



CHALCOT WEEKLY

NEWSLETTER No 4 - 26th February

Growing a Supportive Community of Active Learners

Family Fun & Information Night



FROM THE PRINCIPAL

Family Fun Night and Parent Information Sessions.

It was terrific to see so many families participating in our Parent Information & Family Fun Night yesterday evening. A very big thank you to our dedicated team of Parent Club members who worked so hard to ensure that all our families enjoyed a delicious sausage sizzle. Class teachers prepared very informative presentations highlighting the year ahead and how we can all work together to give our children the best possible education. The activities organised by Kelly Sports were great fun and enjoyed by young and old!!

A New Look for Chalcot

It is great to see so many students already wearing items from the school's new uniform range. How smart all our children look!!! In light of religious expectations and the special needs of some students, School Council has approved the following items to be included in the school uniform range; these include:

- White head scarf in summer;
- Black head scarf in winter;
- White or green leggings (footless stockings) under summer dress. Stockings must be full length;
- Full length black stockings under black culottes;
- Full length green stockings under green culottes and green winter dress; and
- White long sleeve skivvy under summer dress.

No Jewellery or Makeup Please

In line with our Student Dress Code Policy, students are not allowed to wear jewellery to school with the following exceptions; a necklace of a religious nature which must be worn under clothing; a watch; stud or sleeper earrings; and medical bracelet. NO other jewellery is allowed.

Similarly, students are not allowed to wear any makeup, including nail polish, and hair must be of a natural colour.

Student Safety

In an effort to facilitate student safety, the Chalcot community have an unwritten understanding that traffic flows one way, in a clockwise direction on Primrose Hill Close just before and after school.

Also, **pedestrians and parent cars are NOT TO ENTER the staff car park.** Please abide by this rule which exists to prevent accidents.

Parent Club

The Parent Club Annual General Meeting (AGM) will be held on Monday 7th March at 6.30pm in the staff room. During this meeting our new office bearers including a President, Secretary and Treasurer will be elected. After the Parent Club AGM, a Parent Club Executive Committee will be formed consisting of the newly elected President, Secretary, Treasurer, Principal (or nominated DET Rep) and a Principal elected Parent Nominee.

Executive Meetings will be held twice a term, during school hours to assist the school with organising school community events and fund raising activities. During each term, members of our Parent Club will be called upon to assist with these events and activities.

A Parent Club social meeting will be held each term for all our wonderful members and parent helpers. This meeting will be an opportunity for the Parent Club members to meet, celebrate achievements and for members to develop a sense of community within the school.

School Photos

Just a reminder that school photos will be taken on Friday 11th March. All families should have received a hard copy Schoolpix order form last week. Please only send cash to school on photo day and don't forget to wear your Chalcot grin to school!

School Policies

We are currently reviewing our policies on Transition, Student Dress Code and Head lice Management. I encourage all families to read the attached policies and if you would like to comment, please feel free to email me through the school's email address (chalcot.lodge.ps@edumail.vic.gov.au.)

Immunisation Certificate

All students enrolled in a government school must have an immunisation status certificate on file at school. Parents/Guardians must provide an immunisation status certificate even if their child has not been immunised. If you have not provided an immunisation status certificate to the school, please do as soon as possible as this is a school requirement as outlined by the Department of Education.

Monica Ghirxi
Principal

FROM THE ASSISTANT PRINCIPAL

The Importance of Full Time Attendance

We all want our students to get a great education, and this begins with students coming to school each and every day.

School participation helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives.

Missing school can have a major impact on a child's future – a student missing one day a fortnight will miss four full weeks by the end of the year. By Year 10 they'll have missed more than a year of school. It is important that children develop habits of regular attendance at an early age.

There is no safe number of days for missing school. Every Day Counts.

Each day a student misses puts them behind, and can affect their educational outcomes. Limited school participation is associated with a greater chance of dropping out of school, disruptive and delinquent behaviour and may lead to a cycle of rebellion against authority.

