



2024 Parent Handbook



An Independent
Public School

Welcome to Chidlow Primary School

Welcome to Chidlow Primary School. This Parent Information Book has been prepared to provide you with important information about our school. This booklet outlines many of the policies, procedures and organisational aspects of the school. If you have any questions that are not answered within this booklet, please contact the school and we will be happy to assist.

Your support and contact are both welcomed and encouraged. We strongly believe that a close partnership between school and home leads to more positive educational outcomes for our students. We look forward to working together with you to ensure a happy, caring and successful schooling experience for your child/ren at Chidlow Primary School.

Our School

Chidlow Primary School is a lovely rural school, surrounded by Jarrah and Marri forests thirteen kilometres east of the Mundaring township and three kilometres from Lake Leschenaultia. This is a very tranquil setting, being on the outskirts of the town and backing onto an A class reserve. The school is located fifty five kilometres east of Perth, just off Great Eastern Highway. Chidlow Primary School has a catchment area that extends from Gidgegannup to the north and east to Wooroloo and The Lakes.

Three buses service Chidlow Primary School with 25% of the children using this facility, with all buses providing a shuttle service to Eastern Hills Senior High School for secondary students. The students at Chidlow are predominately from the township or small acreage homes located close to town. Parents commute to Midland and Perth or are employed in a number of local industries.

Chidlow Primary School has six classes that comprise a total enrolment of 127 students from Kindergarten to Year 6. The school is well resourced with an Administration building, Library and dedicated Science/Music Centre. Large, open grounds provide plenty of room for active play areas for the students. Events that take place during the year include: Colour run Lapathon, Bookweek Dress Up Day, Easter Bonnet Parade, Open Night, Athletics Carnival and Interschool Sports.

The school enjoys a positive reputation in the community and parents are supportive and involved in school activities. Chidlow PS prides itself on our motto of 'working together' and parents are encouraged to be active participants in their child's schooling. The school enjoys a strong sporting culture and a whole school focus on sustainability drives an integrated curriculum across the school. Students and parents view Chidlow PS as a good school where the staff care for the students and work hard to improve learning outcomes.

The school's vision is Creating Champions in Learning and Life. The School Plan is focusing on:-

1. Excellence in learning
2. Excellence in Teaching
3. Student Engagement



School Hours

The day is broken up into the following sessions:

Doors Open / Prepare for learning	8.30am
Learning Commences	8.50am - 10.50am
Recess	10.50am - 11.10am
Learning Resumes	11.10am - 1pm
Lunch	1pm – 1.10pm eat, 1.10pm - 1.40pm play
Learning Resumes	1.40pm – 3.00pm
Finish	3.00pm - Siren for the end of the day

Term Dates 2024

SEMESTER 1

Term 1	31 st January – 28 th March
Break	29 th March – 14 th April
Term 2	15 th April – 28 th June
Break	29 June – 14 th July



SEMESTER 2

Term 3	15 th July – 27 th September
Break	28 th September – 6 th October
Term 4	7 th October – 12 th December

Office hours are 7.30am - 3.30pm. During school holidays the office will be closed at all times.

PUBLIC HOLIDAYS:

Australia Day	Thursday 26 th January	Labour Day	Monday 4 th March
Good Friday	Friday 29 th March	Easter Monday	Monday 1 st April
Anzac Day	Thursday 25 th April	WA Day	Monday 3 rd June
King's Birthday	Monday 23 rd September		

School Development Days

Each year, 6 days are set aside as School Development Days. These are pupil free days where staff have the opportunity to work together on school priority areas.

For 2022 the School Development Day dates are:

- **Term 1** Monday 29th January and Tuesday 30th January. Students start back on Wednesday 31st January
- **Term 2** SDD Tuesday 4th June
- **Term 3** Monday 15th July
- **Term 4** Monday 7th October
- Students finish Thursday 12th December 2024.

