



2025

PARENT

INFORMATION

BOOK

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WELCOME TO CUDGEE PRIMARY SCHOOL

I warmly welcome you to Cudgee Primary School. This booklet contains much useful information about the way the school operates. The first section is mainly relevant to Prep children. The remaining sections are general information relevant to all levels. Please keep the booklet handy for future reference.

The school has a strong tradition of parental involvement in school activities, and we invite you to share in the partnership. This partnership is one of the many strengths of our school.

Fiona Selway
Principal

1. FOUNDATION (PREP) ENROLMENT INFORMATION

ENROLMENT REQUIREMENTS

Children must turn 5 by 30 April in the year that they start school.

Documentation needed:

- Immunisation certificate
- Birth certificate.

It is essential that the confidential Student Enrolment Form be completed accurately when each child enrolls. It must subsequently be updated as circumstances change. We use this for our emergency information.

SCHOOL READINESS

Children must be socially and emotionally mature enough to cope with the extra demands of school, regardless of their age. Each child develops at a different rate, and many undergo huge changes between the decision making/enrolment time and January.

Dr Kay Margetts, a lecturer in primary and early childhood education at the University of Melbourne says, "School is about interacting with others and considering their needs, co-operation, controlling your responses and behaving in an appropriate way, not just reading and writing."



~ 2024 ~

Kathy Walker, a lecturer in education at RMIT University says, "It's better to go to school too late than too early, particularly in Victoria, which has one of the world's youngest starting ages.

At Cudjee Primary School we consider the following as signs of school readiness:

Language Skills – A child needs to be able to communicate and interact with other people in conversation. They need to follow instructions and understand what teachers are saying, as well as being able to communicate well with teachers and other students.

Physical Wellbeing – If a child is in the best possible physical health they will learn to the best of their ability. Issues such as appropriate eating, sleeping and activity are important to maximize their learning opportunities. A child who has a disability or a chronic illness may have difficulty with some aspects of school. This does not automatically mean they are not ready for school, but any physical and functional limitations need to be considered.

Motor Co-ordination – A child needs co-ordination skills. These skills allow them to dress and undress, unwrap lunch, use a pencil and scissors and participate in other activities that require hand eye co-ordination and motor co-ordination.

Concentration and Emotional Adjustment – A child needs to be able to socialise. They need to deal with the more structured environment, follow directions, cope with and understand rules.

Independence – A child needs a range of skills. This includes going to the toilet by themselves, dressing and being able to follow a classroom routine.

It is an advantage but not a pre-requisite to starting school for a child to be able to do up shoes independently and write their own name. We strongly believe there should be no academic pre-requisites to school readiness.

We would much rather encourage parents of kindergarten children share rich experiences such as:

- Listening to and telling stories
- Reading books Reading and writing together
- Playing games
- Building with materials
- Cooking
- Playing with sand and water
- Going on outings
- Learning to follow instructions
- Talking about what he or she is doing
- Asking questions
- Involving other children in play activities

.....rather than pushing students to take on board what they are not yet ready to learn.

SCHOOL AND HOME

Talk to your child about school but don't let her/him become over-excited or worried. Don't greet your child with a series of questions - let her/him chatter after she/he is comfortable, eg - drink, rest then talk. It is normal for children to be very tired in the first term of school and often children don't give blow by blow descriptions about their day and learning. Encourage your child by admiring her/his work when it is brought home. Give paintings/handwork a place of honour for a few days at least.

SCHOOL TIMES

- Teachers return to school on Tuesday 28th January 2025.
- Students start date Wednesday 29th January 2025.

- School times:

SESSION 1	9.00 AM—11.00 AM
RECESS	11.00 AM —11.30 AM
SESSION 2	11.30 AM —1.30 PM
LUNCH	1.30 PM —2.15 PM
SESSION 3	2.15 PM —3.15 PM

- During the first term, for the first 6 weeks, Preps will stay home on Wednesdays for a rest.
- If someone other than yourself is collecting your child, please let us know.
- Please try not to come too early (about 5 minutes before the bell is long enough) as children can become distressed when they have to wait.
- If your child is upset, come in, but leave at the first opportunity - most children settle more easily when Mum/Dad have gone.

LUNCHES

A small attractive and healthy lunch is best. Before your child comes to school give her/him a “Practice Lunch” from a lunch box, eg - opening a drink container, using their drink bottle, knowing which food is for playlunch.

Playlunch and Lunch are eaten inside or outside every day under supervision. During the first session of the day we encourage children to have a fruit/veg snack break at 9:30 to help them concentrate on their learning – please supply fruit/veg for these times. Uneaten food is taken home.

CLOTHING

Make sure that the clothing is suitable for the weather. Make sure that your child can fasten fasteners easily by herself/himself. If these cannot be managed at home, they cannot be managed at school either.

Name all removable clothing. Shoes should be comfortable. Don't send your children in new shoes on the first day if the shoes have not been worn before. Remember the child probably has not had shoes on very much at home during summer. Please choose shoes for your new Prep, which are easy for them to get on/off so they don't always have to rely on other children/teachers to help them. Sneakers will be required for children to do physical education and sport. Thongs are not allowed for safety reasons.

