

# Welcome



*“Success for all”*

Campbellfield  
Heights Primary School

Parent Information  
Booklet 2023

*If you need help understanding this document please contact the school.*

إذا كنت بحاجة إلى مساعدة في فهم هذه الوثيقة يرجى الاتصال بالمدرسة

# Principal's Message

Dear Parents,

Welcome to the Campbellfield Heights Primary School Community. We are so excited to have you at our school.

As our school motto suggests, we believe that all students deserve success. Student learning is a key focus and we constantly look for ways to improve the quality of our teaching and student learning within our programs. The staff members provide many 'hands on' learning activities for students because they believe that students should be engaged and active in their learning.

Literacy, Mathematics and Wellbeing are a priority in our curriculum. We also offer Visual Arts, Performing Arts, Physical Education and Italian as specialist subjects. Teachers are well skilled in using Learning Technologies to enhance learning across the curriculum from Prep to Year 6.

At Campbellfield Heights Primary School we value the relationship between parents, students and staff and we look forward to getting to know you throughout your child's education. The School Council and staff offer you and your child an opportunity to be part of a warm, safe and caring environment.

We invite you to become involved in school life as we know that a strong partnership between home and school leads to improved learning for students.







You are always welcome to attend special whole school and class events. Our fortnightly assemblies are conducted by our students and are always open for parents to attend. You can join us in celebrating the many achievements of the CHPS children.

Thank you for choosing Campbellfield Heights P.S. for your child. We know that starting school is a big milestone in a child's life. All of us here want children to enjoy school and to be here every day so that they can get the best out of their learning.

I look forward to meeting with you and discussing your child's educational and wellbeing needs.

Susie Bellizia  
Principal

## PLEASE SEND THE FOLLOWING THINGS WITH YOUR CHILD

|  |  |
|--|--|
| <p>Art Smock</p>                            | <p>School hat (with school logo) &amp; Sunglasses (optional)</p>             |
| <p>Drink Bottle filled with water ONLY</p>  | <p>A piece of Fruit Daily – Eaten at 10am<br/>(we call this brain food)</p>  |
| <p>Play Lunch and Lunch</p>                 | <p>A box of Tissues</p>    |

## TERM DATES 2023

| TERMS  | Begin Date  | End Date                            |
|--------|---|-------------------------------------|
| Term 1 | Friday 27 <sup>th</sup> Jan <b>(TEACHERS ONLY)</b><br>Monday 30 <sup>th</sup> Jan <b>(Grades F-6 begin)</b> | Thursday 6 <sup>th</sup> April      |
| Term 2 | Monday 24 <sup>h</sup> April  | Friday 23 <sup>rd</sup> June        |
| Term 3 | Monday 10 <sup>th</sup> July  | Friday 15 <sup>th</sup> September   |
| Term 4 | Monday 2 <sup>nd</sup> October  | Wednesday 20 <sup>th</sup> December |

## SCHOOL TIMES

|                       |                  |
|-----------------------|------------------|
| School starts at      | 9.00 am          |
| Fruit time            | 10.00 am         |
| Morning Recess        | 11.00 – 11.30 am |
| Lunch Eating Time     | 1.30 – 1.45 pm   |
| Lunch Recess          | 1.45– 2.30 pm    |
| School Dismissal Time | 3.30 pm          |

## LEAVING SCHOOL EARLY

If you need to take your child home early, please sign them out at the Office. Try and avoid taking your child home early too often as it can disrupt their learning.

## ARRIVING AT SCHOOL LATE

If your child arrives at school late, they need to go the Office to collect a late pass to take to their teacher. It is important to be on time so your child doesn't miss out on important learning.

## ILLNESS

Any child who is unwell should be kept home. If your child becomes ill at school, you will be called to collect him/her.

## ABSENCE NOTES

All student absences are kept on record. Please phone the school or send an absent note via COMPASS when your child is going to be absent from school.

**Travelling Overseas, Prior notice required** – Please let the office staff members know if you are going overseas or if your child will be on extended leave from school. You are required to sign a form before leaving.

## SCHOOL EXCURSIONS

During the year, your child's class will be taking part in excursions. You will receive a notice containing all the details of the excursion prior to the event. ***Excursions are an important part of the school program and it is important that children participate.*** After the excursion a lot of follow-up work is completed at school.

Before any child is permitted to attend an excursion, a permission form must be signed by the parent and sent to the school with payment.



## MONEY AT SCHOOL

Money for school excursions should be sent in a sealed envelope with your child's name and the amount noted on the outside. Allow your child do this as it is great for their independence.