Student Attendance and Educational Outcomes: Every Day Counts

Schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption from attendance has been granted. If for any reason your child must miss school, there are steps you can take to ensure they don't fall behind:

- Speak with your classroom teacher or year level coordinator and find out what work your child needs to do to keep up.
- Develop an absence learning plan with your school and ensure your child completes the plan.

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance for the student

Student Support Service On Psych

Please come and see me if you would like some information on how you can engage a free psychology service for your child. This service is offered free through OnPsych here at the school. They deal with a range of issues including:

- Become more self-confident and feel in control of their world
- Shift from feeling overwhelmed, stressed and vulnerable
- Take more positive initiatives
- Become more personally resourceful
- Increase self-awareness and promote emotional intelligence
- Improve social skills and clearer communication,
- Foster more rational thinking and increase coping mechanisms
- Promote more positive attitudes and self-assurance
- Improve quality of relationships
- Decrease school truancy
- Create a clearer sense of life ambitions and long term goals

They also deal with the following issues:

- Anxiety
- Attention deficit
- Psychosis
- Bereavement
- Conduct disorder
- Depression
- Obsessive Compulsive
- Panic
- Phobia
- Adjustment disorders
- Post-traumatic Stress
- Sleep Problems
- Eating problems

School Library Refurbishment Update

I met with the builder earlier this week and we should begin to see some progress happening during next week. This is a very exciting time for the school community, as we continue to bring our facilities into the 21st century. This newly built Library / Wellbeing Centre will provide our students with another creative and innovative space to learn in as well as add to the already built Multi Media learning space.

Assistant Principal
Paul Polivou



Year 3-6 Basketball Clinic

Senior school students have participated in a basketball clinic run by Dandenong Basketball Association over the past two weeks. **WNBL player Aimie Clydesdale from the Dandenong Rangers has delivered fun and interactive sessions that have focussed on passing and dribbling.** I look forward to seeing what the students learn in the remaining two weeks of the clinic. Good luck to Aimie and her Rangers teammates as they begin their finals journey, taking on South East Queensland Stars in the Semi Final this Saturday at Dandenong Stadium. *Hope to see you there Chalcot students!*

Amanda Thomas (Sport Coordinator)



**CANTEEN IS OPEN FOR LUNCH ORDERS AND COUNTER SALES ON WEDNESDAYS & FRIDAYS
CLOSED MONDAY, TUESDAYS AND THURSDAYS**



DIARY DATES

Sunday	6 th	March	Environmental BBQ Dandenong Bunnings	8.00am – 4.00pm
Monday	7 th	March	Parent Club AGM	6.30pm – Staffroom
Tuesday	8 th	March	Assembly – Badge Ceremony Peer Meditators, JSC, Art, ICT Leaders	2.35pm - Hall
Wednesday	9 th	March	Divisional Swimming	Selected Students
Friday	11 th	March	School Photos	
Monday	14 th	March	Labour Day Public Holiday	NO SCHOOL
Tuesday	15 th	March	Fun Run	9.00am – 11.00am
Wednesday	16 th	March	Kinder Club	2.30pm – 3.30pm
Wednesday	16 th	March	School Council	7.00pm – Staffroom
Tuesday	22 nd	March	Lion Dance Invisit	\$5 due by Friday 18 th March
Wednesday	23 rd	March	Lion Dance Invisit	\$5 due by Friday 18 th March
Thursday	24 th	March	Assembly – Froggy Awards	Hall – 2.00pm
Thursday	24th	March	End of Term 1	2.30pm dismissal
Monday	11th	April	13th April Commence	9.00am start

[District Swimming](#)

Well done to all the students who made the District Swimming team, we are very, very proud of you!



BEFORE AND AFTER SCHOOL CARE

Child Care Benefit and Child Care Rebate available for all families.

Morning: 7.00am – 8.45am Monday to Friday during school term, excluding all Victorian Public Holidays.
Permanent/casual: \$ 15.00.

