



Caroline Chisholm School

Preschool to Year 10

An ACT Public School

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NEWSLETTER

PRINCIPAL'S MESSAGE

Welcome to the 2020 school year, the school's 35th year of providing learning and teaching experiences for the local community! It is also a year of review, where we reflect on our areas of strength and areas for development and work towards the development of a new five year strategic plan. We look forward to working with you as this review commences; culminating in an external review panel early in term two.

We have completed a number of upgrades to school facilities over the break including the development of a new senior campus wellbeing hub. Within this space you will find our two senior campus wellbeing executive, new kitchen facilities and a new meeting room. You will also find our school psychologist Graham Mackay and the school nurse as well as our Indigenous Education Officer Steve Dwyer and our Youth Worker Adam Taylor. We have also replaced much of the carpet in multiple spaces across both campuses and painted many classrooms and administrative spaces. We have updated some of the furniture across the school and will be completing further updates later this year. The junior campus front office has also been upgraded and you will see that there are now three executive offices.

We have also commenced a consultation process with families regarding the installation of a new playground structure for students on the junior campus to use. The proposal includes moving the Western boundary fence. We invite feedback from the community, the plans are available at the junior campus for your comment.

It has been an absolute pleasure to touch base with so many families over the past week. I would like to extend a warm welcome to all of our families who have recently joined the Caroline Chisholm community and look forward to getting to know you and your children. I would also like to extend a very warm welcome to all of our educators and students; I have already enjoyed hearing of the many adventures our students and families have had over the past six weeks. I know that the break provided many challenging times with the bush fires, hail storms and high winds. We have many supports in place for our students who need support; if there are any families needing support more broadly, please get in touch so that we can assist.

Further into this newsletter you will find photos of our teaching teams for 2020. We are in the process of updating our school website to include all staff email addresses to assist you to communicate with our educators more easily. If there is any other information you would like to see included on the school website, please feel free to touch base with your suggestions.



Fri 7 January Term 1 Week 1

DATES TO REMEMBER

FEBRUARY

- 19 P&C AGM SC @ 7pm
- 21 Last day for orders:
Scholastic Issue 1
- 21 Last day for orders:
SC Hospitality Uniform
- 28 Last day orders:
Year 10 2020 Jumper

MARCH

- 5 SC Swimming Carnival
- 18 to 20 Snorkelling &
Surfing Camp

APRIL

- 1 TO 3 Snorkelling &
Surfing Camp

Key staffing changes

There are a number of changes to staff roles this year which we would like to share with you. Our junior campus front office team will include Lyn Lorkin and Debbie Brice. The team will be available to support you during 8.30am and 3.30pm; for support beyond these hours we ask you to contact the senior campus front office. Lisa Greig has moved to the senior campus office team and will be our school enrolments coordinator and assistant to the school executive.

Junior Campus

Sally Alexander will be taking on the preschool to year 10 disability educator coordinator role this year. Her office will be located on the senior campus and her role will include supporting students, families and staff to ensure student needs are carefully planned for and met through high quality teaching and learning practices. Our junior campus deputy for the year will be Jacob Bindley.

The junior campus executive team includes:

- Preschool and kindergarten – Rachel Burke
- Year 1/2 – Jen Heywood
- Year 3/4 – Jake Bindley
- Year 5/6 – Kim Barnett

Senior Campus

Our senior campus deputy principals Shane Mitchell and Terrie McHardie continue in 2020. There have been some slight adjustments to office spaces, however you will find the team located next to each other on main street. We have a number of permanent executive working in other schools and in central office. If there are any changes to roles across the year we will ensure you are kept up to date through the school newsletter. This year we have six executive on the senior campus including:

- Coaching and Mentoring executive – Gavin McClory and Michaley Phokos
- Curriculum executive – Phil Perkins and Tim Hawke
- Wellbeing executive – Joe Jennings and Vanessa Sargeant

We ask that if you need to meet with a member of the executive, that a time is made through the front office. Our executive will be spending much of their time in classrooms providing support for students and staff so will be less visible near the front office in 2020. As always, the team are happy to meet with you to provide any support you may require. Our meetings this year are on Monday (executive), Tuesday (campus specific) and Thursday (P-10) afternoons, these meetings are a priority as we focus on ensuring our practice is aligned with current research and student needs. We also value community partnerships and we will endeavour to be available after school to meet with families around these meeting times.