Administration

PRINCIPAL: Amanda McCormack

DEPUTY PRINCIPAL: Josh Dorozenko

MANAGER OF CORPORATE SERVICES: Kyllie Kendrick

SCHOOL OFFICER: Janine Lord & Allison Gunn

School Contact Details

Phone: (08) 9573 7200

SMS: 0437 312 372

Email: chidlow.ps@education.wa.edu.au

450 Lilydale Road, Chidlow, 6556

Website: www.chidlowps.wa.edu.au

Facebook: @chidlowprimaryschool

Attendance

It is a legal requirement for children to attend school. Establishing and maintaining positive attendance of above 90% for all students has been clearly linked to school achievement and success in future studies. As such, it is important that absences are kept to a minimum and vacations are taken during school holiday time. If a child is absent or late for any reason, a written note or verbal reason must be provided to the school. When students arrive late for school they must sign in and be issued with a late pass through the front office. The late pass must be given to their class teacher. If parents need to withdraw students during the day they must attend the front office first to request a permission slip to release their child from class. Notes will be sent home for unexplained absences.

Students are deemed to be at risk by the Department of Education if their attendance is below 90%.

If your child attends 90% of the time, we regard them as attending regularly; however they could be missing:

- 1 day a fortnight.
- 1 week a term.
- 4 weeks a year.
- 1 year by the end of Year 9.
- 1 semester between Year 8 & Year 12.

If your child attends 80% of the time, we regard them in the at-risk category as they could be missing:

- 1 day a week.
- 2 weeks a term.
- 8 weeks a year.
- 1 year by the end of Year 4.
- 2 years by the end of Year 8.
- 3 years by the end of Year 12.
- 1 year between Year 8 & Year 11.

If your child attends 60% of the time, we regard them at significant risk as they could be missing:

- 2 days a week.
 - 4 weeks a term.
- 16 weeks each year.
- 1 year by the end of Semester 1, Year 3.
- 2 years by the end of Year 5.
- 3 years by the end of Semester 1, Year 8.
- 4 years by the end of Year 10.
- 5 years by the end of Semester 1, Year 12.
- 2 years between Year 8 & Year 12.
-

The school also has an SMS service that the parents/guardians can send a text message to the school giving a reason for their child's absence. The SMS text number is: 0437 312 372.



Arrival at School

Children are asked not to arrive at school before 8.30am and to depart promptly at 3.00pm at the end of the school day. Supervision is not provided outside of these times. Once children arrive at school they are under the care and responsibility of school staff. All students who arrive at school before 8.30am are required to sit quietly in the undercover area until they are released at 8.30am. No student is permitted to leave school grounds without parent and school administration approval.

It is important for all children to arrive at school on time. Punctuality is important to children because: being on time displays good manners, being late interrupts the class, disrupts the learning of others and may embarrass the child. Any students who arrive late to school need to be signed in and collect a late pass from the Office.

Address Change/Records

If you change your address or phone number, please contact the school immediately as we need up-to-date information in case of emergencies. If there is a change in your circumstances, please contact the office as soon as possible. Please notify the office with updates of immunisations your child has received to allow us to keep our information current. Photocopies of legal documents from the Family Court regarding custody and access must be provided and discussed with the school. All records are strictly confidential.

Assemblies

Assemblies are generally held every second Friday at 8.50am in the Undercover Area. Check the Term Planner for specific dates. Classes are rostered on across the year to host an assembly and present an item. Other assemblies are conducted by the Student Prefects. Two Merit Awards and a Golden Award per class are given at each assembly. Parents are informed by the class teacher if their child will be receiving an award. Parents and family members are welcome to attend our assemblies.

Behaviour Management

Chidlow Primary School aims to provide a positive environment in which each child is respected and his/her right to learn is encouraged and protected. The Behaviour Management policy outlines the procedures that staff will follow to ensure a consistent approach to managing and encouraging positive behaviour throughout the school.

Aims of the Behaviour Management Plan.

Chidlow Primary School aims:

- To provide a happy, positive learning environment.
- To help students reach their full potential.
- To provide a physically and emotionally safe environment.
- To encourage students to accept responsibility for their own behaviour – choose the behaviour-choose the consequence.
- To ensure rules are applied consistently, fairly, consequentially and reviewed regularly.
- To enable teachers to teach in a purposeful and non-disruptive environment.
- To establish procedures so that conflicts can be resolved in a positive non-violent manner.

Children's Rights

- To learn without interruption
- To work and play in a clean, safe environment
- To be respected and given consideration with regard to person and property
- To be heard

Children's Responsibilities

- To follow school rules and to accept the consequences for inappropriate behaviour
- To respect another's point of view and freedom of speech.
- To be courteous and truthful at all times.

Behaviour Expectations

The school has implemented a Positive Behaviour Support (PBS) program which identifies clear expectations for all. Students are expected to be Kind, Safe, Respectful Learners at all times.

