

Carey
Baptist
Grammar
School

Junior School Kew

2021 Parent Information Handbook



Carey
Baptist Grammar School



Welcome to Carey Junior School



Dear Parent,

We hope that this information helps to make the start of your child's journey at Carey smooth and happy. You will find any additional information you need on the School's intranet, CareyLink, and on the website www.carey.com.au. We aim to work together with you to provide your child with many happy and successful years of formal schooling.

Carey is a family school and a caring community. We warmly encourage you to become involved and take part in the many events and activities that are offered during the year. Your child's time at school will be greatly enhanced through the positive partnerships created between you and the School.

At Carey Junior School Kew, your child's individuality and potential is nurtured as he or she works with and relates to others. Our staff create a special place for your child that fosters their natural curiosity and love of learning.

If you have any queries or concerns about your child's schooling, do not hesitate to contact your child's teacher; Prep to Year 3 Co-ordinator, Pip Turner; Years 4 to 6 Co-ordinator, Andrew Nichol; Deputy Head – Student Wellbeing, Alby Ingles; Deputy Head – Student Learning, Lee Taylor; or me. Little concerns only become big ones if they are not dealt with immediately. We work towards developing a positive relationship with your child so we can become aware of individual

needs and can help overcome difficulties that may arise.

We look forward to welcoming you and your child into our community.

Libby Russell
Head of Junior School, Kew

Preparing Preps for School



These are some practical hints to help with your preparation for school. They may be things you have already thought about, but they may also stimulate new ideas. There is always someone to help your child should the need arise but we should all be encouraging the development of independence in each student. Remember to be relaxed about school preparation. You know your own child so give appropriate practice and encouragement.

Help your child become independent by doing the following:

Clothing

- Putting on socks, tying shoelaces and doing up buckles. If possible have shoes with buckles or velcro as young children find laces difficult.
- Doing up zips and buttons.
- Using a handkerchief or tissue.
- Putting on and taking off items of clothing, especially jumpers.
- Wearing a sunhat, as students must wear a hat for all outside activities from 1 September to 30 April and whenever the Bureau of Meteorology reports the temperature to be 34° and above.

Lunch

- Opening and closing lunch boxes and smaller plastic containers.
- Eating and drinking without assistance.
- Unscrewing drink bottle tops, refilling water bottles and pouring into a cup.
- Opening a drink box and putting in the straw.
- Peeling bananas, mandarins etc.

Toilets

- Using and flushing the toilet and washing their hands.
- Boys should know how to use a urinal.

Before school starts

- It is a legal requirement for parents to provide the School with a copy of their child's Immunisation History Statement, available from Medicare.
- Use opportunities to familiarise your child with Carey, for example point out the School when driving past.
- Consider organising play times with other students in the class, prior to starting school.
- Visit your local playground regularly, encourage your child to use the equipment safely and courteously.
- During the holidays have a few picnics (even in your own yard) and pack the type of things you intend packing in a school lunch and snack.

Additional information

- Please put names on everything, names should be sewn in or written in a prominent place. Label clothes, lunch boxes, drink bottles and the school bag. Keeping track of individual items in a classroom is not an easy task. Please write your child's full name; no abbreviations.
- Encourage your child to pack and unpack their schoolbag. Avoid the temptation to carry the schoolbag for them; they are quite capable of carrying it on their backs.
- The session between snack time and lunch time is long, so please pack your child a substantial and nutritious snack for recess.
- If your child has a lunch order, please remember to pack a fruit snack and snack for recess as well.



Nut-minimised environment

We have children attending the School who are anaphylactic, i.e. they have a very severe reaction to nuts or nut products, which could result in death. We aim to minimise exposure to nuts at school, which means no 'nut' sandwiches, dips, nuts or products containing nuts. Please be aware of the type of food you pack for snacks and lunches - careful consideration should be made for children with food allergies.

Major food allergens include all nuts and sesame seeds, with particular concern regarding peanut butter, Nutella, sesame seed bars, muesli bars and biscuits which may contain nuts.

Remember some foods also greatly affect the behaviour of children. A healthy, balanced snack and lunch are recommended.

Thank you for co-operating with this policy.