Keeping Up To Date

We understand how important and complex it can be for families to keep up to date with school events throughout the year. To assist you to stay informed, we have a number of key channels that you can access:

- the calendar on the school website which you can sync with your calendar on your mobile devices, the school FaceBook page 'Caroline Chisholm School'
- emails directly to your nominated email address for events directly involving your child/ren
- the school newsletter which is published fortnightly provides a wealth of information about shorter term events and updates which are noteworthy for the fortnight ahead; the newsletter is emailed directly to your registered email address and is also available for download from the school website.

We look forward to continuing to support families to remain informed and involved in our students' lives.

Allergies and Nut Aware

Caroline Chisholm is a Nut Aware School. This means that we ask that no nuts are brought to school, including in sandwich spreads, as a raw snack or within muesli bars etc. We know that families go to great lengths to check ingredients lists to avoid sending products with nuts to school, we greatly appreciate these efforts. We do have a number of children across the school with increased sensitivity to the smell of nuts and contact (rather than ingestion) with any nut based products. As such we ask that if your child has had a nut based spread or product before coming to school, that they wash their hands and face prior to leaving home. These actions significantly reduce the possibility of cross contamination. We do have a number of children with other allergies across the school also, class teachers will be in touch regarding any other foods to be aware of in your child's class. We take

allergies very seriously, ensuring all staff are trained in the safe administration of auto injectors. We ensure that all action plans and necessary medications move with the relevant child as they move through the school. If you have a child with an allergy, please ensure all action plans are up to date, your contact details are accurate, and all medicines required are on site.

Get to know you interviews for the Junior Campus

This year we have elected to hold get to know you interviews early in term one. A Learner Profile will be sent home to all families this week. We ask that you reflect on the questions provided, and complete the learner profile for each of your children. You are then invited to return this profile to your child's teacher either by sending it in to school, or making a time to meet with your child's teacher next week. We look forward to learning more about your children and family over the coming weeks.

Before School Supervision – Change to morning routine

Before school supervision commences at 8.30 am when a school staff member commences playground duty; generally you can expect to see a member of the school executive on duty. We encourage students to have a calm and quiet start to the morning and therefore do not permit running games or ball games before school. When students arrive they should wait in the area where their class lines up each morning to ensure they are in the supervised playground areas. Students riding to school each day should lock their bikes up and move to their designated class area. We will no longer be holding the morning assemblies at 8.50am. Instead, the bell will ring at 8.55am and students will line up and move straight into their classrooms. This will ensure that we maximise learning time in the mornings when students are alert and well rested.

If you need to leave your child at school earlier than this, we ask that you enrol them in the Communities@Work morning program where they are given breakfast and supervised until 9.00 am. Enrolment forms for the Communities@Work are available from the website <https://commsatwork.org/services/children/out-of-school-hours-care/>

Sign In/Out JC and SC

Each year we revisit procedures to ensure we are following the appropriate guidelines. If a student arrives late, (more than 5 minutes after the bell) or needs to leave early during the school day, parents and carers are requested to go to the front office first on the relevant campus. A member of staff will then assist you to sign with the sign in/sign out procedure. A member of staff will then collect your child from the classroom. If you are returning your child to school after an appointment, please accompany your child to the front office to sign them back in. This process ensures that the school is aware of any adults who are on the premises at any given time. We thank you for your cooperation in these matters.

Student Attendance

As part of the ACT Education Act; it is the school's responsibility to ensure students attend school on a regular basis. If your child is absent from school please ensure that you inform the school as soon as possible; the preference is to receive this information in writing. There are a number of options available including completing an absence slip at the front office, sending an email to your child's teacher or the front office, or a phone call to the front office. The school will send out daily SMS notifications to families when their child or young person is absent from school. Each term, any unexplained absences will be sent home with a covering letter requesting information to explain the absence. Should you have any questions or concerns about this process, please don't hesitate to touch base.

Student Injury - Insurance and Ambulance Transport

The ACT Education Directorate does not provide any insurance cover for injury, disease or illness to students resulting from school activities or school-organised excursions. Claims for compensation are met where there is a legal liability to do so. Liability is not automatic and depends on the circumstances in which any injury, disease or illness was sustained. As there is no automatic insurance cover for personal injury if your child is injured at school or during a school organised activity/excursion, you should therefore consider whether taking out personal insurance cover for your child is warranted. This insurance might cover contingencies including medical/hospital expenses, ambulance transport outside the ACT, and cancellation of transport/accommodation or loss of/damage to luggage. The ACT Ambulance Service provides free ambulance transport for students who are injured or suddenly become ill at school or during an approved school organised activity within the ACT.

