



Table Cape Primary School

2024
General Information

LEADERSHIP TEAM

Principal	Lynette Grundy
Assistant Principal / STEAM	Michael van der Ploeg
Advanced Skills Teacher/Safeguarding Lead	Erin Munro
Advanced Skills Teacher/Student Support	Chantelle Thomas
Quality Teaching Coach /AST	Jessie Type-Farrell
School Business Manager	Emma Green

SCHOOL WILL RESUME FOR 2024 ON THURSDAY 8 FEBRUARY

Levy payments, collection of books and uniforms can be made on:

Friday 2 February:	08:30 – 11:30am	Families with Surnames: A – C
	12:00 – 3:00pm	Families with Surnames: D – H
Monday 5 February:	08:30 – 11:30am	Families with Surnames: I – Q
	12:00 – 3:00pm	Families with Surnames: R – Z

Please note due to Covid restrictions there may be a slight delay on these days due to the number of adults permitted in our building. Adults are asked to keep 1.5m distance from others both inside and outside at school.

Note: EFTPOS facilities are available for both levy and uniform payments.

Office hours from Monday 29 January until Monday 5 February will be 8:30am – 3:00pm.

PLEASE NOTE:

Parents/Carers unable to make the levy payment during this period should contact our School Business Manager, Mrs Andrea Miller on 6442 3377, to make alternative arrangements.

Please note that there are no credit arrangements on uniform sales.

Office staff will be available to accept any new enrolments and to assist parents with any queries from Monday 29 January. Office staff will also make appointments for parents who wish to discuss any matter with the Principal or a Leadership Team member.

CLASS PLACEMENT LEVY SHEET:

This sheet gives details of the class placement for your child in 2024 and the levy fee. It is included in your child's 2023 End of Year reporting envelope.

PLEASE BRING THE LEVY SHEET WITH YOU WHEN YOU COME IN TO MAKE YOUR PAYMENT.

STATIONERY ITEMS:

Some stationery items for students will be issued upon payment of levies. The balance will be issued to children by teachers as required. The cost of these items is covered by your school levy payment.

THE SCHOOL DAY

School open **8:30am**

Students are to enter to and from their classroom external doors.

School day begins at **9:00am**

Recess time: **11:00am to 11:20am**

*Children eat in their classroom from **10:50-11:00** then go outside from **11:00 - 11:20am***

Lunch break: **12:40pm to 1:20pm**

*Children eat in their classroom from **12:40-12:50** then go outside from **12:50 - 1:20pm***

End of school day: **2:45pm**

School Office closed **3:30pm**



SCHOOL COVID SAFETY PRACTICES

1. The classroom external door is the daily entry and exit point - unless you need to see your child's teacher, we would still encourage families to continue the practice of 'Stop, Drop and Go' from outside the door.
2. If you do need to make a visit with your child inside their classroom (between 8:30 and 9:00am or after 2:45pm) then please keep this brief (maximum of 10 minutes) and continue to maintain physical distancing (at least 1.5m) between adults.
3. Adults visiting for longer than 10 minutes must register at the School Office at all times.
4. Please enter via the School's Main Front/Admin Entrance if you have any inquiries or for all student late arrivals /early departures.
5. If you or your child are unwell, then please stay at home and do not come into our school.
6. Continued practicing of our improved hygienic respiratory etiquette - personal hygiene practices (handwashing, covering coughs and sneezes with your elbow or a tissue) and increased cleaning protocols for 'high-touch surface' areas remain in place.
7. Keep 'up to date' by visiting the Department of Education's Public Website for information



ATTENDANCE INFORMATION

Coming to school every day when a child is healthy is one of the most important things parents can do in supporting their children's learning. *Please remember to let the school know whenever your child is absent, by a phone call 6442 3377, email table.cape.primary@decyp.tas.gov.au or on the Schoolzine App via the contact button so that we can accurately monitor attendance.*



ANAPHYLAXIS INFORMATION

Table Cape Primary School is an Anaphylaxis Aware School. Please avoid peanut, nut and Nutella products in school lunch boxes.

WE ARE A 'POSITIVE SCHOOL COMMUNITY'

Our School Community has determined that all interactions which take place at this School must take place in a respectful, rational, non-threatening manner and that this is a requirement for all - both students and adults.