We are Kind

- **We** use positive words to each other
- **We** use words to solve problems with others
- **We** keep our hands and feet to ourselves
- **We** work with everyone in our group

We are Safe

- **We** are in the right places at the right times
- **We** use equipment correctly and for its intended purpose
- **We** ask for permission to enter or leave the classroom
- **We** move safely around the classroom
- **We** take our hats off inside

We are Respectful

- **We** are polite and use our manners
- **We** listen to all staff members and follow all instructions the first time
- **We** put our hands up to speak
- **We** leave all classrooms tidy at the end of the day

We are Learners

- **We** always do our best
- **We** let others learn
- **We** get all our equipment ready for learning
- **We** stay on task



Strategies

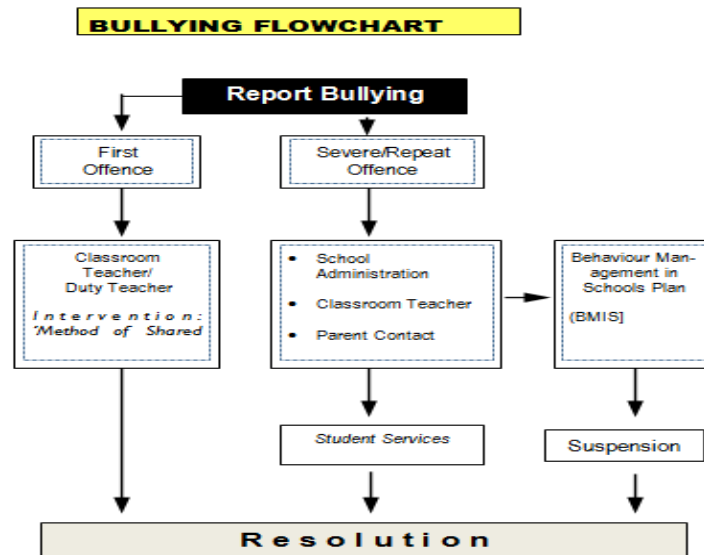
A policy of management is structured around positive reinforcement - children recognised for their efforts, contributions and co-operation.

When required, a structured, step-by-step set of procedures is used to deal with instances of negative behaviour. Parents can find a copy of this Behaviour Management Policy on our website.

Bullying

Bullying is a **repeated** incident of behaviour that is designed to hurt, injure, embarrass or upset the other person. Chidlow Primary School respects the rights of all people and in particular its students, to be free from all forms of bullying and harassment. The school is of the view that any form of bullying is totally unacceptable behaviour and is completely contrary to the school's aims and objectives as outlined in the school's policy on bullying.

Chidlow Primary School has clearly defined its role on bullying. The diagram clearly illustrates the procedure that the school will take if bullying occurs.



Booklists

Stationery lists will be sent home at the end of each year for the new year's class. Expenditure is kept to a minimum for parents. Parents are asked to ensure their child(ren) has the items shown. Most text books/paper/exercise books/art and craft items are supplied by the school.

Bushfire Plan

Chidlow PS is on the Bushfire Zone Register and as such we are required to have comprehensive Bushfire Plans in place, should we encounter an emergency situation during school time. Information is placed in the school newsletter at the commencement of the bushfire season every year to remind parents of our emergency procedures. We encourage you to read these plans and be aware of how the school will keep in contact with you.

Buses

Three separate bus runs service the school. Children who travel by bus are dropped off in the morning at school from 8.00am and then picked up by 3:15pm in the afternoon. The school office MUST be notified by note or telephone if your child/children will not be travelling to or from school on certain days.

The safety of passengers on the school bus is essential therefore the penalties for children not obeying bus rules are quite severe. Ensure your child understands clearly the need to be well behaved and follow ALL rules when travelling on the bus.

All new applications to use the bus, must be completed online at www.schoolbuses.wa.gov.au, information is available from the Office.

Canteen

Our school canteen is run by the P&C with volunteer workers and follows the Traffic Light System of Healthy Eating Guidelines. A price-list is available from the canteen or office. Volunteer helpers are always needed. Orders can be filled in on separate bags for recess and lunch and placed in the boxes in the classroom on canteen morning. Alternatively orders can be placed online at: www.quickcliq.com.au.

The canteen is open every Friday.