General Junior School Information



Absences

It is vital that we are able to account for the whereabouts of all children. If you bring your child to school after the normal start time or collect your child early, it is important that you sign in and out at Junior School Reception.

If your child is absent for a whole day please notify the School daily until their return to school, by either leaving a message on the absentee line: 9816 1381 or by email: jskabsenteeline@carey.com.au. The Carey app is a quick and convenient way to advise the School from your mobile phone. It can be downloaded for free from the App Store or Google Play Store. Unexplained absences are followed up with an SMS to the parent.

We do not encourage absence from School during the academic program for reasons other than illness or unless there is a genuine educational reason to do so. Any request to withdraw a student on a temporary basis during term time, e.g. for a family holiday, should be made in writing to the Head of Junior School Kew, Mrs Libby Russell, prior to leaving.

After school care

Carey offers a high quality after care program for primary-aged children which is delivered by the company OSHClub in our Fairview Building (Gate 5, Sackville Street). After school care is available from 3.15pm–6.00pm. The program provides the children with

a variety of activities including crafts, cooking, dance, sport and plenty of fun and games. The staff deliver a creative, fun-loving, safe and supportive environment for children to relax and make new friends.

OSHClub staff are also available to walk children to, and collect them from, any on-campus extra-curricular activity that is scheduled during operation times.

The after care menu varies daily and is in line with a healthy eating policy that promotes the inclusion of seasonal fruits and wholesome snacks.

Bookings are made directly with OSHClub, not with the Junior School office. All students attending must be registered. Parents enrol their children and manage their own accounts and bookings themselves on the OSHClub website www.oshclub.com.au. Students can be enrolled on a permanent basis or, if casual bookings are required, by contacting the program co-ordinator on 0423 777 331.

Unregistered children are unable to attend so it is a good idea to register your child for the program at the commencement of the year. Then, if unforeseen circumstances arise preventing you from collecting your child at dismissal time, you can phone OSHClub to book your child in and Junior School Reception to arrange for a message to be given to your child. More information can be obtained on CareyLink and online at www.oshclub.com.au.

Assembly

Junior School Assemblies are held each Friday. The first week of each term is usually a Whole Junior School Assembly with further Whole Junior School Assemblies scheduled on a Week A, from 2.30pm–3.10pm. On alternate fortnights there are separate Upper and Lower Primary Assemblies which run from 2.45pm–3.10pm after House sessions. All assemblies are held in Metcalfe Hall unless advertised otherwise. Parents are very welcome to attend.

Birthdays

We ask that you do not give out birthday invitations to children at school, unless the whole class is invited. Use the class list to send invitations by email or phone parents directly.

We are delighted to celebrate birthdays with the children in class at school; however, we are very mindful of our nut-minimisation policy and the growing number of children in our school community who have food allergies that are in some cases life threatening. With this in mind, we ask that if you wish to send birthday treats for the class that you send small, pre-packaged, commercially prepared items such as Freddos or gummy bears, or lemonade icypoles in the summer. These treats will be given out at the end of the school day.

We appreciate your support and understanding of this very important policy. Should you need clarification of this please do not hesitate to see Pip Turner, Andrew Nichol or Alby Ingles.

Booklists

The School provides books and stationery for Prep, Year 1 and Year 2 students and all the children's classroom books, pencils etc. are sent directly to the classroom teacher. This enables the classroom teacher to have the children's equipment organised and facilitates a smooth start to the academic program. There is no specific charge for books or other stationery items as this forms part of the Consolidated Fees.

Books and stationery for Years 3 to 6 can be purchased from Campion. All parents are notified when booklists are accessible on the Campion website.

To order textbooks, visit the Campion website and click 'Place your Booklist Orders' near the top left of the

page. Please check the booklists carefully and contact your child's current class teacher or Deputy Head – Student Learning with any queries. Orders should be prepaid.

Orders can be placed on the Campion website on CareyLink for:

- Pre-packaged school collection (recommended) – your books will be available for collection at the School. Collection dates and times for each year level are provided on the Campion website when you place your order.
- Delivery service – orders delivered to home or work incurs a delivery charge.