All members of our School Community are expected to always model and comply with the School and Department of Education Values, '*Connection, Courage, Growth, Respect and Responsibility*' and Codes of Conduct to settle disagreements without any hostility (verbal or physical) towards any member of our school community (students, staff or parents).

Adults are extremely powerful role models for all children; in particular with developing others' skills in managing emotions and responsible decision-making. Along with our students, we require all adults (parent/carers and staff) to always model respectful behaviour at school and in all communications with staff.

The 'Well-being' of all (students, their families and staff) is highly valued at Table Cape Primary School.

SCHOOL VALUES



Monthly, we have a school-wide spotlight focus on our School and Department of Education **Values**:



Connection

Building positive relationships and a sense of belonging



Courage

Accepting challenges and embracing opportunities



Growth

Aspiring to learn and improving, even when it is tough



Respect

Caring for ourselves, each other, and our environment



Responsibility

Stepping up and doing what is right

SCHOOL UNIFORM

We have a uniform store at the school, open daily from 8:30am till 3:00pm. The wearing of school uniform is **strongly encouraged** and is the most economical way to dress children. A uniform list is available from the school office. Hooded jumpers, make-up, high-heeled shoes, thongs and “open-toed” shoes/sandals are not appropriate for children to wear to school. Labelling of clothing is important, especially jackets which are often taken off for P.E. We realise that children’s clothes are expensive and labels help us to return lost items. Note: A lost property bin is kept near the office for any items found.

Qkr! <https://qkr.mastercard.com/>

Making School Payments easier than ever before

Qkr with Masterpass lets parents pre-order and pay for goods and services directly from their mobile devices. Brought to you by Masterpass



Please contact the school office for more information if required.

SUN PROTECTION



Children should wear sunscreen wherever possible, and we ask that parents either apply sunscreen to their children prior to arriving at school and/or sunscreen is available in classrooms for daily use. All students are required to wear a school hat when outdoors in **Terms 1 and 4**. Our school is an accredited **Sun Smart School**.

STUDENT BUS TRAVEL

All student bus travel queries should be directed to Wynyard Bus Lines 6442 2891.



BREAKFAST CLUB

Our Breakfast Club Program is offered to our students by the School and is run by school staff. Student users are encouraged to give a coin donation to support this daily program. Local businesses and the Rotary Club are generous supporters of this program in our school.

Breakfast is available each morning for any student from 8:30 – 8:55am in the large multi area near the school kitchen.

CANTEEN

In 2024 lunch orders will only be available 4 days a week i.e. **Tuesday – Friday**. Small recess items can also be purchased. A menu is supplied at the start of each term and is available on our social media sites.

The canteen is CLOSED on Mondays.

Our School Canteen operates as a small private business run by Danielle Barker. She works closely with the school to provide a healthy menu. No credit is given, and all orders must be placed by 10:00am.



PRE SCHOOL PROGRAMS

Caring for the early learning needs of children from 'Birth to 4 years' is extremely important to us all at Table Cape Primary School.

If you are interested in participating in any of our Early Years programs, please contact the school on 6442 3377. Families will be offered opportunities to participate in Launching into Learning programs that are critical for the growth and development of vital skills in young children. Please refer to our 'Birth to 4 Program term brochures for specific program details.

Pre-Kinder sessions are also offered for all children who are turning 4 years of age and will be attending Kinder in the following year. Parents are required to stay with their child/ren during Pre-Kinder sessions.

Pre-Kinder sessions are a valuable time for children to interact with each other and become familiar, happy and confident within the school environment.

SPECIALIST PROGRAMS

All classes from Prep to Grade 6 participate in the following specialist programs:



Library



Visual Arts



Music



STEAM -
Science,
Robotics
& Animation



PE



Health

DAILY PHYS ED PROGRAM

This P-6 program is held daily and is in addition to the weekly physical education class. Children should wear appropriate footwear each day.

OUT OF HOURS CARE PROGRAM

This program is available for students attending Table Cape Primary School. For more information, please contact Warawyn Centre Manager, Wendy Richards on 6443 8380.

