

CHALCOT LODGE PRIMARY SCHOOL

POLICY : PERCEPTUAL MOTOR PROGRAM (PMP) **INITIAL COPY** **RATIFIED REVIEW**
09/02/95 23/7/2014

PURPOSE

To assist students in the development of fine and gross motor skills, language concepts and attitudes which will enable them to gain independence and social skills.

GUIDELINES

- Motor development is a vital part of a child's development;
- A Perceptual Motor Program should promote development of physical and cooperation skills; language and maths concepts; and
- The students will develop skills in sixteen aspects incorporating: hand-eye/foot-eye coordination; balance; eye tracking; locomotion; fitness; body image; rhythm; body control; laterality; directionality; space awareness; confidence, problem solving; PE skills; memory and language skills.

IMPLEMENTATION

- All students in Prep will participate in a weekly PMP session from term 2;
- The PMP will be suspended in the term in which the Swimming Program operates;
- Students in other year levels may be included in PMP as recommended by the Student Wellbeing Coordinator or the class teacher;
- Students work in small groups and will be involved in six motor based activities.
- The classroom teacher will delegate an adult, School Captain or House Captain to supervise activities as necessary;
- Students will only be permitted to participate in activities above the floor level when supervised by an adult;
- The multi purpose hall is used for all PMP sessions;
- Students will be encouraged to wear the most appropriate items of school uniform that will allow full and active participation;
- Shoes and socks will be removed to give better tactile grip;
- Tights will be discouraged on PMP days;
- PMP is integrated into other areas of the curriculum, where possible;
- Sufficient equipment and resources will be provided;
- PMP equipment will be stored neatly in the purpose built storeroom in the MPH;
- When necessary, formal assessment will be documented on checklists; and
- Evaluation and resourcing of the program will be undertaken on an annual basis through the Program Management process, as a part of the Physical Education Program.

EVALUATION

The policy will be reviewed by the Prep teachers in consultation with the Education Policy Committee, every four years or sooner if required.

- All parent helpers within the school or assisting with activities outside of the school must have a current Working with Children Check (WWCC);
- All information from WWCCs will be confidential and secured at the school for three years; or until the parent is no longer involved at the school;
- Parent helpers must sign in the School Council Helpers' book in the office and wear the appropriate school badge before leaving on an excursion;
- As a matter of safety, parents assisting on excursions are not permitted to bring any other children with them;
- Only parents who have been nominated by the school to be 'Parent Helpers' are permitted to attend the excursion;
- All excursions begin and end at the school, unless otherwise advised to and approved during Management. Any variation to this must be reported to the supervising teacher;
- Students will not be able to be transported to or from the excursion by any person not authorised by the parent/guardian;
- Class teachers will take a Displan folder, which contains medical and emergency contact information for students. All class teachers have a Displan folder in their classrooms;
- Supervising teachers must be aware of those students involved in custody restrictions and health issues;
- Class teachers must include the name of the custodial parent on the class list. These class lists must be handed to the supervising teacher for mixed group events, eg. external sport activities;
- In cases of non attenders, these students will be supervised at school and completing their usual class work;
- A duplicate list of all teachers, parent helpers and students attending will be held in the office during excursions.
- During day excursions students are required to wear school uniform unless otherwise advised by the organising teacher;
- Parents / guardians must give written approval to enable their child to participate in camps, in visits or excursions, including information about who, other than themselves, is authorised to collect their children from activities or from the school;
- The emergency management process of the school will extend to and incorporate all camps and excursions;
- All excursion staff will be familiar with the specific procedures for dealing with emergencies on each excursion;
- On days of extreme fire danger or total fire ban, the principal or nominee may need to cancel an excursion at short notice;
- A First Aid kit, prescribed medications and a mobile phone will be taken by staff on all excursions; and
- Permission notices for all school excursions must state dress code for the activity.

Appendices which are connected with this policy are:

- Appendix A: Activity Notification form
- Appendix B: Environment and General Risk Assessment
- Appendix C: Invisit Risk Assessment

EVALUATION

This policy will be reviewed by the Principal in consultation with the Education Policy Committee, every four years, or sooner if required.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: EXCURSION / INVISIT

INITIAL COPY
15/6/94

RATIFIED/REVIEW
21/07/14

PURPOSE

Excursions and invisits are an integral part of the curriculum and enhance students' learning through real life experiences.

