the school by:

- **Making before school communication with teachers brief (between 8:45am - 8:55am).** Teachers need as much uninterrupted time as possible to plan and organise their resources in the morning to ensure that everything is ready for the day of learning in their classroom. Please be aware that teachers are also available between 3:30 and 3:45 each day.
We encourage parents to make **an appointment for longer discussions at a time that is mutually acceptable.**
- Ensuring **names are on children's property (especially school uniform)** so they can be returned to rightful owners.
- **Contacting your classroom teacher first,** when issues arise concerning your children: They know the day-to-day activities and incidents as they happen and are more in tune with getting the facts and are better informed.
- **Volunteering to assist in your child's classroom** in various programs i.e. sports, swimming, and curriculum areas, making classroom support materials or any expertise that you can offer. A parent helper form will be sent home by your child's classroom teacher. Please ensure you have a valid Working with Children Card on you at all times.
- **Participating in working bees.** There will be periodic working bees happening throughout the year. Your family is welcome to assist on a specified day. Jobs will include gardening, general maintenance of the grounds, book covering, etc.
- **Supporting school fundraising activities.** Any money raised by the Parents and Friends Association is spent on the children at the school. The school welcomes any parents or guardians who can contribute.
- **Maintaining a positive influence within the school.** We need a focus on the good things that are happening in our school. Children respond to positive talk as it makes school more fun for them.
- **Treating people how we want to be treated ourselves** in all our interactions. (Parents, Teachers and Children).
We all wish to be treated with respect, kindness and courtesy. It is a societal expectation and important that we as individuals model this behaviour.



At Carlton Gardens Primary School:

ABSENCES: IT'S NOT OK TO BE AWAY!

If your child doesn't attend school on a particular day due to illness or a family commitment, you must log into Compass to enter and approve the absence online. Alternatively a signed and dated note from a parent explaining the reason your child did not attend school is required to be given to the classroom teacher.

It is also appreciated that if in the event of a long absence, (overseas trip, illness, etc), the school administrative staff are notified and that you enter the absence into Compass. You will be contacted if your child has been away for more than two days in a row.

Students who arrive after 8.55am are considered late and will be marked as late on the school roll. Due to our lesson structure, the first 10 minutes of each lesson is the opportunity for teachers to communicate the learning goal, strategies and whole class instruction to their class. Students who miss the start of the lesson find it very difficult to catch up.

ANAPHYLAXIS

A number of children at Carlton Gardens Primary School are anaphylactic (have life threatening allergies). If a child comes in contact with particular foods it will result in an anaphylactic reaction. At school we currently have students who are allergic to nuts, eggs and seafood. If your child is in a class with an anaphylactic child you will receive a letter from the classroom teacher asking you to refrain from packing particular foods in your child's lunchbox.

If your child has an anaphylactic condition, please notify the school as soon as possible.

ASSEMBLIES

On Friday afternoons at approximately 3.00pm we hold a celebratory assembly outside in the school yard. During the assembly we give out **Student of the Week** certificates and summarise any upcoming events. At the start of assembly students sing both verses of the Australian National Anthem.

BOOK PACK - SCHOOL FEES

At the beginning of the each school year, families are asked to pay a fee. This fee is set to cover the costs of items such as Booklists, Curriculum Resources, Physical Education equipment, computers and ICT infrastructure. This annual fee is expected to be paid at the commencement of the school year. The fee assists the school to provide a wide range of learning opportunities for our students. Notification of amount to be paid and by when will be communicated via Compass.

CAMPING PROGRAM

Prep Sleepover

Will take place in Term Four. Students return to school in the evening for dinner and activities before spending the night with staff and their friends in the PAC building. More information will be provided closer to the date.

Grades one and Two

Students will be spending one night away at a camp facility with staff and their friends. More information will be provided closer to the date.

Grades Three and Four

Students will be spending two nights away with staff and friends. The students will participate in adventure activities. More information will be provided closer to the date.

Grades Five and Six

Students will be spending three or four nights away depending on the venue. Every second year the students will have the opportunity to participate in a trip to Canberra as part of their Government inquiry-based unit of work. More information will be provided closer to the date.

China Study Tour

Every odd year, students from Grades Four, Five and Six have the opportunity to visit China for 10 days as part of our Language Program. Our students stay with a Chinese family and attend the New oriental Foreign Language School in Jiangsu, Nanjing.

CHILDREN'S BIRTHDAYS

We think your child's birthday is special too! Please let your classroom teacher know of your intentions as there may be children with allergies in the class. A list of ingredients in any food brought in to share will need to be provided to the classroom teacher. Due to class structures in some year levels, some grades are unable to bring in birthday cakes, please discuss with your classroom teacher the best items to bring and share.

CLASSROOM LIBRARY

Students are encouraged to borrow a variety of texts from the classroom library. Reading is a very important part of our school curriculum. We have sent books home for you to read with your child, for them to read to you, or to be read independently. This is intended to be a pleasurable activity and to enhance your child's interest in reading. If your child is in Grade Prep, One or Two, please fill out the reading log in your child's yellow book and feel free to communicate with your classroom teacher using the comments section within the yellow book. Every child has a subscription to Reading Eggs which can be accessed from home (www.readingeggs.com.au) and we encourage you to make regular visits to your local library for borrowing.