We recommend the two options above as the most convenient method for obtaining all your books and stationery. Alternatively, you can visit Campion's retail outlet at 1/170-180 Rooks Road Nunawading, Victoria, 3131, or call 1300 433 982.

Please note that delays can be expected in the retail outlet during busy periods (mid-January to mid-February).

Each child is given a diary each academic year. A blue Carey satchel is given to students commencing in Prep, Year 1 and Year 2. Children who are in the Carey Early Learning Centre are asked to use the satchel they have already been given.

Camps



Curriculum camps

Children attend camps as part of the Outdoor Education program and in some cases the classroom program. These structured camps are designed to support the children with educational opportunities away from the traditional classroom learning environment. Attendance is compulsory.

Year 3: The Portsea Camp

2 days (1 night)

An important part of Year 3 is an overnight camp at the Portsea Camp. This camp helps children prepare for the Carey Outdoor Education camp program which begins in Year 4. Children participate in activities such as beachcombing, sandcastle building, flying fox and games. This camp is supervised by Carey staff but run by the accredited Portsea Camp staff.

Year 5: Sovereign Hill Camp in Ballarat

3 days (2 nights)

As part of a History unit The Hard Road Ahead, the Year 5 students attend Sovereign Hill Camp in Ballarat. The children and staff stay in Ballarat for two nights.

Whilst at Sovereign Hill, the students participate in the Schools of the 1850s program, where students and staff are required to wear period costume provided by the School. Some of the other activities the students participate in include a gold mine tour, panning for gold, two days in the Schools and a sound and light show called Aura.

Year 6: Canberra Camp

5 days (4 nights)

Year 6 students travel to Canberra for five days. The trip is designed to help students build an understanding of Government (local, state and federal) and to understand that not all political systems are the same. On a cultural level, the children address the importance of having a working democracy that recognises and values a variety of beliefs and philosophies. This helps them understand their place in our Australian democracy and is also explored during classroom discussions, debates and speeches.

Outdoor Education camps

Year 4: Mt Evelyn Recreation Camp

3 days (2 nights)

Year 4 students participate in their first Outdoor Education experience for three days in Mt Evelyn. The program aims to further develop life skills such as independence, self-reliance and working and living together as a member of a small community. These aspects of personal development are part of a common theme, which runs throughout all Carey Outdoor Education programs.

Students spend time exploring the local forest ecosystems and history. During the camp they participate in a number of activities including damper making, group initiative activities, forest walk and nature trail activities, giant swing and low ropes course.

Year 5: Toonallook School Camp

4 days (3 nights)

Year 5 students participate in a four-day Outdoor Education program based at Carey's permanent Outdoor Education Centre 'Toonallook' on the shores of the Gippsland Lakes on the Banksia Peninsula, approximately 300km from Melbourne.

The Toonallook experience is a well-established part of our total educational program and, as such, all students are expected to attend. Adventure, achievement, accountability and living and working together in a small community are core components of Outdoor Education at Carey, and the Toonallook experience is planned to foster these elements. While at Toonallook, the children are introduced to boating, environmental and bike education through various activities. They explore the local area around the Banksia Peninsula and Raymond Island on bike, while utilising kayaks to discover the Gippsland Lakes from the water.

Year 6: Toonallook School Camp

5 days (4 nights)

This Outdoor Education camp program complements the Year 6 focus of 'Lead yourself into the future'.

This camp presents all children with a physical challenge – one of the core components of the leadership program. Learning outcomes enhance work being done in the classroom and foster life skills such as



independence, perserverance, communication and teamwork. Activities based at Toonallook include bike riding, kayaking, swimming and bushcraft.

An important element of the Year 6 program is a two-night expedition. Accompanied by Carey teaching staff and Carey qualified Outdoor Education staff, students venture to the Mitchell River National Park in the foothills of the Great Dividing Range. Short walks from camp expose students to a number of culturally and ecologically significant environments.

This experience promotes greater understanding and appreciation for the physical world and the effect that humans have on these systems. This expedition is the students' first experience of what is to become an ongoing aspect of their involvement in Outdoor Education at Carey. The length of time spent on expedition progressively increases over the years, in Middle and Senior Schools.

