



2017 INFORMATION BOOKLET



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www.caulfieldjc.org.au

CAULFIELD JUNIOR COLLEGE

'Committed to Educational Excellence'

186 Balaclava Road
Caulfield North 3161
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Dear Parent,

May I take this opportunity to welcome you and your student to our school. Commencing a new school can be challenging and exciting.

At Caulfield Junior College we actively encourage and support an atmosphere of effective interaction between the school and its community. Close co-operation between teachers and parents ultimately benefits your student in two ways:

- firstly - by developing a curriculum that is sensitive to the needs of your student;
- secondly - education becomes more meaningful and relevant to the student if parents are prepared to support and complement it. It is not seen as removed from their real lives and makes for school days which are secure, happy and full of interest.

I can assure you that at Caulfield Junior College we will do our utmost to co-operate with you to do all we can to encourage and stimulate your student in his/her classroom activities as well as providing a safe and secure learning environment.

The information and suggestions provided in this booklet are designed to assist you prepare for your student's entry to Caulfield Junior College.

If at any time there are matters that are of concern, please feel free to come to the school and discuss the issue with me. Your comments and feedback on any aspects of Caulfield Junior College are always valued and respected. If you want to discuss the issue with your student's teacher please arrange a mutually suitable time through the school office.

I hope that your association with Caulfield Junior College will be both enjoyable and fulfilling.

Kind regards,

Amanda McLean
Principal, Caulfield Junior College

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1. School Contact Information

School Name and Number	Caulfield Junior College 3820
School Address	186 Balaclava Road Caulfield North 3161
School Telephone Number	9509 6872
School Fax Number	9576 1623
School Email Address	caulfield.jr.co@edumail.vic.go.au
School Web Address	www.caulfieldjc.org.au
Principal	Amanda McLean
Assistant Principal	Rohan Cooper
FSE Director	Caroline Pommier
Business Manager	Megan Barclay
Administration Assistants	Elizabeth Mayne Carole Micciche
2017 School Council President	Tara Blanchy

2. School Philosophy

2.1. Statement of International Mindedness

At Caulfield Junior College it is an understanding that students will develop the knowledge and skills to appreciate our own and other people's cultures; exploring differences, embracing them in order to become responsible citizens of our world.

2.2. Mission

At Caulfield Junior College, we are committed to providing students with diverse learning opportunities in a multicultural context that challenge students to recognise their individual potential.

2.3. Vision

Caulfield Junior College will provide a high quality education that affords all students the opportunity to maximise their potential in:

- A challenging academic 21st Century learning environment
- A set of valuable life and social skills promoting active global citizenship
- Active engagement with a diverse community that fosters an international mindedness
- A safe, supportive and inclusive whole school environment.

2.4. Values

At Caulfield Junior College we have certain values in which we strongly believe. These are:

Integrity Responsibility Respect Harmony Love of Learning

These core values are derived from our school vision and underpin all levels of operation throughout the school. These values are actively promoted through our whole school Wellbeing Programme.

2.5. School Pledge

As a proud student of Caulfield Junior College,
I will do my best at all times and behave responsibly.
I will be honest and reliable to the school community.
I will think of others besides myself.
I will respect the environment in which we live and learn.
I will always wear the school emblem with pride.

3. School Routine and Office Hours

Morning session	9.00 to 10.40am
Fruit Break in class	10.00am
Morning Recess	10.40 to 11.10am
Middle session	11.10 to 12.50pm
Supervised Lunch	12.50 to 1.05pm
Lunch Recess	1.05 to 1.50pm
Afternoon session	1.50 to 3.30pm
Office Hours	8.30am to 4.30pm (Monday to Friday)

3.1. Attendance Times

School attendance times are 8.55am -3.30pm daily.

3.2. Collection of Students

We hope that parents will bring and collect their student for the first few weeks at school. If someone else is to collect your student, please notify your child's teacher and the school office in writing. We would like all students to be collected from outside their classroom at the end of the school day.

Important Note: Any student left in the school grounds at 3.45pm will be paged to come to the Office and parents or guardians will be contacted.

3.3. Early Collection of Students

Please notify both your student's class teacher and the school office in writing if you intend to collect your student earlier than 3.30pm. Students must be signed out BY THEIR PARENTS/GUARDIANS if they are leaving school prior to 3.30pm for any reason. You will need to go to the office first to sign an 'BLUE' early leaving slip which you then need to return to the classroom teacher before taking your child.

3.4. Late Arrival of Students

Parents must sign in students if they arriving to school after 9.00am. They must take a 'YELLOW' 'Late Pass' with them to class to show the teachers they have signed in. Please ensure that you take your child to the classroom once signed in as we do not allow children to move around the school on their own.

3.5. Lunches

Students eat lunch in their classroom at 12.50pm to 1.05pm and are supervised by their teacher, before heading out to play in the playground. At approximately 10.00am each morning all students in the school are given time for a fruit break. During this time *only* fruit is permitted and not fruit bars or juices. A supervised morning snack is consumed prior to recess at 10.40. For reasons of safety, drinks should **not** be in glass containers.

A breakfast suited to the student's appetite will give energy for the morning's activities. While several of our students are used to having hot lunches it is not possible for teachers to heat up lunches or provide eating utensils.

