OUR SCHOOL VALUES

Excellence

Inclusivity

High Quality Teaching

Strong Community

Care

These values will enable us to create a safe environment that fosters student's engagement, growth and the pursuit of excellence.

CONTACT DETAILS

Phone: 08 9461 2700

Email: CavershamValley.PS@education.wa.edu.au

Website: www.cavershamvalleyps.wa.edu.au

Address: 60 Summerville Boulevard, Caversham WA 6055

Parent Booklet 2021

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COMMUNICATION WITH THE SCHOOL

CONTACTING STAFF Clear and positive communication between parents and teachers is essential to your child's education. Staff will respond to parents as quickly as possible, usually within 3 school days, unless it is urgent. Staff have many children in their care and limited time away from teaching so an instant response is not always possible. Making an appointment with your child's teacher will ensure they can answer your queries and not have lessons disturbed. Emailing our school or the teacher through their Department of Education email is the most direct method.

ASSEMBLIES Each term, the school will hold a school community assembly. These dates will be advertised on our website, in the school newsletter and Connect. Assemblies will be held on Wednesday morning at the start of the school day; 8:30am. There are times (e.g. ANZAC Day) when the school is required to hold an assembly on a specific day.

SCHOOL WEBSITE (www.CavershamValleyPS.wa.edu.au) our school website provides up to date information to parents. Regular checking will assist parents with important school information.

CONNECT APP CVPS will use the Department of Education app CONNECT. Parents will need to download this app and use their individual P-number to log-in. This will be provided by the school at the beginning of the school year. Each parent only needs one P-number.

NEWSLETTERS Newsletters are published 2 times per term and will be available via our website and CONNECT. If you do not have an internet connection, please request a hard copy from the front office and this will be sent home with your child.

MOBILE PHONES Students are not permitted to have mobile phones with them during school hours. Mobile phones brought to school are to be switched off and handed to the classroom teacher for the day. The school takes no responsibility for the safety of the mobile phone.

KINDERGARTEN continues …

WHAT TO BRING EACH DAY

School bag – All children need to have a school bag or backpack with their name clearly marked on it. Please ensure your child knows how to open their bag and where items are stored.

- **Hats** – The school has a 'No hat, play in the shade' policy and children must wear a broad-brimmed or bucket hat throughout the school year.

- **Morning tea** – Parents are encouraged to pack a healthy morning tea for their child. Fresh fruit, vegetables and cheese are nutritious snacks for children to eat mid-morning. Please ensure their morning tea is placed in a separate container from their lunch box. All containers are to be named.

- **Water bottle** – All children need to have a named, leak-proof water bottle for daily use. Please ensure your child knows how to open and close their water bottle.

- **Lunch** – Children must bring lunch on their designated days. Make sure that you pack foods that can survive being kept in school bags for a number of hours. Do not over pack your child's lunch as having too big a portion size ends up being a waste. Make it easy for your child to eat, (cutting it up for them is a good idea). Your child needs to be able to open their own lunch box and unwrap their own food. (N.B. an ice brick is also another great idea and helps to keep your child's food cold and fresh throughout the year).

- **Change of clothes** – Please include a change of clothes in your child's bag. Accidents happen and children feel much better if they can put on their own clean clothes. The school does not have spare clothes for children.

- **Toileting** – Please communicate with the classroom teacher if there is any concerns relating to your child.

TOYS FROM HOME

The school has lots of appropriate toys and resources for your child's learning and play. We ask that your do not allow your child to bring their own toys. Staff and the school can't guarantee the safety of your child's toys. Any loss or damage will not be covered by the school.

Welcome to Caversham Valley PS

It is with great excitement and pleasure that I welcome you and your family to Caversham Valley Primary School.

The first thing you will notice when you walk through our gates is the beautiful school grounds. There are many outdoor learning areas surrounded by grass and trees along with carefully designed play equipment to allow children to maximise physical and social opportunities.

We have assembled a strong and diverse team of teachers and support staff of the highest caliber, which reflects the needs of our students, families and community. Our unique team will provide not only an educational program of the highest quality, they will also develop and maintain an inclusive and supportive environment.

Although quality staff are the most important factor in providing quality education, we are also in the fortunate position of working and leaning in state-of-the-art buildings. Each classroom is well ventilated with abundant natural light, well-furnished with modern technology.

