
Ivanhoe East Primary School



INFORMATION HANDBOOK FOR PARENTS

IVANHOE EAST
PRIMARY SCHOOL

Warncliffe Road
East Ivanhoe 3079

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2017

Welcome to Ivanhoe East Primary School

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Principal: Ms Justine Mackey

Assistant Principal: Mrs Adrienne Dudley

Council President: Mr Brad Richards

Business Manager: Ms Litsa Kirk

Administration: Mrs Karen Gibbons

Administrative Assistant: Mrs Catherine Zerna

A Message from the Principal

Dear Parents,

Welcome to the Ivanhoe East Primary School community.

At IEPS, our purpose is to provide a safe, inspirational and challenging educational environment that encourages each student to strive to their potential and look confidently to the future as articulate, curious and responsible, lifelong learners.

We are committed to creating an environment where the community determined values of *Respect, Integrity, Caring, Learning, Co-operation and Fun* sit at the foundation of learning and our interactions with each other.

We believe that students learn best when they are known, cared for, understood and challenged at their point of need. Strong relationships underpin this belief where learning is a shared responsibility of the community. At IEPS, we value the importance of parents, carers and school staff working together to provide a positive learning experience for all students.

As a community we can only achieve our vision by working in partnership with trust and respect and we welcome the opportunity to come together to create a positive, focussed and challenging learning environment. We encourage you to contribute to the life of the school as a classroom helper, assisting in the canteen, being a member of School Council or its various committees, joining the PTFA and participating in social and community events.

The school community respects and values its history and traditions whilst working towards strengthening learning for our students to prepare them with the skills and knowledge required for their future. During the future years of primary education that your child experiences at this school we anticipate that you, as parents will also establish many good friendships, a strong sense of community and belonging.

We hope your association with our school will be a long and happy one and that together we will continue to foster the further growth of a dynamic, responsive and exciting learning community.

Yours sincerely,

Justine Mackey.

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The School's:

GUIDING PRINCIPLES

Ivanhoe East Primary School community strives for excellence in teaching and learning. Students are respected as individuals, treated equally and expected to strive for and achieve their personal best. They are encouraged to be active, co-operative, independent learners who are able to accept increasing responsibility for their own learning. They are motivated and taught to develop critical and higher order thinking, decision-making, resilience and problem-solving skills.

There is an active involvement by parents in the daily function, operation and governance of the school and a high regard for social cohesiveness and co-operation. A strong and healthy, respectful partnership exists between educational leadership, teachers and parents.

VISION

"IEPS is and will continue to be an exemplar of public education supported by an informed, connected and positive community. It will continue to be a vibrant learning environment that nurtures partnerships and diversity, originality, reinforces shared community values and strives for excellence in all endeavours."

PURPOSE

The purpose of IEPS is to provide a safe, inspirational and challenging educational environment that encourages each student to strive to achieve their potential and look confidently to the future as articulate, curious and responsible, lifelong learners in a global society.

VALUES

The school has adopted a set of values which reflect our shared beliefs, understandings and view of our desired future. Key values which underpin the relationships and interactions within this community are:

INTEGRITY: *being honest, just, friendly, responsible and loyal according to our school's values.*

LEARNING: *developing and seeking knowledge, skills, resilience, understandings and values with effort and persistence.*

CO-OPERATION: *working together with a positive and enthusiastic approach.*

CARING: *looking after self, others and the environment with kindness and compassion, leaving a legacy and building a sense of belonging.*

RESPECT: *valuing everyone's contribution, differences and diversity of backgrounds, abilities and beliefs and is inclusive.*

FUN: *gaining enjoyment and pleasure from learning and play.*

STRATEGIC PLAN FOR 2016-2019

These three broad and inclusive goals have been set as the school's priorities for the coming years by the staff in consultation with the parent body.

Student Learning

- To improve student learning outcomes in all aspects of Literacy and Numeracy and to build curiosity.

Student Engagement

- For all students to be highly connected, motivated and engaged in their learning.

Student Well-being

- To develop resilient and self-aware students with a growth mindset who contribute to building a respectful, harmonious and supportive environment.

HISTORY

Ever since Ivanhoe East Primary School was opened on 3rd June 1930 it has been a highly regarded, dynamic and a focal part of the community. Opening with 60 students we now cater for 550.