3.6. School Yard

Students are supervised by teachers on duty in the playground during the following times:

- 8.45am - 9.00am
- 10.40 to 11.10am
- 1.05pm – 1.50pm

3.30pm - 3.45pm

AT OTHER TIMES STUDENTS ARE NOT SUPERVISED hence students could be **placed in danger if at school before 8.45am and after 3.45pm.**

Please also note that the school gates are locked daily at 9.10am and at 3.45pm. Gates will be unlocked at 8.45am and 3.20pm

Any students left in the school grounds before 8:45am or after 3:45pm will be sent to Camp Australia Before or After School Care Programme or the office .

Parents must contact Camp Australia by 2pm on any day that their child needs to attend after school care if they are not already booked in - Camp Australia will then make sure there are enough staff on duty for the amount of children in the programme and add your child to the list. You can never simply ASSUME that they can be accepted into the programme on that particular day. For more information on Out of School Hours Care, see sub-section 8 below.

Students are expected to make their way home at the end of the school day (3.30pm). Staff on duty are there to ensure students move safely off the premises. Students are discouraged from staying to play. It is not possible for the Administration staff to look after students who are waiting for collection.

During playtime and lunchtime students have many areas where they can play. Students eat their morning snack and lunch in their classrooms, where they are supervised. Students are then sent outside for recess and lunch play, where they are again supervised.

3.7. Bike Shed

The bike shed is unlocked at 8.45am and is locked at 3.45pm daily. Please ensure that you have removed your child's bike/scooter PRIOR to 3.45pm to prevent it being locked in overnight. CJC staff should not be approached to have the gates unlocked outside of the times mentioned.

3.8. Out of School Hours Care

Before and After School Care, run by Camp Australia, is available on a permanent and casual basis. It is advantageous to register with Camp Australia even if you do not intend to use the service on a regular basis. This will cover any circumstances that may arise where you may need to drop your child to school before 8.45am.

Before School Care: 7:30am to 8:45am

After School Care: 3:30pm to 6:30pm

www.campaustralia.com.au ph 1300 105 343

3.9. Extreme Weather Timetable

If it is too wet or too hot for the students to play outside, teachers have an extreme weather duty roster for the supervision of students in their classrooms.

3.10. Which class will my child be in?

For current students at Caulfield Junior College, notifications will be sent home in the last weeks of Term 4 to advise which class your child/ren will be in for the following year. Please make a note of your child's class as soon as you are advised of it, as it is important to know where to line up on the first day back and for things such as booking school interviews, labelling clothes/books and ordering food and uniforms.

4. Dates for 2016

4.1. Term Dates for 2016

Term 1*	Thursday 2 nd February	To	Friday 31 st March
Term 2	Tuesday 18 th April	To	Friday 30 th June
Term 3	Monday 17 th July	To	Friday 22 nd September
Term 4	Monday 9 th October	To	Wednesday 22 nd December

* Please see Appendix 1 for special Foundation days during first weeks of school

4.2. Dismissal Times For Last Day Of The Term

On the last day of each term, school will be dismissed at 2.30pm. On the last day of the school year, school will be dismissed at 1.30pm. Camp Australia usually offer aftercare on these days – parents/guardians should check closer to the time.

4.3. Other Key Dates

TERM ONE

Monday January 30th
Thursday 2nd February

Teachers Resume

All Students resume 9.00am-3.30pm (note that **Foundation** students will not attend WEDNESDAYS in February / first Wednesday of March – see Appendix 1 for further information)

Monday March 13th
Friday March 31st

Labour Day

Last Day of Term 1

Dismissal 2.30 pm

TERM TWO

Tuesday April 18th
Tuesday April 25th
Monday June 12th
Friday June 30th

Term 2 commences

ANZAC Day

Queen's Birthday

Last Day Term 2

Dismissal 2.30 pm

TERM THREE

Monday July 17th
Friday September 22nd

Term 3 commences

Last Day Term 3

Dismissal 2.30pm

TERM FOUR

Monday October 9th
Tuesday November 7th
Friday December 22nd

Term 4 commences

Cup Day

Last Day of Term

Dismissal 1.30pm

4.4. Curriculum Days

The Department of Education and Training (DET) provides 4 curriculum days per year. These are pupil free days and your child is not required at school, so parents and guardians need to make alternative arrangements for students on these days. If there are sufficient numbers of students, Camp Australia may run care on curriculum days – please check with them closer to the time.

The dates for three of the four 2016 curriculum days are as follows:

- Monday 30th January
- Tuesday 31st January
- Wednesday 1st February

The date of the final curriculum day will be communicated closer to the intended date, via the newsletter and the Skoolbag application.

5. Absences, Emergencies and Administration of Medicines

5.1. Student Absences

All student absences must be reported in writing/email by 9am on the day the child is absent. There is a 'Student Absence' form on the website for you to fill in. This will automatically notify the school. If you are aware that your child will be away for more than one day, please provide this information on the notification. Please note that if you leave a voice message on the absence line, you are still required by law to provide written notification of the absence.

All extended holiday notifications must be made in writing/email to the Admin Office prior to the student's departure.

5.2. Ongoing Medical needs and Emergency Management/Action Plans

The school has policies in place to assist with caring for students with Anaphylaxis, Allergies, Asthma and any other medical conditions. We request that if your child has any of these medical needs that you obtain the relevant forms from the school

If your child has any ongoing medical issues (hearing, vision, chronic illness, asthma, diabetes, anaphylaxis, toilet training), make sure the teacher is made aware very early in the year by speaking to them in person (at classroom or at school interviews) or via e-mail. Please also ensure that you clearly indicate this on the Enrolment forms.

If your child suffers from a chronic illness, asthma, diabetes, anaphylaxis or a condition which requires management, it is a DET requirement that you provide **(and update annually)** the appropriate emergency management/action plan. These forms are vital as we display them in the appropriate locations around the school as they provide staff with information to enable them to administer any required medication as quickly as possible and contact you quickly in cases of emergency or illness.