I am looking forward to getting to know you and your child and would like to welcome you to our school community.

George Craig - PRINCIPAL

ACKNOWLEDGEMENT OF COUNTRY

"I respectfully acknowledge the past and present traditional custodians of this land on which we are meeting, the Whadjuk Noongar people. It is a privilege to be standing on Whadjuk Noongar country. I also acknowledge the contributions of Aboriginal and non-Aboriginal Australians to the education of all children and people in this country we all live in and share together – Australia."

Caversham Valley PS is built on Whadjuk Noongar land, in between Bennett Brook and the Swan River. This is a beautiful part of the Perth metropolitan area and right on the doorstep of the Swan Valley.

As a school we have made a conscious effort to integrate parts of the Noongar language and culture into our everyday practices. This can most easily be seen through the use of Noongar names for our buildings and factions. These interpretations were made after consultation with many different local elders and Noongar people. Not every term is a direct translation from Noongar to English or English to Noongar.

Below are the words, names and terminology that will be found throughout our school:

- Baldja – "Firmly united" is the name of our front office/administration building
- Kaadadjiny Koornt – "Place of knowledge" is the name of our library
- Koorongkoorl Miya – "Place of coming together" is the name of our undercover area

Teaching blocks

- Balga – "Grass tree" - Kindy/Pre-primary area
- Djaril – "Jarrah"
- Wornt – "Tuart"
- Kardan – "Marri"

Factions

- Waalitj – "Wedge-tailed eagle" (Gold)
- Kooyar – "Motor bike frog" (Green)
- Yoorn – "Blue tongue lizard" (Purple)
- Quenda – "Southern Brown Bandicoot" (Red)

KINDERGARTEN SPECIFIC INFORMATION

OUR PROGRAM

Caversham Valley PS has a strong focus on developing your child's literacy, numeracy, social/emotional and physical skills during their first year of schooling.

The National Quality Standards for Early Education, and the Early Years Learning Framework, are the basis our staff use for an intentional play-based learning approach.

KINDY CLASSES

Class	Days
Bandicoot	Monday, Wednesday and alternate Fridays
Echidna	Monday, Wednesday and alternate Fridays
Wallaby	Monday, Wednesday and alternate Fridays
Numbat	Tuesday, Thursday and alternate Fridays
Possum	Tuesday, Thursday and alternate Fridays
Bilby	Tuesday, Thursday and alternate Fridays

N.B. Kindergarten children attend 2 days one week, and 3 days the next to ensure we meet the requirement of averaging 15 hours of schooling per week.

PERSONAL USE ITEMS (BOOKLISTS)

Many of the items on the booklist are shared throughout the Kindy classroom. Only your child's book-bag and scrapbooks require their names.

START AND END OF THE DAY

An adult is required to walk children to the classroom door at the beginning of the school day and collect them from the classroom at the end of the school day. Classroom doors open at 8.15am and parents are encouraged to do puzzles or read books with their child before leaving at 8:30am. *Please note, there could be slight changes to parents entering classrooms come 2021. This would be based on any amendments that might be advised by The Education Department relating to COVID restrictions.*

At the end of the day children will be released directly to their parents/carers. Please be on time as it can be quite distressing for your child when everyone else has left and they have not been picked up.

STUDENT AND SCHOOL SAFETY

WALKING AND RIDING TO SCHOOL

Caversham Valley PS is centrally located and children are encouraged to walk or ride to school safely. It is important that parents show their child the most suitable route and how to cross roads safely and at the best spots. Please ensure your child use the paths provided to enter the school grounds, not carparks.

BICYCLES/ SCOOTERS AND SKATEBOARDS

If your child rides or scooters to school, they are required to park their bike/scooter in the bike racks provided. These racks are behind secure fencing and will be locked during the school day. Once your child enters the school grounds they are required to wheel their bicycle/scooter. It is mandatory for children to wear a helmet that meets Australian design standards whilst using a bike or scooter. Scooters and skateboards are not to be used on school grounds.

PETS ON SCHOOL GROUNDS

Pets are not to be brought on to the school site. All dogs are to be kept away from entry gates so children and adults can easily enter the school grounds.