Breakfast is provided until 8.30am.

Afternoon: 3.30pm – 6.00pm Monday to Friday during school term, excluding all Victorian Public Holidays.

Afternoon snack and drink provided.

Permanent/casual: \$ 19.00.

Welcome to another exciting week of Before and After School Care:

Activities include for this week:

- Making a colourful under the sea mural
- Create creatures out of egg cartons
- Jewellery making
- Create a city using mixed media
- Musical Games

If you have any concerns please feel free to speak to Shani on 0400 194 859 during session times or come in and have a chat!

Y.L.V Team

UNIFORM SALES

School uniform items can be purchased directly from the Beleza School Uniform Store at shop 7, 151 – 159 Princess Hwy, Hallam, phone 9702 3181. Mastercard and Visa are accepted.

Beleza order forms are also available at the school office. When placing your order you will need to make payment to the school either by cash or by completing your credit card details on the order form. Beleza staff will then deliver your order to the school.



SCHOOL BANKING

Don't forget that EVERY FRIDAY is School Banking day and students should hand in their deposit book first thing on Friday.

Well done to everyone on a great start to School Banking this year. We have had 2 consecutive weeks with 70 deposits each week, passing last year's best week of 65 deposits! Thank you, and congratulations on your efforts in teaching your children about saving.

If your child's book has been misplaced, just leave a message at the school office and a replacement book will be sent home with your child.

IMPORTANT DATES:

24/3/16 **School Banking on Thursday** (last day of Term 1) due to Friday being a Public Holiday (Good Friday)

AUSTRALIA ZOO COMPETITION: Students who make a minimum of 15 deposits by the end of Term 3 will automatically go in the running to win a family trip for up to 2 adults and 3 children to explore Australia Zoo and meet Bindi and Robert Irwin! A promotional leaflet with further details was included in the pack labelled 'For Parents'.

Ingrid Williams
School Banking Coordinator

COMMUNITY NEWS

The Department of Education and Training (DET) does not endorse the products or services of any private advertiser. No responsibility is accepted by DET for accuracy of information contained in advertisements or claims made by them.

Moonlit Sanctuary Junior Ranger Program

Day includes: interactions with dingo, python, off-limits animals, feeding animals & food prep, animal enrichment activities, fun and games for ages 7-14 years.

Easter school holiday dates:

Week 1: Tuesday 29th March to Friday 1st April
10am – 4pm

Week 2: Monday 4th to Friday 8th April
10am – 4pm

Cost: \$65.00 per day, or \$175 for 3 days (pro rata for additional days).

550 Tyabb-Tooradin Rd, Pearcedale

Phone 5978 7935

www.moonlitsanctuary.com.au/juniorrangers.aspx

Primrose Hill Close, Endeavour Hills 3802. Telephone 9700 4455

chalcot.lodge.ps@edumail.vic.gov.au

Website Address: www.chalcotps.vic.edu.au

POLICY: LICE MANAGEMENT

INITIAL COPY

RATIFIED REVIEW

12/06/02

18/02/2016

PURPOSE

To enhance student and staff well-being by ensuring that an accurate, consistent and caring approach is implemented in the management of head lice infections.

GUIDELINES

The Lice Management Program will be in line with the Health (Infectious Diseases) Regulations 2001 and the Department of Education and Training (DET) guidelines on web site:
education.vic.gov.au/aboutschool/childhealth/headlice.htm

Parents have primary responsibility for the detection and treatment of head lice and schools also have a role in the management of head lice infections and in providing support for parents/guardians and students;

Written parental consent must be obtained before students can be examined for head lice;

Schools need to minimise anxiety by acknowledging that most schools will have some students with head lice at any given time;

Head lice do not pose any serious health risk, but they can be difficult to manage;

The presence of live lice is cause for exclusion;

The presence of eggs in the hair is not cause for exclusion; and

One treatment is not sufficient to manage a lice infestation.