CLASSROOM/PARENT HELPERS

Parent interest and involvement are very important to your child and the school. We would welcome your involvement in activities such as:

- typing children's stories
- excursions
- cutting & laminating resources
- book covering
- working bees
- school council
- fundraising

A Parent Helper Form will be sent out via Compass at the start of the school year, asking for any volunteers. A current Working with Children's Check is required if you would like to be involved in any classroom activities or excursions. The forms for this check can be obtained from the website - www.workingwithchildren.vic.gov.au

COLLECTING CHILDREN DURING SCHOOL HOURS

If you need to collect your child during school hours, please visit the office and sign your child out and the early departure will be entered into Compass.

COMMUNICATION

Compass

Compass is the best source of school information. It is a school based web portal that will allow you to see how your student is performing at school.

You will be able to see the number of absences and late arrivals that your child has had, give approval for school excursions, make payments online and download school reports. Teachers are also able to send emails to you through Compass to keep you informed about classroom events and issues. You are able to schedule Parent/Teacher interviews on Compass. It will also keep you up to date with school information.

We recommend that you download the Compass app for iPhone or Android

You will receive a notice with your login details soon after your child starts school. We ask that when you do, you login and update your email details.

Newsletter

A school newsletter is compiled every fortnight by our school Leadership team. In the interest of waste management these newsletters are only available online via Compass and the school website.

This newsletter is a major communication link between school and home and contains information of upcoming events and other matters we wish to bring to your attention. Please read the newsletter carefully and keep it for referral. Contributions to the newsletter from children, teachers and parents are always welcome; the deadline for typing purposes is Wednesday afternoon.

Website

Our school website is www.carltongardens.vic.edu.au . It contains all of our school policies and our newsletter. We also share videos of important events and excursions from time to time

Twitter and Instagram

We like to share exciting photos and videos with our families. You can follow us on Twitter and Instagram, @Carltongardens.

Seesaw

SeeSaw is a social media app for the classroom. Your child and their teacher will share exciting work and events through Seesaw. It is a great way to see what your child is doing and what they have achieved.

CODE OF CONDUCT

Each class is expected to spend time early in Term One, examining the Carlton Gardens Primary School Code of Conduct, to discuss school rules, appropriate classroom rules, rights, responsibilities and consequences for inappropriate behaviour. All teachers follow the discipline procedure outlined in the Carlton Gardens Discipline Policy located in their rooms and around the school.

DAILY PROCEDURES

Morning:

- Parents are encouraged to drop children off between 8:45am – 8:50am so they are at school ready to start the day before the bell rings.
- Please note that there is *no supervision of students in the yard before 8.45am each morning* and therefore students are NOT to be left in the yard unattended.
- Parents should not accompany their child to the classroom in the main building to minimise the congestion.

Afternoon:

- At the end of the school day, teachers will walk students outside to meet parents. We ask that parents wait outside until school finishes. Please do not wait inside the corridors for your child, as they get very crowded when students are dismissed.
- Please let the office know if you are going to be late to pick up your child.
- Students not picked up before 4pm without notice will be placed in OSH Club at the parent's expense.

DRINK BOTTLES AND HEALTHY SNACKS

We encourage your child to have a clearly labeled plastic drink bottle containing water in the classroom, to drink at their leisure while they are working. This encourages healthy drinking habits and enables your child to keep their fluids up! Your child may leave their bottle on their table or in a designated spot throughout the day. Students have designated healthy eating breaks at recess and lunch. We also encourage parents to pack a healthy fruit or vegetable snack which can be eaten at a scheduled time during the day.

EXTRA-CURRICULA ACTIVITIES

At Carlton Gardens we offer a number of different extra-curricula activities. Students will receive a note at the start of each term stating the costs involved and the times the programs are running. Parents are responsible for organising these sessions and payments.

The extra-curricula activities that run at our school are:

- Dance - Classical Ballet, Jazz and Hip Hop
- Instrumental Music (keyboard, singing, guitar, drums)
- Chinese
- French
- Kelly Sports
- Brain 'O' Brain
- Martial Arts

EMERGENCY INFORMATION

Please ensure that you have provided your latest address and telephone numbers to the school office. If you change your address or telephone number during the year please let us know in writing. The office has a supply of 'Change of Student Information Forms' for this purpose. Please supply the names and phone numbers of two emergency contacts in case we are unable to contact you in an emergency.

★IMPORTANT★

If there is a court order which stops anyone having contact with your child, please let us know of the details.

EMERGENCY PROCEDURES

A special procedure (DISPLAN) for evacuating the buildings and school grounds in the event of any emergency is in place. Class teachers explain this to their class at the beginning of each year, and in the event of an emergency, students should move at a brisk walk by the route indicated on the plan to their designated assembly area. Evacuation drills will be held four times a term to familiarise students and staff with the procedures.

EXCURSIONS / INCURSIONS

Excursions take place once a term, in each grade of the school. They are an integral part of the school curriculum. They are invaluable in stimulating the children's interest and are always preceded or followed up by class work relating to the excursion. It is therefore expected that unless a serious reason prohibits it, all children will take part in these activities.