Chaplain

A school Chaplain works at the school every Wednesday to provide extra care and support to students who may be experiencing social, emotional, behavioural, self-esteem or family issues. Parent approval is required before the Chaplain speaks individually to a student. The conversations between students and the Chaplain are confidential and occur during the school day. Please contact the school if you feel your child would benefit from speaking with our Chaplain.

Computers – Digital Technology

The school is well equipped with digital technology. This includes a computer lab with 25 computers, interactive whiteboards in every room, a set of 24 laptops and 32 Ipads for classroom use.

All staff and children should be familiar with the school's Internet Policy.

- Students will be made aware of their responsibilities for appropriate internet use at the beginning of the year through the Student Undertaking Code. Any student who breaks this code may lose the privilege of using the internet for a period of time and/or other behaviour consequences as deemed appropriate by the school.
- Students should keep passwords confidential and respect the privacy of other users by never logging onto or attempting to access another account.
- Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum. The Acceptable Use Agreement form and permission slip need to be signed at the time of enrolment.



Crunch & Sip

As a Crunch and Sip school, all classes are required to participate in Crunch and Sip. Crunch and Sip is a set break during the school day to eat vegetables or fruit snacks and drink water in the classroom. Students bring a small container of cut up vegetables or fruit to school each day for the Crunch & Sip break. Each child also has a bottle of water in the classroom to drink throughout the day to prevent dehydration. Giving students the chance to re-fuel with fruit or vegetables helps to improve physical and mental performance and concentration in the classroom, as well as promoting long term health.

It is up to individual staff as to when this break will occur during the day, however it is recommended that Crunch and Sip occurs in the morning block as it is long.

Communicable and Infectious Diseases

School staff have a key role in preventing the transmission of diseases in the school environment. While it is often difficult to prevent the transmission of common viral infections that occur during the winter months, every effort should be made to minimise the spread of infection.

- staff and students to stay at home in the early stages of illness when they are most likely to be spreading the virus or bacteria through coughing and sneezing;
- parents to seek medical advice if their child has ongoing symptoms of illness;
- vaccination against the vaccine preventable diseases listed.

Parents are encouraged to ensure that their child's immunisation is up to date. Many of the childhood infectious diseases require student/staff to be excluded from school for a recommended period of time if they are unable to provide evidence of immunisation against specific diseases that are known to be highly transmissible.

Chicken Pox

- Transmitted by airborne or droplet infection; direct contact with fluid from a vesicle of an infected person. Once the scabs are dry they are no longer infectious. Incubation period 13-17 days. Communicable from 2 days before rash until all blisters have crusted. *Exclude from school until at least 5 days after the eruption first appears. Some remaining scabs do not justify exclusion.*

Conjunctivitis

- Transmitted by direct or indirect contact with secretion from infected eyes. Incubation period 1-3 days. Communicable while eye discharge is present. *Exclude from school until discharge from eyes has ceased.*

Head Lice

- Transmitted by close contact with an infected person. Eggs usually hatch in 7-10 days. Once hatched the lice are capable of laying eggs in 10 days. Communicable until lice and nits (eggs) are destroyed. *Exclude from school until treatment has commenced.*

Hepatitis A

- Transmitted by contamination of fingers, food or drinking water by faeces from an infected person. Incubation period 15-20 days. Usually 3-5 weeks. Communicable from several days to several weeks before onset of symptoms to 7 days after. *Exclude from school until a medical certificate of recovery is received but not before 7 days after onset of illness.*

Herpes Simplex (cold sores)

- Transmitted by direct contact with weeping lesions. Incubation period 3-10 days. Communicable until lesions are dry. *Exclude whilst lesions are uncovered and weeping. Lesions should be covered where possible.*

Impetigo (School Sores)

- Transmitted by direct contact with an infected person. Incubation period 1-3 days. Communicable until sores are healed. *Exclude from school until treatment has commenced. Sores on exposed surfaces must be covered with a dressing.*

Measles

- Transmitted by airborne or droplet infection; or direct contact with contaminated nose or throat secretions. Incubation period 7-18 days. Communicable about 4-5 days before rash begins until 4th day after rash appears. *Exclude from school for at least 4 days after the onset of the rash*

Mumps

- Transmitted by airborne or droplet infection; or direct contact with saliva of an infected person. Incubation period 12-21 days. Communicable from 6 days before to 9 days after onset of symptoms. *Exclude from school for at least 9 days after onset of symptoms.*

Ringworm

- Transmitted by direct contact with infected person, contaminated articles or animals. Incubation period 4-14 days. Communicable as long as lesions are present and viable spores persist on contaminated materials. *Exclude until the day after treatment has commenced.*

Whooping Cough

- Transmitted by airborne or droplet infection, or direct contact with contaminated nose or throat secretions. Incubation period 6-20 days. Communicable from onset of catarrhal symptoms to 3 weeks after onset of cough. *Exclude from school for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.*

Dental Service

The mobile dental unit comes to the school every two years.

