Camperdown College
Junior Campus

Parent Information

Principal: Ms Cherie Kilpatrick
Assistant Principal: Mrs Clare Monk

PO Box 83
Camperdown Vic 3260

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

SENIOR CAMPUS:
1 Wilson Street
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 21st century skills,
- 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 motivated to learn,
- Developing 21st century 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 to new situations,
- Reflecting on what they learn.
General Information:

Junior Campus Bell Times:

**Monday - Friday:**
- School Doors Open: 8.45am
- Classes Start: 8.50am
- Recess: 10.40am
- Classes Resume: 11.10am
- Students Eat Lunch: 12.50pm
- Lunch Playtime: 1.00pm
- Classes Resume: 1.35pm
- Home Time: 3.15pm

Contact with School – An **Open Door Policy**:

**Junior Campus 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 Junior Campus 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).

As teachers are busy preparing for class before school, it is recommended that you contact Amy in the Junior Campus Office to make an appointment to see your child’s classroom teacher if there is something that you need to discuss.

**Visitor Passes:**
For safety and security reasons, parent helpers, visitors, maintenance workers, etc, will be issued with a Visitor Pass when they arrive at the Junior Campus. These passes are to be worn whilst on the school grounds and are to be returned to the Junior Campus 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 weekly on Thursday afternoons. The youngest student in each family at Camperdown College receives the newsletter. Parents are advised to seek out the newsletter each week as it contains news on a wide range of issues relevant to the College, to education generally and to the community. Important dates, response slips, changes to school routines, meeting details and opportunities for celebrations are also included. A calendar of events and community information is also included as a regular feature. Spare copies are available from the Junior Campus Office.

Alternatively, parents are able to have it emailed to them each week. Contact Amy at the Junior Campus Office if you would like to receive the newsletter via email.

If a newsletter does not arrive home on a weekly basis, please contact the College.

**School Website:**
The Camperdown College website (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.
**Skoolbag:**

Keep up to date with regular happenings at Camperdown College by downloading our Skoolbag app. It is free for you from the App Store for Apple users or Google Play Store for Android users. You will receive regular reminders sent to your phone via push notifications and can lodge your child’s absences if they happen to be away from school. The current newsletter, canteen roster and uniform and canteen price lists are also available to view as well as an up to date calendar of 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 again at the end of the year. Staff are happy to discuss your child’s progress throughout the year as required. Please contact the College for an appointment.

**Change of Address:**

Parents are requested to inform the Junior Campus 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 late at school must sign in at the Office before they make their way to their classroom.

**Absence Notes:**

If your child is absent from school please send a note, contact us by phone, send us a message through Skoolbag or speak to 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. Students from all year levels are involved. There are staff members appointed to assist with the activities.

- **Morning Recess Snacks:**

  Parents are encouraged to avoid putting disposable wrappings in their child’s lunchboxes as students are required to put any wrappers 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 with the student’s name on the container as these named containers can be taken outside.

  Otherwise, snacks such as yoghurt, chips, biscuits in packets, etc, will be eaten at lunchtime. Camperdown College encourages students to eat healthy snacks such as fruit, vegetables, half a sandwich, cheese, etc.

  Students have a fruit snack midway through the morning session to ensure that they can concentrate well until recess. Only unprocessed fruit and vegetables may be eaten at this time.
**Camps and Excursions:**  
A sequential camping program is offered from Prep – 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 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, Swimming, Athletics and Cross Country Carnivals and citizenship activities. The houses are Bullen Merri (red), Leura (yellow) and Manifold (green). In most cases, all students in the same family 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 Prep students.

**SCHOOL MEDICAL SERVICE:**  
A nurse from the Primary School Nursing Program attends the College 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.

**PREP – YEAR 6 SWIMMING PROGRAM:**  
The program commences with water familiarisation and as confidence is gained further swimming techniques are taught. Students in Year 3 – 6 swim at the beginning of the school year at the Camperdown Swimming Pool, whilst Prep – Year 2 students swim at the conclusion of the year at the Cobden Indoor Heated Pool.

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:**  
Students can open a savings account through the Commonwealth Bank. Deposits are collected each Monday morning and electronically processed on a Tuesday.
Sporting Schools After School Program:
Our Sporting Schools After School Program runs for one night per week from 3.15pm – 4.30pm. Participating students enjoy free specialist lessons in sports like football, cricket, tennis, self-defence, netball and dancing.

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

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

Information and Communications Technologies:
Students utilise computers, iPads, iPods, interactive whiteboards, cameras and a variety of software programs throughout their classroom curriculum. They have access to secure internet and email. Year 5/6 students are provided with a laptop for their individual use at school.

Agreement for ICT at the Junior Campus:
The goal of this Agreement is to maintain an environment at Camperdown College where students behave respectfully when online, use cyber safe 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 & Friends Association:**
Camperdown College Parents & Friends meet on the second Wednesday of each month at the Junior 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.

**2015 Office Bearers:**

- **President:** Marie Jopling
- **Vice President:** Lisa McDonald

**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
- Library Help
- Canteen Rosters
- School Council
- Working Bees
- Parents & Friends

Please contact Amy in the Junior Campus Office 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 Wednesday of every month at 7.00pm. Interested parents are always welcome to attend these meetings or to nominate for election as members of the Council or its sub committees.