CAR PARKING AROUND THE SCHOOL

CVPS is fortunate to have a large number of parking spaces and parents are required to follow all speed limits (5km/hr. in carparks) and be vigilant of children. Priority is given to staff parking.

There is a 'Kiss and Drop" area in the carpark off Summerville Boulevard. Parents are not permitted to park their car in the 'Kiss and Drop' area or leave their car unattended.

40 km/h SCHOOL ZONES

Please note that all streets around Caversham Valley PS have a 40km/hr. speed limit from 7.30am to 9.00am and from 2.30pm to 4.00pm each school day.

2021 SCHOOL TIMES

No children are to be on school grounds before 8:15am unless participating in an organised school activity or attending OSHClub (N.B. gates will not open until 8:05am).

8:15 am	Classroom doors open
8:30 am	Morning lessons begin
10:30 am	Recess break
10:50am	Morning lessons continue
12:30pm	Lunch break
1:10pm	Afternoon lessons begin
2:40pm	School finishes

Children are required to be picked up by an adult or make their way home straight after the school finishing time, unless they are part of a school activity.

2021 TERM DATES FOR STUDENTS

TERM 1: Monday 1 February to Thursday 1 April 2021
TERM 2: Tuesday 20 April to Friday 2 July 2021
TERM 3: Monday 19 July to Friday 24 September 2021
TERM 4: Monday 11 October to Thursday 16 December 2021

DEVELOPMENT DAYS

Throughout the school year there are a number of school development days. On these days, staff meet to focus on long term planning; further develop their skills and knowledge; and analyse students and school performance data. Students do not attend school on these days. The school development days for 2021 are:

TERM 1: Thursday 28 and Friday 29 January, Tuesday 2 March
TERM 2: Monday 19 April
TERM 3: To be confirmed
TERM 4: Friday 12 November and Friday 17 December

BEFORE AND AFTER SCHOOL DUTY OF CARE

Kindy and Pre-primary
During these early years, parents/carers need to remain with their children until the classroom opens at 8:15am. Once the classroom opens parents and children can do a puzzle together, prepare for the day or read a book. At 8:30am when formal lessons begin, parents are required to leave (unless they are rostered on as a helper). This allows the teacher to begin their learning program on time. Children are not to be outside on their own or on play equipment before 8:30am. *Please note, there could be slight changes to parents entering classrooms come 2021. This would be based on any amendments that might be advised by The Education Department relating to COVID restrictions.*

At the end of the day, parents need to collect their child from the classroom. Children will not be dismissed without a parent (or responsible adult) present. It is important that parents notify staff if there has been a change in picking up their child.

Children who use before or after school care will be dropped off and/or picked up by an OSHClub staff member.

Staff are not required to look after children in their classroom once lessons have completed for the day. If a child has not been picked up they will be collected by a school leader and taken to the front office or may be placed in OSHClub care, at the parent's expense.

Year 1 – 6
Children should not be on school grounds before 8:15am unless they are participating in a school event or attending OSHClub. Any child on the school grounds before 8:05am will be required to sit quietly out the front of Baldja (front office) until a parent is contacted, or the child is taken to OSHClub at the parent's expense. Please note the following: Children on the school site between 8:05am and 8:15am will be required to sit under the verandah outside of the Wornt or Djaril classrooms. When classrooms open at 8:15am children are to enter classes immediately to set-up for the day. Once in the classroom they cannot leave except under teacher direction.

At the end of the school day children must head home with their parents or by themselves. Children are not permitted to remain and play in the school grounds unsupervised.

All gates will be locked by 3pm.

STUDENT HEALTH continues…

CRUNCH & SIP
During the day students are able to drink water and have a piece of fresh fruit or vegetables in class. This is not a break in learning time so anything the children bring needs to be easy to eat and not make a mess. Water must be in a leak proof water bottle.

NO BIRTHDAY CAKES, CUPCAKES, LOLLIES ETC
Birthday cakes, cupcakes and lollies do not fit in to the Department of Education's healthy food policy. Children will not be permitted to bring these items to school on their birthdays. We also have a duty of care to ensure that any child is not exposed to a food item that can cause them harm.