Year 6 and 9: Robinson River Trip

Robinson River is a small, remote Indigenous community of approximately 200 people in the Northern Territory. In recent years, Carey has established a special relationship with the people of Robinson River and now runs an annual trip in June where a small number of Year 6 and Year 9 students have the opportunity to visit the community. The goal is to build understanding with the hope of one or more participants becoming strong advocates for reconciliation.

Eleven Year 6 students from Junior School Kew, four students from Junior School Donvale and eight from Middle School are selected to participate. Students must have demonstrated a strong sense of social justice and have no pre-existing illnesses, including anaphylaxis and asthma, due to the very remote location.

The relationship continues with a return trip, usually at the end of Term 3, by a group of students and two staff from the Robinson River School.

CareyLink is the School's intranet. It is our main source of information and communication between the School and home.

All the information about transition to our school can be found through the Orientation button on the home page. All parents receive a login and password. If you misplace this information please contact our ICT helpdesk: 9816 1249 or ictservicedesk@carey.com.au. You will find a quick guide to CareyLink Communication at the end of this handbook.

Communication between parents and the School

It is important that open communication is maintained between home and School. There are many ways in which we communicate both formally and informally, including through a regular newsletter, Canvas, CareyLink, your child’s school diary and interviews.

Do not hesitate to contact your child’s classroom teacher. The classroom teacher is your child’s main academic and pastoral carer and should be the first port of call. Sometimes they may not be available straight away and if this is the case please contact the appropriate co-ordinator:

Prep to 3	Pip Turner
Year 4 to 6	Andrew Nichol
Junior School Chaplain	Janine de Paiva
Deputy Head Student Wellbeing	Alby Ingles
Deputy Head Student Learning	Lee Taylor
Head of Junior School	Libby Russell

Contact details

In the event of an emergency it is important that the School has your current details. If they need to be updated please phone Junior School Reception on 9816 1313 or email careyjuniorschoolkew@carey.com.au.

Families where parents have separated are asked to complete a ‘Separated Family Form’. Please contact lisa.stewart@carey.com.au for this form.

Diary

Each child has a Carey diary which must be taken to and from School each day. Any communication from the School to parents, which has not been sent electronically, is written in your child’s diary. We ask parents to check and sign the diary daily. We encourage you to write comments in them.

The diary and books are kept in a blue Carey satchel which will be checked by teachers. The take home reading book is recorded in the diary.

When notes are placed in the diaries of students in Years 3 to 6, we ask the students to alert their respective class teachers to ensure messages from home are received.

Excursions

Excursions and activities offer many opportunities for students to observe and experience real life situations which extend and enhance their learning opportunities. They are carefully planned and students are supervised at all times.

Student/teacher ratios are always observed, and first aid kits, school mobile phone and students’ relevant medical information/parents’ emergency contact details are held by the supervising teacher/s (it is important that these details are kept up to date with the Junior School office or by email to admin@carey.com.au).

The majority of our excursions and activities involve students travelling by coach but some may require travel by public transport or on foot.

The following points are considered when planning an excursion or activity:

- the benefit to students’ learning
- the needs of the students
- how students will respond.

Classroom teachers post specific information relating to each excursion on Canvas or Daily Messages and CareyLink. In addition to explaining the relevance of the excursion to the units of learning in the present term, it advises what students are required to wear and bring on the day.



Consent2Go

Consent2Go is an online application for parents to manage contact and important student health and profile information. This application enables effective and efficient paperless operations and can be completed on a range of devices and internet browsers. The use of Consent2Go is available to complete tasks such as:

- giving consent for individual events/camps or annual permissions
- updating personal and medical information.

We thank you in advance for your careful checking and updating of key information. The accuracy of this information is essential for the first aid treatment and management of the wellbeing of your child.

Extra-curricular activities

The following optional activities/lessons are available to students and incur extra fees:

- Individual or Shared Music (Years 2–6) – Permission must be sought from Deputy Head – Student Learning
- Rhythmic Gymnastics
- Chess (Prep–Year 6)

Food

We are a ‘nude food’ Junior School. We ask for your support in providing your child with nude food containers to support our environment and reduce waste.

There are a number of children in the Junior School who are at risk of anaphylaxis due to allergies to various nuts.