FIRST AID

It is the responsibility of staff to ensure that the safety and wellbeing of all students is maintained at all times. Students who become ill or injured at school will be cared for to the best of our ability. When a child is unwell or hurt, staff will make every effort to contact parents in order for the child to be collected from school. Should the student require a quiet place to rest or recover, a bed is available in the sick bay. Our office staff, Joy Meredith and Kathie Asomatianos have first aid qualifications, as do many of our staff. Staff have also been trained in the management of anaphylaxis and asthma.

FLEXIBLE LEARNING

At Carlton Gardens Primary School our goal is to instruct, encourage, engage and inspire your children in teaching and learning environments that are dynamic and meet our student's individual needs. We want our students to be independent, responsible, inquisitive and skilled lifelong learners. To help us achieve these goals we have flexible learning spaces in Grade 3, 4 and 5.

Why are flexible learning environments valuable?

In recent years, there has been a push for students to learn in flexible learning environments in Victorian schools. The choice to use flexible learning environments reflects current DET research and knowledge on 21st century teaching and learning practices which help to prepare students for the skills they will need in the future such as; collaboration, communication, critical thinking, problem solving, sense of citizenship and creativity. These attributes are fundamental to their development as learners and as individuals. The overall aim and purpose of using a flexible learning space is to improve student learning outcomes.

Flexible Learning Spaces will provide great opportunities for us to further identify, target, support and extend the learning of all students in a collaborative and supportive environment.

How do students learn in flexible learning environments?

It is important for our students to understand themselves as learners and have control and responsibility over where they learn. In flexible environments, students build independent learning behaviours and develop a strong understanding of how they learn. Our students will be given the opportunity to take advantage of both indoor and outdoor learning environments and these

spaces will enable students to work in a variety of ways and areas. Students will be able to move around, work at tables, on the floor, in small groups, on stools as well as standing. We will be working with all our students to help them build their skills in independence as well as helping them understand how they learn best.

What is the space and how is it used?

Flexible learning areas can be arranged and rearranged to create distinct learning areas utilising retractable walls and quiet withdrawal spaces both inside and outside. Students will be encouraged and supported to select areas and seating arrangements where they feel most comfortable. These zones will be used in a variety of ways both, student and teacher led.

The space can be used to vary our instruction and learning activities based on the needs of our students and the content being covered. Students will not be required to sit on the floor any more than in any class within the school. We aim to keep our 'mini lesson' explicit instruction time to a maximum of 10 minutes as research shows this is optimal timing for instruction.

As part of our school's instructional model, all students participate in a 'mini lesson,' they then move to working spaces that suit them and their learning styles to complete tasks and participate in focused small group activities, after students have completed their learning activity or task they will return to the floor to reflect on their learning.

Students will regularly participate in individual and small group conferences to discuss their learning goals and style. Our teachers work together to alter and adapt our programs to suit our students and their learning needs.

HEALTH

The Department of Education and Early Childhood requires the following exclusion table to be observed in cases of infectious diseases:-

- CHICKEN POX, MUMPS - return when completely recovered.
- MEASLES - for at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.
- RUBELLA - until fully recovered and at least four days from the onset of the rash
- WHOOPING COUGH - for four weeks until a medical certificate of recovery is produced.
- IMPETIGO (School Sores) - until sores have fully healed.
- HEAD LICE - Children can return to school once their hair has been treated. To help prevent infestation we ask you to check your child's hair regularly, notify the school if your child becomes infested and keep your child's long hair tied back.

*Children enrolling at the Prep level are required to present an Immunisation Certificate for diphtheria, polio, tetanus, measles and mumps.

HEALTHY EATING

At Carlton Gardens Primary School we encourage students to make responsible choices when eating. Providing your child with nutritious and healthy foods during the day will ensure that their energy levels will remain high and assist them in concentrating in class. Please ensure that your child has enough food for both recess and lunch, although, please do not overload your child's lunchbox.



HOMEWORK

In accordance with the CGPS homework policy:

- **Prep students** will be expected to read for 15 minutes every night.
- **Grade 1/2 students** will read for 15 minutes every night and will complete point of need and individualised spelling activities.
- **Grade 3/4 students** are required to complete 30 minutes of homework per day (including reading). Homework is in an online environment via the Google Forms or Seesaw. Students complete a weekly literacy or numeracy activity which helps them deepen their understandings of content started in class. Students submit their homework weekly, teachers monitor that homework is being completed and provide appropriate feedback in class.
- **Grade 5/6 students** are required to complete 45 minutes of homework per day (including reading). Homework is completed in an online environment. Students receive their homework via email and homework is posted on Seesaw for parents to see. Students complete three to four tasks each week that relate to Literacy, Numeracy, Inquiry or Language Conventions. Homework is always related to what is being covered in the classroom and teachers provide appropriate feedback to students as needed.

ICT, INTERNET AND EMAIL

Our school is an eSmart school. Our students learn how to use ICT in a secure environment. Every student and parent needs to sign our Acceptable Use agreement to ensure student safety. Parents need to discuss our **Acceptable Use Policy** with their children at the beginning of each school year. The Internet is a powerful teaching medium and tool, so it is important for students to use it appropriately. We allow your child to learn to use the Internet in a safe and responsible manner.