EMERGENCIES



It is important that we have emergency contact people for all students enrolled. Contacts must have a telephone and be able to transport students home. Please advise these people that you have named them as a contact. It is important that these details are kept up to date.

MEDICATION

If your child requires medication (short or long-term) to be taken during school hours, parents/carers are asked to bring the medication in with them, in its original container.

Medication CANNOT be administered until an authorisation form has been completed by your child's doctor. This form is available from the school office.

This procedure complies with Education Departmental Guidelines.



KEEPING IN TOUCH

Liking our Facebook page: Table Cape Primary

Visiting our Website page

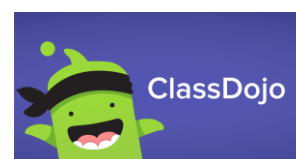
<https://tablecapeprimary.education.tas.edu.au/>



Our School eNewsletter

Our fortnightly School Newsletter is delivered by email or by downloading the app and viewing on your smart phone. The app is password protected. Please see the office staff for this password. Hard copies are available to pick up from the school office.

<http://tablecapeps.schoolzineplus.com/subscribe>



ClassDojo

Connects our teachers with students and parents to build amazing classroom communities and support between school and home. Through ClassDojo we share amazing moments from class and can communicate directly in real time. Class teachers will provide unique invite letters for new parents to sign-up and connect to their child's class.

CONCERNS & QUERIES

Please contact your child's teacher with any concerns or queries you may have. We share an interest in children's well-being and development.

SCHOOL ASSOCIATION

Parents play a vital role in supporting our school with the education of their children. The School Association Committee is an elected body of parents, staff and community members involved in decision making and policy development.

Our Parents and Friends operates as a sub-committee of the School Association and is a group of volunteers who are interested in supporting our school through fund-raising and assisting in school activities.

Please keep an eye out for our meeting dates in the school newsletter.

PROFESSIONAL SUPPORT STAFF

Our Support team includes:

- Social Worker – Catherine Grining
- School Psychologist – Nathan Langley
- Speech & Language Pathologist – Megan Horner
- School Nurse Health – Liza Galea

NB: Please make contact with the School Office regarding the *Referral* process to request a specific support.

Dental concerns should be directed to the Dental Clinic in Hogg Street on 6443 8623.

PARENT HELP / VOLUNTEERS

It is a Department of Education mandatory requirement that all parent help, volunteers and employees have a 'Registration to Work with Vulnerable People' card. If you require any further information, please contact the school office, or go to the Department of Justice website:

http://www.justice.tas.gov.au/working_with_children

This is a QR Code.



1. Download and Install a QR Reader app from your app store
2. Open the app and point your phones camera at the code
3. This will take you directly to more information about registering to work with vulnerable people

2024 SCHOOL PHOTOS

Our photo day will be **Tuesday 20 February 2024** and will be taken by Leading Image Photography. Purchasing of photographs is optional for families.

Leading Image Photography uses digital technology for the shooting and processing of all school photos and take full responsibility for processing all orders and payments.

It is entirely optional for parents to purchase; however, all students will be photographed for school data records, both individually and in class groups, regardless of photo orders.

SWIMMING AND WATER SAFETY PROGRAM

In acknowledgement of the importance that water safety and swimming capabilities play throughout our lives, the Department of Education mandates that all students learn to be safe and competent in water environments, as a component of the school curriculum.

Every effort is made to ensure that each child is made to feel safe and supported during this program. The school will ensure that all relevant safety and health precautions will be implemented, including COVID-19 requirements.

The Department of Education Swimming and Water Safety Program consists of lessons run over a period of two weeks for children in Years 3, 4, 5 and 6.

The Program for 2024 will run from Monday 26 February until Friday 8 March. Cost is included in levies.

SHARING ASSEMBLIES

We invite family and school community members to join us 3 times a term for our Sharing Assemblies from 1:30 – 2:15pm in our Gymnasium.

Our format provides an opportunity for classes to have a turn to share snapshots of class learning. For the first half of the year this will involve classes from Prep to 6 and our Kinders will join us in the latter half. A mystery teacher is selected to award the “Best Class” at Assembly Trophy.

Families are also invited to stay until the end of the school day and enjoy a light afternoon tea (where pre-school children can also have a play) in our Large Multi-Purpose Room.

