Camperdown College
Brooke Street Campus

Parent Information

Principal: Ms Cherie Kilpatrick
Assistant Principal: Mrs Angela Hall

PO Box 83
Camperdown Vic 3260

JUNIOR:
Brooke Street Campus
Telephone: (03) 5593 1438
Facsimile: (03) 5593 1467

SENIOR:
Wilson Street Campus
Telephone: (03) 5593 1617
Facsimile: (03) 5593 2318
Our Vision:
Camperdown College is a caring environment within a unified P–12 culture. Emphasis is placed on students reaching their full academic & social potential.

Our Core Values:
1. Caring
2. Respect
3. Honesty
4. Excellence
5. Responsibility

The College:
- Provides access to a breadth of experiences across all subject areas
- Promotes excellence
- Nurtures individuals
- Promotes the social, emotional, physical and mental development of all students
- Promotes enhanced self worth

This is achieved by:
- Providing an environment that is safe and secure
- Providing a cooperative environment where students can share the responsibility for their own learning, behaviour and health
- Extending students to their individual potential by encouraging, recognising and rewarding achievement and effort
- Providing access to new experiences and encouraging students to take on new challenges
- Promoting the use and development of thinking skills (creative, constructive, critical) and actively promoting the development of Key Competencies
- Establishing a visionary and supportive leadership team
- Developing a strong staff team with high morale
- Actively engaging parents in their children’s education and other aspects of school life
- Establishing strong links with the broader Camperdown community

We are committed to developing autonomous learners who are:
- Positive and display a confident attitude
- Curious and are motivated to learn
- Developing information and communication skills
- Respectful of shared learning with others
- Willing to take risks with their learning and decision making
- Organised and able to structure their learning
- Able to transfer skills and knowledge
- Reflecting on what they learn and do
General Information:

Brooke Street Bell Times:

Monday – Thursday:
School Doors Open: 8.45am  
 Classes Start: 8.50am  
 Recess: 10.50am  
 Classes Resume: 11.20am  
 Students Eat Lunch: 1.20pm  
 Lunch Playtime: 1.30pm  
 Classes Resume: 2.15pm  
 Home Time: 3.15pm

Friday:
School Doors Open: 8.45am  
 Classes Start: 8.50am  
 Recess: 10.50am  
 Classes Resume: 11.20am  
 Students Eat Lunch: 12.20pm  
 Lunch Playtime: 12.30pm  
 Classes Resume: 1.15pm  
 Home Time: 3.15pm

Contact with School – An Open Door Policy:

Brooke Street Office Hours:
Monday to Friday: 8.30am – 4.00pm  

The Office Manager will be in attendance during these hours.
It is preferable for parents to contact the Brooke Street Office during the above office hours. For security reasons, all parents are asked to come to the Office first to receive a visitors pass, before visiting a classroom during school hours – even when it is only about a minor matter (eg: delivering lunch).

Visitor Passes:
For safety and security reasons, parent helpers, visitors, maintenance workers etc will be issued with Visitor Passes when they arrive at the school. These passes are to be worn while on the school grounds and are to be returned to the office at the completion of the visit.

Communication, a vital link:

Newsletter:
Our main source of communication with parents is through our school newsletter, the Camperdown Contact. This is distributed to students fortnightly on alternate Thursday afternoons. The eldest student in each family at Camperdown College receives the newsletter. Parents are advised to seek out the newsletter each fortnight as it contains news on a wide range of issues relevant to the school, to education generally and to the community. Important dates, response slips, changes to school routines, meeting details and opportunities for celebration are included. A calendar of events and community information is also included as a regular feature. Spare copies are available from the office.

If a newsletter does not arrive home on a fortnightly basis, please contact the school.
School Website:
The Camperdown College website (www.http://camperdowncoll.vic.edu.au) is another way to keep up to date with what is going on at school. The newsletter and calendar of events are added weekly along with extended information about upcoming events.

Academic Progress:
Parent Teacher Interviews will be held at the beginning of the year and mid year to share information and to discuss your child’s progress. There will be written reports at the end of the first semester and the end of the year. Staff are happy to discuss your child’s progress on an informal basis throughout the year as required. Please contact the College for an appointment.

Change of Address:
Parents are requested to inform the General Office promptly of change of address, home or business telephone number including changes to emergency contacts. This is most important in case of an emergency.

Attendance and Lateness:
Attendance is checked twice each day. Students who arrive at school late must sign in at the Office and if they do not have a sound excuse for their lateness, they will be expected to make up the time at recess.

Absence Notes:
If your child is absent from school please send a note, contact us by phone or see your child’s teacher. This is a legal requirement, but also means that we are able to help monitor their whereabouts, an important safety consideration.

Exiting School:
Students must be signed out at the Office by their parent/guardian when leaving school early.