Please refer our uniform providers website uniform prices and orders for uniform particulars. Our uniform supplier is Directwear, and website is www.directwear.com.au

HEALTH

Children must know how to use and flush a toilet without assistance, and they must know that hands should be washed after visiting the toilet (soap is supplied). Please teach your child to put away playthings and materials after using them. Please teach your child how to take off any article that could cause an accident or anything of personal value. If your child has asthma, poor eyesight, hearing difficulties, allergies, or other health conditions, let the teacher know. Also let your teacher know about any family upsets, as these can cause changes in your child's schoolwork. The more a teacher knows about what is going on for your child the better they will be able to help them and meet their needs at school.

READING—TAKE HOME BOOKS

Children will bring home a book to read from the beginning of the year. Try to listen to your child read every night. To begin with, we teach them to read by using the sounds. You can encourage by "pointing" to the sounds and then saying the word. It is a great help if you can fill in the comment section of their Reading Log Book - eg - "very enthusiastic", "keen to read", "enjoyed the book", etc. Children also like to be read to. This helps promote the enjoyment of reading.

PLEASE NOTE

Many "new" parents find that school is a very different place from the one they remember. We try to keep the parents informed and up to date with the latest methods and programs, but sometimes we overlook the fact that what is familiar to us (the teachers), is quite new to you. Please don't hesitate to come up and ask about anything at all which you are not sure of, or don't quite understand. Your questions may also remind us that other parents do not know or understand that particular piece of information. Don't ever feel that your question is "too silly", as I can assure you that almost every time, someone has asked it before!

SCHOOL ORGANISATION

STAFF INFORMATION AND TIME FRACTIONS 2025

- Miss Fiona Selway – Principal, Grade 5-6 Literacy, Numeracy Teacher – Full time
- Mrs Katherine Bird – Grade 3-6 Teacher – Full time
- Mr Ashley McLachlan – Grade Prep-2 Teacher – Full time
- Mrs Chris Howlett, MARC Librarian – 1 session per week
- Mrs Merrin Moir, Music, Art Teacher – Tuesday
- Mr Ryan McCluggage, Student Wellbeing, Thursday and Friday
- Mr Alan Pfeiffer, Business Manager – Tuesday and Thursday

NEWSLETTER

Parents will receive a fortnightly newsletter on Fridays detailing activities happening at school. There will be many occasions when parents are asked to sign and return reply slips to school. 'Important Dates' at Cudgee Primary School is listed on each newsletter to enable you to keep track of upcoming events at school as well as having a reminder of those little things that are easy to overlook. There is also a board in the office area showing important dates for each term.

SCHOOL ASSEMBLY

School assembly is held every Friday commencing week six of term one from 3.00-3.15 and is run by the student leaders at the school. This is an opportunity to share and celebrate the learning and things that have been going on during the week and to look forward to the coming weeks. We would love to see you there.

SCHOOL WEBSITE and FACEBOOK PAGE

The school has a website which includes useful information about the school and its staff. www.cudgeeps.vic.edu.au. Please join/like our Facebook page for updates throughout the year.

UNIFORM

Cudgee uniform consists of a red polo shirt with the Cudgee PS logo and navy shorts, skirts or tracksuit pants. Students can also wear a red and white check dress in summer. Runners are acceptable footwear to wear as part of our school uniform. In term 1 & 4 it is compulsory to wear a school bucket or wide brimmed hat with the school logo as we are a Sunsmart school.

The uniform is compulsory and can be ordered through the school's uniform supplier Directwear, their website is www.directwear.com.au

PARENT PAYMENTS ARRANGEMENT

School Council sets parent payment arrangement late in the year for the following year. The fees cover school requisites, MARC Van, Arts Performances, and other curriculum related school requirements. The fees for 2025 are \$ 300 for the year.

CONVEYANCE ALLOWANCE

Where parents must travel greater than 4.8 km to their nearest State School, they are eligible to have their travel costs subsidised.

EMERGENCY MANAGEMENT PLAN

The school has an "Emergency Management Plan". Please feel free to ask questions or to read a copy of the document.

Please keep us informed of changes to emergency contact details. At commencement of the year you will be given a copy of your child's enrolment and asked to update any changes. Please keep this information **CURRENT** throughout the year.

All excursions and out-of-school experiences require your approval and authority for the teacher in charge to make emergency medical/surgical decisions.

Forms will be sent home at the beginning of the year and at appropriate times.

HOMEWORK/READING

We ask all parents to support their children to read at home as this is proven to be an important step in their literacy development.

Homework is given on a regular basis from Grade 3 – 6.

SCHOOL COUNCIL

President: Olivia Morgan **Secretary:** Jason Dance **Treasurer:** Fiona Selway

The School Council is the mechanism chosen by the Government to determine the policy of the school within the guidelines, which apply to all State Schools in Victoria, and is responsible for policy in regard to the following:

- School buildings and grounds;
- School operations policy;
- School finance;
- School curriculum and organisation.

