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# PARENT INFORMATION BOOKLET 2026



A caring community since 1901  
Working together, achieving success

# WELCOME TO CARRUM PRIMARY SCHOOL

Welcome to the school community of Carrum Primary School. We strive to provide a safe, secure, happy, friendly and challenging environment which is ideal for learning. We have found that this is best achieved by promoting a genuine partnership and openness between staff and the school community. Together we can foster self-esteem by encouraging students to take an active role in becoming responsible for their own learning, to take calculated risks and to feel good about themselves. Carrum Primary School will continue to strive for excellence and is both proud and appreciative of its high level of parental involvement. We believe this to be a significant factor in the education of all children at our school.

The Victorian Curriculum provides the basis for curriculum planning in Victorian Schools and for reporting on student achievement. At Carrum Primary School, a comprehensive curriculum is offered from Prep to Grade 6 in the Key Learning Areas of Mathematics, The Arts, English, Humanities, Health and Physical Education, Science, Technology and Languages. Intensive Swimming, Buddies, Enrichment and Intervention programs all add to the opportunities offered to our students. In addition, Grades 3-6 participate in the Stephanie Alexander Kitchen Garden program creating appetising meals in the kitchen classes from produce they have planted and harvested in the school gardens. The school also broadcasts to the global world on our own radio station, 'Radio Carrum.'

At the beginning of each school year, a meet the teacher day is held to discuss the areas of learning to be covered in your child's year level. There will also be an opportunity for you to discuss issues relating to your child that you feel will impact on your child's learning and participation at school.

This booklet has been compiled to assist the smooth transition of families, particularly new families into school life. Commencing school is an exciting time for children and we wish you a very warm welcome to Carrum Primary School.

Looking forward to working with you.

Clem Langford  
Principal

# Term Dates and School Hours

## TERM DATES 2026

Term 1	27 <sup>th</sup> January 2026	2 <sup>nd</sup> April 2026
Term 2	20 <sup>th</sup> April 2026	26 <sup>th</sup> June 2026
Term 3	13 <sup>th</sup> July 2026	18 <sup>th</sup> September 2026
Term 4	5 <sup>th</sup> October 2026	18 <sup>th</sup> December 2026

## IMPORTANT DATES

### Term One

**27<sup>th</sup> January - Curriculum Day (Staff only)**

**28<sup>th</sup> January - Curriculum Day (Meet and Greet the Teacher)**

**29th January – First Day of School (Prep - 6)**

**9th March - Labour Day**

## SCHOOL HOURS

8:45am to 9:00 am

School Arrival (Teacher on Duty)

9.00 am to 11.00 am

Session 1 & 2

11.00 am to 11.30 am

Recess

11.30 am to 1.30 pm

Session 3 & 4

1.30 pm to 2.10pm

Lunch break (10 mins eating at 1:30-1:40pm)

2.10 pm to 3.10pm

Session 5

3.10pm

School finishes

3.10pm to 3:30pm

Leadership team will be on duty (gate supervision) at the end of the school day until 3:30pm. Students who need to be collected at school can wait with their teacher or at an agreed pick-up point within the school until parents or carers arrive.

\* Please note Prep-2 families will be able to collect their children from out the front of their classrooms and teachers will make sure the students go home with a parent or carer. TeamKids staff will collect Prep Students who are going to afterschool care from their grade and walk them to the Multipurpose Room. If students are not collected by 3:30pm and are not attending after school care, they will be taken to the office and families will be contacted.

School dismissal time on the last day of each term may differ. Term 1, 2 and 3 generally end at 2:30pm and Term 4 will usually finish at 1:30pm. You will be notified of end of term dates and times in advance via Compass.

We also have “Extreme Weather” timetables where students are supervised inside classrooms when required over recess and lunch.

Teachers are on yard duty from 8.45 am to 3.30 pm. Students in school grounds outside these times are not under the school’s supervision.

Parents are asked to ensure that their child arrives in time to commence classes at 9:00am. We understand that there may be circumstances where this is not possible. However, it is disruptive to teachers, other children & parent helpers when a child arrives after the bell.

Similarly, please collect your child promptly at the end of the day. In the event of some unexpected delay, please telephone the Office so that we can inform your child. Children often become very distressed if parents arrive late.

## **CURRICULUM DAY – MEET AND GREET TEACHER**

Prep parents will be notified of an interview time for you and your child to attend a short interview with their teacher prior to the day they start. Parents and Guardians of students in Grade 1-6 will be able to book their interview time through Compass. Here your child will be able to drop off their school supplies ready for the first day of school.

### **Prep School Hours**

While Prep students are adjusting to new routines and the school environment at the start of the school year, they will attend Monday, Tuesday, Thursday, and Friday from 9.00am – 3.10pm. The first Wednesday that they will attend school is the **4th** of March.

