Wearing our uniform creates significant pride in the school and enhances the tone of the school. When children wear uniforms on excursions they are readily identified, creating a safety factor in a crowd, particularly at events where a number of schools are represented.

Our school uniform is available from Primary School Wear and can be ordered online by visiting their website [www.psw.com.au](http://www.psw.com.au) or by their store, PSW Frankston - 21 Playne St, Frankston. Phone 9769 6510.

Shop Hours: Monday - Friday: 8:30am - 5:00pm, Saturday: 9:00am - 1:00pm.

The uniform price list can be found on the school's website.
School

Jumpers
- Fleecy Bomber Jacket - Red with black sleeves and logo
- Round neck windcheater - Red with logo
- Fleecy Polo Top - Red with logo

Tops
- Short sleeve polo shirt - Red with logo
- Long sleeve polo shirt - Red with logo
- Plain red skivvy/sleeveless t-shirt (no logo) to be worn under shirts, jumpers and winter tunic.

Pants
Full length and Black
- Track pants
- Trousers
- Bootleg pants

No stripes or logos
No jeans, leggings or lace.
These items are not to be worn under school dress.

Shorts/ Skorts (girls)
- Plain Black

No stripes or logos, no footy shorts, basketball shorts, jeans or bike shorts permitted.

Dress
Summer
- Red and white checked school dress.
Winter
- Black tunic
Black bloomers or bike shorts may be worn but not to be visible below hemline.

Shoes
- Black school shoes or boots (flat heels only)
- Runners predominantly Black or white.
- Preferred sports runner, non black sole during Phys Ed.

Welcome to our school
A Message From Our Principal

Chelsea Heights Primary School consists of high performing collaborative teams of teachers whose focus is the learning success of all students. The individual learning needs and abilities of all students are met through the delivery of a high, quality differentiated curriculum. This results in the provision of timely enrichment and intervention ensuring a high expectation of success for all of our students.

Our Setting the Climate Program is delivered at the beginning of each year ensuring that the climate of the school is calm and supportive. This creates a learning environment that fosters student wellbeing and student voice, strengthening social competencies and engagement in learning.

I invite you, as a new parent, to participate in the many and varied activities that operate at our school your child will benefit from your interest, become more confident and adopt a desire to succeed when they see you as part of the school team.

Jane Satchwell
Principal
Enhanced learning opportunities are promoted throughout the whole school social and academic development programs; “You Can Do It,” “Restorative Practices & Circle Time” and Wilson McCaskill’s “Play is the Way.”

The commitment of our staff enables us to provide a range of co-curriculum programs. These include biannual school musical and art show, an integrated camps and excursion P-6 program, Prep to year six swimming classes, our Student Leadership Program from Years 4 to 6, involvement in inter-school sports programs Perceptual Fundamental Motor Programs for our junior school, Life Education and school choir and regular visits from professional sporting identities - AFL footballers, basketball, cricket and hockey to name a few.

Camps, Excursions, Incursions

Chelsea Heights Primary School believes strongly in enriching your child’s education through real life experiences in the world beyond the school. These activities are designed to stimulate and motivate learning, to provide experiences not readily available, to help our students to understand the relevance of the curriculum to the outside world and to develop social skills in practical situations. At this school every effort has been made to design a 7 year integrated program that benefits each student during their primary school life.

Preparatory work is completed by students prior to these activities and they are key aspects of the units of work they support. Parents are asked to plan ahead to ensure their child can participate. Those families who are undergoing economic difficulty may contact the Principal to discuss attendance.

A permission note included on an excursion form is sent home to be signed, for each out-of-school outing. Details of costs, travel mode and times are included. The permission notice must be returned as soon as possible. Only children with written consent are allowed to leave the school premises.

Payments for Excursions and Incursions are included in a levy paid at the start of each term.