## CONTACT INFORMATION

It is **important** that we can contact parents at all times. We have to know your current phone number and address. Please tell us if you change any of these details.



## PERSONAL BELONGINGS

Please do NOT allow your child to bring toys to school such as electronic games and iPods, iPads or other valued items. The school takes **NO RESPONSIBILITY** for personal property (balls, bats, toys, electronic games etc) that become lost, broken or stolen at school. Students who choose to bring mobile phones to school must have them switched off and securely stored in the main office during school hours.

## MEDICATION

Sometimes your child may need to take medicine at school.

**Do not allow children to keep medicine or tablets in their bags.**

All medicines must be handed to the office, together with instructions so that we can monitor dosage. We will give it to your child.

***If your child is an asthmatic, please let us know and have your Doctor complete an Asthma Management Plan to give to the school. You must send in their Asthma Medication and Spacer.***



## SPECIALISTS' PROGRAMS

Your child will attend specialist programs such as Visual Arts, Performing Arts, Physical Education and Italian.



## TAKE HOME BOOKS

Most days your child will choose a book to take home. Your child will choose a book that interests him or her. We ask that you spend some time-sharing the book together. This may mean -

- You read the book to your child, initially they may not be able to read it themselves
- The child "reads" the book to you using the pictures
- You talk about the book and look at the pictures
- Your child makes up his/her own story about the book
- Later your child may show you the words that he/she recognises

## OTHER WORK BROUGHT HOME

Sometimes your child will bring homework that has been done at school. Please take the time to talk with them about their work. They will explain to you what it is and how they see it. Perhaps you could put it on the refrigerator or up in a special place where all the family can enjoy their efforts.

## Helping your child at home

- Be positive about school
- Discuss your child's work
- Check the schoolbag for notices
- Find out who your child's friends are
- Talk about your child's day
- Show your child that you are proud of him/her.
- Take your child on outings and talk to them about where you have been.

## **PARENT/TEACHER INTERVIEWS and REPORTS**

At Campbellfield Heights Primary School the following reporting processes will be followed:

**Term 1:** - Introductory Parent/Teacher Interview

**Term 2:** - Written Report and Parent/Teacher Interview

**Term 4:** - Written Report (Interview upon request of Teacher or Parent)

Parent/Teacher Interviews will be available at any time during the school year upon request by either parent or teacher.

Informal discussions are often a source of value to the teacher and the parent. Please take the opportunity to talk with your child's teacher.

However, if you have a more difficult problem or concern which you wish to discuss, it may not always be possible for the teacher to see you immediately at the time of your choice, so for this reason we ask that you make an appointment.

## **CAMPBELLFIELD HEIGHTS PRIMARY SCHOOL AND PARENT PARTNERSHIP**

We welcome you to contact the school to make an appointment to see teachers or the Principal/Assistant Principal if you have any concerns or wish to discuss anything to do with your child's progress or social and emotional wellbeing.

At Campbellfield Heights Primary School we believe education is a partnership between the teachers and you the parents.

It is often difficult for the classroom teachers to meet with you before school as they are preparing for the day.

Please call the school on 9359 5502 and we can make an appointment or message your child's teacher on ClassDojo.

### **Book Packs Costs**

The school purchases all the **educational classroom supplies** the children will need throughout the year. This includes: Pencils, Pens, Books, Rulers, Rubbers, Crayons, Textas, cover paper, computer paper, pencil cases, glue and bags for take home books etc. A separate form will be sent home regarding book pack items and costs.

### **Learning Technologies**

The Grade – 3-6's have 1:1 Laptops (they use at school)

The Prep – 2's have access to laptops and iPads (they use at school)

## METHODS OF COMMUNICATION WITH PARENTS

Parent and staff communication is very important. We value parent input and also encourage you to use the following ways to find out about our school.

|                |  |
|----------------|--|
| Phone Number   | 9359 5502  |
| Email          | <a href="mailto:Campbellfield.heights.ps@education.vic.gov.au">Campbellfield.heights.ps@education.vic.gov.au</a> |
| CHPS Website   | <a href="http://www.chps5034.vic.edu.au">www.chps5034.vic.edu.au</a>   |
| CHPS Facebook  | <a href="https://www.facebook.com/campbellfieldheights">https://www.facebook.com/campbellfieldheights</a>        |
| CHPS Instagram | <a href="http://www.instagram.com/campbellfieldheights">www.instagram.com/campbellfieldheights</a>               |
| COMPASS        | A link will be emailed for you to use to join this App   |
| ClassDojo      | A link will be emailed for you to use to join this App   |

### COMPASS AND ClassDojo

It is **very important** that you download the 'COMPASS' and 'ClassDojo' apps on your phones, tablet or PC to receive newsletters, messages, events and other communication from CHPS.