IMPLEMENTATION

The school will provide up to date advice on the detection, treatment and control of head lice to parents and staff at the beginning of every year and more frequently if necessary; available at
<http://www.health.vic.gov.au/headlice/>;

Advice provided will include safe treatment practices which do not place the child's health at risk;

The Student Well-being Coordinator and Principal will be available for parents to contact in relation to head lice;

On enrolment, parents will be provided with a consent notice to permit their child to be checked for head lice at school by a staff member;

The consent notices will be stored alphabetically in the general office, and details entered onto CASES 21 to enable class reports to be produced each year;

The school will maintain confidentiality during and following head lice inspections;

A letter will be given by the inspecting staff to all students involved in inspections, not just those found to have head lice, indicating the outcome of the inspection;

A different letter will be given by the class teacher to students for whom the school does not have parental consent to be inspected, advising that students in the class with parental consent have been checked for head lice. This letter requests parents to check their own child's head, and to advise the school of the result;

Parents will be advised as soon as possible by phone and in writing when their child has been found to have live head lice;

Any student who has live head lice, including those who do not have parental permission to be inspected, will be excluded from school until appropriate treatment has been applied by the parents;

The written notification of head lice to parents will include a detachable slip at the bottom, asking parents to indicate the treatment used and when it commenced;

A student may be treated one evening and returned to school the next day, but will be excluded again if live lice are still in the hair;

Teachers must ensure that students who have been detected with live lice return the note giving details of treatment when they return to school. If students return to school without the note, parents must be notified to collect the student, or to bring proof of treatment to school immediately;

Students are not permitted to share hats and combs and will be educated about lice; and

Parents will be advised: to regularly inspect their children's hair for lice or nits; to use appropriate safe treatment practices which do not place students' health at risk; to use a head lice comb for effective results; that one treatment is not sufficient to manage the problem; to regularly inspect all household members followed by treatment if head lice are detected; to notify the school immediately upon detection of head lice; and to advise when treatment has commenced.

EVALUATION

The Lice Management Policy will be reviewed by the Student Well-being Coordinator and Principal, in consultation with the Education Policy Committee, every four years or sooner if required.

CHALCOT LODGE PRIMARY SCHOOL

POLICY: STUDENT DRESS CODE INITIAL COPY RATIFIED REVIEW

16/08/95 22/02/16

PURPOSE

To promote safety, a sense of pride, school spirit and equality among students through the wearing of school uniform.

GUIDELINES

- All School Councils have the authority to create and implement dress codes for their students. This authority arises from Ministerial Order under the Education Act 2006.
- The Dress Code Policy must be in accordance with the Equal Opportunity Act 1995 and must ensure that all requirements enable both sexes to participate actively and safely in school life.
- School Council cannot discriminate, either directly or indirectly against any student on the basis of their sex, race, ethnic group, nationality, religious beliefs, colour or disability.
- The disciplinary measures used to enforce a School Council Dress Code must be consistent with Education & Training Regulations 2007 and the School Policy & Advisory Guide.

IMPLEMENTATION

(To be read in conjunction with current school uniform list)