HEAD LICE
Unfortunately, it is almost impossible for a school to be 'nit-free'. Parents can play their part in limiting the spread of nits by regularly checking their child's hair and treating them as required. Your local chemist can give you the best advice for treatment. It is recommended that you routinely check your child's hair.

SCHOOL NURSE
There is no nurse at the school on a regular basis. The nurse does carry out vision and hearing screening for early childhood students and can be consulted for advice and referrals.

SCHOOL PSYCHOLOGIST
The school has an educational psychologist one day per week. Their role is predominately to work with the school and teachers to ensure the needs of children are being met. If you believe the school psychologist needs to be consulted on matters related to your child's education, please speak with a Deputy Principal or Principal.

DENTAL SERVICES
There is a Dental Therapy Service on the site of Caversham Valley Primary School. This service is run and managed by the Health Department and the school has no involvement. The dental service provides free dental treatment to school aged children in the area.

STUDENT HEALTH

HEALTH CARE

It is vital that the school is informed if your child has any allergies or medical conditions. There are a number of forms that need to be completed annually. Generally, these forms can be completed by you, however in some circumstances your doctor's input is required. The front office can provide you with the required forms.

ALLERGY AWARE (NUT AWARE FRIENDLY SCHOOL)

We have students that have severe allergies to nuts. To ensure the wellbeing of all children, nut products are not permitted at school. This includes peanut butter or Nutella sandwiches. Please read all food labels to ensure that snack bars are nut free.

MEDICATION

If your child requires medication at school, it needs to be discussed with a Deputy Principal or Principal. Forms are required for both short and long term medication administration. Teachers **do not** administer medication to children.

SICK and INJURED CHILDREN

If children are injured at school, simple first aid is administered. For any injury that is considered serious, parents will be contacted and/or medical advice sought.

If your child is sick at school, you will be contacted and are required to pick them up. Front office staff and teachers are not in a position to monitor and look after your child.

In the event of an emergency the school will contact your child's doctor or call an ambulance. Where this happens all medical expenses are the parent's responsibility.

If you believe your child has a communicable disease, such as chicken pox, measles, mumps, rubella or whooping cough, please seek advice from your doctor. More information about communicable diseases is available at www.public.health.wa.gov.au.

FINANCES

VOLUNTARY CONTRIBUTIONS

The amount of Voluntary Contributions Parents/Carers are asked to pay is set at $60.00 per child. While contributions are voluntary, the quality of our teaching and learning programs will be maximised when each family makes its contribution. This contribution supplements funding gained from other sources, including the State and Federal governments. Voluntary contributions can be paid with books lists through our supplier Ziggies; or through direct debit into the school account. Please see the enclosed 2021 Charges and Contribution flyer for details.

PERSONAL USE ITEMS (BOOKLISTS)

Booklists, which include items such as pencils, glue, pens etc. are provided to each student and can be purchased through our suppliers Ziggies or various stores and news agencies.

EXTRA COST OPTIONS

Below is a breakdown of the maximum charges for 2021. Costs will only be incurred when children are involved in these events or activities. These charges need to be paid before your child's participation.

Communication will be sent to parents about payment methods and permissions. As a school we do not wish to see any child miss an activity. If you are having difficulties, please speak to one of our front office staff and they will confidentially outline different payment options that are available.

Please see your folder for a hard copy of the below 2021 Charges and Contributions, as outlined below.

Coversham Valley

EMAIL: CaversharnValley.PS@education.wa.edu.au **ABN:** 63842970348

2021 CHARGES AND VOLUNTARY CONTRIBUTIONS – YEAR K - 6

Voluntary Contributions Curriculum Area	
The Arts – Draft Materials	$10.00
English – Resource Materials	$5.00
Mathematics – Resource Materials	$5.00
HASS – Resource Materials	$5.00
Science – Resource Materials	$15.00
Technology & Enterprise – Resource Materials	$10.00
Physical Education – Teaching Materials	$10.00
Subtotal Voluntary Contributions	**$60.00**
Subtotal Other Optional Costs (See optional costs per students participation)	
Voluntary Approved Requests	
TOTAL PAYABLE – (Voluntary Contributions) **(Optional Costs – Individual Students)**	**$60.00**