EMAIL

Every student in grades 3-6 are provided with a carltongardens.vic.edu email address, which gives them access to a Google account. When using these email addresses and Google accounts students need to adhere to our Acceptable Use Policy.

3-6 BYOD (BRING YOUR OWN DEVICE)

Our school has a comprehensive BYOD program that was approved by school council in 2016. Students in grade 3-6 are able to bring an iPad to school. **Please be aware that an iPad is the only device students are allowed to bring.**

Parents and students are required to sign a BYOD agreement before students are able to bring a device to school. We ask parents that they have parental restrictions in place on these devices, ensure that there are no social media apps on these devices and that the devices do not contain inappropriate content.

Devices that do not meet these requirements will be returned to parents.

WEBSITE

We share exciting events, videos, policies and news through our website. www.carltongardens.vic.edu.au

INTERVIEWS AND REPORTS

Reports are published twice a year at the end of Term 2 and Term 4. Parent Teacher Interviews are scheduled for the end of Term 2. You will need to book these interviews through Compass.

However, if at any time you have concerns about your child, you are welcome to make an appointment with the teacher to discuss your child's progress.

JUNIOR SCHOOL COUNCIL

A Junior School Council will be running this year. Students will discuss issues they have within the school. Two children from each class in grades one to six will be selected by their peers to represent their class and participate in weekly meetings.

LOST AND FOUND PROPERTY

Lost property is stored in a box in the foyer near the student toilets and may be inspected by parents at any time. It is most important that all clothing is clearly marked with your child's name. Lost and unclaimed articles are disposed of at the end of each term.

The school cannot be held responsible for any items brought to school that are either lost, stolen or damaged.

Please do not allow your child to bring toys which are breakable or dangerous (including iPods and handheld games) in any way, to school.

If found, they will be confiscated immediately.

MEDICATION

To ensure the medications are administered appropriately to students in our care:

- Children who are unwell should not attend school.
- **Non-prescribed oral medications (e.g. headache tablets) will not be administered by school staff.**
- All parent requests to administer prescribed medications to their child must be in writing on the form provided at the school office and must be supported by specific written instruction from the medical practitioner or pharmacist's including the name of the student, dosage and time to be administered. It will be stored in the school office.
- Classroom teachers should be informed by parents of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications.
- All students with Anaphylaxis or Allergies must provide an up to date action plan and medication to the school on their child's first day.
- All students with Asthma must have an up to date written Asthma Management Plan that will be filed in the school office. Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) with them at school at all times.
- The school have staff trained in the administering of reliever puffers such as Ventolin, Airomir, Asmol or Bricanyl .
- A nebuliser pump will not be used by the school staff unless a student's Asthma Management Plan recommends the use of such a device.
- If your child has anaphylaxis please ensure that an EpiPen and action plan is given to the school.

MESSAGES TO TEACHERS

Everything sent to school for the class teacher or office should be in an envelope clearly marked with the child's name, grade and purpose.

MOBILE PHONES

Students with mobile phones must leave their phone in the school office before the start of the school day and collect it from the office at the end of the day. **Mobile phones are not to left in a child's bag or used during school hours.**

OSH CLUB - BEFORE AND AFTER SCHOOL CARE

- Before school care is from 7:30am-8:50am
- After school care is from 3:30pm-6:00pm
- Vacation Care program is run from 7:30am-6:00pm
- OSH Club Contact Number: 0431 608 071
- Registrations must be completed online, and places will be limited so book early.

PUNCTUALITY

The school bell rings at 8.55am. At this time, it is expected that children in Grade Prep-Two are ready to line up outside in the school yard to walk into the school with their teacher and class. Students in Grade Three-Six can head straight to their classes rooms from 8.50am. Learning starts promptly at 9am, students who are late on a regular basis are learning "bad habits" that are hard to break.

REPORTING TO PARENTS:

<u>Term 1:</u>	Parent Information Booklet sent home Meet and Greet Night
<u>Term 2:</u>	Semester One report Parent/Teacher/Student Meetings
<u>Term 3:</u>	
<u>Term 4:</u>	Semester Two report

SCHOOL CONCERT

At Carlton Gardens we host a variety of whole school events that are strongly linked to the Arts curriculum. We hold a whole school Art show or Concert in Term Four in alternating years. This year (2019) we have our Concert, next year (2020) we will have an Art Show.

SCHOOL HATS AND SUNSCREEN

Carlton Gardens Primary School is a SunSmart School. We have a policy that outlines students must wear a wide brimmed **school hat** whilst outside during Terms One and Four. Our Sun Smart policy has been developed to ensure that all students are protected from the damage caused by the harmful ultraviolet rays of the sun.

In Terms One and Four wearing a hat is **COMPULSORY**. Students without the correct hat must sit in the shelter shed during their lunch and recess breaks, **NO HAT = NO PLAY!**

Please support our efforts to teach your child about the importance of being SunSmart, by providing your child with the appropriate hat.

It is also advisable that your child has SPF 30+ sunscreen applied to exposed skin in Terms One and Four.