To minimise the risk of an anaphylactic reaction occurring at school, we ask parents not to send food items to school that contain any type of nut.

Children need a fresh fruit snack, recess and lunch at school each day. Please put these items in separate containers and explain this to your child.

Many children find it difficult to eat all their lunch on hot days or until they have settled into the routine of school. Do not worry if there is some food left, but if you are concerned, speak to the teacher. Make sure the food is quick and easy to eat. If you send too much, it may be discarded. Sweets and fizzy drinks are discouraged. The children are seated and supervised while eating lunch.

Lunch orders are available each day from our canteen using an online ordering system called Flexischools. Parents are able to set up an online account by registering their child on the Flexischool website or phone app. Online orders for lunch options from the full canteen menu can be made up to 9.00am on the same day. Please make sure you send along a fruit snack and morning tea if your child is having a lunch order.

We encourage children to have regular drinks throughout the day. Each child should have a named plastic water bottle that they can leave at school for inside drinks. The bottles can be filled daily with fresh water and taken home on Fridays for a good wash. Students are required to take water bottles to all PE lessons in Terms 1 and 4.

To minimise the risk of an anaphylactic reaction occurring at school, we ask parents not to send food items to school that contain any type of nut.



Illness

If your child has an illness or specific condition (e.g. asthma, sight or hearing impairment, allergy, anaphylaxis) or is on medication, and you have not already notified the School, you must do so immediately. We also require a copy of medical action plans for these conditions.

To avoid the spread of infection, please keep children who are sick at home. Make sure you inform Junior School Kew Reception on that day and when your child returns to School, send a note to explain their absence. If your child has an infectious disease such as chicken pox, parvo virus (slap cheek) or school sores please inform Libby Russell in writing.

If your child requires medication to be administered at school, please complete a medication form at Junior School Kew Reception before school commences, then deliver the form and medication to the School Nurse, located outside the Prep playground at the end of the breezeway. All medication needs to be labelled and we require clear instructions from you regarding the dosage to be given and when. Medication can be collected at the end of the day. Medication should never be kept in your child's school bag.

Asthma medication is kept behind the door of individual classrooms, to be taken by the teacher if the student is going off-site, with the child's individual action plan.

Student EpiPens® (adrenaline auto-injectors) are kept at Reception whilst the student is onsite in the Junior



School. When the student leaves the Junior School for sport, music lessons or any school organised activity, the student carries the EpiPen with them. A copy of individual Anaphylaxis, Asthma and other Allergic Action Plans are on display in the Junior School staffroom. We have a School Nurse on campus who can assist us during the day when necessary.

We have a 'No hat, no play' policy. A Carey sunhat is compulsory from 1 September to 30 April and whenever the Bureau of Meteorology reports the temperature to be 34° and above. We prefer you to put sunscreen on your child each morning; the children can reapply cream at lunchtime if necessary. If the children do not have a hat they have to play in a shaded area.

Head lice are common in young children, especially in the summer months. When a case of head lice is reported to the School, an announcement is posted in Daily Messages on CareyLink. Please inform the School if your child gets lice. Your child can return to School once treated.

Home tasks

Home tasks or homework should complement the dynamic learning that goes on in any classroom. Learning is a lifelong process that does not stop at the school gate; students make important learning gains from regular, positive interactions with the family. Learn how you can support your child with their home tasks and read the [Junior School Home Tasks policy](#) on the Pathways site.



Each day, children in Prep to Year 4 choose a book from their individual book box to read at home. These books are chosen especially for your child by their teacher. Parents are asked to sign their child's diary each night. The Years 3 to 6 teachers post Home task requirements on Canvas weekly.

House

House is a pastoral care program that runs throughout each student's Carey journey, beginning from Prep. Every student is a member of a House and students from the same family are in the same House. Children in the upper levels are encouraged to act as buddies and assist the younger students to develop important social links across the School.

All Junior School children attend House chapel services, special lunches, focus day activities as well as for sporting events such as swimming, cross country running and athletics days.

New students are assigned to one of our eight Houses. Coloured House shirts are available for purchase through Bob Stewart.

iPads

In order to thrive in an increasingly digital world, students need to be able to work proficiently with digital technologies. Carey is committed to delivering an innovative, exciting and digitally rich curriculum which fosters independence and engages and challenges all students.