Technology

Chelsea Heights Primary School is a completely wireless environment. Students at all levels in the school have access to:
1. Classroom based stand alone computers
2. Classroom based laptops
3. Trolleys of netbooks to support one netbook per student
4. Trolleys of ipads to support one ipad per student.
5. The majority of our classrooms and our specialist classrooms have interactive whiteboards. All classes have access to interactive technology.
Money Matters

Payment Methods for School Activities

When payment is to be made for school activities (excursions, camps etc.) Please fill in details clearly on a Payment Envelope (these are available at the School Office or from class room teachers) and place correct cash/ cheque inside or complete the credit card details on envelope. Then return this envelope to the class teacher or office. Eftpos facilities are also available at the office for payments. Fundraising payments are to be made separately from school payments.

EMA

Education Maintenance Allowance (EMA) provides financial assistance to families on a low income to help with the cost of essential educational items such as textbooks, stationery, uniforms and excursions. EMA is a means-tested payment - parents must hold a Centrelink/Veterans Affairs concession card to be eligible.

In 2013, EMA eligible Parents will receive the following payments:
- $200 for parents of Prep students
- $150 for parents of all other primary school students

EMA is paid in two instalments annually (70% in March and 30% in August). Parents have the choice on the EMA application form whether to have their EMA paid directly into their bank account (EFT) or paid by cheque - which will be posted to the school. EMA cheques may still be ‘signed over’ to the school, this means that a credit will sit against your family statement until allocated to school related charges as you choose.

To sign over your cheque, please complete an authorisation form attached to EMA application form available at the office.


Respect
Responsibility
Co-operation

At the beginning of each year students are introduced to complete activities which develop their understanding of learning. Students are actively involved in the development of procedures that underpin daily learning and clarity of expectation in both school work and social behaviours.

Our whole school values were developed in consultation with teachers, students and parents. All members of the school community are aware of what the behaviours that support us to live these values are.

These values underpin the Chelsea Heights Primary School - characterised by the development of partnerships and provision of excellence in education and trust.

Chelsea Heights Primary is committed to providing a supportive learning environment which is characterised by the development of partnerships and provision of excellence in education and trust.
Parents Club plays a very active and important role in our school life. All children at Chelsea Heights Primary School benefit from the valued input of its parent community.

The role of Parent’s Club is not necessarily directed towards fundraising, but primarily is in place to create a support base for school programs. It is a contact point for parents to meet others and make new friends with similar interests. It is also a venue for parents to be informed of school policies and activities. The Parents club operates as a vital link in the community.

Children love seeing you at their school. Your active support for the school encourages a positive attitude towards the school by your children. Children benefit in many ways when parents/teachers and students work together towards common goals. Meetings are held on the first Thursday of each month at 9.15 am in the Parent Club room (Room 10) at the school. You are invited to come along and join in. Your support and input is valued.

Working Bees

Are run by the school council and held once a term, with many staff and parents participating in beautifying and maintaining our school grounds and buildings.

Existing and new parents are most welcome and encouraged to come along, these days are enjoyable and also a great way of meeting new friends while helping the school.

Illness Exclusion Lengths

To reduce the risk of infection, children suffering from the following infectious diseases are excluded from school.

Chicken Pox ............. Until fully recovered or at least one week after the eruption first appears.
Conjunctivitis .......... Until discharge from eyes has ceased.
Diarrhoea .................. Until diarrhoea ceases.
Head Lice ................. After appropriate treatment has commenced.
Hepatitis .................. Until a medical certificate is provided.
Impetigo ................. Until sores has fully healed.
(School sores)          A child under medical treatment may return provided sores are fully covered.
Measles .................. Five days from the appearance of a rash or until a medical certificate is provided.
Mumps ..................... Until fully recovered.
Ringworm ................. Until appropriate treatment has commenced, supported by a medical certificate.
Rubella ................. Five days from the appearance of a rash.
(German measles)
Whooping Cough ... Two weeks after onset of illness and a medical certificate of Recovery is provided.

Details on exclusions for other medical conditions are available from the office.