SCHOOL HOUSES

Students at Carlton Gardens Primary School will be involved in a year long house competition. Events will include a variety of sports and classroom activities.

Our four school houses are:

- Rennick – Red
- Worthington – Yellow
- Sergeant – Green
- Dare – Purple

House t-shirts will be available to purchase from the uniform shop.

STUDENT CODE OF CONDUCT POLICY

The Carlton Gardens Primary School Student Code of Conduct and Welfare/Discipline Policy is regularly updated. The purpose of this Code of Conduct is to reinforce the rights and responsibilities of students, staff and parents at Carlton Gardens Primary School to work in a secure and safe environment. Parents also have the right to expect that their children will be educated in a purposeful environment in which the principles of care, courtesy and respect for the rights of others are valued. The Code of Conduct is subject to, and should be read in conjunction with, the relative Department of Education and Early Childhood Development (DEECD) regulations and guidelines.

SWIMMING PROGRAM

Swimming lessons are a compulsory component of our school curriculum for all students in Grades Prep to 6. Those students unable to participate due to medical reasons, that have a relevant medical certificate, will be exempt. Students will be placed in ability groups so that all levels from beginners to advanced are catered for. The program will consist of a sequence of swimming, water safety, survival and rescue experiences providing students with the knowledge and skills required for safe involvement in aquatic activities.

UNIFORM

Carlton Gardens Primary School has a compulsory school uniform which is available for purchase from the school office.

At all times, students attending school should wear closed shoes (no thongs or sandals), and during Terms One and Four should also wear a blue, wide-brimmed school hat (hats are available for purchase from the school office).

UNIFORM SHOP

The Uniform Shop is open every Monday and Friday morning at 9am and every Tuesday afternoon at 3:30pm. You are welcome to complete an order form at the school office and pick up at a later date. Orders can be collected or delivered to your child's classroom.

WASTE MINIMISATION

Carlton Gardens Primary School staff and students are passionate about caring for the environment. Classes take turns each week to organise picking up the litter outside. This initiative is called 'Rubbish Busters.' In order to minimise the amount of litter in the yard and ultimately help the environment we request that your child's lunch contains as little waste as possible.



School Staffing

Leadership Team

Principal: Tina McDougall

Guiding Coalition: Andrew Bloomfield, Hollie Winfield, Daniella Tripodi, Monika Planinic and Trish Glover (Wednesdays)

Early Years Curriculum Leaders	Admin Leaders	Classroom Teacher	Year Level	Room
Hollie	Rachel C	Rachel C	PrepA	1
		Renee	PrepB	3
		Melissa	PrepC	4
Monika	Brighde	Laura	1A	8
		Hannah	1B	9
		Brighde	1C	10
Daniella	Sarah	Georgina	2A	12
		Sarah	2B	12
		Isabella	2C	7
Middle Years Curriculum Leader	Admin Leaders	Classroom Teacher	Year Level	Room
Hollie	Tessa	Tessa	3A	11
		Ashleigh	3B	
Hollie	Jessica	Jessica	4A	15&16
		Alex	4B	
		Maria	4C	
Andrew	Kelly	Kelly	5A	17&18
		Rachel M	5B	
Andrew	Nicolle	Nicolle	6A	13&14
		Mel	6B	



Specialist Teachers

Specialist Teacher	Days of Attendance	Subject	Room
Jolie - Chinese	5	LOTE - Mandarin	Classrooms
Steve - Music	Mon, Tues, Wed, Thurs	Music	PAC
Alice - Art	5	Art	Art Room
Riley - PE	5	PE	School Yard
Daniella	5	EAL	EAL Room
Monika	5	Intervention	Room 3
Georgia	5	Intervention	Room 3

Support Staff

Name	Position	Location	Days of Attendance
Joy	Business Manager	Main Office	Mon, Tues, Thurs, Fri
Michael	Computer Technician	Resource Room	Tuesday
Kathie	Leadership PA	Main Office	Mon - Wed
Diane	Office	Main Office	Wed - Fri
Nhung	Teachers Assistant	Classrooms	Mon - Fri
Kim	Teachers Assistant	Classrooms	Mon - Fri
Jacquie	Teachers Assistant	Classrooms	Mon - Fri
Maxine	Teachers Assistant	Classrooms	Mon - Fri
Jane Wong	Speech Pathologist	Office	As needed
Suzie Webster	Psychologist	Office	As needed



CURRICULUM

Prep -2

In the Prep to Grade Two, we aim to foster a learning environment that is supportive, challenging, fun and creative. We recognise that children are unique, and we will strive to develop their individual potential at all times. We also aim to foster a lifelong love of learning.

Grades 3-6

In the Year 3 – 6, we aim to foster a learning environment that is challenging, catered to the individual student and that promotes student independence. Students monitor and select their own individual learning goals as well as choosing appropriate work areas that are suitable for the demands of a task. Students regularly use technology to extend their learning beyond the classroom.