## **CONTACT WITH THE SCHOOL**

Our telephone number is 9772 1117 and school email [carrum.ps@education.vic.gov.au](mailto:carrum.ps@education.vic.gov.au) Please feel free to contact us at any stage.

Your child's teacher is always willing to discuss his/her progress during the term, although it is preferred that you arrange a meeting time in advance. Parents are asked not to interrupt teachers during class times.

## **Communication Options**

- Term 1: Parents are invited to a meeting with the classroom teacher to discuss issues for sharing with the teacher that may affect learning goals and programs offered. These meetings will be held on the 29<sup>th</sup> January 2025.
- Term 2: At the end of this term, a written Report on the progress of each child is prepared and uploaded to Compass (our school communication reporting software) and an opportunity is provided for Parent/Teacher interviews to discuss student progress.
- Term 4: At the end of this term, a Report on the progress of each child is completed and uploaded to Compass.

## **ENTRY TO SCHOOL DURING SCHOOL HOURS**

All visitors to the school are asked to enter via the two main gates located on Church Road and Walkers Road. This is to ensure the safety of our students and to minimise disruption during the school day.

## **SCHOOL NEWSLETTER AND NOTICES**

The Newsletter is posted on the school website [www.carrumps.vic.edu.au](http://www.carrumps.vic.edu.au) and uploaded to Compass every Thursday. The Newsletter contains information relating to activities that have taken place over the week as well as notices of upcoming events, special programs, activities and other community information.

## **COMPASS**

All communication including attendance, absences, Excursion/Incursions and all notifications are communicated to families via Compass, A guide to using this App is available via our website or via <https://www.compass.education/guide> Please feel free to contact the office should you have any questions.

## **STUDENT EARLY RELEASE**

If a parent wishes to collect a child during school hours, the parent must first report to the Office where they will be required to sign out their child via the Passtab Kiosk. **NO child will be permitted to leave the school without following this procedure.**

Unless authorised by parents/carers, adults who are not on the child's emergency contact list are not able to pick up your child. If an adult who is not the child's parent has authority to collect a child during school hours, appropriate identification is required (i.e., drivers licence)

## **STUDENT LATE ARRIVAL**

Late arrivals must report to the office first before heading to class. Parents are required to come and sign their child in via the Passtab kiosk at the front desk.

## **AFTER SCHOOL CARE**

Parents can access before and after school care through 'TeamKids'. The program runs at Carrum Primary School before school (6.30am-8.45am) and after school (3.10pm-6pm) and over the school holidays (6:30am-6:00pm). Visit the TeamKids website for more information <https://www.teamkids.com.au>

## **VISITORS SIGN IN**

It is an Education Department requirement that all school visitors report to the office to sign in. Sign in on arrival at the Passtab Kiosk in the office foyer and sign out on departure. Visitors are required to wear the identification lanyard that is provided by the office.

Please note that a Working with Children's Check is mandatory. Applications are available at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

An OHS Induction will be completed at the beginning of each year on your first visit.

## **STUDENT ABSENCES**

All absences need to be explained. Please enter your child's absence with an explanation into Compass as soon as possible before or after the absence. Unexplained absence letters will be sent home at the end of each month for parents to complete, sign and return. All absences more than 3 days require a medical certificate.

Families taking holidays during the school term need to email the school prior to receive approval from the Principal.

## **ASSEMBLY**

Each Friday at 2.50pm, we have a whole school assembly. This is an opportunity for the school community to get together and it is great to see the number of parents who attend. Senior students conduct the assembly, and the principal gives a report regarding the week and upcoming events.

For the remainder of the week, the students line up in their prep area, grade 1-2 areas and grades 3-6 area.

## **PARENT INVOLVEMENT**

Parent help and involvement is both encouraged and appreciated in the school. Talk to your child's teacher about how you may be able to assist. Each grade will have a parent representative to support teachers with communication and seeking parent helpers. If you would like to be a parent representative, please speak to your child's teacher. Please remember the same rules apply for parent helpers and School Visitors. See these details above in the Visitor Sign In section.

## **PARENT CONTRIBUTIONS**

Parents can purchase stationery via our school supplier – Winc. Stationery booklists have been created by teachers and copies are available at the office if required. These packs are ordered online and delivered to your home by Winc. The school also appreciates donations to enhance the programs we offer. Please refer to the booklist for suggested contributions amounts. These contributions can be made via Winc's website in 2025 and via the school office in 2026. We thank you for your support.

### Financial Assistance

Camps, Sports and Excursion Funds (CSEF) application forms are available from the school office for all eligible families.

Please do not hesitate to contact the Business Manager to discuss payment options and assistance.