- The student Dress Code will apply during school hours, while travelling to and from school, and if required, when students are engaged in school activities out of school hours;
- The uniform range will be supplied by a uniform company agreed upon by School Council;
- The school uniform range will be developed following a consultative process with sections of the school community to ensure comfort, practicality, lasting quality, cost effectiveness and safety;
- A list of school uniform items and prices will be available from the office;
- No variations to the items in the official Chalcot Lodge PS uniform list is acceptable;
- Parents seeking exemption need to apply to the Principal in writing stating specific reasons;
- It is the Principal's managerial role to make decisions regarding the exemption from wearing school uniform;
- In line with legal requirements, grounds necessitating exemption include where:
 - an aspect of the code offends a religious belief held by the student/parents/guardians
 - an aspect of the code prevents the student from complying with a requirement of their ethnic or cultural background
 - an aspect of the code prevents students with disabilities from being able to attend school or participate in school activities on the same terms as other students
 - the student has a particular health condition that requires a departure from an aspect of the code
 - the student or the parents/guardians can demonstrate particular economic hardship that prevents them from complying with the code.
- When considering a request for exemption, the Principal may allow modification of dress requirements or grant a complete exemption or deny an exemption from wearing school uniform;
- The Principal will respond in writing to any request for exemption from wearing school uniform;
- A summary report of any applications for exemption and the decisions arrived at will be tabled at the following School Council meeting;
- A written record of the decision on the applications and the reasons for the decision will be kept by the Principal;
- All prospective students and parents will be notified of the dress code requirements prior to enrolment at the school including the Sunsmart Policy;
- Teachers may issue a 'Uniform Pass' badge to students, if appropriate parental explanation has been issued in writing;
- Parents of pre-school children will be advised of sales procedures;
- The Principal and/or Student Well-being Coordinator will organise uniforms from the school's pre loved uniform supply, or through the State School Relief organisation, for those families who are facing economic hardship;
- Uniform garments will be priced by the supplying company;
- The school uniform colours are white and bottle green.
- In Year 6, students will have an option of purchasing a special windcheater to acknowledge their final year as senior students and to keep as a memento. The windcheater is to be worn only by the student during that year and is not part of the uniform at any other year level or any other year;
- In Year 5 & 6, students will wear the school's uniform range top when participating in interschool sports or representing the school in an official sporting event. Students will also be required to wear shorts, culottes or tracksuit pants with runners and white, grey or green socks.
- Students will be required to wear school uniform on excursions as a matter of safety for easy identification;
- Students may be excluded from participating in excursions on the grounds of safety or representing the school in the community for optional educational activities, if they are not wearing school uniform;
- Students must wear the school uniform broad brim hat during Terms 1 and 4 and adhere to the Sunsmart Policy for all

outdoor activities;

- Students not wearing a hat will be required to stay under cover within the perimeter of the lower courtyard area;

D:\Users\08716208\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\0L6E6A52\Student Dress Code Policy.doc

- During PE and sporting activities, the teacher in charge may deem it inappropriate or impractical for students to wear hats depending on the nature of the activity;
- Permission notices for all school excursions must state dress code for the activity;
- Hair must be of a natural colour;
- Headbands, ribbons, scrunchies etc must be green, black or white;
- Students are not permitted to wear any makeup including nail polish, body or hair glitter;
- Parents must supply a note to the teacher if there are medical reasons why a student needs to wear lip protection;
- To enhance student safety, the only jewellery allowed includes: ear studs or plain ear sleepers and watches, medical bracelets or small symbols appropriate to the student's religion, which are to be worn on a necklace under the uniform;
- only one piercing per ear is to be worn by students and that no other piercings will not be permitted;
- fake or real tattoos are not to be worn by students unless for religious significant;
- Socks must be black, grey or white.
- Shoes must be either black school shoes or runners which are largely white or black without brands or decoration. Open toed footwear must not be worn for safety reasons;
- All students must wear an art smock (of any colour) when working in the Visual Arts room, preferably with elasticised neck and wrists;
- Dance Crew and Choir members are to wear their uniforms as required for special performances within or outside of the school;
- In recognition of religious expectations and the special needs of some students, School Council has approved the following items to be included in the school uniform range;
 - White head scarf in summer
 - Black head scarf in winter
 - White or green leggings (footless stockings) under summer dress. Stockings must be full length
 - Full length Black stockings under black culottes
 - Full length green stockings under green culottes and green winter dress
 - White long sleeve skivvy under summer dress
- The enforcement of the Student Dress Code Policy will consist of a series of graded sanctions which will be followed sequentially. They are:
 1. Verbal warning to be given, student to remove inappropriate jewellery/makeup. Hair colour to be removed by student if possible, parent may need to be contacted to remove hair colour. Students wearing incorrect uniform will be offered preloved items to wear for that day, with the exception of hats. Students not wearing hats will be directed to stay undercover in the courtyard.
 2. Written warning sent home and documented on the student's Behaviour Record
 3. 15 minutes withdrawal in the office area during the next recess, parent contacted by phone by Assistant Principal and documented on the student's Behaviour Record
 4. Withdrawal in the office area for 15 minutes of a morning recess and 30 minutes of a lunch recess, parent contacted by Principal and invited to attend a conference meeting with the Student Welfare Coordinator and Principal. Documentation made on the student's Behaviour Record
 5. Withdrawal in the office area for 30 minutes of a morning recess and 1 hour of a lunch recess, parent contacted by Principal and documentation made on the student's Behaviour Record
 6. Withdrawal in the office area on two days for 30 minutes of a morning recess and 1 hour of a lunch recess parent contacted by Principal and documentation made on the student's Behaviour Record
 7. Withdrawal in the office area for three days for 30 minutes of a morning recess and 1 hour of a lunch recess, parent contacted by Principal and documentation made on the student's Behaviour RecordFor subsequent occasions, as on the seventh time, but increasing by one day of withdrawals during recesses
- Teachers will be issued with copies of the Student Dress Code Policy, parent notification slips and uniform passes.