Throughout the year, children are encouraged to:

- Take risks
- Gain confidence in trying new things
- Work cooperatively with others
- Understand the qualities of good friends, and to develop positive social relationships
- Reflect on how they learn best
- Celebrate their own and peers' successes
- Look after classroom materials
- Take responsibility for their belongings (i.e. hats, lunch boxes)
- Build independence

We will provide a range of activities and opportunities for students to meet the learning outcomes for their level. Students will also participate in learning experiences aimed at developing valuable learning skills including:

- Working independently
- Working as part of a group
- Contributing to class discussion
- Learning from their peers

LITERACY

Reading

At Carlton Gardens Primary School, students engage in a 2 hour Literacy Block. The first hour is a reading session each day. The reading block often includes the following elements:

- Whole class reading, which incorporates a teacher Read Aloud or Shared Reading with the students. During Shared Reading the teacher uses big books, chants or rhymes to engage students and to model a variety of reading strategies.
- Small group reading sessions, where students work in a small group together with the teacher, focusing on their individual reading needs and goals.
- Independent reading sessions that involve students practicing a reading skill or strategy, which the teacher has modelled. During independent reading time the teacher roves around the class to confer with individual students about their discoveries and their goals.
- Students will investigate the features of a text and will learn to better understand the books they read using the six comprehension strategies (Prediction/Prior Knowledge, Inferring, Questioning, Visualising, Text Structures/Features, Summarising)

Classroom Libraries

Are organised and maintained by the students in the classroom. The class library is where students choose their 'Just Right' books for use during Independent reading and for their take home reading folders.

Writing

Writing is generally taught in the second half of the two hour Literacy Block. During this time we follow a similar structure to Reading. Our Writing Workshop incorporates text structures/features (e.g. Recount, Persuasive, Narrative, Poetry, Information Report, Explanations, Procedures, Transactional, Responding), writing traits (e.g. Organisation, Word choice, Conventions, Ideas, Voice, Sentence fluency) and the writing process.

It often includes the following elements:

- Whole class writing, which incorporates Shared or Modelled Writing by the teacher or the use of Mentor Texts to demonstrate specific crafts or skills.
- Small group writing sessions, where students work in a small group together with the teacher, focusing on their individual writing needs and goals.
- Independent writing sessions that involve students writing a chosen text type, which may be inspired by a whole class writing seed or a seed from their Writer's Notebook. During independent writing time the teacher roves around the class to confer with individual students about their goals.
- Victorian schools follow the handwriting style of Victorian Modern Cursive. Students in Prep -2 will participate in regular handwriting lessons which specifically focus on letter formation and lower and upper case letters.

Language Conventions

Is taught explicitly outside of the Literacy Block. Students investigate spelling patterns, and sounds and partake in activities to familiarise themselves with High frequency words, personal words they are attempting to spell in their writing and inquiry words. Grammar and punctuation is also explored explicitly during this time.

Speaking & Listening

Students share their learning during share time, news time, when presenting within and beyond the classroom. They participate in 'Show and Tell', whole class discussion and 'Readers Theatre' to improve their speaking and listening skills. Students in grades 3-6 will regularly create and listen to oral presentations.

NUMERACY

At Carlton Gardens Primary School, students engage in a one hour Numeracy block each day.

Numeracy is separated into 3 different categories which are taught collectively in the classroom.

- **Number and Algebra:** Counting, Subitising, Ordering, Place value, Ordinal Number, Addition and Subtraction.
- **Measurement and Geometry:** Length, Mass, Time, Shape and Location.
- **Statistics and Probability:** Probability, Data collection and Analysis.

Students participate in whole class, individual and group activities with individual goals for their learning that are discussed and monitored by the teacher and the students. Students participate in open-ended problems which allows them to use a different strategies to solve real world problems.

At home you can assist in developing your child's mathematical skills by including them in your daily mathematics tasks such as; shopping, cooking and budgeting.

INQUIRY BASED LEARNING

Each term, students will focus on a specific topic linked to the curriculum for their inquiry learning. This unit will enable students to develop a range of skills through the inquiry learning process.

The Inquiry process involves:

- Engaging students in a new topic through questioning and immersion.
- Tapping into their prior knowledge and finding out what they already know about a topic.
- Allowing students to discover new things about a topic through purposeful explorations.
- Helping students to gain a deeper understanding of the major concepts.
- Creating a project or activity, which allows the teacher to evaluate each student's understanding and level of knowledge gathered.

Students will also build their thinking skills through the use of the comprehension strategies as well as through our Values Education program. This unit of work spans over at least an entire term and is integrated into all other parts of the curriculum (Reading, Writing, and Mathematics).

SPECIALIST PROGRAMS

MUSIC

Purpose

The performing arts program provides a platform for all children to experiment and create in a safe learning environment that fosters creativity and students' individuality. The program aims to increase all students' confidence by allowing them the opportunity to perform artworks they have created to their class and to the broader school community. Through the stories behind music and the role-playing inherent in performing, the program aims to develop empathy and understanding of social issues and cultural differences.