GUIDELINES

- To reinforce, complement and extend the learning opportunities beyond the classroom.
- To develop an understanding that learning is not limited to school, and that valuable and powerful learning takes place in the real world.
- To provide a safe, secure learning experience for students in a venue external to the school.
- To further develop social skills such as cooperation, tolerance, communication, individual and group interaction.
- To further develop problem solving and life survival skills.
- To extend understanding of their physical and cultural environment.
- While attending excursions and invisits, students must demonstrate responsible attitudes towards personal and group safety; and
- Every endeavour should be made to keep costs to a minimum.

IMPLEMENTATION

- Current information about excursions and invisits will be distributed to the appropriate staff member's pigeonhole;
- During Term 1, teachers will plan proposed excursions and invisits for the year. The whole school excursion/invisit plan will be published in the newsletter, to allow families opportunities to make any necessary budgetary planning;
- Each year level may have one major excursion per year due to cost factors;
- Costing for excursions and invisits will be finalised and approved by the Principal, in consultation with the Business Manager;
- Activity Notification form and Risk Management form must be submitted to Management meetings at least one month prior to the excursion;
- The final day for payment of excursions and invisits is several days before the activity unless prior arrangements have been made with the Principal or Assistant Principal. Students who do not make payment by the day before will not be able to attend the activity;
- A statement in relation to payment deadlines will be included in all excursion and invisit notices;
- The notice will make it clear that students will not be able to attend if payment or prior arrangement is not made by the day of the excursion /invisit;
- A refund/credit note will be issued to families when a student is unable to attend an excursion or invisit;
- Each camp, swimming and excursion notice will state whether the fee is refundable;
- Full payment of camps and swimming must be paid a week prior to the activity;
- Refunds and credit notes will not be payable for camps or swimming due to our commitments to the suppliers;
- In line with Department of Education and Early Childhood Development (DEECD) requirements, official forms will be submitted to the region as required;
- Teachers are responsible for the booking of excursions and invisits and for organising the preparation and dissemination of relevant information and forms;
- The organising teacher will ensure that the excursion, transport arrangements, emergency procedures and staffing comply with DEECD guidelines. Refer to: DEECD Excursion Policy
- Supervision for excursions include 1:20 for general excursions and 1:10 for swimming pools and open water activities, camping programs or as otherwise specified;
- Transport for excursions will be in line with DEECD requirements, which state that students under the age of fifteen years may be seated three for two in appropriate seats, where the size of the students and the design of the seat allows. Year level of students and distance of travel will be considered when planning all transport arrangements;
- Where possible, buses fitted with seat belts will be booked for camps / long distance trips;
- Teachers will select parent helpers as required;
- All parent helpers within the school or assisting with activities outside of the school must have a current Working with Children Check (WWCC);
- All information from WWCCs will be confidential and secured at the school for three years; or until the parent is no longer involved at the school;
- Parent helpers must sign in the Parent Helpers' book in the office and wear the appropriate school badge before leaving on an excursion;
- As a matter of safety, parents assisting on excursions are not permitted to bring any other children with them;
- Only parents who have been nominated by the school to be 'Parent Helpers' permitted to attend the excursion;
- All excursions begin and end at the school, unless otherwise approved during Management. Any variation to this must be reported to the supervising teacher;
- Students will not be able to be transported to or from the excursion by any person not authorised by the parent/guardian;

- Class teachers will take a Displan folder, which contains medical and emergency contact information for students. All class teachers have a Displan folder in their classrooms;
- Supervising teachers must be aware of those students involved in custody restrictions and health issues;
- Class teachers must include the name of the custodial parent on the class list. These class lists must be handed to the supervising teacher for mixed group events, eg. external sport activities;
- In cases of non attenders, these students will be supervised at school and completing their usual class work;
- A duplicate list of all teachers, parent helpers and students attending will be held in the office during excursions.
- During day excursions students are required to wear school uniform unless otherwise advised by the organising teacher;
- Parents / guardians must give written approval to enable their child to participate in camps, invisits or excursions, including information about who, other than themselves, is authorised to collect their children from activities or from the school;
- The emergency management process of the school will extend to and incorporate all camps and excursions;
- All excursion staff will be familiar with the specific procedures for dealing with emergencies on each excursion;
- On days of extreme fire danger or total fire ban, the principal or nominee may need to cancel an excursion at short notice;
- A First Aid kit, prescribed medications and a mobile phone will be taken by staff on all excursions; and
- Permission notices for all school excursions must state dress code for the activity.

Appendices which are connected with this policy are:

- Appendix A: Activity Notification form
- Appendix B: Environment and General Risk Assessment
- Appendix C: Invisit Risk Assessment

EVALUATION

This policy will be reviewed by the Principal in consultation with the Education Policy Committee, every four years, or sooner if required.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: HOMEWORK

INITIAL COPY
14/12/1994

RATIFIED REVIEW
23/7/2014

PURPOSE

Homework aims to: foster good life long learning and study habits; develop planning and organisational skills; encourage student to take responsibility for their own learning; and will also assist students by complementing and reinforcing classroom learning.