## **GROUND MAINTENANCE**

The whole school community shares the responsibility for the care and maintenance of the grounds and gardens. School Council oversees school maintenance through the Buildings and Grounds Subcommittee. If you are interested in joining this Subcommittee, please express your interest at the Office.

## **SCHOOL UNIFORMS**

All items of the required School Uniform, including the school bag, are sold through the Uniform Group (PSW) store located at 22/13 Gateway Drive Carrum Downs 3201 or visit their website for online ordering <http://www.psw.com.au>

**Please ensure all items of clothing are clearly labelled.** There is a green Lost Property bin set up in the 1/2 gallery area if clothing is not found in your child's classroom.

## **SUNSMART POLICY**

From mid-August to end of April and whenever UV levels reach 3 and above, students are recommended to come to school wearing sun-protective clothing and sun protective hats (broad brimmed) are compulsory. These hats are available for purchase from PSW. Students will not attend excursions or undertake outside activities without a hat during these times.

Students who are not wearing appropriate protective clothing or hats will be asked to use available areas of shade when outdoors or a suitable area protected from the sun.

Students are encouraged to wear sunscreen. Please ensure your child applies sunscreen on before coming to school and has some provided in their bag to reapply during the day.

## **PHONE POLICY**

As per department school policy, students who bring phones to school need to have them switched off and securely stored during school hours. Students can bring them up to the school office on arrival for collection at the end of the day. All smart watches need to be put on school mode during the day. All communication to parents will come via the school.

## **RECESS AND LUNCH**

At Carrum Primary School, we aim to promote a healthy appetite and to encourage the eating of healthy foods. Please don't be dismayed if they do not eat all you have packed, as students are very keen to get out to play.

We are trying to minimize rubbish at Carrum Primary School and ask that students bring Nude Food (food that is not wrapped) to school. At 10.00am all students have a fruit snack break, and they are encouraged to bring their water bottle each day. **Please ensure all lunchboxes, containers and drink bottles are named.**

## **SWIMMING PROGRAM**

An important component of the student's physical education is the Intensive Swimming programs. A block of sessions is organised for Grade 3-4 and for Prep-2. Our Grade 5-6 students participate in a beach program during their school camps or other local opportunities as they present.

## **SCHOOL CAMPS**

Grades 3 & 4 and grades 5 & 6 participate in a camping program. You will be notified in advance and payment options are available. Students who do not attend camp are expected to attend school. However, students are encouraged to participate, as camps offer a unique environment for exploring and consolidating learning and for enhancing social and emotional maturity.

## **LIBRARY**

The School Library will be available to your children to borrow books on a weekly basis; they will need a named Library bag for borrowing.

## **SCHOOL CROSSINGS**

Please always use the school crossings. There are five crossings located on Walkers Road, Valetta Street, Church Road, Eel Race Road and McLeod Road. Children will learn to follow by your example.

## **PARKING**

Please observe parking restrictions around the school. Do not park in or across private driveways or the school's driveway. For the safety of the students, do not drive into the school grounds even if the gates are open.

**'Kiss and Go'** restrictions are in place at the front of the school. This enables parents to remain in their car and quickly drop off and pick up their children without restricting traffic flow. Please familiarise yourself with these restrictions and not leave unattended cars. This is not a parking area during school drop off and pick up times. Parking inspectors will do random visits during morning and afternoons, and anyone not abiding by these parking restrictions will be fined accordingly. More information is provided by the Kingston City Council on our school website.

## **BIKES**

Students may ride their bike/scooter to school provided they wear a bike helmet and observe road rules. They must walk their bike across the school crossings and within the school grounds. The bike enclosure is locked during school hours.

## **HEALTH**

Your child's health is very important. If your child is sick, he or she should not attend school. Sick children cannot perform at their best and may infect other children in the class. The school community is notified of incidences of infectious diseases, as some students may not be immunised. Further information and assistance are available from the school office.

In case of infectious diseases, please check this link for illness exclusion times.

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

## **MEDICATION**

It is recommended students take medication outside school hours. Medication can be administered to students by administration staff provided a Medication Authority Form has been signed, medication has been prescribed by a doctor and is in its original packaging.

To keep your child's records up to date, please keep the administration staff updated with changing health conditions.

All students who indicate they have medical condition will need to supply an action plan and the school will provide a Student Health Support plan.

## **FIRST AID TREATMENT**

Should your child be injured at school, the following process will apply.

- The staff member on First Aid duty will treat minor injuries.
- If your child sustains any bump to the head or other serious injury, you will be notified by a Compass post and follow up phone call.
- It is vital that we can contact you during an emergency, please make sure that your contact details are up to date. It is the parent's responsibility to communicate any changes to the office as soon as possible.