More about the forms:

- **Approved templates** for these emergency management/action plans are available at the school office and on the school website
- The plan will need to be **signed by your doctor**, so it is worthwhile considering making an annual appointment with your GP in January to get these forms completed before school resumes
- It is also helpful to **scan the forms** so they can be sent to all relevant parties electronically

Please also note that it is the **parent's responsibility** to provide this documentation to the likes of Camp Australia or any other extra curricular provider based at the school each year.

5.3. First Aid/Sick Bay

The school has a First Aid room that is managed by a Registered Nurse from 10.30am to 2.30pm Monday to Wednesday and Friday. Outside of these hours any first aid needs are managed by one of our dedicated First Aid Officers.

The school will contact you for management of the following instances if deemed necessary, if your child has been injured or is unwell;

- Any knock to the head (please note we DO NOT apply ice packs above the shoulders)

- When a child presents on multiple occasions reporting they are unwell
- Prior to administering medication unless it is a documented scheduled dose
- When it is felt that any clarification regarding students health wellbeing is necessary

Note that no drugs (eg. Panadol, Aspirin etc) will be administered without prior authorisation from parents/guardians

The school is not equipped to look after sick students. Should your child become ill during the school day, you or the person nominated by you on the Student Contact Details form will be contacted. It is essential that you notify the school immediately of any change in address and phone number as soon as possible.

First aid is given for scratches, grazes or bumps, however the school will contact you in the following instances, if your child has been injured or is unwell and **needs to be collected**:

- Temperature of over 38°C
- Any evidence of vomiting or diarrhoea
- Any evidence of broken/fractured bones
- Any lacerations/cuts that require further medical treatment
- Any dental injuries
- Any knock to the head where there is evidence of concussion
- Any evidence of live head lice
- Any evidence of any exclusionary illness listed in the chart

5.4. Guidelines for Management of Illnesses

If your child feels generally unwell, keep them home from school and consult your doctor. It is not fair on the child, their classmates or their teachers if they are at school whilst they are unwell. We understand that there are work pressures involved, but it then places other children/teachers and their families at risk.

The chart below and information it contains is not intended to take the place of a consultation with your doctor.

Illness	Symptoms	Recommended management
Bronchitis	Coughing, a runny nose, sore throat and mild fever. The cough is often dry at first, becoming moist after a couple of days. There may be a slight wheeze and shortness of breath. A higher fever (typically above 39°C) may indicate pneumonia.	Keep home until they are feeling better. Antibiotics may be needed.
Chickenpox (Varicella)	Slight fever, runny nose, and a rash that begins as raised pink spots that blister and scab.	Keep home for 5 days from the onset of the rash and until the blisters have dried.
Conjunctivitis	The eye feels 'scratchy', is red and may water. Lids may stick together on waking.	Keep home while there is discharge from the eye unless a doctor has diagnosed a non-infectious cause.
Diarrhoea (no organism identified)	Two or more consecutive bowel motions that are looser and more frequent than normal and possibly stomach cramps.	Keep home for at least 24 hours after diarrhoea stops.
Fever	A temperature of 38.5°C or	Keep home until temperature is normal.

	more in older infants and children.	
Gastroenteritis	A combination of frequent loose or watery stools (diarrhoea), vomiting, fever, stomach cramps, headaches.	Keep home for at least 24 hours after diarrhoea and/or vomiting stops.
German measles (Rubella)	Often mild or no symptoms: mild fever, runny nose, swollen nodes, pink blotchy rash that lasts a short time.	Keep home for at least 4 days after the rash appears.
Glandular Fever (Mononucleosis, EBV infection)	Symptoms include fever, headache, sore throat, tiredness, swollen nodes.	Keep home unless they're feeling unwell.
Hand, Foot and Mouth Disease (HFMD)	Generally a mild illness caused by a virus, perhaps with a fever, blisters around the mouth, on the hands and feet, and perhaps the nappy area in babies.	Keep home until all blisters have dried.
Hayfever (Allergic rhinitis) caused by allergy to pollen (from grasses, flowers and trees), dust mites, animal fur or hair, mould spores, cigarette smoke	Sneezing, a blocked or runny nose (rhinitis), itchy eyes, nose and throat, headaches.	Send to school unless they feel unwell or are taking a medication that makes them sleepy.
Head lice or nits* (Pediculosis)	Itchy scalp, white specks stuck near the base of the hairs; lice may be found on the scalp.	Keep home until the day after appropriate treatment has commenced
Hepatitis A	Often none in young children; sudden onset of fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine, pale stools.	Keep home until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness
Hepatitis B	Often no symptoms in young children. When they do occur, they can include fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine.	Keep home if they have symptoms. Contact your doctor before returning to school. Send to school if they have a chronic infection (not the first outbreak) and no symptoms.
Hepatitis C	Often no symptoms in young children. When they do occur, they can include fever, loss of appetite, nausea, vomiting, jaundice (yellowing of skin and eyes), dark urine.	Keep home if they have symptoms. Contact your doctor before returning to school. Send to school if they have a chronic infection (not the first outbreak) and no symptoms.
Impetigo (School sores)	Small red spots change into blisters that fill up with pus and become crusted; usually on the face, hands or scalp.	Keep home until antibiotic treatment starts. Sores should be covered with watertight dressings.
Influenza	Sudden onset fever, runny nose, sore throat, cough, muscle aches and headaches.	Keep home until well.
Measles	Fever, tiredness, runny nose, cough and sore red eyes for a few days followed by a red blotchy rash that starts on the face and spreads down the	Keep home for at least 4 days after the rash appears.