Please note that at any time, we may be required to review having visitors/adults in our audience according to most current direction from the Department of Education information and/or the current Public Health Guidelines.



RESPONSIBLE USE OF SCHOOL ICT RESOURCES

As part of your child's curriculum, our school is providing supervised access to Information and Communication Technologies (ICT). ICT includes the use of: computers and printers; the school network; the Internet; email; digital/video cameras; and scanners.

These technologies are used within the school for research, for communicating with other people, for publishing students' work, and for learning basic skills. The Department of Education is committed to the pursuit of excellence in learning and teaching through the integration of learning technologies into education programs. While staff will ensure that high-quality on-line materials are available and promoted, it is possible that your child may encounter inappropriate material while using these resources. The school minimizes this risk by providing appropriate supervision, using Internet filters, and educating students to participate safely and responsibly when online.

The school has developed rules for safe and responsible use of ICT and all students work to these rules, a copy of which is attached for your information. Students in Grade 3 and above are required in class to sign an Acceptable Use Agreement, and younger students will work with their teacher to ensure that they understand the rules. Unless otherwise advised, we will assume your child has your permission to use the computing and Internet resources available at this school.

From time to time the school may want to publish to the Internet, photographs of students involved in school activities and/or samples of students' work in order to share good practice, celebrate success and inform the learning community about our activities. Your child may also be involved in online learning activities which involve publication to other relevant Department of Education websites. The school enrolment form and the annual validation of information form requests your consent for this purpose.

If you wish to discuss any aspect of the use of Information and Communication Technologies within our school, please telephone the school office to arrange an appointment with the Principal.



ICT Acceptable Use Agreement - Grade 3 - 6

Information and Communication Technologies (ICTs) includes but is not limited to the use of electronic devices such as tablets, computers, netbooks, interactive white board, the school network, the Internet, email and Web services, iPods, digital/video cameras, scanners and removable storage devices.

At Table Cape Primary School ICTs are provided for educational, communication and research purposes. They are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and learning basic skills.

The rules we follow at Table Cape Primary School when using ICTs include:

General Use:

1. When I am using ICTs I will follow our School rules at all times and comply with State and Commonwealth laws.
2. When I am using ICTs I will use my time effectively and do the task I am meant to be doing.
3. I will work co-operatively when I am using ICTs.
4. I will take care of the school's hardware and software.
5. I will keep all of my food and drink away from devices/equipment.
6. I will start and shut-down the computers correctly.
7. I will log off the computer when I have finished my work.
8. I will ask adult permission to print.
9. I will not use the school's equipment for anything which is against the law, or which would inconvenience other people, for example:
 - Printing more copies than I need
 - Downloading large files (such as music, graphics) which slow down the network
 - Downloading Apps to devices
 - Changing the setting on tablets/netbooks/computers
10. I will keep my password/s to myself, and not seek the passwords of others.
11. I will only work on my own work and store it in my folder/file/removable storage media/device, except when working on a group project.
12. I am aware that viruses can be spread between computers through e-mail opening 'links' and using storage devices (USB drives, CDs, DVDs, memory cards) that have not been checked by virus scanning software and I will check with my teacher before using such devices on a school computer.

Internet Use:

1. I will only access web sites that are relevant to the information I need.
2. If I see or hear anything on a web site that is not suitable or I am unhappy with, I will click the HOME button and tell my teacher immediately.
3. When I use e-mail, forum boards or supervised chat rooms the messages I send will be polite and sensible.
4. I will not give out any personal information about myself or others.
5. If I receive any messages that I do not like I will tell a teacher immediately.
6. I know that the school may check my computer files and will monitor the Internet sites I visit.
7. I will not copy other people's work into my work and call it my own. This includes pictures and information I find on the Internet (plagiarism).

ICT Acceptable Use Agreement – Kinder to Grade 2

Information and Communication Technologies (ICTs) includes but is not limited to the use of electronic devices such as tablets, computers, netbooks, interactive white boards, the school network, the Internet, email and Web services, iPods, digital/video cameras, scanners and removable storage devices.

At Table Cape Primary School ICTs are provided for educational, communication and research purposes. They are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and learning basic skills.