Gates

All entrance gates around the school grounds have child safety latches. Parents are requested to close the gates when entering and exiting the school. Every child’s safety is important.
Medication

Should your child require medication during school hours, please notify both the office and the classroom teacher by letter with details of dosage and times clearly stated or fill in a medical authorisation form available at the office. Any medical containers provided should be very clearly labelled with the same information and be left at the school office. **Children should not be in charge of medication other than asthma puffers.**

Asthma Management

Asthmatic students attending the school should always carry appropriate bronchodilator metered dose aerosol puffer with them. Parents should obtain an Asthma Management Plan form from the office which, when completed, will provide the school with the following information:

- Name of student
- Normal maintenance medical program
- Medication to be used when symptoms develop
- Medication to be used in crisis situation
- Name, address and telephone number of emergency contact
- Name, address and telephone number (including after hours) of child’s doctor
- Name and telephone number of child’s pharmacist

Anaphylaxis Management

The school has an Anaphylaxis action plan which is followed in the event of an incident. Each student has their own separate insulated bag with their Epipen and Anaphylaxis action plan. All staff are trained in the use of an Epipen. Coloured photos and action, management plans are displayed in the main school office, canteen and other areas of the school have medical alert photos and/or management plans.

Term Dates 2014

Term 1:
Tuesday 28th January to Friday 4th April
  Tuesday 28th January (Teachers Resume)
  Thursday 30th January (Grades 1 to 6 Commence)
  **Friday 1st February (Preps Commence)**
Term 2:
Tuesday April 22nd to Friday June 27th
Term 3:
Monday July 14th to Friday September 19th
Term 4:
Monday October 6th to Wednesday December 19th

Term Dates 2015

Term 1:
28 January (school teachers start) to 27 March *
Term 2:
13 April to 26 June
Term 3:
13 July to 18 September
Term 4:
5 October to 18 December

Reporting to Parents

**Term One**
All classes – Parent/Teacher Familiarisation Meeting or Information Evening
**Term Two**
All classes - Written Mid-Year Report
**Term Three**
All classes - Parent/Teacher Interviews or Student Led Conferences
**Term Four**
All classes - Written End of Year Report and interviews on request.

Teachers are available to further discuss and assist with any queries in regard to your child’s education and progress throughout the year. Please contact your class teacher to make an appointment.

Any complaints or concerns in regards to the education of your child should go through the process of the Concerns and complaints policy. Flow charts are on each classroom door explaining this process.
School Photographs

School photographs are taken in Term 1 of each year. Different packages are available for purchase. Both class and individual photographs are taken, as well as family groups.

Specialised group photos of leadership group and sports teams Are also made available to parents for purchase.

At the commencement of the Prep year there is a special first year of school Prep package offered, these photos are taken on a separate day to that of the whole school photographs.

School Visitors

All visitors to our school (including parent helpers) are required to sign in at the office and will be issued with a visitor’s badge. This is to be worn by the visitor whilst on school property. On leaving, visitors will return the badge to the office and sign out.

Transfers

Parents wishing to transfer their child to another primary school should notify the Principal of their intention to leave the school. The school will arrange the necessary transfer procedures and forward information to the new school. Parents are asked to ensure that all school library books and materials are returned prior to leaving the school.

Safety House

This program is a community based network of safe places in a local area. Safety Houses can be a house, a unit, a shop or a business. They provide help to children should they feel unsafe, threatened or unsure, primarily when travelling to and from school. The distinctive yellow smiling house logo on the safety house signs allows children to easily recognise an approved and monitored Safety House.

Communication

Newsletters

The school newsletter is published on the last Thursday of each month.

Currently paper editions are given to the youngest child from the family to take home. However in our bid to be more environmentally conscious our newsletters are increasingly sent via email. As the email editions are becoming more widely distributed this will allow distribution of paper editions to decrease over the coming years resulting in only emailed versions. When enrolling in the school email addresses shall be collected as a way of assisting this change.

Year Level Newsletters

These come out on the first Thursday of the month and provide information concerning your child’s learning and the events that are happening in their year level.

Early Leaver Passes

If your child needs to leave due to pre arranged appointments a note is to be sent to the teacher advising of this. When you, the parent/guardian, come to pick up your child you must sign your child out in the Sign Out Book. Your child’s class will be contacted by office staff and asked to send them to the front desk to meet you. For safety reasons no child will be allowed to leave the classroom without the approved authorisation.

For your child’s safety, no child will be sent home at any time other than dismissal times, without a written or verified telephone request from parent/guardian.

A child may however, be ‘signed out’ by the parent/guardian/nominated person.