	body and lasts 4 to 7 days.	
Meningococcal Disease	Sudden onset of fever and a combination of headache, neck, stiffness, nausea, vomiting, drowsiness or rash.	Seek medical attention immediately. Patient will need hospital treatment. Close contacts receive antibiotics.
Molluscum Contagiosum	Multiple small lumps (2–5mm) on the skin that are smooth, firm and round, with dimples in the middle. In children, occur mostly on the face, trunk, upper arms and legs. Symptoms can last 6 months to 2 years.	Send to school
Mumps	Fever, swollen and tender glands around the jaw.	Keep home for 9 days after onset of swelling.
Ringworm *(tinea corporis]	Small scaly patch on the skin surrounded by a pink ring.	Keep home until the day after appropriate treatment has commenced
Runny nose or common cold		Keep home until well.
Scabies*	Itchy skin, worse at night. Worse around wrists, armpits, buttocks, groin and between fingers and toes.	Keep home until the day after appropriate treatment has commenced
Shigella	Diarrhoea (which may contain blood, mucus and pus), fever, stomach cramps, nausea and vomiting.	Keep home until there has not been a loose bowel motion for 24 hours. Antibiotics may be needed.
Slapped Cheek Syndrome (Parvovirus B19 infection, fifth disease, erythema infectiosum)	Mild fever, red cheeks, itchy lace-like rash, and possibly cough, sore throat or runny nose.	Send to school as it is most infectious before the rash appears.
Whooping Cough (Pertussis)	Starts with a running nose, followed by persistent cough that comes in bouts. Bouts maybe followed by vomiting and a whooping sound as the child gasps for air.	Keep home until the first 5 days of an antibiotic course has been completed. Unimmunised siblings may need to stay home too until treated with an antibiotic.
Worms (Threadworms, pinworms)	The main sign of threadworms is an itchy bottom. Sometimes Children feel 'out of sorts' and do not want to eat much. They may also have trouble sleeping, due to itching at night.	Keep home for at least 24 hours after diarrhoea stops.

5.5. Administration of Prescribed Medicines

At times children return to school before a course of medication for an illness has been completed. Because of the inherent dangers involved, parents are asked to come to school and complete a Prescribed Medication Form available at the school office. **Prescribed medicines will not be administered without prior written consent.**

Tablets or medicines must **NOT** be given to students to bring to school. We ask for your co-operation in this matter.

5.6. Absences in case of illness

Regular attendance and punctuality promotes good school progress, social adjustment and the development of independence. However, a sick student cannot work well and may be a danger to others. Students with colds and other illnesses are better off at home.

The sickbay provides for minor upsets at school but we will contact parents to take a student home when necessary.

Please send an explanatory note, or send an absence notification via the Skoolbag App (Parent eForms) to school on the day that your child returns after an absence. If more than one child in the family is absent please provide a separate note for each child. These notes are kept as official school records and are a requirement of the Department of Education and Training.

Should you change your address, work or home telephone number, please notify the school IMMEDIATELY.

5.7. Accidents

If your child has a serious accident at school we will contact you. If you are not available, the emergency contact will be phoned, as notified by you on the Enrolment form. Should none of the following be available, then the staff will act on your behalf. Contact will always occur if there is a knock to any area of the head.

5.8. Ambulance

Should your child require an ambulance, we will not hesitate to call this service. It is important that you consider becoming a subscriber to the Ambulance Service as this can be very expensive. Please make sure you indicate on your enrolment form if you are a member.

5.9. Head Lice

Students are commonly infected with head lice in most schools. We encourage parents to regularly check their children for infestation.

The insects are 2mm long and lay their eggs (nits) on hair close to the scalp, particularly at the back of the neck and behind the ears. Eggs are about 1mm in length and are cemented to the hair. Egg cases that remain once the lice have hatched are dull white and generally found on shafts of hair further than 1 cm from the scalp.

If it is noted that your child is infected with head lice, you will be contacted immediately so that you can come and collect him/her. In accordance with health regulations students will be excluded from the school until THE DAY AFTER TREATMENT HAS COMMENCED.

The Principal or person delegated in the role will need to be satisfied that treatment has been carried out within the timeframe.

6. Curriculum Information

For curriculum and 'school readiness' information pertaining specifically to Foundation students, please see Appendix 1.

6.1. Shared Statement of Desired Learning Environment

At Caulfield Junior College it is our aim to provide a learning environment that is student centred, where stimulating learning situations encourage students to become **self-motivated** and develop an understanding of their own **learning styles**. **Flexibility** and **fluidity** are created through the implementation of an integrated approach to curriculum and learning that **challenges** students while developing their **confidence** to **make decisions** with a calculated risk. Through **collaboration** students and staff are able to share resources and **ideas**.

6.2. Curriculum

'Our curriculum is preparing students for a world in which work, society, community and personal relationships are subject to increasingly complex pressures and influences.'

The curriculum must recognize that the structure and meaning of work has changed significantly since the 1970s :

- Students are no longer preparing for one career in life.
- There is less job security.
- ICT is pervasive.
- The economy is increasingly based on service or 'knowledge' industries.

Our school system needs to equip students with a range of knowledge, skills and attributes for them to prosper in this new social and economic environment and to foster the ability to manage constant change. In recognizing and responding to diverse student needs, the Government has developed a curriculum framework that identifies a broad framework of "essential learning" for all students within Victorian schools . This is known as AusVELs and it incorporates the National Australian Curriculum.