GUIDELINES

- Homework Policy will reflect the Department of Education and Early Childhood Development Homework Guidelines.
- Homework enables parents to be involved in a supportive and positive way with their child's learning.
- Homework is a shared responsibility between parents, teachers and students.
- Homework should be seen as a non-school time activity, which is relevant to the current curriculum program being taught.
- Homework helps students to develop organisational and time management skills, self discipline, skills in using out of school resources and personal responsibility for learning.
- The level of parent participation is dependent on the needs of the student as it is important to encourage students to become responsible and independent learners.

IMPLEMENTATION

- At all year levels, parents will be encouraged to talk with their children, discussing school activities and reading together on a daily basis;
- Homework will consist of daily reading and will also reinforce class work through practice of skills or inquiry learning;
- Homework in Years Prep-4 will generally not exceed 30 minutes a day and not be set on weekends or during school holidays;
- Homework in Years 5-6 will range from about 30-45 minutes a day and not be set on weekends or during school holidays;
- Students may be required to complete class work at home;
- Unless the homework is of an open-ended nature, it must be appropriate to the ability of the child in Mathematics and English;
- Teachers, in collaboration with parents, may choose to send practice sheets for specific students during the holidays;
- Students who take lengthy holidays during the term may be given tasks to complete as homework. Eg diary writing, reading, practice sheets;
- Homework will be assessed by teachers with feedback and support provided to students;
- During Term 1, parents will be advised in the year level information handout, of specific homework requirements for their child's year level and strategies for assisting their children;
- Students will have an appropriate period of time in which to have homework completed;
- It is the student's responsibility to complete their homework;
- Failure to complete homework will be recorded by the teacher and may be noted in the student's mid and end of year reports to parents;
- Parents will be encouraged to sign the homework and may choose to make a written comment;
- Diaries in Years 5 and 6 will facilitate communication between home and school, including homework tasks each week; and
- Class teachers will take into consideration other homework set by other colleagues including: Literacy Intervention; Speech Therapy or other outside agencies.

EVALUATION

This policy will be reviewed by the Education Policy Committee in consultation with staff, every four years or sooner if required.

Chalcot Lodge Primary School 5231

Program Management 2015 Survey

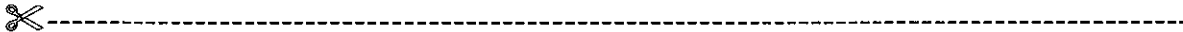
SCHOOL COMMUNITY

2015: Your Suggestions Please

Name: _____ **Phone:** _____

It is already that time of year when we start planning for 2015. I am hoping that you will provide your opinion as to what resources you think the school will need to purchase to support student learning in 2015.

Please list your opinions and suggestions on the slip included below and return it to school by Friday 1st August.



Chalcot Lodge Primary School No 5231

Program Management 2015

Please list any resources that you think the school will need to purchase to support student learning in 2015.

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Financial Assistance - Information for Parents



Education Maintenance Allowance (EMA):

The Education Maintenance Allowance (EMA) is provided by the Victorian Government to lower-income families to help with education-related costs.

If you have a child under 16, and you hold a valid Health Care Card, Pension Card, or are a temporary foster parent, you may be eligible to receive the EMA. The allowance is paid in two instalments, one in March and one in August.

The payment is intended to assist with education-related costs such as; **uniforms, excursions, textbooks, and stationery**. You can elect to have your EMA paid in one of the following ways:

- Paid by direct deposit (Electronic Funds Transfer) into your own nominated bank account; **or**
- Paid to the school to be held as credit which you can use towards education expenses; **or**
- Paid by cheque which will be posted to the school for collection.

In 2014, the annual EMA amount per student is:

- **\$200** for prep students (instalment one \$140, instalment two \$60).
- **\$150** for students in years 1 – 6 (instalment one \$105, instalment two \$45).
- **\$300** for year 7 students (instalment one \$210, instalment two \$90).
- **\$250** for students in year 8 – until age 16* (instalment one \$175, instalment two \$75).

* A pro-rata amount is payable for students turning 16 in 2014.

How to Apply: Contact the school office to obtain an EMA application form.

Closing Date: You need to obtain an EMA application form* from the school office and return by **1 August 2014**.

* Parents who received the first instalment EMA payment through this school don't need to lodge another EMA application form to receive the second instalment payment.

For more information about the EMA, visit <http://www.education.vic.gov.au/school/parents/financial/Pages/default.aspx>