This free service provides continuous, preventative therapy as well as filling and extracting for all students from PP- Year 6.

Parents must give their permission for children to be checked and they are advised if treatment is required. Parents may ring the Dental Van service on 0429 120 614 to book an appointment.



Dress Code

The School has a Dress Code as agreed to by the School Board and P & C. It is hoped the Code of Dress will:

- Provide convenience and cost saving for parents.
- Ensure students are safe from environmental dangers.
- Ensure students are immediately recognisable while on school grounds and on excursions.
- Increase school spirit and sense of belonging.
- Promote a positive school image.

It is expected that all students will wear the approved Code of Dress at all times. The P&C Uniform Shop is open each Friday morning before school from 8.30 -9.00am. Both new and secondhand items are available at a low cost. Uniform orders can also be made online at www.quickcliq.com.au.

- *Colours:* Dark blue and light blue
- *Uniform:* Summer - light blue/dark blue polo shirt
Winter - dark blue windcheater/jacket
Teamed with dark blue skirt or dark blue pants/shorts



- *Factions:* Red, blue and green polo shirts
- *Hats:* Dark blue broad brimmed or bucket hat.
All children must wear a hat every day of the year to play outside.
School hats are available through the uniform shop.
Students without a hat are required to stay in covered areas at recess and lunch.
No caps are permitted.
- *Hair/Jewellery:* All students with hair below the shoulders, must wear it tied up for school.
Wearing of jewellery and nail polish is discouraged.

End of Year Presentation Night

At the end of the school year, a whole school Presentation Night is held and all families are invited to attend. This is usually held on the outdoor stage on the school oval. All classes perform an item. Students are presented with two class awards - Endeavour and Champion Learner. An Academic award is given to the highest achieving student in each year level. Specialist teachers give a junior and senior award for the school.

The new Student Prefects and Faction Captains for the next year are announced and presented with their badges.

Excursions

Excursions are planned by the classroom teacher to enhance the educational program. Full information about the excursions will be provided to parents and permission sought. A signed consent form and payment must be received by the school before children are allowed to attend the excursion. Children going on school excursions are required to dress in school uniform and wear appropriate footwear.

Good Standing

The school has a Good Standing Policy. All students who demonstrate the positive behaviour of being a Kind, Safe, Respectful Learner are rewarded at the end of each term. Any students who are sent to buddy class or the office 3 times within a term, lose their Good Standing and are unable to participate in any whole school activities or events.

Handwriting

The school uses the NSW foundation font.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy
Zz

In Year 3 students learn to join the letters in a cursive font.

The quick brown fox jumps over the lazy dog.

Homework

It is an expectation that home reading is completed every night and recorded in the Home Reading Diary. School incentives are given for those children reading regularly. Classroom teachers may set additional homework and information about this will be given at the parent information session at the beginning of each year. Homework will generally be additional reading, spelling and maths practice. Sometimes, extra work will be set if a particular child needs additional support. More detailed information can be obtained from your child's class teacher. We also encourage students to practice their basic maths facts at home on a consistent basis.

Hills Education Community

Chidlow Primary School is part of the Hills Education Community, which is a network of local Hills schools, comprising of Wooroloo PS, Chidlow PS, Sawyers Valley PS, Gidgegannup PS, Eastern Hills Senior High School, Parkerville PS, Mount Helena PS, Mundaring PS, Glen Forrest PS, Helena Valley PS, and Darlington PS.

The network provides staff with support in curriculum and opportunities for students to participate in inter school competitions throughout the year such as: Spelling Bee, Public Speaking, Science Quest, Art Exhibitions and Sports.