Some who attended the school in its early years still live in the locality and continue to take a keen interest in the school's growth and development. A number of our students belong to the second and third generation of the family to attend the school.

As well as respecting our history and tradition we strive to lead in educational spheres and create a better future for all.

FACILITIES

A solid and significant red brick building opened in 1930 provides the historical link to the school's fine traditions. This houses the Year 2 – 3 students as well as the administrative centre of the school. Recently upgraded general purpose classrooms in the main building were fitted with interactive electronic whiteboards or interactive television boards, toilet amenities were extensively refurbished and provision of cooling to all teaching areas completed.

A capital works project of \$1.5 million completed in 2004, saw the construction of a new Junior School Wing replacing 1940's portables with permanent classrooms. The School Council contributed considerable extra money towards building enhancements, such as an internal toilet block, sound proofed doors, storage spaces, custom built fixtures, covered walkways and an upgrade to the Art Room and its facilities.

The school now has a new and very substantial Sports, Performing Arts, Community and Education Centre (SPACE) Centre where there is a full sized basketball court, Canteen, an Out of School Hours Care Facility, Performing Arts Centre and Community Meeting Rooms. This building also accommodates the Music and Physical Education programs. A gymnasium was built in the early 1980's through the initiative and drive of the then parent body. The School Council undertook an extensive refurbishment and extension to provide many extra facilities for students and the wider community. These facilities are used by the school, a neighbouring school – Mother of God Primary, as well as the wider community.

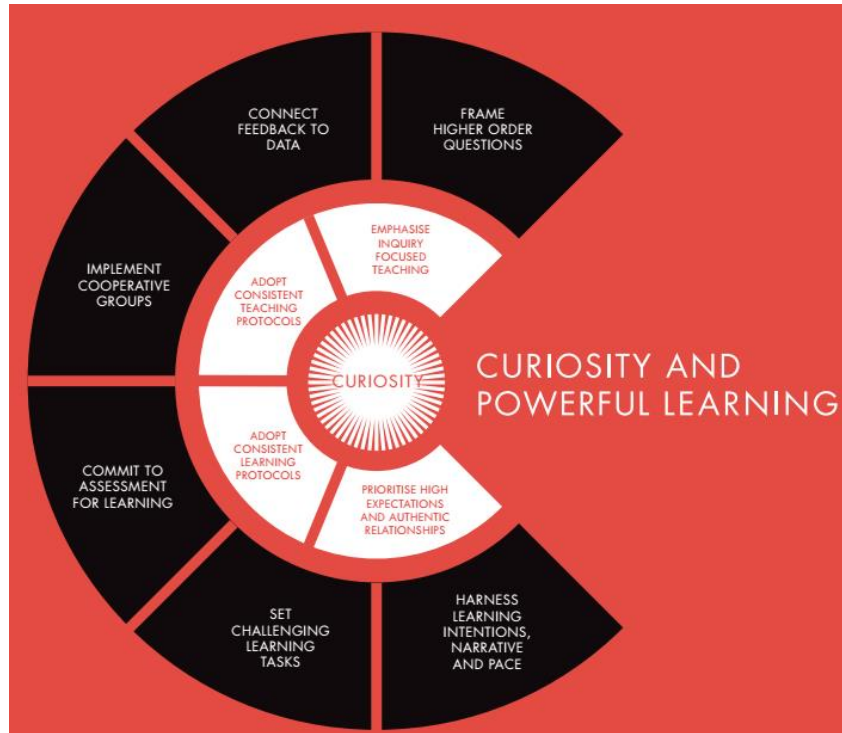
Through a Federal Government's "Building Education Revolution" (BER) initiative, \$3million was allocated to IEPS. The school's leadership chose to replace the portable classrooms with a two-storey building which houses the Senior School students and an extensive new library and technology complex. Considerable consultation and research was undertaken to ensure the design supports 21C education pedagogy by incorporating construction of flexible learning spaces. This very striking building on the upper south-eastern boundary was completed December 2011 and provides attractive and flexible learning spaces.

Extensive grounds works were completed to the upper section of the school to provide easy access to link up the main buildings, as well as new and attractive playing spaces for students.

There is now also a Landscape Master Plan and a commitment by Council to overhaul the use and design of other external spaces, therefore encouraging increased healthy and active play as well as provision of more aesthetically attractive areas for creative and imaginative play, recreation and vegetable garden beds. In 2017 the oval redevelopment will be completed.