All students from Prep to 6 have access to an Apple iPad, a learning companion, to enhance the way



they learn and to promote the development of wise, independent, motivated learners.

Students in Prep to Year 4 use their own iPad which remains at School, and in Years 5 and 6, the students are also able to take them home for homework purposes.

All students participate in age-appropriate digital citizenship lessons taught by the classroom teacher, as part of a comprehensive digital technologies curriculum.

Junior School Parents Association (JSPA)

The JSPA's role is primarily focussed on fostering friendship and supporting the Junior School community. The JSPA co-ordinates and supports classroom representatives in their role and organises a number of Junior School family events and activities throughout the year.

Events traditionally include a welcome carnival at the beginning of the year, Mothers and Fathers Day breakfasts, movie events, catering for sports days and end of term barbeques. It also provides a valuable forum for parents to provide feedback and contribute to the ongoing development of the School.

The JSPA Committee is formed at an Annual General Meeting held each year in September. New members are always welcome. Meetings are held twice a term and parents are encouraged to attend. It is a great way to get to know more about what is happening at the School, meet other parents and contribute to the School community. For more information, check the JSPA page or contact the JSPA by email on jspa@carey.com.au.

Learning Development

Learning Development staff support any student at Carey who has a genuine difficulty with their learning, including problems with literacy and numeracy, organisational issues, as well as any student who has a genuine need for extension in a particular area of talent.

Within Learning Development, teachers and Educational Support Coaches work with students across a range of abilities to help them on their learning journey to achieve their academic potential. Learning Development staff are also involved in the administration and delivery of a range of literacy and numeracy programs.

In the Junior School, students participate in spelling, comprehension, reading and maths programs designed to teach foundation skills and strategies which can be applied across curricula. Students are assessed to determine the level of support required beyond the classroom and may be withdrawn individually or as part of a small group to work with staff to develop their skills.

Library

There are two libraries in the Junior School: the Llew H Evans Library and the Little Library, where Prep and ELC children have their weekly library lessons.

The Llew H Evans Library is a rich resource centre which is accessible by students and parents at various times outside the weekly classroom library lesson.

The Library opens at 8.15am for all children and parents to use and at various times during most lunchtimes (for children in Prep to Year 6). The Library is also open each day after School from 3.15–3.45pm. Student library loans are for two weeks and we encourage responsible borrowing and returning within the fortnightly period. Students are encouraged to use their blue Carey satchel. These waterproof bags protect all library books and reading materials from loss and damage. All students in the Junior School have scheduled Library lessons where a love of literature is promoted through author and genre studies, information literacy is explicitly taught and children have time to browse and borrow books. Students in Years 3 to 6 also have scheduled Book Chat times where they read various novels and discuss as a group after a certain time period.

A Parent Library is available in Evans Library for books that cover sensitive topics and further reading regarding specific needs.

Lost property

All lost property is stored in a cupboard situated at the internal entrance to the Junior School Staff Room. Children are encouraged to check lost property if they are missing an item. If unnamed property is not collected, it is eventually donated to the Carey Swap Shop. Please contact Junior School Reception if you wish to look for lost items.

Music in the classroom

The Kodaly approach is mainly used in Music lessons, which assists students to learn the fundamental aspects of music making by developing a repertoire of songs and games.

In Prep to Year 2, students play classroom percussion instruments and an orchestral stringed instrument in Year 2. During Years 4 and 5, students are invited to participate in the Training Band program for wind instrument players. There are many opportunities for students in the Upper Primary years to participate in various ensembles at Junior School Kew.

Throughout their musical journey in Junior School, singing remains a focal point for all students. Year 1 and 2 students sing and perform as members of the compulsory Piccolo Canto choir before graduating to a more sophisticated repertoire in the Bumble Bee choir of Years 3 and 4. From Year 4, students can audition for our chamber choir, Vivace. Bel Canto choir is a non-compulsory choir for Years 5 and 6 students.

Music lessons

As a general rule, Junior School students can be withdrawn for one individual or small group music (Years 2–6) lesson a week during the academic program.