Extra Curricula:

Junior School Council:
The Junior School Council provides students with a voice in school affairs and the wider community. It is one of the forums where students take on a leadership role. Their work includes organising school social events and fundraising activities. Children from all year levels are involved. There is a staff member appointed to help in their activities.

Morning Recess Snacks:
Students are required to put any wrappers from their snacks in their classroom rubbish bins before taking their snacks outside. This procedure helps to keep our school yard looking neat and tidy. Any snacks in throw away wrappers can be put into containers from home (tupperware) with the student’s name on the container. Named containers can be taken outside. Otherwise, snacks such as yoghurt, chips, tiny teddies, etc, will be eaten at lunchtime.

Camperdown College encourages students to eat healthy snacks such as fruit, vegetables, half a sandwich, cheese, etc.

Camps and Excursions:
A sequential camping program is offered from Prep to Year 6. The younger children are involved in an extended day at school, moving onto a Year 2 sleepover at school, to spending one, then two nights away. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs on offer.

Excursions are an essential part of the school curriculum. As far as possible, all of our school activities are planned to coincide so that travelling and costs are kept to a minimum.
House System:
The House system has been set up to cater for both competitive and non-competitive activities. These may include such activities as sport, yard duty, the Athletics Carnival, Citizenship Activities and Swimming Sports. The houses are Bullen Merri (red), Leura (yellow) and Manifold (green). In most cases, families will belong to the same house.

Sunsmart:
Camperdown College is a Sunsmart School. The policy encourages the wearing of broad brimmed school uniform hats (from the beginning of the school year until the end of April and beginning again in September until the end of the year) and the use of sunscreen (SPF30+). The Parents & Friends Association provides a pump pack of sunscreen in each classroom. Children are required to play in the shade if they don’t have a hat. The Parents & Friends Association provide school uniform hats for all new Preps.

School Medical Service:
A nurse from the Primary School Nursing Program attends the school to see all Prep students and other children referred by teachers.
If any problems are found, the parents are notified and discussions held, then the child is referred to the family doctor for further attention.

Swimming Program (This program does not involve Prep students):
The program commences with water familiarisation and as confidence is gained further swimming techniques are taught. We would ask you to cooperate by ensuring that your child brings bathers and a towel, on all possible occasions that swimming is held. There is a fee for the swimming lessons and entry to the pool. Season tickets may be used.

Student Banking:
Children can open a savings account through the Commonwealth Bank. Deposits are collected each Monday morning and electronically processed on a Tuesday.

Religious Education:
Religious Education is available to students from Prep to Year 4. The program is provided by ACCESS Ministries and is approved by the Minister of Education. All CRE teachers are screened and accredited by ACCESS Ministries.

School Library:
The Brooke Street Campus Library houses a central collection of 10,000 print and multimedia resources to support teaching and learning activities and student recreational reading needs. It lends resources to the wider school and Camperdown communities.
Classes visit the Library on a weekly basis with their class teacher. All students are encouraged to borrow on a regular basis.

Information and Communications Technologies:
Students utilise computers, cameras, scanners and a variety of software programs throughout their classroom programs. They have access to secure internet and email. We have computer pods in rooms and also a class set of laptop computers and netbooks.

Agreement for ICT at Brooke Street:
The goal of this Agreement is to maintain an environment at Campenown College where students behave respectfully when online, use cybersafe behaviours at all times and use all ICT resources safely, carefully and for educational purposes.

ICT (Information & Communications Technologies) resources include: computers, mobile devices, Internet, printers and all equipment that is used with these resources.

Students are informed that:
- ICT resources are provided by the College for educational purposes
It is their responsibility to abide by this Agreement
If they break this Agreement, consequences will include not being allowed to use ICT resources at school for a period of time

Students must:
- Use ICT resources only as directed by their teachers
- Use their time effectively and do the task that they are meant to be doing
- Only use their own network and Internet accounts
- Not download any files from the Internet or install any software without the permission of a teacher
- Only have school related files on their portable memory devices that they bring to school
- Not bring games from home to school to play or share
- Never try to search for websites with unsuitable content
- Turn off the screen straight away and tell a teacher if they see or hear anything that makes them feel uncomfortable
- Follow copyright laws
- Follow the school cybersafety guidelines
- Ask a teacher before printing
- Treat all equipment with care, including not eating or drinking near ICT equipment
- Carry laptops with two hands, never use them while carrying them and never put laptops on the floor
- Report any damages to ICT equipment immediately.

**Parental Involvement:**

**Parents and Friends Association:**
Camperdown College Parents and Friends meet on the second Wednesday of each month at the Brooke Street Campus at 7.30pm. This is an important forum for the exchange of information, for canvassing views and for providing parental support for and involvement in the running of the College. All parents are encouraged to attend.