The Framework for Learning

The curriculum content at Ivanhoe East Primary School follows the Victorian Curriculum which can be accessed here <http://victoriancurriculum.vcaa.vic.edu.au/>. The Victorian Curriculum defines the common and core set of knowledge and skills that are required both for life-long learning and active and informed citizenship. IEPS is a member of the Banyule/Darebin Curiosity and Powerful Learning Network which provides the framework for the way that we deliver the Victorian Curriculum in a student centred environment.



We implement evidence based learning programs and are continually striving to strengthen our teaching practices to engage our students in rich learning experiences. Our teachers work in collaborative teams to identify the needs and interests of students and plan targeted lessons that teach students key literacy and numeracy skills. Students are provided with opportunities to apply these skills in project work and investigations that build on their curiosity, understanding and interests.

The School Organisational Structure

LEADERSHIP TEAM

The IEPS Leadership Team is responsible for the implementation of the four year Strategic Plan. It develops the Annual Implementation Plan (AIP) each year to ensure that the school focuses on the essential work that will help us achieve our goals. The Leadership Team comprises:

Principal	Justine Mackey
Assistant Principal	Adrienne Dudley
Leading Teacher	Amanda Dwyer
Leading Teacher	Benjamin Phillips

SCHOOL IMPROVEMENT TEAM

The School Improvement Team (SIT) is responsible for the implementation of the AIP and leads professional learning and supports teaching teams to strengthen their learning programs. SIT

comprises of the members of the Leadership Team and our Prep, Year 1-2, Year 3-4, Year 5-6 and Specialist Team Leaders.

PROFESSIONAL LEARNING TEAMS

Each teacher is a member of a Professional Learning Team (PLT) that is aligned to the strategic direction of the AIP. These teams are led by a member of the Leadership Team and are co-led by a member of SIT. In 2016 there are PLTs in the areas of Literacy, Numeracy, Wellbeing and Science & Technology.

TEACHING TEAMS

Our teachers work in collaborative teams to plan and deliver a rigorous learning program to support and challenge all of our students to achieve. IEPS comprises the following teaching teams:

Prep
Year 1-2
Year 3-4
Year 5-6

Each teaching team is led by a Team Leader and is supported by a Learning Enhancement teacher and a Teacher Assistant. The Learning Enhancement Teacher works with teaching teams to explore student data and identify students who require additional support and challenge in key areas such as literacy and numeracy. Teams determine the best strategies for this support which may include small group or individual intervention or collaborative group work. The Teacher Assistant is a support staff member who provides support to teachers to help them prepare lessons and provide support to students in the classroom.

OUR SPECIALIST PROGRAM

We provide a rich learning program that is enhanced by our Specialist Program where students participate in the following learning areas for 50 minutes each week:

Art
Music
Physical Education
Mandarin

Science, Technology, Engineering, Mathematics (STEM) is a Department of Education and Training (DET) priority and covers a wide range of knowledge and skills, which are increasingly in demand in a knowledge-based economy and a rapidly changing world. In 2017, IEPS has a STEM specialist who works in classrooms to engage students in this exciting learning area. This role will allow students to participate in hands on activities to develop valuable skills that can be applied to other key learning areas and experiences.

OTHER LEARNING OPPORTUNITIES:

The following programs are available in addition to the classroom programs which are designed to cater for the wide range of students' ability and interest:

- Buddies for Preps and Year 6
- Camping program for Years 4, 5 and 6
- Chess Club
- Chinese Extension Club
- Other student led and teacher led lunchtime clubs
- Choir – Junior and Senior
- Concert Band, Percussion Pioneers and other ensembles
- Interschool Sports for Senior School classes
- Jogging Club
- Junior School Council (JSC) and other Leadership opportunities
- Perceptual Motor Program for Preps (PMP)
- Swimming - Prep – Year 4

A number of reputable organisations offer programs within the school outside of school hours or at lunchtimes. Please read the Bulletin and the website and other promotional material for further information. Here is a sample of the programs available:

- Instrumental music lessons
- Dance
- Choir
- Drama
- French language classes

HOME LEARNING POLICY



The purposes of school-related activities pursued at home (home learning), are to complement classroom learning, foster home-study habits and provide an opportunity for the students to be responsible for their learning. Formal homework does not begin until Year 3.