6.3. The Victorian Curriculum

The Victorian Curriculum will be implemented at Caulfield Junior College in 2017, as mandated by the Department of Education and Training. Formerly, all Victorian State Schools implemented AusVELS; however the Victorian Curriculum has been written to reflect the changing needs of education. It will be delivered in all Victorian State Schools in 2017. The Victorian Curriculum is aligned with our school values of Respect, Harmony, Responsibility, Love of Learning and Integrity.

The teaching and learning programme is designed to help the student grow and develop in today's society. The curriculum provided encompasses all the arrangements made by the school to promote this development and growth. The programmes and policies have all been ratified by School Council and staff and are within the guidelines set down by the Department of Education and Training.

These include:

- the arrangement of learning experiences
- the arrangement of students into groups and classes
- the arrangement of teaching tasks of staff members
- the arrangement of content of teaching into a curriculum
- the arrangement of a learning environment for students
- the arrangement of interaction between school and its neighbourhood
- the arrangement of systematic evaluation of all of the arrangements

The school's teaching and learning programmes and policies are firmly based upon the belief that every student has the ability to learn and that this best occurs in a flexible, happy environment. The school offers a balanced and comprehensive 7 year sequential curriculum that is soundly based upon Department of Education and Training guidelines. This emphasises the development of student literacy and numeracy skills by providing learning experiences in the areas of: English, Mathematics, The Arts, L.O.T.E., Sport and Physical Education, History, Science and Geography.

Special features of Caulfield Junior College and its curriculum provision are the multi-age groupings. The school aims to foster in each student a co-operative and independent attitude towards learning, teaching life skills in conjunction with academic skills. It places a high value on the development of self-esteem and students are encouraged to take responsibility for their own learning and behaviour. In line with these goals the school has developed and implemented a successful whole school approach to student welfare and behaviour management.

6.4. Visual Arts

Students will participate in a Foundation to Year 6 Visual Arts, often integrated within units of inquiry. In a relaxed and supportive environment we hope students, through exposure to many programme areas, will come to perceive art as a means of communication and expression and a source of great enjoyment. Students will be provided with instruction and experience in painting, drawing, construction, clay and threads and textiles. Use of this variety of media will present a holistic view of Line, Shape, Colour, Form, Tone, Texture and Contrasts.

6.5. Language Other Than English (LOTE)

All students, Foundation to Gr 6 will participate in the LOTE Program. The French LOTE Program follows the Language domain of the Victorian Curriculum. There are two dimensions within the domain:

- Communicating in a language other than English
- Intercultural knowledge and language awareness

6.6. Computers

The information age is revolutionising the way we live and learn, giving rise to a new era in education. Classrooms of the future is a major step towards preparing students for an information based society undergoing rapid change and emphasises critical thinking, teamwork and communication skills students will need in the future. A major part of being a classroom of the future is access to the latest interactive technology and using it throughout the curriculum.

At Caulfield Junior College our information technology is fully networked and has a broad range of multi-media for students to use. High quality software is available for their use. Students have access to the internet for research, mathematics and language development. Using these programmes, the students are taught how to produce their own multimedia shows and are introduced to the use and development of spreadsheets, databases and programming.

Schools continually upgrade and reassess their computer hardware and software on a regular basis (yearly). Students learn skills on IBM compatible machines. Students at Caulfield Junior College, including new school entrants, have equal access to computer technology. This access is within the classroom or in one of the school's computer pods. iPads are being introduced within the classroom.

6.7. English as an Additional Language (EAL)

Under the Federal Government provision is made within the school for English as an additional language to be taught. A specialist teacher assists children to successfully understand and use

oral and written language, in order to function at school and outside of school. Students that are new arrivals to Australia may be eligible for the EAL programme.

6.8. Excursions

We refer to excursions as 'out of school lessons'. This is because all school activities are related to set curriculum goals. It is essential that all students participate in these lessons as they are an integral part of your child's education. Students who do not participate are placed at a disadvantage in that they have not experienced the same focus as the other students. We keep the cost of these to a minimum.

Parents are permitted to attend these excursions by prior agreement with staff, but must have a current Working With Children check in order to do so.

Excursions require parental permission. A notice is always sent home describing the excursion and the cost - this notice will have a tear off permission slip which must be returned to school by the due date. Payment occurs via the annual excursion levy as outlined on the fee structure.

TEACHERS ARE NOT PERMITTED TO TAKE A STUDENT ON AN EXCURSION UNLESS THE SIGNED PERMISSION SLIP AND THE FEE PAYMENT HAS BEEN RETURNED TO SCHOOL BY THE DUE DATE.

6.9. Incursions

Visiting performers and artists are often invited to our school. It may be necessary to run these programmes at a small charge to parents. A notice is always sent home describing the incursion and the cost - this notice will have a tear off permission slip which must be returned to school by the due date. As with Excursions, payment occurs via the annual incursion levy as outlined on the fee structure.

6.10. French Elective (FE)

The French Elective is a user pay programme with set entrance criteria. Students receive instruction in French and English within a 'binome' structure, that is aligned with both the French and Australian curriculums. For more information on the French Elective and the 'binome' programme, please see Appendix 2. The French Elective also offer a range of extra curricular and after school activities.

6.11. Hebrew Immersion Program

The Hebrew Immersion Program is a user pay programme, run at the school three mornings per week 8:00am to 8:50am. The programme follows a curriculum and books from Israel. Children are exposed to the Hebrew language and celebrate Jewish culture and festivals. Students are assessed and placed in appropriate levels.