Our School Council currently consists of eight members. There are five parent representatives, a community member, a teacher and the Principal. Each year there are parent positions that become vacant. School Council members are elected for a 2 year term but are eligible to renominate. Meetings are held on the third Wednesday of each month at 7.00 pm and is open to all interested people.

PARKING

School Council has decided that driving of vehicles in the school grounds by parents is prohibited for safety reasons. Please do not drive up to the school.

Children are taken to the gate by one of the teachers and are dismissed when their parents are ready to leave. This policy is necessary due to the concerns of the council about accidents.

It is also important that the school gate is kept clear in case of emergency.

ZUNO

Xuno is a school management system used for reporting, analysis and communication. Families can access XUNO on their desktop computer or via the XUNO Family app to send and receive school messages, notify absences and view the school calendar.



Download from the [Apple](#) or [Google Play Store](#).

1. STUDENT HEALTH AND WELFARE

BEHAVIOUR

Children's behaviour is a shared responsibility between parents and school.

Should any information which may possibly affect your child's behaviour (illness, accidents, etc) seem relevant please discuss it with us.

The school bases its child management policy on the idea of meaningful consequences (where possible) and this is clearly explained in the school charter.

SUN PROTECTION POLICY

Our Sun Protection Policy means that during the warm weather (Terms 1 and 4) it is compulsory to wear hats. Supplies of 30 + sunscreen are kept at school for daily distribution when appropriate.

ACCIDENTS/ILLNESS/MEDICATION

- All parents are requested to notify the school if their child/ren require any medication to be taken in school hours. This medication must be handed to the teacher for safekeeping and distribution. On no account should children administer their own medication.
- Basic first aid supplies are kept at school for minor accidents however should a child require further treatment, parents or emergency contacts will be notified.
- Parents are advised to check whether they are covered for ambulance benefits. Where a child appears to have a serious injury, an ambulance could be called.
- Student Insurance Protection has been taken out by the School Council to assist parents in the event of a serious accident to your child, anywhere in Australia, 24 hours a day. A schedule of benefits is available at school. This fee is an optional extra in the parent payment arrangements.

MANDATORY REPORTING

The reporting of child abuse is mandatory for teachers. Where a teacher has reason to suspect physical or sexual abuse, that teacher must by law report their findings.

ABSENCE FROM SCHOOL

If you know that your child will be absent, please contact the school or classroom teacher. A notification from the parent is required to cover any absence.

2. SCHOOL CURRICULUM

Our School Curriculum is based on the Victorian Curriculum which is the current policy framework for curriculum planning in Victoria. For further information see <http://victoriancurriculum.vcaa.vic.edu.au>.

The subjects we teach are;

- English
- Mathematics
- Art and Music
- Health and Physical Education
- Science
- Humanities

At Cudjee Primary school we endeavour to employ specialist staff in music, art, LOTE and library.

Specialist programs on offer are Instrumental Music Lessons.

Student voice is an integral part of our teaching and learning. Opportunities for grade 3-6 students include Junior School Council and school leadership positions.

EXTRA ACTIVITIES

CLUBS PROGRAM

It is proposed to hold a 4 week Clubs Program during Term 4. Each program will have a different focus. Eg:

- Craft
- Gardening
- Cooking

Children will experience a variety of activities that are not usually offered in a general day-to-day teaching program. Parental assistance is required to run these programs and newsletters will go out asking for volunteers when the programs are being organised.

BOOK CLUB

This is a service provided to children and parents to encourage reading and enjoyment of books. Books are grouped into beginning, middle and upper levels. The school gains free books according to the number sold. It must be stressed that when the Book Club list comes home, there is no obligation to purchase any book.

PLAYS/THEATRE ACTIVITIES

The School makes an attempt to attend theatre experiences each year. These excursions have included the excellent Arts Council shows as well as local secondary school performances. They provide a valuable educational and cultural resource, and we hope to

continue wherever appropriate events are available. A school concert is held at the end of each year.

EXCURSIONS

Excursions need to be educationally and economically viable. Often this is an extension of, or preliminary to “work” in an area of the course. Parent opinion and support is sought prior to planning.

CAMPS

The camps program aims to provide a rich experience for students to develop independence, build resilience and develop relationships with other children from other local schools. The venues for camps change from year to year.

GARDENING

The grounds of the school are the public’s first view of us all as a school community. Parents and children are encouraged to offer efforts to the maintenance and development of an attractive school environment. We hold working bees at different times during the year.

KITCHEN GARDEN FACILITIES

Our Kitchen garden facilities are used for different activities and learning opportunities throughout the year. Students are involved in planting, growing fruit and vegetables and maintaining the garden. They then have different opportunities to cook and create meals and other food in our kitchen as part of their learning.

SOCIAL SERVICES

Each year, Junior School Council students support a major appeal. These may vary from Jump Rope for Heart, Red Nose Day, The Royal Children’s Hospital or the MS Read-a-thon.

LIBRARY VAN

We have the services of the **MARC** Van (Department of Education) from which the children borrow and are taught Library skills.

The cost to be affiliated with this service is paid by School fees and subsidised by School Council from Department of Education Grants. Currently this program is run weekly on a Monday.