Home learning may include:

- Reading
- Reinforcing acquired skills and knowledge
- Working on projects
- Adding to class diaries
- Requiring children to extend their class work by gathering additional information
- Completing unfinished work
- Investigating, exploring and making observations.

Set Home learning should:

- Be meaningful and relevant to what the students are learning in class
- Be related to the individual child's needs and abilities
- Be an integral part of the classroom program
- Be returned to school by the stipulated day
- Not exceed 30 minutes daily for students in Years 3 & 4.

INFORMATION, COMMUNICATION and TECHNOLOGY (ICT)



Our school is committed to incorporating the use of current technology as tools to enhance learning and student engagement in all learning programs. Technology such as laptops and iPads are used for research, creating, collaborating and communicating. IEPS maintains extensive ICT tools such as: iPads, laptops, PCs, Interactive Whiteboards, digital screens and has a dedicated multi-media room where students can create their own digital material.

EXCURSION, CAMP AND EDUCATIONAL PERFORMANCES



On occasions, children leave the school to take part in educational excursions. Some of these are local walking excursions, others require bus or car travel into the wider community. These excursions are considered to be a vital part of the school's education program, hence we expect all students to attend as is appropriate.

Notifications of excursions are initially sent home at the beginning of each term in each teaching teams' Term Newsletter, as well as being posted on Compass. It is essential that excursion consent/permission and payment (where required) are completed by the due date. Where permission has not been received by the due date, for legal reasons, children cannot participate in the activity.

For safety reasons students are expected to wear complete uniform on all excursions.

Parents may be required to help with supervision on excursions. Education tours/camps are organised to link in with the children's educational programs. This may involve up to five days away from the school and is organised at the Year 4, Year 5 and Year 6 level. Occasionally, educational entertainment functions are held at the school e.g. puppetry, musical, children's opera or theatre.

Financial assistance is available in special circumstances. Any request should be directed to the Principal and will be treated in the strictest confidence.

Lunches and Snacks for Excursions

Please ensure your child has a paper bag with his/her name on the outside with their morning snack and/or lunch enclosed in this bag with drink.

PARENTS & CARERS ASSISTING ON EXCURSIONS

Teachers value greatly the assistance of parents and carers when running activities which may otherwise not be possible without extra adults in attendance. The work of volunteers within the school is directed by the Principal or the teacher-in-charge of the activity in which the volunteer is working. Volunteers are expected to adhere to the school values and the principles of confidentiality.

Parents and carers accompanying classes on excursions are asked to wear an 'IEPS Parent/Carer' lanyard for easy identification by our students. The lanyards are collected from and returned to the school office on the day of the excursion by the parent/carer.

All parents and carers who wish to volunteer must read and adhere to the school's Child Safety Code of Conduct beforehand and this is available from the school office.

Additionally, the school's Working with Children Checks policy states "School Council also requires that volunteers, who assist in programs that have potentially higher levels of student contact than normal, (e.g. camps, sleep-overs, sporting team coach) will also undergo a satisfactory *Working with Children Check*. The principal will decide which other groups of volunteers require *Working with Children Checks*. Checks of volunteers will be organised, coordinated and paid for by the school."

CLASSROOM HELPERS

Parents and carers wishing to assist in class (classroom helpers) are required to participate in the school's training program. This program is offered in Term 1 of each school year so even if you can only help occasionally completion is necessary. One of the key goals of the program is to build parent/carer confidence and skills for use in classrooms.

The program covers a brief outline of strategies to be used when assisting with reading, writing and maths; these are also helpful at home. We also cover expectations in regard to adherence to principles and legislated guidelines of duty of care, privacy and confidentiality. Parents also have the opportunity to meet other parents and share strategies to use in the event of a 'tricky' situation. There is also time to ask questions related to assisting in classrooms.

SWIMMING PROGRAM



All students from Foundation/Prep to Year 4 participate in an intensive swimming program at some time during the school year.

In 2017 the Foundation – Year 4 students will be taking part in swimming lessons at the Ivanhoe Aquatic Centre. Early in the year Term Planners will be published which will alert parents to specific dates for various school activities. Generally Foundation attend swim sessions in Term 4 after they have had time to settle into IEPS school routines and have built up some independence. Year 1 – 4 students swim in Term 1 of each year.

Well being

What is Bullying?

All students at Ivanhoe East Primary School should feel safe and happy at school. Staff take matters seriously and discuss any serious issues with Leadership and parents.