6.12. Library

Our school has an extensive library and your child will be encouraged to borrow books regularly. When your child borrows a book it is important that you share the interest your child shows by reading with them or discussing the story. It is also vital that your child looks after the book and returns it in good condition by the due date. We encourage all students to buy a book bag at the beginning of the year to help look after their books. You can buy one from the school uniform shop or via Qkr.

Students are allowed to borrow one book at a time and need to return their previously borrowed book prior to borrowing again. Apart from the actual skill of reading, the Library aims to lead students to enjoy reading and to introduce a wide range of books and authors to them. The school also has a Birthday Book initiative – students celebrating a birthday can purchase a book (from a pre determined list) to be donated to the Library. The book will have the child's name labelled within the book.

6.13. Music Electives

A range of individual music instruction opportunities is offered at Caulfield Junior College. These are user pay programmes.

6.14. Perceptual Motor Programme (PMP)

Students in Foundation take part in PMP which is a Language/Physical Education/Maths programme designed to enhance students' motor co-ordination and concept development. Students participate in a range of activities that support their gross and fine motor skills. This programme aims to develop the child's balance, fitness, hand-eye co-ordination, motor skills and understanding of concepts (eg. on, in, through, under). Parents are encouraged to volunteer and help out, but will need a current Working with Children check.

6.15. Performing Arts

Performing arts aims to provide students with experiences and opportunities for the growth of aesthetic sensitivity to music and an on-going interest in musical appreciation and performance. Students from Foundation to Year 6 experience music and performance in a variety of forms, including whole school singing and our end of term 'concert assembly'. The school holds a 'whole school' musical performance every second year, in which all children participate.

6.16. Physical Education

All classes participate in weekly Physical Education sessions. The sessions are based on the principles that physical education is possible for all students and is a lifelong activity. The physical education programme aims to promote physical activity, the development of appropriate social skills, cooperative learning, knowledge and skills. The range of activities encourages confident participation and a positive attitude towards physical activity, competition and a healthy lifestyle. Programme areas include:

- | | | | |
|----------------|------------|--------------|--------------------|
| *Ball handling | *Dance | *Gymnastics | *Outdoor education |
| *Swimming | *Athletics | *Minor games | *Major games |

6.17. Swimming

All students from Foundation to Year 6 at Caulfield Junior College participate in an intensive water familiarisation and swimming programme. While this programme is not compulsory it is highly recommended that students of all swimming abilities participate. Qualified teachers take the students in small ability group levels.

If your child is not able to dress themselves or tie their shoelaces we encourage you to support your child throughout the year to prepare them for swimming lessons, where they will need to be able to get dressed and undressed independently.

7. Parents at Caulfield Junior College

7.1. Communication and Participation

At Caulfield Junior College we believe that when parents express confidence in the school and are involved with it in some way, their children are likely to be happier and perform better in the classroom. Maintaining close links with parents we believe results in:

- greater understanding by parents of their children's schooling
- greater understanding by teachers of their students and their needs
- better communication between home and school
- fewer crises and misunderstandings
- higher pupil morale and confidence
- goodwill between parents and teachers

The Principal, Assistant Principal, French Director and teachers are available to discuss your child's progress, general development and any concerns you may have. If you have any concerns relating to the school as the year progresses you are encouraged to contact your child's teacher/s in the first instance. It is the aim of Caulfield Junior College to act immediately upon any parental concerns. It is advisable to contact the school office to make an appointment to ensure sufficient time is provided.

If you wish to communicate with teachers please e-mail the office, stating the name of the intended recipient (i.e. teacher/s name) in the title, and they will pass message on.

Your help is welcome in the school in many ways. You decide WHEN, HOW OFTEN and HOW you wish to be involved. Some suggestions:

7.2. School Council

Each Government school in Victoria is governed by a school council. These are corporate bodies (legal bodies) constituted under the Education Act 1958 - amended to provide for School Councils, 1975.

The Caulfield Junior College council consists parents, teachers and the Principal who is the senior executive officer of the school. The School Council's role and responsibility is to share in decision making concerns in areas such as curriculum, finance, facilities, buildings and grounds, community relations and the selection and employment of certain non-teaching staff.

Pupil welfare, classroom management, pupil-teacher relationships and curriculum programmes are the responsibility of the Principal and staff.

School Council elections are held at the beginning of each year and notices are sent out regarding the election process early in Term 1. Members are elected for a two year period.

The School Council meets twice per term, generally on Monday evenings between 7:00 and 9:00PM - non members are welcome to attend and observe any meeting – please let the Principal or School Council President know if you wish to attend the meeting. Sub-Committees of the Council also meet to, amongst other things, devise policy for Council approval. Sub-Committee meetings are open to interested members of the school community – participation is very much welcomed.

7.3. Parents' Committee

The Parents' Committee meets monthly and all parents are welcome. You are invited to join to meet with other parents and to assist with their fund raising projects for the school. Their help in other associated school functions is an important part of your child's school life.

7.4. Parent Helpers and Working with Children checks

All parents on site who are remaining at the school for any reason, other than pickup/drop off or attending assembly, must sign in and have a 'Parent Helper' pass kept with them for the duration of their visit. Parents must also sign out at the end of their visit.