**If you are having issues downloading the app, please come into the office for assistance.**

We only send out the newsletter in paper form on some occasions. Most of them will be posted through 'COMPASS' and/or ClassDojo

### OUR SCHOOL VALUES







"Success for all"

# CAMPBELLFIELD HEIGHTS PRIMARY SCHOOL SWPBS MATRIX



"Success for all"

## At All Times



- We come to school on time everyday
- We give all activities a go
- We come to school prepared to learn
- We use 'I can' statements
- We are proud of our achievements

## During Learning Time

- We ask for help when we need it
- We know mistakes are important in learning
- We focus on our learning goals
- We accept and act on feedback
- We try our personal best
- We know that everyone's best is different

## In The Yard

- We agree on the rules and then we play by them
- We walk to our line during the music
- We are in line, quietly standing still in pairs by the bell

## Technology

- We use technology as a tool to help us work on our goals
- We assist others to use technology



- We use our manners
- We communicate in a positive manner
- We speak respectfully to all staff members
- We listen to a person speaking
- We follow directions and instructions from staff
- We welcome visitors to our school

- We use our inside voice
- We show whole body listening
- We track the speaker
- We put our hand up. We wait.
- We contribute.
- We listen to and acknowledge different opinions and ideas

- We put all the rubbish in the bin
- We play and eat in the correct area
- We leave the toilets clean
- We respect others' privacy in the toilet
- We know that the toilets are Game Free Zones
- We turn taps off
- We demonstrate 'my space, your space'

- We keep our passwords private
- We keep other peoples' information private
- We follow our school guidelines when on devices
- We only use other peoples' images with their permission
- We only write or post things that are polite and kind



- We keep our hands and feet to ourselves
- We demonstrate 'my space, your space'

- We pass items hand-to-hand
- We use our walking feet
- We keep our legs off the chair and on the floor

- We check the buddy bench and invite students to play
- We wear Sunsmart hats during Sunsmart times
- We report issues to the yard duty staff
- We use words to find solutions to our problems

- We carry laptops and tablets closed with two hands
- We carry up to 2 laptops or tablets
- We follow age restrictions
- We report any issues to an adult
- We keep our fingers and other objects away from the screen
- We keep food and drinks away from our computers/goals



- We are where we need to be
- We tell the truth
- We are accountable for our actions
- We use our Calm Down strategy

- We go straight 'there' and straight 'back'
- We put things in their right place

- We go to the toilet and get a drink during breaks
- We encourage each other

- We check with an adult if we are unsure if a site is appropriate
- We ensure that anything we publish is our own work
- We ask permission to print
- We put equipment away



## PREP COMMENCEMENT DATES 2023

|         | MON                       | TUE                           | WED                          | THU                         | FRI                      | SAT | SUN |
|---------|---------------------------|-------------------------------|------------------------------|-----------------------------|--------------------------|-----|-----|
| JAN     | 23<br>School Holidays     | 24<br>School Holidays         | 25<br>School Holidays        | 26<br>Australia Day holiday | 27<br>TEACHERS ONLY      | 28  | 29  |
| JAN FEB | JAN 30<br>F-6 start       | Jan 31<br>Preps attend school | Feb 1<br>Preps attend school | 2<br>Preps attend school    | 3<br>No Preps            | 4   | 5   |
| FEB     | 6<br>Preps attend school  | 7<br>Preps attend school      | 8<br>Preps attend school     | 9<br>Preps attend school    | 10<br>No Preps           | 11  | 12  |
| FEB     | 13<br>Preps attend school | 14<br>Preps attend school     | 15<br>Preps attend school    | 16<br>Preps attend school   | 17<br>No Preps           | 18  | 19  |
| FEB     | 20<br>Preps attend school | 21<br>Preps attend school     | 22<br>Preps attend school    | 23<br>Preps attend school   | 24<br>No Preps           | 25  | 26  |
| FEB MAR | 27<br>Preps attend school | 28<br>Preps attend school     | Mar 1<br>Preps attend school | 2<br>Preps attend school    | 3<br>Preps attend school | 4   | 5   |

**Monday 27<sup>th</sup> February – Preps start attending for the full day every day of the school week.**