Keeping the literacy and numeracy blocks free from interruptions is a priority. Priority is also given to students with special needs to have lessons during times that do not interrupt the academic program.

Some students may be given special consideration to attend more than one private tuition lesson a week during the academic program. These students must have approval from the Deputy Head of School – Student Learning to ensure that they have the capacity and ability to manage this. Singing lessons are only available to students in Year 6.

News and events

You will receive our monthly newsletter on Thursdays by email. This electronic newsletter is a vital source of information. It contains all important Junior School news, School events, general news and information and we encourage you to read it to keep informed. The current and archived copies of the newsletter can be accessed from the link on the top right-hand side of the CareyLink home page or through the Carey [website](#).

Details about events specific to your child's class can be found on Canvas. Each term a curriculum outline is provided in your child's Canvas page. General curriculum information for Junior School Kew is stored in [Pathways](#) and can be accessed by clicking the Curriculum button at the top of the CareyLink home page.

Parent education

During the year we run a number of parent information evenings to teach parents how to support their child's learning at home. These include workshops on reading, reading comprehension, spelling, mathematics and cyber safety. They are advertised well in advance and we encourage parents to be involved in these opportunities.

Parent helpers in the classroom

Parents and teachers need to support each other in the education of your child. We are an important team. There are many opportunities for you to be involved in life at Carey. You can also talk to your child's class teacher about how to be involved in the School's activities and programs.

Parents are invited to help in the classroom in Prep–Year 2 on a casual basis during literacy sessions, however, you are required to complete a two-and-a-half-hour course in Term 1. This course is advertised in the Junior School Newsletter, in the calendar and on CareyLink at the beginning of the year. The course is only offered once a year and is a prerequisite to helping in classrooms. Parents also require a current voluntary Working with Children Check (WWC) to assist in the classroom. A copy of the WWC is to be handed in at Junior School Reception.

Parent/Teacher interviews

At the beginning of the year we hold a 'Meet the Teacher' Information Evening where the class teachers outline their program and curriculum for the year.

We also have an Information Sharing Session in Term 1. This is an opportunity for you and your child's teacher to discuss how your child has settled into the term and any observation or information you feel is beneficial to share with the class teacher.

At the end of Term 2 we hold formal Parent/Student/Teacher interviews with you and your child. Your child presents their work to you and the teacher gives you feedback about your child's progress. This is supplemented with the Mid-Year Student Achievement Summary.

Please do not hesitate to arrange a time to meet with the classroom teacher to discuss your child outside the formal occasions listed above, preferably after School. It is not ideal to meet with the teacher in the morning, especially if you require a prolonged discussion.

Positive Learner Attributes

At Carey, feedback and the identification of student achievement extends beyond the key learning areas of the National Curriculum. As part of the Student Feedback and Reporting package, student profiles associated with the Positive Learner Attributes are also communicated.

Carey works in partnership with families to develop wise, independent and motivated young people who will engage with and serve their local, national and global communities. This is explicitly developed, in all students from ELC–Year 12, through the Carey Positive Learner Attributes. The common language of the Attributes builds a shared understanding for staff and student collaboration when designing learning.

You can find out more about the Carey Positive Learner Attributes on our [website](#).

Reports

The student feedback and reporting package aims to inform and support the continuous learning cycle for all community members at Carey Baptist Grammar School. Information related to student learning and achievement is shared between students, parents and teachers in a variety of formats, including:

- the Student Achievement Summary
- the Canvas Timely Feedback Course (Trial)
- the Three-Way Conference.

Carey Uniform

Three-Way Conference

The Three-Way Conference provides another avenue for students, teachers and parents to collaborate in student learning. In this context, students show case their experiences, successes and challenges, and establish future learning goals with their teachers and parents. Each year, the conferences are scheduled at the end of Semester 1.

Timely Feedback Course

Timely Feedback is an interactive course designed to allow students, teachers and parents to explore authentic learning experiences together in real time. Levels of student achievement related to specific tasks and learning experiences are provided through Canvas during the course of each semester.

The Timely Feedback Course provides an opportunity for students to have greater agency in their learning journey, supporting them in the identification of their current knowledge and skills in key learning areas (such as English and Mathematics), as well as the development of future learning goals. The Timely Feedback Course also provides opportunities for students to reflect on and develop their Learner Attribute profile in connection to these tasks and experiences.