Immunisation

Children enrolling in Kindergarten must be up to date with all the scheduled immunisations for their age to be able to attend school. You will need to show your child's Australian Immunisation Register (AIR) Immunisation History Statement as proof of immunisation. Four year-old boosters are due on/after the 4th birthday and should be completed by the 5th birthday. A photocopy of the completed immunisation record needs to be provided to the school.

Interviews with Teachers

Parents are welcome to discuss their child's progress with the class teacher, both informally and through appointments. Phone interviews are also available if it is difficult for you to come to the school. Should you have any concerns about your child's schooling, please do not hesitate to contact the school. A discussion, phone call or letter will usually clear up any queries or misunderstandings which may arise from time to time. If you feel the matter has not been resolved, contact the office so that an appointment can be made with the Deputy Principal or Principal.

Most contacts between teachers and parents take a few moments and are easily dealt with before or after school. Please be aware that teachers can be busy before school, preparing for the day ahead, and may not have the time to speak with you at length. For more detailed discussions it is advisable to make an appointment in order that a convenient time, free of interruptions, can be arranged.

Lost Property

Lost property items can be found in the Senior Block, next to Room 6.

Most of the items do not have names. Parents are strongly urged to make sure all child/ren's belongings are clearly named.

All unclaimed and un-named items are disposed of at the end of each term. Advance notice is given.

Literacy Pro Reading

All students from Years 3-6 participate in the Literacy Pro Reading Program. Students are tested on their reading and comprehension and given a Lexile score. They then choose books from the Library that are at their level, providing them with a text which is at the correct level of complexity to further progress their reading. After completing each book, they can go online to complete a quiz or diary about the book they have just read. Students are tested each term to keep track of their reading progress. Students not at the required level are placed on a before school reading program run by volunteer parents and Education Assistants. We have found this program to be very successful in helping students to become strong, confident readers.

Mobile Phones

The school would prefer that mobile telephones or other electronic devices were not brought to school by children.

If a parent wishes their child to have a mobile telephone at school, the following conditions apply:

- The mobile is to be switched off during the school day and is to be left at the Front Office. The school will not be responsible for the mobiles security and/or safety at any time.
- Students are not allowed to keep mobile phones in their bags during the day.

Medication

No student is allowed to carry or self-administer prescribed medicine while at school. Parents are required to complete a medication form and notify the office of all relevant details if medication is to be administered during school hours. All medication is to be stored in the school office.

- If possible, consult with your general practitioner to set up a drug administrative system that **does not involve the administering of the drug during school hours.**
- It is the parent/guardians responsibility to provide the school with adequate information regarding the details of the child's medical condition which may require specific action and/or treatment under emergency conditions (i.e. arising from asthma, diabetes and serious allergic reactions). The parent/guardian is to notify the Deputy Principal and an emergency action plan is developed in consultation with parents, the family doctor, teacher and school nurse if applicable.
- Parents seeking clarification, more information or requiring appropriate forms, are asked to contact the Office.
- **Note: Parents are to advise the school if their child requires the use of an inhaler (puffer). The child will be able to self-administer provided relevant information is given to the class teacher.**

Money

All money brought for school purposes (camps, excursions, swimming, etc) should be sent in a sealed envelope with name, amount and details written on the outside, and handed directly to the office. All money going through the school is properly accounted for and the books are audited according to Department of Education Procedures and Policies. Any monies for P&C purposes are to be placed in the P&C collection box at the front office. **Direct debits can be put into the school bank account, please remember that P&C event charges must be deposited into the P&C bank account, not the school bank account.**

Newsletter

A newsletter is sent out via email every second Thursday to keep parents informed of events in the school. Parents are urged to read the information and to respond quickly to requests for forms to be completed. Copies of the newsletter can also be accessed through the Skoolbag App, on our website and on our Facebook page.

Nut Aware

There are a number of students in our school who experience anaphylactic reactions if exposed to nuts or products containing nuts eg. nutella, peanut butter. For some of these students the anaphylactic reaction can be life threatening. For this reason we have a nut aware policy in place in our school and ask families to refrain from sending nuts, nut spreads or products containing nuts to school. We would like to emphasise the seriousness of this issue as we have students that can become seriously ill in a matter of minutes. Even if food items contain traces of nuts please try and avoid giving them to your child in their lunch boxes and save these treats for home.

Out – Of – Hours

The school is not open to the public out of hours unless special arrangements have been made with the Principal. Local clubs and organisations may be given permission to use the school oval, etc. and they are responsible for the behaviour of their members during allocated times. A booking form must be completed prior to the use of school facilities.