Definition of Bullying

Bullying is when someone, or a group of people, who have more power at the time, deliberately upset or hurt another person, their property, reputation or social acceptance on more than one occasion. The three main types of bullying are physical, verbal and behaviours intended to humiliate.

Bullying includes: victimising, threatening behaviour and language, stalking, bribing, intimidation, repeated insults, playing on another's 'weaknesses', consistent ostracising and put downs.

We treat others in a caring and positive way, just as we, in turn, should be treated.

What Bullying is Not

Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require teacher intervention and management. There are three socially unpleasant situations that are often confused with bullying:

- *Mutual Conflict*
In mutual conflict situations, there is an argument or disagreement between students but not an imbalance of power. Both parties are upset and usually both want a resolution to the problem. However, unresolved mutual conflict sometimes develops into a bullying situation with one person becoming targeted repeatedly for 'retaliation' in a one-sided way.
- *Social rejection or dislike*
Unless the social rejection is directed towards someone specific and involves deliberate and repeated attempts to cause distress, exclude or create dislike by others, it is not bullying.
- *Single-episode acts of nastiness or meanness, or random acts of aggression or intimidation*
Single episodes of nastiness or physical aggression are not the same as bullying. If a student is verbally abused or pushed on one occasion, they are not being bullied.

Nastiness or aggression that is directed towards many different students is not the same as bullying.

Management of Bullying Behaviours

Bullying is not tolerated at Ivanhoe East Primary School and is managed in the following way:

- The learning community at Ivanhoe East Primary School is explicit in teaching the students and families about the school values and the expectations of how we treat others.
- Those involved are encouraged and supported to be confident to tell teachers and parents of incidences at school where they have felt unsafe or unhappy.
- Teachers meet with those involved and gather information about the incidences.
- The incidences are documented, discussed and consequences put into place.
- The school values are reiterated and understood.
- Both the victim and the perpetrator are counselled and supported.
- Those involved are helped to be reflective about their rights and responsibilities in the school community.
- Those involved are monitored to show improved behaviour and to become positive contributors to a safe and happy school environment, using individual plans and positive rewards.
- Support services are accessed as appropriate with parental consultation.

Establishing classroom culture program

In the first few weeks of each new school year, it is vital that students feel safe and happy in their new environment. This program explicitly guides teachers in establishing expectations and in consultation with the students creating the class vision and mission statements. These statements

summarise what kind of environment the students want to learn in and what behaviours they will need to follow. These early days also involve other activities which allow the students to get to know each other and their teacher.

The staff and students aim to live our values every day.

SCHOOL ORGANISATION

Overview

The school operates within the guidelines of the Department of Education, Early Childhood Development (DET). Through the governance of the School Council, decisions are made which consider the needs and agreed priorities of our school.

TEACHING TEAMS

For planning programs and evaluating students' progress staff work in the following Teaching Teams:

Prep

Year 1 and 2

Year 3 and 4

Year 5 and 6

Specialist Teachers

Team Leaders are responsible for the direction of the team which operates within the school's Strategic Plan guidelines.

ACTION TEAMS (referred to as PLATs - Professional Learning & Assessment Teams)

The school has an action team that is responsible for these teams of teachers plan, develop, implement and evaluate specific curriculum programs throughout the school. The Action Team coordinator is responsible for providing leadership, ensuring short and long term goals are met by the group and overseeing expenditure of their budget. Staff members are required to be part of realising priorities in the Annual Implementation Plan.

Action Teams oversee: Literacy, Numeracy, Information, Communication and Technology (ICT), and Sustainability.

JUNIOR SCHOOL COUNCIL

Students in Years 4, 5 and 6 can be elected to Junior School Council to actively contribute to the decision-making process and represent their peers. The student voice is valued at IEPS and these roles are a highly active way to bring about sharing of new ideas and constructive change. Students are selected by their peers through an election process. Junior School Councillors attend fortnightly meetings where they are encouraged to represent the interests and concerns of other students. They are also encouraged to contribute feasible solutions to problems raised by their fellow students.

Junior School Councillors are role models in their personal conduct and care for others. Hence they also play a pastoral role within the school.

CONFIDENTIAL INFORMATION



When enrolling your child, or as the occasion arises, parents are asked to inform the Principal or class teacher (whichever is more appropriate) of details of any health, emotional, social or other condition which may temporarily or permanently, interfere with your child's normal education progress and/or school conduct.