**Canteen and Lunch Orders:**
A school canteen operates each day from the Senior Campus. Students 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. A price list will be sent home at the beginning of the year and is available to view at any time on our Skoolbag app. When purchasing from the canteen we ask that the money is enclosed in a lunch bag bearing your child’s name, room number and order details. This is collected from the rooms, taken to the Senior Campus Canteen where the orders are prepared for the students and then delivered to the Junior Campus in time for lunch.

We discourage Prep students from having a lunch order in the first month.

**Homework:**
From Prep – Year 6, homework tasks are set. All students in Prep – Year 2 should read to their parents nightly. Students bring home the weekly Big Write topic on Thursdays for Big Talk homework. This involves talking with family members about ideas for the Big Write on Fridays.

Homework gives the parent a chance to see some aspects of their 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 television).

**Travel Arrangements:**

**Arrangements when coming late to pick-up children:**
If you know that you will be late collecting your 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 Senior Campus. Junior Campus pick up is from the McKinnon Street gate. Students 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.

Students travel to the Senior Campus, where some students 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 Patrick’s Church Car Park are suggested pick up points. Please avoid the bus parking area and parking within the lines painted for the School Crossing. Note that the yellow parking spaces in Brooke Street have a time limit of 30 seconds as this is for pick up and drop off only between 8.30am – 9.30am and 3pm – 4pm. Police patrol the area regularly.

**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 without supervision can be a safety concern, especially for children younger than ten years old.

Where a bicycle is used it is 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 ICT equipment, paper, books and class sets of text books, photocopies and other essential equipment. They do not cover the cost of camps and excursions.

**Camps, Sports & Excursions Fund (CSEF):**
Any parent in possession of a Commonwealth Pensioner Health Benefits Card, at specified times of the year is entitled to apply for the Camps, Sports and Excursions Fun (CSEF) 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 CSEF to meet costs of camps, sports, excursions 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.
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).

Student Wellbeing Officer:
Angela Brown, our Student Wellbeing Officer, 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, leadership, parents and relevant community groups to provide counselling and referrals for students and works with staff to establish programs and curriculum support materials.

Standing Tall:
Standing Tall is a mentoring program where trained mentors of the community visit the College on a weekly basis to spend time with selected Year 5/6 students.

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 contacts 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 Junior Campus 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. If your child is found to have an infestation, you will be asked to collect them from school and they will be excluded, according to Department of Human Services guidelines, until the day after appropriate treatment has been undertaken.

It is recommended that students with long hair have it tied back at all times as this helps reduce the transfer of head lice.

Confidential advice on treatment is available through the school.

Lost Property:
Unclaimed clothing is stored at the Junior Campus 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.

Junior Campus 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.

Please note that uniform items are only available from the Uniform Shop which is located at the Senior Campus. The Uniform Shop is open on Wednesdays from 3.20pm – 4.00pm and
Fridays from 8.30am - 9.15am and 3.15pm - 4.00pm. Please see below for a full list of the Junior Campus school uniform. Please see the Uniform Policy if you have any further queries.

**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. If students choose to come dressed in casual clothes on these days, it is expected that they do so in an appropriate fashion (eg: no singlet tops). Thongs and slippers are not permitted under any circumstances due to health and safety reasons.

**Sport Uniform**

The Camperdown College Sport Uniform is permitted to be worn to school on the days that students have Sport. Although this is not compulsory, it is suggested that students have this to wear from at least Year 3 as it is also worn for interschool sport days when students represent the College.

| Girls: (Summer) | • Camperdown College summer dress  
|                 | • Polar fleece jumper  
|                 | • White socks  
|                 | • Black school shoes (not sneakers or boots) |
| Girls: (Winter) | • Camperdown College pinafore or navy slacks  
|                 | (Year 5/6 girls may wear the Senior Campus winter pleated skirt)  
|                 | • Camperdown College polar fleece jumper  
|                 | • Camperdown College white or navy polo shirt or white skivvy underneath pinafore  
|                 | • Navy scarf  
|                 | • Navy tights or white socks  
|                 | • Black school shoes (not sneakers or boots) |
| Boys: (Summer)  | • Grey shorts (no cord or cargo)  
|                 | • Camperdown College white or navy polo shirt  
|                 | • Polar fleece jumper  
|                 | • White or grey socks  
|                 | • Black school shoes (not sneakers or boots) |
| Boys: (Winter)  | • Camperdown College polar fleece jumper  
|                 | • Grey trousers (no cord or cargo)  
|                 | • Camperdown College white or navy polo shirt  
|                 | • Navy scarf  
|                 | • White or grey socks  
|                 | • Black school shoes (not sneakers or boots) |
| Sport Uniform:  | • Navy and white sport jacket  
|                 | • Navy sport polo shirt  
|                 | • Navy micro fibre shorts  
|                 | • Navy and white micro fibre track suit pants |
| Hats:           | Navy broad brimmed and bucket hats are available from the Junior Campus Office and also the Uniform Shop at the Senior Campus. |
| Art Smocks:     | Made of shower proof Taslon available from the Junior Campus Office and also the Uniform Shop at the Senior Campus. |
| School Bags:    | Junior combination back pack/school bag. |