Please note that current Working with Children checks will be required to help out in any capacity which involves interaction with students. A Working with Children check is very quickly and readily obtained - for more information visit <http://www.workingwithchildren.vic.gov.au/home/applications/the+application+process/>

7.5. Other suggestions

- Become a class convener – one of the best ways to meet other parents and get to know your school community
- Join a School Council sub committee - you do not have to be a member of School Council
- Working Bees
- Attend excursions
- Help in the library with the maintenance of books by covering etc
- Help with the preparation and distribution of sushi, hot dogs and challah
- Assist in classroom programmes such as reading programme, assisting with computers etc. Parent helpers are a huge part of the school programme. Each teacher will send a letter home asking for volunteers once the students have settled in
- Share skills and hobbies you may have. Let your child's teacher know this at the parent-teacher interview at the beginning of the year
- Help with our school sports day
- Help with our school musical

7.6. Social Events

The school also has several social evenings during the year and encourages all members of the school community to join in. During the year Parents' Committee also has other social events which are communicated through the newsletter and Skoolbag. These are valuable evenings where you can meet the staff and other parents in a happy and relaxed atmosphere.

7.7. Parent Teacher Interviews

These provide an opportunity to discuss how your child is progressing and are held during the year so that you can discuss and share information with your child's class teacher. All school interviews are booked online through <https://www.schoolinterviews.com.au/> – places fill up quickly so it is recommended to act fast upon receiving notification.

7.8. 2016 Parent - Teacher Interview and Reporting Schedule

Term One	School / Class Information evenings Parent -Teacher interviews	During February
Term Two	Half yearly written report	Mid - June
Term Three	Parent - Teacher interviews	Mid - July
Term Four	End of year written report Parent - Teacher interviews at parent/teacher request	Mid - December

Situations can arise where a need presents for a meeting between parents and the school. These meetings can be initiated by the school, parent or Department of Education and Training personnel. Early resolutions or identification of concerns can expediate a positive outcome.

7.9. Student Contact Details

It is critical that Student Contact Details are updated annually. At the beginning of each year a printout will be sent home with your students. You will be asked to validate that the information contained is still correct and if not, you will be asked to update as required. It is extremely important that these documents are returned in a timely manner.

7.10. Annual policy 'refresh'

Caulfield Junior College policies can be found on the school website or can be requested at the office. At the beginning of each year critical policies are sent home with student. We ask that the students sign these policies (or parents sign on younger students behalf, once the policy has been explained to them), before returning them to their teachers.

7.11. Weekly Assembly

Each week **on Monday morning shortly after 9am** there is a whole school assembly held on the basketball court. In 2017, the Australian and French National Anthems will be sung, the school pledge is recited and value awards are presented. Parents are encouraged to attend.

7.12. Weekly Newsletter and Notices

The school has three main forms of communication, the weekly newsletter, website and the free smartphone app, Skoolbag. The newsletter is published on our website and on Skoolbag every Thursday afternoon.

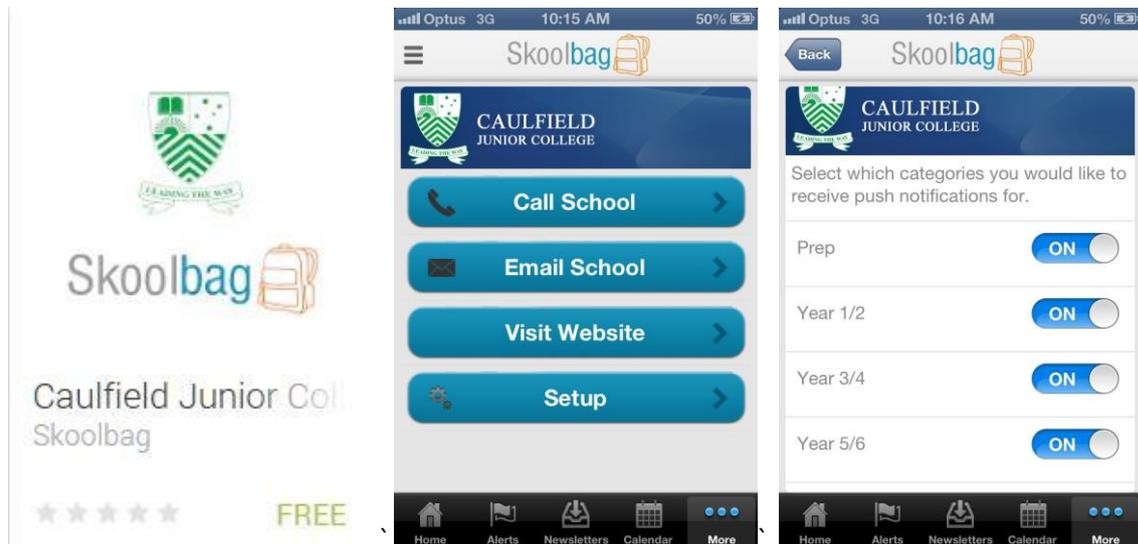
The newsletter contains current themes, reports, concerns or special events that are, or will be occurring and which affect your child's schooling. It is essential that you read the newsletter to keep abreast of upcoming events and information concerning your child/ren and their education. The school website, <http://www.caulfieldjc.org.au/> also contains a range of information about events; perusing this regularly will also keep families up to date.

7.13. SkoolBag App

Our main form of communication to parents is via the Skoolbag App for smartphones. It is a free app available for iPhone, iPad and Android phones/tablets. We will use this format to inform parents of all alerts, reminders, upcoming events and newsletters in real time. The app also contains copies of uniform, fundraising and excursion permission forms, that can be printed at home if necessary. Everything you need to know can be found on the Skoolbag App. The app can also be used to contact the school via email for absences and to RSVP to specific events.