The rules we follow at Table Cape Primary School when using ICTs include:

1. I will be careful with the devices/equipment and use each properly.
2. I will do the task that I am meant to be doing.
3. I will keep all of my food and drink away from devices/equipment.
4. I will work co-operatively when I am using ICTs.
5. I will only use school programs and software.
6. I will start and shut down the tablets, computers and netbooks correctly.
7. I will ask adult permission before I print.
8. I will respect other people's work on the computer.

Internet Use:

1. Internet: (with my teacher's permission and supervision) I will only access web sites that are relevant to the information I need.
2. I will not download Apps to a school device.

EVERY DAY COUNTS ...

When your child misses just ...	that equals...	which is ...	and therefore, from Kinder 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 1.5 years of school	Equal to finishing Year 11
1 day each week	40 days per year	8 weeks per year	Over 2.5 years of school	Equal to finishing Year 10
2 days each week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days each week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

EVERY MINUTE COUNTS ...

When your child misses just ...	that equals...	which is ...	and therefore, from Kinder to Year 12, that is ...
10 minutes each day	50 minutes or learning time each week	Nearly 1.5 weeks per year	Nearly half a year of school
20 minutes each day	1 hr and 40mins of learning each week	Nearly 2.5 weeks per year	Nearly a year of school
30 minutes each day	Half a day of learning each week	4 weeks per year	Nearly 1.5 years of learning
1 hour each day	1 whole day of learning each week	8 weeks per year (nearly a whole term)	Over 2.5 years of learning

Your child's best learning time is at the beginning of the day ...

Good time keeping means making sure that your child is at school and ready to learn BEFORE the school bell rings!

School starts at 9:00am ...

Don't be late!





Table Cape Primary – Schoolwide Positive Behaviour Expectations Matrix

Setting	Be a Learner	Be Friendly	Be Safe
Learning Spaces/ Classrooms	<ul style="list-style-type: none"> Do my personal best (PB) Listen attentively Work quietly Focus on my learning and allow others to learn Manage distractions 	<ul style="list-style-type: none"> Take turns to work cooperatively Use kind words, be polite, and use good manners Be respectful and patient Listen to others Help others with their learning 	<ul style="list-style-type: none"> Use equipment appropriately Pass equipment to others Walk inside Take care of all property Follow class rules Safe 'hands & feet'
Playground	<ul style="list-style-type: none"> Sit to eat – food only on hard surfaces and rubbish in the bins Join in and play Listen to the duty teacher Stay on hard surfaces when the 'Red Flags' are out Be fair and show good 'sportsmanship' Go back to class on time 	<ul style="list-style-type: none"> Stay cool and use friendly words to solve problems 'We Mind, Be Kind' Include others and share Speak up and tell a duty teacher if you have a problem 	<ul style="list-style-type: none"> Walk on paths and around buildings (white concrete) 'Hands- off, feet- off' Play by the 'rules' Use play equipment appropriately Face outwards on the swings Stay inside the boundaries Leave sticks and rocks on the trees and ground Play in front of the trees
Breakfast Club	<ul style="list-style-type: none"> Walk inside and place bags to the side Join the line and wait patiently and quietly Inside quiet table voices 	<ul style="list-style-type: none"> Use my manners, 'Please' and 'Thank You' Eating with polite manners – mouth closed 	<ul style="list-style-type: none"> Carry food carefully to my table and sit to eat Be responsible for leaving my space clean – scraps tub and dirty dishes pile
Toilets	<ul style="list-style-type: none"> Remember to go to the toilet in a recess or lunch break Use safe, hygienic and sensible behaviour – wipe, flush toilets and wash hands Shoes on our feet & feet on the floor Food-free & no-play zone 	<ul style="list-style-type: none"> Respect the privacy of others Wait patiently for your turn Leave the lights on Only lock & unlock my own cubicle door Quiet, polite voices 	<ul style="list-style-type: none"> Keep the area slip-free and clean by not wasting or spilling the soap, paper towel and turn off the taps/water Sit properly on the toilet Always walk in the toilet Keep clean & tidy -paper in the bins
Transitions/ Corridors	<ul style="list-style-type: none"> 'Walk' in my class line Use outside paths and access doors when on my own Corridors are a 'no play' zone 	<ul style="list-style-type: none"> 'Inside Walking' - without talking so others can learn Quiet and sensible movement 	<ul style="list-style-type: none"> Walk around corners Give others personal space in the line 'Hands off, feet off'
Canteen	<ul style="list-style-type: none"> Place my order in the lunch box before school Only buy my own food Only spend my own money Put my rubbish in the bin 	<ul style="list-style-type: none"> Use manners, 'Please' and 'Thank You' when purchasing from the canteen Move away once I've paid 	<ul style="list-style-type: none"> Join the line and wait patiently and quietly Sit down to eat outside