EVALUATION

The Student Dress Code policy will be reviewed by staff and the Education Policy Committee every three years.

POLICY: TRANSITION

INITIAL COPY RATIFIED / REVIEWED

11/08/2010 22/02/2016

PURPOSE

To provide a comprehensive Transition Program, which facilitates a smooth transition for students moving from Pre School to Prep, from year level to year level, from Year Six to Seven and between Chalcot Lodge and other primary schools, in order to support ongoing student learning to the optimal level.

GUIDELINES

- The Transition Policy and all practices will be in line with Department of Education and Training (DET), the Casey North Network Enrolment, Transition and Transfer Protocols document and the 'Transition: A Positive Start to School' document;
- A successful Transition Program is supported through nurturing a positive rapport and effective communication between the school and all key stake holders;
- A smooth transition if facilitated through communication of a positive image of our school to the broader community;
- The 'Chalcot family' culture nurtures the feelings of being personally known, cared for and supported and enhances a smooth transition;
- Transition to school is not a point-in-time event, but rather an experience that starts well before, and extends far beyond, the first day at school;
- The 'Transition: A Positive Start to School Resource Kit' provides information about programs and approaches to transition planning, including specific advice about additional support for those children who may need it; and
- Some children may need extra support during the transition period in varying degrees due to: maturity; cultural or language background; health issues; emotional or social issues; disabilities; developmental delays; out-of-home care circumstances;

IMPLEMENTATION

- The school's culture, policies and curriculum programs will promote understanding of cultural diversity and valuing of differences;
- Families of all new students will receive a Transition Pack, which includes the enrolment form, privacy note, Chalcot Lodge Handbook and Prep Transition Booklet, copies of the schools' Student Wellbeing and Discipline Program, uniform list and various permission forms.
- Positive rapport and effective communication links to the school community and wider community will be enhanced through: inclusion of our school's brochure in the network's group promotional booklet; provision of information evenings; school tours for parents of preschool children; and comprehensive information about the school on the school's website.
- The 'Chalcot family' culture, will be embedded into all behaviours and interactions between members of the school community.
- Intervention programs including the Language Support Program will facilitate smooth transition for students with special learning needs;
- The Program for Students with a Disability will facilitate a smooth transition for eligible students;
- Differentiated curriculum will be implemented throughout the school to address individual learning needs, interests and abilities; and
- Where appropriate, transition will be facilitated with assistance of support professionals, such as Guidance Officers, Child First, Speech Therapists and translators.