Android users should head to the Google Play Store, iPhone/iPad users should head to the App Store/iTunes to search for 'Caulfield Junior College'. Once downloaded go to the 'more' tab at the bottom of the screen. Select the 'Setup' tab and select which categories you would like to receive 'Instant Notifications' (note – there is a 'New Enrolments 2017' category).

Notifications for all year levels will appear on the Skoolbag, but your set up selections will be notified to you specifically.



7.14. Qkr

Our main form of payment is via the Qkr App (pronounced 'quicker') for smartphones. It is a free app available for iPhone, iPad and Android phones/tablets. We use this format as the preferred method of payment and ordering for uniforms, fundraising (sushi / challah / hotdogs / icypoles) and for all school payments (excursions / levies / voluntary contributions).

Android users should head to the Google Play Store, iPhone/iPad users should head to the App Store/iTunes to search for 'Qkr by Mastercard'. Detailed setup and usage documentation can be found on the CJC Website (<http://www.caulfieldjc.org.au/page/216/QkR---Parent-Payment-App>).

8. Your Child's School Needs

8.1. Uniform

Caulfield Junior College has a compulsory school uniform. The School Council has a policy that encourages all students to wear school uniform. Wearing school uniform assists in developing the culture of the school, unified identity and maintaining a good public image. School uniform is also cost effective. All uniforms have the school logo and are for both girls and boys. **The uniform shop is open every Wednesday morning from 9:00am to 10:00am and all items of uniform can be purchased via Qkr** (and can then be picked up from the office or delivered to the classroom, depending on age of student). School hats can also be purchased from the office.

8.2. Footwear

Students need to wear shoes that will allow them to run and participate in sport activities. Shoes that are non slip and protect the ends of toes from stubbing need to be worn. Leather school shoes or sneakers are preferred items of footwear.

Thongs, open toed sandals or shoes without ankle support are not appropriate school footwear.

8.3. Hair

For safety reasons and to prevent headlice infestation it is recommended that below collar length hair is tied back. It also can be difficult and distracting to work or participate in sport when hair interferes with vision.

8.4. School Bag

A school bag that is large enough to fit take home books, lunch and other items of interest that your student wishes to bring is an essential item. A note of caution: choose a school bag that is a suitable size for your child. Bags need to be large enough to fit an A3 size book and a lunch box. Caulfield Junior College bags are available for purchase from the school uniform shop.

8.5. Lunches and Special Occasion food

Caulfield Junior College does not have a canteen, however the Parents Committee offers students the ability to order Sushi every Wednesday, Challah every Friday, Hot Dogs on Fridays in winter and icypoles on Friday afternoons in summer. These items can **only** be ordered via Qkr and the Parents Committee is always looking for helpers to come in and prepare these items for distribution to the students.

Please note that order must be submitted via Qkr before 5pm on the Monday preceding the order date (i.e. if Sushi is required for Wednesday February 10th, you must order by 5pm on Monday February 8th).

On occasion you may wish to send your child to school with a cake to celebrate their birthday, or you may be asked to bring a plate to classroom functions or provide products for sale at fundraising events. Like most schools we have students with nut allergies, so please be mindful of this when preparing food and always provide a list of ingredients.

8.6. Special Circumstances

A change of underclothes for those students who may still have the occasional "accident" should be sent to school and kept in a side pocket of their school bag. However, if a change of clothes can not be found in the bag, the school nurse has spares which are labelled 'CJC'. We ask that these be washed and returned to school the next day.

8.7. Hats and Sunscreen

Caulfield Junior College is a Sun Smart School meaning that hats are compulsory from September 1 to April 30. Please ensure your child has a sun smart hat to wear - a wide brimmed school hat. School hats can be purchased from the school office and PSW. It is suggested that sunscreen is applied at home prior to arrival at school. Students are permitted to apply sunscreen throughout the day when supplied by parents. Teachers are not able to apply sunscreen to students but will remind the students to put the sunscreen on before each play time.

8.8. Money sent to school

The school's preference is that all payments are made via Qkr. If for any reason your child is requested to bring money to school please ensure that it is carefully sealed in an envelope and clearly labelled with the following information:

- Student's Name and Class
- Teacher's Name and purpose of the money
- The envelope is passed on to the school office through the class teacher.

8.9. Art Smock

An art smock is preferred for use during art/craft activities to protect clothing. Remember many of the materials used in these sessions cannot be removed from clothing eg: food dyes and some paints. A plastic art smock may be purchased from PSW. Keep it in your child's bag all the time as the teacher may do art activities in the classroom and it is useful to have it easily accessible.

8.10. Library Bag

For new students a vinyl satchel/library bag is on the Student Learning Requirements. This satchel is also used for take home readers and is available through the school office for \$10.00. This sturdy bag will last your student until Year 6.

8.11. Swimming gear

As part of its comprehensive sports programme, Caulfield Junior College offers an intensive water familiarisation and swimming programme. On days when this programme is running, students will need to bring swimmers, cap, goggles and a towel to school in a bag. It is also useful for students to wear the swimmers under their uniforms on the day to save time, and to pack a plastic bag to put wet swimmers in at the end of the session. Swimming bags and swimming caps featuring the Caulfield Junior College logo can be purchased via Qkr or from the school office.

Please label all personal belongings such as clothing, lunch boxes, drink bottles and school bags. Ensure your child knows where the item is labelled.

8.12. Smoking

The Department of Education and Training has a non-smoking policy on school premises. Therefore smoking is not permitted within the school buildings or grounds.

Thank you for taking the time to read our School Information Booklet. If you have any questions that were not answered in this booklet please feel free to contact the school office.