Objectives

- To develop all students' ability to create and respond to the arts through weekly exposure and instruction in class lessons
- To foster creativity and mutual respect through the exploration of the Performing Arts
- To establish an instrumental music program on a range of instruments
- To build and maintain resources for the school's current and future music program

Implementation

- Allow all students to experiment with performance, composition and reflection in weekly classes.
- Encourage students to document their creative journeys, encouraging home practise.
- Create recordings of students own composition on a range of recording interfaces.
- Compose collaboratively through digital and physical mediums
- Expose children to a wide range of musical excerpts from varied styles for analysis, interpretation and re-creation.
- Create visual artwork to accompany musical works, and to create musical works from visual stimuli



LANGUAGES: Mandarin Chinese

你好！我是 Jolie 老师。

Hello! I am Jolie, the Chinese teacher at Carlton Gardens Primary School.

This year, students will participate in three terms of Chinese. As well as teaching the language, I hope to enrich students with cultural experiences, broadening their knowledge and understanding of China. The four areas of study; listening, speaking, reading and writing will be supported through a range of engaging activities including fun quizzes, collaborative group activities, games and ICT resources. Students are encouraged to use the Mandarin language in the classroom and throughout the school environment.

Carlton Gardens Primary School has a wonderful collaboration with our Sister School, The New Oriental Foreign Language School in Nanjing, China. This biennial exchange program gives 10 students the opportunity to travel to China and to gain new cultural experiences. Every other year, students will have the opportunity to host a Chinese student from our Sister School.

Language Program

Foundation

The emphasis of the program in Foundation is on verbal communication. Students will learn simple songs to reinforce knowledge of numbers, greetings, family members and some body parts.

Year 1 and 2

In Year 1 and 2, students consolidate concepts previously learned. New concepts taught include days of the week, months of the year, seasons, colours and fruit.

Year 3 and 4

Students in Year 3 and 4 learn to construct sentences using key vocabulary. Basic Chinese grammar is also taught to students, for example learning how to explain what they like and don't like. Additional vocabulary includes seasons, transport, extended family members, food, animals and sports.

Year 5 and 6

In Year 5 and 6, students continue to consolidate concepts learned previously. At this level, students use Language Websites such as Canuhanyu and other iPad applications to further enhance their speaking and listening skills. They learn to describe themselves and the world in greater detail and produce a mini-project to reflect upon their learning.

Cultural Understanding

Throughout Foundation to Grade 6, aspects of Chinese culture are interwoven into lessons. Students that speak Mandarin at home will be encouraged to learn more complex material, with an emphasis on appropriately translating Chinese characters and sentences into Australian English.

Thank you and I look forward to helping your child in their language learning journey.

谢谢！再见。

VISUAL ARTS

The Visual Arts program provides an opportunity for students to experiment and express themselves creatively. They participate in one hour of Visual Arts per week over three terms. During these sessions, they are encouraged to challenge their understandings of the world around them and express their own creative thought and ideas through a variety of media. Students are taught both the elements and principles of art and are guided by their teacher as they apply these concepts.

In the early years, students freely explore and experiment with a number of techniques and media. As they gradually build their knowledge and skill sets, students begin to understand how they can manipulate these mediums to express what they see and observe.

In the upper years, students investigate both past and present artwork to inspire deeper understandings of creative expression and to be aware of new perspectives that challenge current knowledge and skill sets.

From Foundation to Grade Six, students continually build a vocabulary of artistic words. They are encouraged to share their observations and discoveries through regular artistic discussions and reflections.

PHYSICAL EDUCATION

The Physical Education program aims to provide the foundation for lifelong physical activity participation and enhanced performance. Students will be provided with a range of experiences which will encourage them to acquire movement skills, concepts and strategies to enable them to confidently, competently and creatively participate in a range of physical activities. All students will be given opportunities to become familiar with the rules of various activities, games and sports and to develop good sportsmanship. Students will participate in the swimming program in Term 4 and will have opportunities to participate in activities/clinics organised by local sports organisations throughout the year.

Lower primary students will combine motor skills and movement patterns in low level games which have few and simple rules, little or no equipment and can be varied many ways. Through these games students become aware of the spatial requirements, safe conduct and familiarisation of basic skills. Students will be given many opportunities to refine and master locomotor skills such as running, jumping, hopping, galloping, rolling, leaping and dodging. Combining manipulative skills such as throwing, catching, kicking, striking and trapping in many fun activities and challenges.

Upper primary students will participate in modified games of hockey, netball, AFL, basketball, soccer, cricket, tennis and volleyball where they begin to apply motor skills in a sport specific setting. These sports will be introduced in modified forms in Years 3 and 4 and extended in Years 5 and 6. Students will practice skills and play small sided games. In addition, students will design, create and participate in their own games. Students in Years 5 and 6 will be given opportunities to participate in Carlton District Primary School Sports Association events including Cross Country, Athletics and Super 8s Cricket.



HOME READING

Throughout their schooling students are expected to read at home every night of the week.

TIPS WHEN HEARING CHILDREN READ:

- Establish a routine, ten minutes each night at a set time – perhaps at bedtime.
- Be relaxed and comfortable, the aim is to help your child to ENJOY reading.
- Talk about the book before reading, look at the title, cover, illustrations and author.
- Try to guess what the book might be about.
- Praise your child for their efforts and don't focus on mistake. Be patient, trust that your child will learn to read.
- Let children read their favourite books over and over again. They are practising successful reading behaviours, enjoy their success with them.