PATHS

PATHS (Promoting Alternative Thinking Strategies) is a social and emotional learning curriculum that is implemented every week in every classroom. The program aims to help students identify and manage their feelings and employ problem solving strategies to resolve conflict.

Parents & Citizens Association (P&C)

The P&C Association is a group of supportive, interested parents who wish to make a positive contribution to the school by being more informed and supporting with fundraising activities. Meetings are held on the first Friday of each month at 2.00pm in the school staffroom. Reminders are printed in the newsletter and sent out through the Skoolbag App. All parents are invited and welcome to attend. Joining the P&C is a great way to be involved in your child's education and to be more informed about what is happening at the school. Please support the P&C in their efforts to make Chidlow PS an even better school by coming along to a meeting.



Parent Parking

Parent parking is available at the front of the school along Lilydale Road and in the gravel carpark off Northcote Street. Parents are requested to observe the entry, exit and no parking signs and ensure that the main drive through is kept clear at all times. Overflow parking is also available at the Playgroup building further along Northcote Street.

Release from Class Form

If a parent or carer needs to take their child out of school for an appointment or any reason, then parents must sign students out using the iPad in the front office. The front office staff will provide a pass to give to the teacher when collecting your child from their class.

Reporting Processes

Two formal written reports are issued each year at the end of Semester 1 and Semester 2. In first term, interviews are conducted between parents and teachers. An Open Night is held in Term 3 for parents to visit the classroom and view student work. Parents are encouraged to contact the class teacher at any time if concerned about your child's progress or wellbeing at school.

Road Safety

It is sensible to ensure that a child has a sound knowledge of the road rules and is able to safely handle a bike before being allowed to ride to school. The Police Department advises that children under 9 should not be riding on the road without adult supervision. A helmet is necessary. The school provides a bicycle and scooter rack and it is recommended that your child's bicycle or scooter has a locking device fitted. The bicycle rack is out-of-bounds to children during the school day. No bikes or scooters are to be ridden on school grounds.

School Board

The School Board consists of a group of elected parents, staff and community representatives, along with the Principal that monitor the performance and direction of the school and support the development and implementation of school policies. Meetings are generally held twice a term and are open for members of the public to attend. Parents are encouraged to nominate for positions on the School Board when advertised through the school newsletter.

School Nurse

The community nurse visits the school on a needs basis from Kindy to Year 6. Most commonly the School Nurse supports the school with Kindy screening and sex education classes for the Upper Primary students.

School Photos

Currently the school uses Midland Photography to take school photos annually, usually this happens in Term 2.

School Plan

The school Plan sets out the key directions for the school. Parents may request a copy from the school office and it is also available on the schools' website.

The School Plan contains details of school priority areas, targets and key strategies for improving outcomes.

Student Leadership

The student leadership team consists of: one School Captain, one Student Councillor and three Faction Captains (one for each faction). Being a student leader is an honour and a privilege and it is expected that the students chosen for these positions will maintain a high level of behaviour and demonstrate leadership qualities. Student leaders assist with assemblies, whole school functions and activities where required.

Student Information

Information given on enrolment forms soon gets out of date. An updated information form should be completed for each child at the start of the year. All details asked for should be provided - much of it is needed in the case of an emergency. Please inform the school immediately of any changes to address, phone, email, emergency contacts, medical condition, etc.