Information contained in the Timely Feedback Course supports the development of the formal Student Achievement Summary at the end of each semester.

Student Achievement Summary

The Student Achievement Summary is provided biannually to formally indicate levels of achievement for key learning areas at the end of each semester. The Student Achievement Summary is closely related to the the Timely Feedback Course, and the format for the Student Achievement Summary has been developed to reinforce this relationship.

School Timetable

Students should not arrive prior to 8.00am unless they have an ensemble practice. Please do not enter the Hickman Building until the first bell. The buildings and classrooms are open to students from 8.15am and classes commence at 8.30am. Dismissal time for all students is 3.15pm. To help us finish the day calmly we appreciate you waiting quietly outside the building as students will exit the classroom through external doors. For safety reasons Prep–Year 2 students are not allowed to leave until they are collected from outside their classroom, unless the classroom teacher is aware of an alternative arrangement.

Carey Junior School Day

8.00am	Staff on yard duty
8.15am	First bell
8.30am	Second bell
9.30am	Fruit snack (may not be at exactly 9.30am)
10.30am	Morning tea

Prep–Year 3 Lunch

12.50pm	Lunch is eaten in the classrooms
1.05pm	Lunchtime outside play
1.45pm	End lunchtime

Years 4–6 Lunch

12.20pm	Lunch is eaten in the classrooms
12.35pm	Lunchtime outside play
1.15pm	End Lunchtime
3.15pm	Dismissal

Supervision Before and After School

The school grounds are supervised from 8.00am each day and we ask that children are not dropped off prior to this time.

It is important that any messages regarding your child being picked up, be it by a friend, parent, relative or request to attend After School Care, are written in the diary. In the event of an unforeseen circumstance, messages can be phoned to Junior School Reception on 9816 1313. To ensure your child receives the message please phone before 3.00pm. If children have not been collected by 3.45pm, a supervising teacher transfers them to After School Care.

The Swap Shop

The Carey Swap Shop sells second-hand uniforms for all year levels. It is located on the first floor of the Fairview Building and parking is accessed from Gate 5 in Sackville Street. The Swap Shop is run by volunteers as a service to the Carey community. New parents are welcome to volunteer with a commitment of only two hours each term.

Please note that the Swap Shop can only accept cash or cheque. For further information or if you wish to make an appointment, please email swap.shop@carey.com.au

Uniform

Students wear summer uniform in Terms 1 and 4 and winter uniform in Terms 2 and 3. Students must not wear a combination of both uniforms, nor should the formal uniform and sports uniform be mixed.

Students are required to wear Physical Education uniform during the week. This information is available on the timetable placed into your child’s diary.

Students also need a House coloured polo shirt for House sessions in Week B beginning in Term 1.

Where to buy

Bob Stewart (official uniform supplier) 201-211 High Street, Kew. Ph: 9853 8429. Email mail@bobstewart.com.au.

Girls' summer uniform (Blazer Years 3–6 only)



Boys' summer uniform (Blazer Years 3–6 only)



Junior School Contacts

Girls' winter uniform (Blazer and tie Years 3–6 only)



Boys' winter uniform (Blazer and tie Years 3–6 only)



Sport uniform



Junior School Reception	9816 1313	careyjuniorschool@carey.com.au
Junior School Absence Line	9816 1381	jskabsenteeline@carey.com.au
After School Care booking inquiries	0423 777 331	
Carey Swap Shop	9816 1335	swap.shop@carey.com.au
Carey Business Office	9816 1290	
Deputy Head – Student Learning	9816 1463	lee.taylor@carey.com.au
Prep – Year 3 Co-ordinator	9816 1265	pip.turner@carey.com.au
ICT Service Desk	9816 1249	ictservicedesk@carey.com.au
School Nurse	9816 1246	
Head of Junior School	9816 1284	libby.russell@carey.com.au
Deputy Head – Student Wellbeing	9816 1318	alby.ingles@carey.com.au
Year 4–6 Co-ordinator	9816 1405	andrew.nichol@carey.com.au



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