Pre School To Prep

- Information provided from preschools and parents via the Transition Learning and Development Statements will be used to inform Prep teachers and the Student Wellbeing Coordinator about children's interpersonal skills and safety issues and appropriate action will be taken;
- Prior to the commencement of the year, the Prep teachers and the Student Wellbeing Coordinator will liaise with preschool staff to discuss the needs of the students enrolling at Chalcot Lodge;
- When placing students into their Prep classes, consideration will be given to parent input, preschool input about the children, and student friendships and relationships prior to commencing school;
- Chalcot Kinder Club will be held during Terms 1, 2 and 3, to enable the four year old children and their parents to become familiar with a primary school learning environment;
- A Pre-school to Prep Transition Program will be implemented in Term 4, involving class activities for the pre-school children and formal information sessions for their parents, focussing on how they can assist their children to enter into their primary phase of learning and gain information about school procedures and practices;
- Additional information about the academic skills and knowledge of new Prep students will be collected during the first month of the school year, via the individual assessment appointments;
- Links between the school and early childhood services will be built and sustained through attendance by our Prep teachers at all Pre-school / Prep Network meetings; and
- Funding for eligible students will be sought by the Student Wellbeing Coordinator through the PSD Program with appropriate consultation and preparation as soon as practicable in order to meet the DEECD deadline.

Year Level to Year Level

- When placing students into their new classes for the following year, consideration will be given to parent concerns, teacher knowledge about the students and student preferences for which friends they would like to work with in their class next year;
- A sense of connectedness to peers and to the school will be enhanced through the Buddy Program, which involves with each Prep to Two student being partnered with a senior student to undertake fun activities together;
- All students will visit their new classroom at the end of each year, to meet their next year's teacher and to hold a brief discussion about their hopes and aspirations for the following year. Teachers being newly employed will be invited to attend this meeting with their proposed classes; and
- The following year's teachers are provided with multi source information about their upcoming students' history to inform curriculum planning, including: student individual assessment files; relevant information from previous teachers shared during a designated staff meeting and reports from associated professionals.

Year Six to Year Seven

- The school will ensure that the process for placement of all Year Six students is sensitively and appropriately completed;
- Parents of Year Six students will be provided with all departmental transition information and forms;
- Parents will be kept informed of all Open Days or evenings held at secondary schools through our newsletter or through distribution of brochures supplied by the colleges;
- Parents will be informed about opportunities for their children to apply for secondary scholarships;
- Newsletters from secondary colleges will be made available in the Year 5 / 6 unit.
- Years Five and Six students will have the opportunity to participate in orientation activities organised at neighbouring secondary colleges;
- Teachers from secondary schools will be invited to give talks about their school and to work with Year 5 and 6 students;
- Students from neighbouring secondary schools, including some of our exit students, will be invited to present talks to our Years Five and Six students about life at secondary school; Discussions will be held in with Year Six students about

what it is like to be at secondary school and to explore feelings and thoughts they have about transition;

- Prior to the commencement to the new year, the Student Wellbeing Coordinator will liaise with secondary school staff in relation to students' with special needs to enhance their preparation and planning for these students;
- Year 6 to 7 PSD review applications will be completed by the Student Wellbeing Coordinator during the year prior to commencement at secondary college; and
- Information produced by DEECD will be distributed in a timely fashion.

Between Chalcot Lodge Primary and Other Primary Schools

- Prior to commencing at Chalcot Lodge Primary School, parents will be encouraged to have their child accompany them and the Principal or Assistant Principal, on an informative personal tour of the school;
- Private and confidential discussions will be held between the parents, Principal and Student Wellbeing Coordinator in relation to the specific needs of the child;
- On receiving a new student in their class, teachers will ensure that class members incorporate the new member of their 'Chalcot Family' into their friendship groups and into the Buddy Program;
- All new students will be allocated membership to one of the four 'Houses';
- Where required to support a smooth transition into CLPS, additional information about a new student will be sought from previous schools or preschools; and
- When a student exits to another primary school, the transfer note, and copies of the proof of date of birth and immunisation will be forwarded to the new school.

EVALUATION

The Transition Policy will be reviewed by the Student Wellbeing Coordinator in consultation with the Education Policy Committee, every three years or sooner if required.