Working with Vulnerable People – Volunteers in Schools

We will continue to implement a volunteers and visitors sign in process at the front office. When you visit or volunteer at school, please make sure that you check carefully that you are signing into the correct folder. For those who hold a Working with Vulnerable People Card (WWVP), please make sure you have this card on you and that your number is recorded next to your signature. For volunteers and visitors without this card, you will need to sign into the non-registered folder. If you are a regular volunteer, that is volunteering more than 7 hours in a semester, you must have a WWVP card. If you exceed these hours you are in breach of the Working with Vulnerable People (Background Checking) Act 2011 which commenced on 8 November 2012. This also puts the school at risk of breaching the act and being fined. We certainly appreciate all of our volunteers and your support in this matter is appreciated to ensure we are keeping all of our students safe. If you have any questions around the registration process, you can call Canberra Connect on 13 22 81. For more information: <https://www.accesscanberra.act.gov.au/>

Parking and Car Park Safety

A general reminder about parking and safety within our community. We understand that car parks are at a premium around 9.00 am and 3.00 pm daily. It is crucial that we continue to work together for the safety of our children. The bus zone is accessed each morning and afternoon by multiple buses, some of which are mini buses for special needs transport. It is crucial that the bus zones remain free of cars so that our students are able to safely access these buses. There is ample parking in the surrounding streets and the junior campus gates from the playground to the back car park are open morning and afternoon for your convenience. While these options require a short walk and a little more time out of the day, they are crucial to keep our community safe. Student safety is a priority for us all and I appreciate your cooperation with keeping our kids safe. I encourage families to be aware of safe parking options and to avoid parking illegally on the grassed area at the school. A reminder also that the Children's Crossing is in effect now that school has returned. They are highlighted by red flags with the words 'children crossing' on them. When the flags are displayed you must slow down and stop before the stop line if a pedestrian or cyclist (adult or child) is on or entering the crossing. You must not proceed until all pedestrians have left the crossing. You must not stop on or within 20 metres before or 10 metres after a children's crossing. Pedestrians are not to wave cars through, this opens up risks for all parties involved. We thank you in advance for your support to keep our community safe.

Thank you for your ongoing support!

Jen.

Safe School Travel in the ACT – Information Sheet 8

Safety and children's crossings

Ensure that your child always uses the children's crossing – it is the safest point of entry to the school.

Where there is a Children's Crossing:

- Drivers must stop at the white line if pedestrians are waiting to cross or are crossing, when the 'CHILDREN CROSSING' flags are displayed. Drivers must remain stationary until the crossing is completely clear of pedestrians.
- Drivers need to know that a children's crossing is a part-time crossing which is in operation at any time the crossing flags are in place. It operates whenever any pedestrians are using the crossing. This could be the start and finish of school days, during lunchtimes, or for excursions.
- Schools or the operators of these crossings should ensure that flags are



always removed when the crossing is not in use to reduce confusion for, or disrespect by, motorists.



Meet the teams @ CCS



Meet the teams @ CCS



WE WANT YOU FOR THE CCS BOARD!

If you are keen to contribute to the governance of the Caroline Chisholm School and help to make it even better, you should nominate for a position on the CCS board.

No prior experience necessary.

The following positions are vacant on the Caroline Chisholm School Board from 2020:

- ❖ **2 students, for 2 year tenure, unless Year 10: 1 year**
- ❖ **2 parent and citizen members, not necessarily a member of the P&C, for 2-year tenure**

Nominations open: 11am Monday **3 February 2020** – the first day of school for new students.

Nominations close 11am Monday **17 February 2020**

Nomination forms may be collected from either the Junior or Senior Campus front office during normal business hours (8:30am – 3:30pm Monday - Friday).

You must submit your nomination before the closing date by either:

- ❖ Hand delivery to the box at the CCS Junior campus or Senior campus front office.

or

- ❖ Email to info@chisholm.act.edu.au with "CCS Board" in the subject space.

Appointments commence **1 April 2020**. There are generally 2 meetings each term on a day to suit the members.

Further information: contact the Assistant Returning Officer, Livia Tigwell, on 6142 3547 (direct), 6142 3550 (switch) or email: livia.tigwell@ed.act.edu.au

Livia Tigwell

Career Development
Teacher

Caroline Chisholm School

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School Boards: Democracy in action.



JC Canteen lunch orders will now be served during the first break at 11am. Please ensure orders are in by 9am.