School Camp

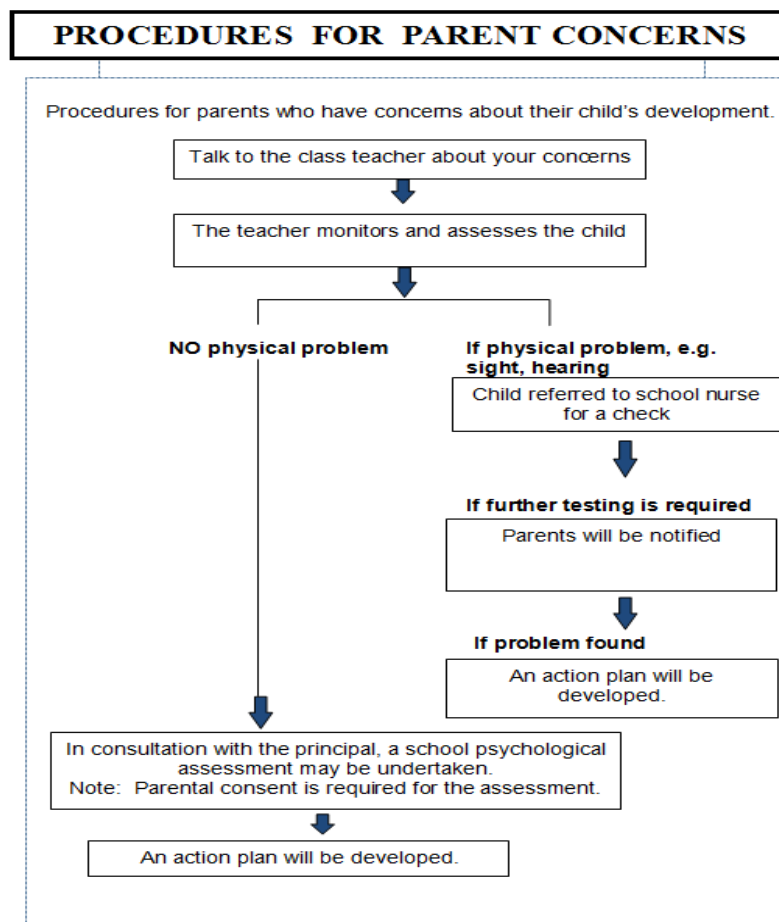
Camps provide opportunities for children to broaden their educational and social experiences beyond what may be offered within the school environment. Year 6 children may, at the discretion of the school, be offered a major camp; one which is held for up to five days .

Cost is a significant factor in conducting camps and the school is conscious of the burden on parents. Fundraising is carried out to reduce costs. It is the policy of Chidlow Primary School that no child be prevented from attending a camp due to financial, physical or other barriers. Every avenue of assistance will be offered to families to ensure all children have equal access to any organised camps.

Parents are reminded that camps are not an essential part of the curriculum and are undertaken **only** if the school can provide adequate supervision and appropriate risk management procedures.

School Psychologist

The school psychologist visits the school fortnightly. Referrals are made via teacher requests. The school psychologist can only be contacted through the Principal. If you are concerned over any issue please discuss it with your child's teacher in the first instance. If you are still concerned about your child's learning or progress at school, please make an appointment to see the Principal or Deputy Principal.



Swimming Lessons

Children from Year PP to Year 6 are expected to attend Interm swimming lessons. Swimming lessons are part of the school's educational program and as such, all students are expected to attend. Any parents wishing to exempt their children from swimming lessons should make an appointment to discuss this with the Principal.

School Motto

The School Motto is: 'Working Together', our school logo symbolises parents, students and staff holding hands creating a tight bond. We recognise the importance of involving the parents and wider community in the school and welcome your support and input.



School Mascot

The students have elected the local endangered animal, the Chuditch as the school mascot. Please meet Champ the Chuditch. He is kind, caring, respectful and strives to achieve his personal best each and every day.



Sustainability Program

Chidlow PS is a Sustainable School and has whole school programs to encourage students to become active citizens who care about their environment and live a sustainable life. The school has a recycling centre where we collect bottles, cans, batteries, plastic lids, paper and printer cartridges. Parents are encouraged to support the school's Sustainability focus and recycle reduce and reuse at home.



Transferring to Another School

When transferring to another school we would appreciate a few days notice so that the pupil's belongings can be collected. On admission to a new school a transfer note is sent to us informing us of the name of the new school and the date of commencement. When a transfer note is not received within 15 days students, are reported to the Department of Education as students whereabouts are unknown.

Voluntary Contributions

Each family is requested to pay an annual voluntary contribution to the school of \$60 per student. These contributions supplement a variety of resources to cater for the needs of our students. Reminder letters are sent out at the end of Term One to all families who have not yet paid these fees.

Valuables

Children are often keen to bring their prized possessions, including jewellery, to school. We cannot guarantee the safety of these items and therefore we would discourage any child bringing such valuables to school.

School Values

In order to achieve our school vision of Creating Champions in Learning and Life we teach our students to follow these values: Dream big, Aim high, Never, never, never give up, Make mistakes count, Follow your passions, Celebrate, Have respect, Be kind, Laugh and enjoy, Be honest and brave, Care for yourself, others and our world, Stay positive and Have respect.