Table Cape Primary – Schoolwide Positive Behaviour Expectations Matrix

Setting	Be a Learner	Be Friendly	Be Safe
Bus	<ul style="list-style-type: none"> Be on time to the bus line Listen to the driver Quiet volume/voices Bags off my back & under my legs/seat 	<ul style="list-style-type: none"> Use friendly words & say 'Hi' & 'Goodbye' Respect all bus property and keep seats clean – feet off Watch out for younger children Quiet voices – no distractions 	<ul style="list-style-type: none"> Walk to the bus and line up quietly Stay sitting on my seat – no moving when the bus is moving Use seat belts if provided No food/drink zone Wait for my turn to get off carefully Tell the driver if you have a problem Wait to cross the road when the bus has gone
Sports/Daily PE/ PE	<ul style="list-style-type: none"> Join in all activities and do my 'Personal Best' (PB) Wait for permission to use equipment 'Have a go' to learn new skills 	<ul style="list-style-type: none"> Listen to and follow instructions and game rules Play fair, share and take turns Be a good sport Encourage others 	<ul style="list-style-type: none"> Play by the rules Use all equipment correctly Look after equipment
Excursions/ Public	<ul style="list-style-type: none"> 'Look, Listen & Learn' from all opportunities, speakers, hosts/guests, adults, others Represent the school with pride in our uniforms Be on time Follow teacher directions 	<ul style="list-style-type: none"> Use manners 'Respect' what is expected – be quiet, friendly & courteous to all members of the public Walk and use a quiet voice 	<ul style="list-style-type: none"> Always stay with the group Cooperate with all adults and peers Follow the rules of the space Stay in your seat/ with the group Enter and exit in an orderly manner Stay away from roads and cars
Assembly/ Performances/ Student Meetings	<ul style="list-style-type: none"> Use good audience skills – sit still, look to the front, whole-body listening Sing the National Anthem Use a loud, clear voice when sharing Sit next to someone sensible Ignore distractions 	<ul style="list-style-type: none"> We sit quietly facing forward, to show respect to people sharing 'Hands – up' to speak or ask questions Show 'appreciation' and encourage others by sensible clapping/applause 	<ul style="list-style-type: none"> Walk in class lines to and from the venue 'Hands- off, feet- off' Think about 'personal space' of those next to us Follow staff instructions
Relief Teachers	<ul style="list-style-type: none"> Assist relief teachers know where things are and about routines Follow the Class Rules Listen to the teacher and do your best – accept that their style may be different to my regular teacher Show 'settled and steady' regular classroom behaviour and learning habits 	<ul style="list-style-type: none"> Be helpful Be welcoming Speak nicely, using manners Sit in my normal learning space 	<ul style="list-style-type: none"> Use all equipment and resources safely Use ICT with permission and following the User Agreement

DUTY OF CARE

Please be aware that our Duty of Care commences at 8:30am each morning.
We request that children do not come to school before this time.

TERM DATES 2024

Term 1:

Thursday 8 February to Friday 12 April

Term 2:

Monday 29 April to Friday 5 July

Term 3:

Monday 22 July to Friday 27 September

Term 4:

Monday 14 October to Thursday 19 December

Staff Professional Learning Days (non-student days):

Monday 5 to Wednesday 7 February & Friday 1 November

Moderation Day:

Friday 7 June

We believe in your right to be concerned about, and involved in, the education of your child.

If you ever want to talk about anything to do with your child's education, please contact the school.

Your comments and opinions are important and will help us provide a high quality education for each child.



CONTACT DETAILS:

33a Gibbons St Wynyard Tas

Ph: (03) 6442 3377

email: table.cape.primary@decyp.tas.gov.au