Student Banking will resume every FRIDAY from Week 1 Term 1 2020. Deposit wallets are to be left with the JC or SC Front Office by 9am and students can collect them again from the office in the afternoon.

Year 10 Meetings

In Term 1 I am offering each Year 10 student an individual Career Development interview. This will provide an opportunity to discuss a range of issues relating to education, further training and employment so that appropriate goals may be set for the final school years. Possible discussion topics include college enrolment and course selection, CIT / university study, apprenticeships, Australian School Based Apprenticeships (ASBAs), vocational courses, employment and resumes. Parents / Carers are strongly encouraged to attend with their child, as past experience has shown that this approach provides the best support and improves outcomes. The meeting generally lasts about an hour.

I am available from 8:15am – 5:30pm. To make an appointment please email me your availability and I will try to give you your preferred time.



Vocational Learning Options (VLO) courses are offered each semester to provide an insight into what it would be like to study in an area not offered at school. Usually these courses are held at the Canberra Institute of Technology (CIT) one day a week for 12 weeks during semester. Attendance counts as school attendance, and participants will have to negotiate modified assessment with their teachers. The courses are for school students from Years 10-12 and deliver some of the subjects towards the Certificate qualification, so participants have less to complete if they want to continue later.

VLOs for semester 1 include:

- Fitness
- Beauty - Lash, brow and tan
- Early Childhood Education
- Animal Services
- Electro-technology
- Café and Reception Essentials
- Auto mechanics
- Kickstart my Career - Conservation and Land Management

Students keen to apply or wanting details should see Ms Tigwell as soon as possible, ideally next week. Interest is strong from other schools, so you will need to apply early and Ms Tigwell will need to assist you. Don't delay.

Hospital Work Experience is possible this year again for Year 10-12 students. The online application process opens on Monday 10th February. If you would like work experience in a hospital please tell Ms Tigwell, so that she can assist you with your application. You will need to have your immunisation records scanned to include with the online application.

Immunisation evidence required:

- Hepatitis B x 3
- MMR (Measles, Mumps, Rubella)
- Varicella/Chickenpox - Now given as the MMRV vaccine at 18mths
- DPT (Diphtheria, Pertussis/whooping cough, Tetanus) given within the last 10 years – given at 12-13yrs on school program
- Current season influenza if attending placement between May - November

Evidence of Tuberculosis, HPV/Gardasil, Hep A, Meningococcal, Rotavirus or any other vaccines in NOT required.

Contact: Livia Tigwell – Career Development Teacher – livia.tigwell@ed.act.edu.au – 61423550

ATTENDANCE

Regular attendance at school is important for your child's intellectual, social, emotional and physical development. Attendance at school ensures every child and young person in the ACT has every opportunity to gain the knowledge and skills they need to participate in the community. Increased participation in education leads to improved employment capacity and prospects, and increased earning potential for all young people.

All children and young people in the ACT are required to participate in fulltime education from six years of age until they complete Year 10. Young people are then required to participate in fulltime in education, training or employment until they complete Year 12 or they turn 17, whichever happens first.

Under the Education Act 2004 (ACT), parents are responsible for ensuring that their child is participating in their chosen education, training or employment alternative. If a young person isn't participating in an education, training or employment alternative their parents are committing an offence and can be called before a court of law.

Accurate record keeping around attendance is very important. It allows the school to facilitate the early identification and reporting of poor attendance (including lateness). Teachers record student attendance at each lesson. To enable accurate and up to date recording and reporting of attendance; adequate documentation should be submitted to the Front Office within 5 days of any absence. In addition, we encourage families to contact the school with information about planned or current absences.

If your child is away, please email the school or provide a written note. If your child is away for more than three days, please supply a medical certificate or statutory declaration.

For planned absences in advance (e.g. overseas holiday, sporting trips, known medical procedures) an 'Advanced Notice Form' from the Front Office must be completed and submitted along with documentation in the form of a written note, sporting organisation letter, or medical certificate.

If school procedures encouraging attendance are unsuccessful, the school is required to refer parents/guardians and the child/young person to the ACT Education Directorate.

Every Day Counts

When your child misses....	That equals....	Which is.....	And therefore, from Kindy to Year 12, that is.....	This means that the best your child can achieve is.....
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1½ years of learning	Equal to finishing in Year 11
1 day per week	40 days per year	8 weeks per year	Over 2 ½ years of learning	Equal to finishing Year 10
2 days per week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

(Reference: NSW Education & Communities)