**2013 Office Bearers:**
- **President:** Kim Helmore
- **Vice President:** Maz O’Neil

**Parent Helpers:**
Voluntary parent helpers are very welcome in the school. There are many ways that you can be involved and assist us; we encourage you to be involved in:

- Reading Rosters
- Sporting Programs
- Leisure Activities
- Typing
- Library Help
- Canteen Rosters
- Mowing & Odd Jobs
- Working Bees
- Parents & Friends
- School Council

Please speak directly with your child’s classroom teacher if you are able to assist.

**School Council:**
The School Council makes decisions about policy matters that affect the school. It is made up of parents, teachers and students elected by the school community and has several sub committees. Camperdown College Council meets on the third Monday of every month at 7.00pm in the Active Learning Centre (ALC) at the Wilson Street Campus. Interested parents are always welcome to attend these meetings or to become elected members of the Council or its sub committees.

**Canteen and Lunch Orders:**
A school canteen operates each day from the Wilson Street Campus. Children are able to place a lunch order for lunch time. The services of voluntary helpers are needed for the canteen to continue to be a success and to be able to provide hot nourishing lunches. A price list will be sent home at the beginning of the year. When purchasing from the canteen we ask that the money is enclosed in a lunch bag bearing the child’s name, room number and order details. This is collected from the rooms, taken to the Wilson Street
Canteen where the orders are prepared for the children and then delivered to the Brooke Street Campus in time for lunch. We discourage Preps from having a lunch order in the first month.

**Homework:**
From Prep – Year 6, homework tasks are set. All children in Prep – Year 2 should read to parents nightly. In upper grades, children are given projects which often require work to be done at home.

Some children who work quickly will need a little less time and slower workers may take much longer. Homework gives the parent a chance to see some aspects of a child’s work and is valuable to the child as an introduction to regular out-of-school study, developing self-discipline and organisational skills. Homework is best done in a comfortable position for working, a well lit area, and isolated from distractions (especially TV).

**Travel Arrangements:**

**Arrangements when Coming Late to Pick-Up Children:**
If you know that you will be late calling for children or if you are held up, please phone the school and we will reassure your child and assist with supervision.

**Bus Travel:**
This is organised by the Wilson Street Campus. Brooke Street pick up is from the McKinnon Street gate. Children are supervised by Bus Duty Teachers until the bus travellers depart.

Each of the Prep (or new student) bus travellers is assigned a bus buddy. This bus buddy helps the child get on the correct bus safely.

Children travel to Wilson Street, where some children change to their home bus. Any changes to normal bus travel arrangements will require parents to write a note explaining the changes every time there is a change. Even students who are not regular travellers need a note each time they use the bus service.

**Car Parking:**
Parents are requested to park legally when dropping off or picking up children. Henderson, Brooke, Barkly and McKinnon Streets and the St Patricks Church Car Park are suggested pick up points. Please avoid the bus parking area and parking within the lines painted for the School Crossing. Police will regularly patrol the area.

**School Crossings:**
These are provided in Brooke Street and Walls Street. Please ensure that your children use the crossings safely. Crossing Supervisors have been employed to assist children using both crossings. Children are expected to obey the Crossing Supervisor’s instructions. We hope that parents will assist us by parking well clear of the crossing area. Children are reminded that they must not ride bikes on or run across the crossing. Parents are required to set an example to all students and use the crossing appropriately.

**Bicycles:**
Unless the distance from home to school is too great, we urge you to persuade children to walk or ride to school. Walking and riding are healthier alternatives, although the use of bicycles can be a safety concern, especially for children younger than ten years old.

Where a bicycle is used you may be wise to undertake regular safety checks and give a reminder on traffic rules and laws. In accordance with Safety Traffic Regulations children are required to wear approved safety helmets when riding bicycles. Children should remember that, if they use the school crossings, they must walk across, not ride their bicycles. Children are not to ride bicycles or scooters in the playground when travelling to and from school.
School Fees:

School Grants and Parent Contributions:
Our school fees are kept to a minimum and are an essential part of meeting our school needs. They fund the purchase of student requisites such as pens, pencils, rulers, paper, books and class sets of text books, photocopies and other essential equipment. They do not cover the cost of camps and excursions.

Education Maintenance Allowance (EMA):
Any parent in possession of a Commonwealth Pensioner Health Benefits Card, at specified times of the year is entitled to apply for an Education Maintenance Allowance (EMA) in respect of each child aged 5 to 15 years. Application forms are available from the College at the beginning of the year. Parents may use their EMA to meet costs of school fees and other costs by making an agreement with the College.

Student Well Being and Safety:
At Camperdown College we provide a friendly, safe, cooperative and purposeful environment in which learning occurs. This environment is fostered through the College values of Respect, Responsibility, Caring, Honesty and Excellence. At the beginning of the school year students are involved in the Learning to Learn Program. The Learning to Learn Program involves students working on developing a shared understanding of Camperdown College Values, developing class rules and establishing some learning tools that will be used throughout the year.