Extra Cost Options Estimated maximum cost									
ITEM	K	P	1	2	3	4	5	6
Interschool Sport			$10.00	$10.00	$20.00	$20.00	$70.00	$70.00
Lightning Carnival (TBC)						$30.00	$30.00	$30.00
Incursions/Excursions	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00	$100.00
School Camp								$400.00
Swimming		$60.00	$60.00	$60.00	$60.00	$60.00	$60.00	$60.00
Yr 6 Clothing items								$120.00
Parliament House							$60.00	$60.00

Other Optional Costs	
PEACE/VE	$10-$300
AMSB Music	$110.00
School Photos	$30-$65

Personal Items. Ziggies are the preferred Booklist supplier, but items can be purchased from any supplier.

Please note that the level of Charges and Voluntary Contributions has been approved by the School Board.

Extra Cost Options: Additional cost items, such as camps/incursions/excursions, are estimated maximum costs. Payments will be requested during the school year when costs and participation by students are confirmed.

SCHOOL UNIFORMS

Caversham Valley PS has a school uniform and dress code that has been set by our Foundation Steering Committee and will be periodically reviewed. A school uniform is in place to promote a sense of pride and belonging. Uniforms can be ordered through Nell Gray.

Children representing the school in educational, cultural or sporting activities are required to be in school uniform.

Children elected to leadership positions (e.g. Head Boy/Girl, Faction Captain, Student Councillor) will be expected to wear the Caversham Valley PS uniform each day.

SUMMER UNIFORM
• School polo shirt (Navy & Teal) with Caversham Valley PS logo • Faction polo shirt with emblem • Shorts (Navy) • Skirt with inbuilt shorts (Navy) • Reversible school bucket hat with faction colours inside
WINTER UNIFORM
• School polo shirt (Navy & Teal) with Caversham Valley PS logo • Faction polo shirt with emblem • Trackpant – microfiber (Navy) • Pants (Navy) • Jacket with Caversham Valley PS logo – microfiber If required: • Navy long sleeved undershirt under school polo shirt • Navy leggings under skirt

Hats – It is school policy that every child must wear the school's broad-brimmed hat while outside playing or at sport. Children without a hat will be required to play at an undercover area.

Footwear – Closed shoes and socks or sandals with ankle straps are to be worn at all times for safety reasons. Thongs, boots, high-heels, ugg-boots and slippers are not acceptable.

Jewellery – For safety reasons jewellery should not be worn with the exception of non-smart watches, and stud or small sleeper earrings.

Hair – For health and safety reasons, girls or boys with shoulder length or longer hair, will be required to have it tied back.

Lost Property – All lost property that is not clearly labelled, will be placed on our lost property rack, which is located outside the school Library. Please check there if your child has lost an item. Please ensure all uniforms are labelled with your child's name.

SCHOOL OPERATIONS

ATTENDANCE

Students from Pre-primary to Year 6 are legally required to attend school every day unless sick. Kindergarten is not compulsory in Western Australia, however once enrolled in Kindy children must attend or their spot will be offered to another child. It is a requirement of the Department of Education that we follow up absences and monitor the percentage of time your child is away from the school. If your child is away please provide the class teacher with a written explanation, call the office and leave a message or send information via CONNECT or email CavershamValley.PS@education.wa.edu.au

PUNCTUALITY

It is important that children are on time to their classes. Coming late disrupts the classroom, teacher and other students, as well as not providing your child with the best start to the day. Any child arriving after 8:30am are required to sign in through the front office. Without a late slip, teachers will not permit a child to enter their classroom.

SIGNING STUDENTS IN AND OUT OF THE SCHOOL DURING THE DAY

Children who need to leave the school during school hours must be signed out, and upon return, signed back in through the front office by parents or guardians. During class time, teachers will only release children into the care of a parent or guardian if they are presented with a sign out slip.

PARENT HELPERS AND VOLUNTEERS

All parents and volunteers who assist in classrooms or on excursions will be asked to complete a Confidentiality Declaration Form every year. Parents attending overnight events must have a Working with Children Check card.

SCHOOL RECORDS

It is very important that the school is advised if there are any changes to contact details, emergency contacts or medical conditions. Having correct information assists the school in contacting the correct person in the case of an emergency, who to ring for everyday questions and correct email addresses for important information.