When a child stops at a word:

- give time for problem solving.
- ask what the word might be.
- tell the child to look at the picture. Go back to the beginning of the sentence, or read on to work out the word. Using the context helps. "Read the sentence again and get your mouth ready for it".
- say the word to the child.

When a child makes a mistake that doesn't make sense:

- give time for self-correction.
- ask "does it make sense?"
- help the child to make sense and keep the meaning.

When a child makes a mistake which does make sense:

- do nothing until the reading is finished.
- comment on how well the child understood what the story was about and re-read with him/her the correct word without discussing the mistake.

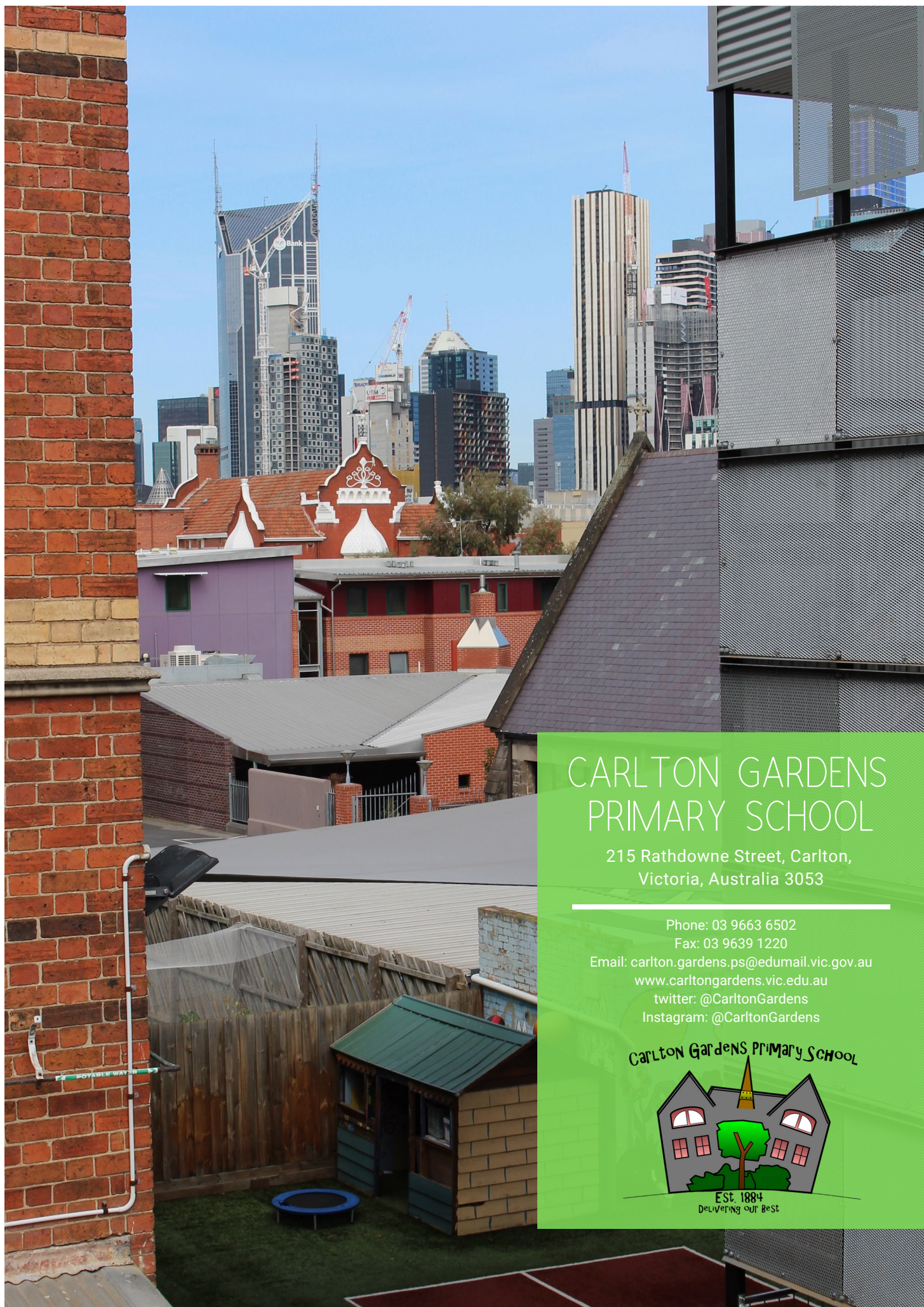
Self-correction is what we are encouraging. Always:

- offer alternative strategies to reading the unknown words rather than 'sounding it out'.
- give the child time to self-correct.
- encourage self-correction by asking, "Does it make sense?" or "Does it sound right?"
- praise all attempt to self-correct.

Alternatives to 'sounding out'

Sounding out an unknown word is a strategy that only works some of the time when reading. There are many spelling patterns and alternative sounds which students need to learn to enable them to read independently.

- look at how the word begins.
- look at the picture.
- stretch the sounds in the word together (mmmmaaaattttt = mat).
- chunk some of the sounds (dr-ink).
- what other sounds can that letter make.
- can you see a smaller word.
- do you know another word that looks/sounds like that?
- if it was _____, what would you expect to see at the beginning? At the end?
- it could be _____, but look at _____.



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