This incorporates the use of the You Can Do It Program to foster resilience. We teach students to develop the five keys to success; getting along, organisation, persistence, emotional resilience and confidence.

Social Worker:
Nicole Rock, our Social Worker works closely with the classroom teachers and students. She is responsible for providing an effective link between the College and outside agencies. She liaises with staff, College management, parents and relevant community groups to provide counselling and referrals for students and works with staff to establish programs and curriculum support materials.

Chaplaincy:
The College has the support of a chaplain, Cameron McAdam, who works closely with the Student Welfare Officer and Assistant Principal to provide individual counselling and input into appropriate curriculum areas. He works in classrooms aiding teachers and students. Individual counselling occurs with parent consent.

First Aid, Accidents and Ambulance Service:
The School has a well equipped First Aid Room and trained First Aid Officers. If they consider that your child would be best served by going home, you will be contacted by the Office Manager. This is the reason for the emergency contact form that you fill in when your child is enrolled. Should your child's problem be only minor, he/she will be kept in sick bay and monitored closely. In the event of a more serious accident or condition, you will be called as soon as possible and notified of any action we have taken (eg. Doctor called, child sent to hospital).

Pupils' Emergency Information:
Please enter on the Emergency Contact form any special details that may be relevant (eg. allergies, asthma, epilepsy). This is our first point of reference when dealing with an accident or serious condition. Unless kept up to date, our system of care will not work properly. It is vital that if circumstances of illness, or emergency contact change, the school is notified as soon as possible.
**Infectious Diseases and Head Lice:**
When a child is diagnosed as having an infectious disease, your doctor will determine if the child is to be excluded from school and for how long. Please contact the Brooke Street Office if you require further information.

Coughs and sneezes: please provide your child with the necessary handkerchief or tissues and remind them of their use and disposal.

Whilst Head Lice are not a disease, they are an identified health issue. Regular head lice checks will be carried out during the year. These are carried out by trained parent volunteers and the Student Welfare Officer in a sensitive manner, so as to preserve confidentiality and avoid embarrassment to children or their families. Children found to have an infestation will take home an official notification and will be excluded from school, according to Department of Human Services guidelines, until appropriate treatment has been undertaken.

Confidential advice on treatment is available through the school.

**Lost Property:**
Unclaimed clothing is stored at the Brooke Street General Office along with other lost property. Named articles are returned to the owners. If your child loses property, contact the class teacher. All unclaimed lost property will be distributed to local charities at the end of each term.

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**Brooke Street School Uniform:**

The College has a strong commitment to maintaining high standards, including personal presentation. Students are expected to wear school uniform and present themselves in a clean and tidy manner.

Uniforms are available from the Uniform Shop which is located at the Wilson Street Campus. The Uniform Shop is open on Fridays from 8.30am - 9.15am and from 3.15pm - 4.00pm. Please see Page 10 for a full list of the Brooke Street school uniform.

**Out of Uniform Days:**
During the school year, the Junior School Council runs *Out of Uniform Days* to raise money for a variety of charities. No more than three of these days will be held during one school year. If students choose to come dressed in casual clothes on these days, it is expected that they do so in an appropriate fashion (for eg: no singlets tops). Thongs and Ugg Boots are not permitted under any circumstances due to health and safety reasons.

*Continued on Page 10...*
**Brooke Street School Uniform:**

*Continued from Page 9...

| Girls: (Summer) | • Camperdown College summer dress  
|                | • Polar fleece jumper  
|                | • White socks  
|                | • Black school shoes (not sneakers or boots) |

| Girls: (Winter) | • Camperdown College pinafore  
|                | • Camperdown College polar fleece jumper  
|                | • Camperdown College polo shirt (white or blue) or white skivvy  
|                | • Navy scarf  
|                | • Navy or white socks  
|                | • Black school shoes (not sneakers or boots) |

| Boys: (Summer) | • Grey shorts (no cord or cargo)  
|                | • Camperdown College polo shirt (white or blue)  
|                | • Polar fleece jumper  
|                | • Navy or white socks  
|                | • Black school shoes (not sneakers or boots) |

| Boys: (Winter) | • Camperdown College polar fleece jumper  
|                | • Grey trousers (no cord or cargo)  
|                | • Camperdown College polo shirt (white or blue) or white skivvy  
|                | • Navy scarf  
|                | • Navy or white socks  
|                | • Black school shoes (not sneakers or boots) |

| Hats: | Navy broad brimmed and bucket hats are available from the Brooke Street General Office and also the Uniform Shop at Wilson Street. |

| Art Smocks: | Made of shower proof Taslon available from the Brooke Street General Office and also the Uniform Shop at Wilson Street. |

| School Bags: | Junior combination back pack/school bag. |