Such information is kept confidential and may be very valuable in assisting the school in helping and understanding your child's behaviour. Parents are expected to keep the school fully briefed on any situation which may impact or impede students from learning well such as a change to family circumstances, (serious illness or death of a family member, separation or divorce) and/or medical condition the child may be experiencing or a change in residence.

Protecting Information

The Information Privacy Act 2000 sets out how we are to responsibly collect and use personal information. The Health Records Act 2001 applies to all Victorians that handle health information.

Both Acts are based on a number of Privacy Principles dealing with the collection, holding, use and disclosure of personal and health information.

PARENT PAYMENTS

It is preferable that all payments are made online through COMPASS. Every family will be issued with a pin code to access this on our website. Use of COMPASS eliminates the need for cash at school and the possibility of money being lost or going astray.

MONEY SENT TO SCHOOL – on rare occasions



When sending money to school, please send it in a sealed school money envelope, labelled clearly with your child's name, the purpose for the money, the grade and amount. Any permission or order forms should be taped to the outside of the envelope and sent to the teacher. School money envelopes are available from the front office.

Credit card facilities are also available.

If a child brings his/her own money to school the class teacher may be asked to take care of it. Teachers cannot be held responsible for any sums of money which are left in bags, cases and coat pockets.

PLAYGROUND SUPERVISION OF CHILDREN

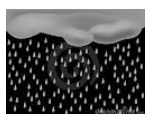
Staff are always on duty in the school grounds during every break and also a nurse on First Aid Duty. There are also staff on duty before school and after school from:

8.45 - 9.00 a.m. and 3.30 p.m. - 3.45 p.m.

Those students still remaining at 3.45 p.m. are taken to wait outside the Principal's office and parents will be called. Students not collected by parents by 4.00pm will be taken to the Out of School Hours Care Program for supervision if they are registered. Parents are then liable for costs related to Out of School Hours Care. For students not registered for OSHClub, the local police will be contacted.

Students should not arrive at school unsupervised before 8:45am unless they are having a music lesson, participating in the Jogging Club Program or attending Before School Care.

WET WEATHER



On wet and inclement days children remain in the classroom during recess and lunch. Teachers share the supervision of children.

LOST PROPERTY



To save your own time and expense and the time of teachers and children, please label all personal property clearly. For any missing items check the Lost Property cupboard which is stored outside the First Aid Room in the main building. At the end of each term unclaimed articles will be disposed of promptly after a display of lost property has been conducted.

Bringing toys and electronic devices from home

Expensive toys and electronic devices such as mobile phones, iPods etc. are best left at home. Children are most distressed and distracted from learning should their precious item be accidentally broken or misplaced whilst at school. Teachers cannot take responsibility for such items. Thus we actively discourage children bringing these to school. The school does not have insurance to replace any expensive item brought to school by a child.

ABSENCES

We accept that on the odd occasion students will need to miss school due to illness, medical or dental appointments or due to unexpected family circumstances.

Parents are now able to enter their child's impending absence on the Compass site which will immediately inform the school of your child's whereabouts.

On the day of their return to school teachers should be informed, by note, of the reason for any absence that your child may have. An e-mail is not suitable in this instance.

A telephone call informing us that your child is unable to attend on that day is appreciated.

Do notify the school office if your child has an infectious disease or is going to be absent for an extended time. Early notification could also prevent other children from experiencing a similar condition especially those with lowered immune systems.

SCHOOL UNIFORM



The school has an attractive and hard wearing uniform. As well as being practical it helps children feel a sense of "belonging" to their school. It also offers a degree of visibility when students, staff and parents are out on excursions.

For flexibility, we offer a choice of uniforms. Items with the school logo such as hats, bags, T-shirts and windcheaters, as well as the girls' summer frock can only be bought at the school. The school uniform shop is located in the SPACE Centre outside the Music Room and is run by parent volunteers. Uniform order forms are available from the front office. The uniform shop is open every Friday morning from 8:45 until 9:30 a.m. If you are unable to buy from the shop please send payment and order form to the office. Any clothing needing to be changed for a different size, should be left at the office, with the child's name, room number, and desired size written clearly on a piece of paper. The item will be exchanged and returned to the child. If the size required is unavailable it can be ordered. **Please have every item of clothing marked with your child's name.**

Uniform Shop open in January 2017

The Uniform Shop will be open for you to purchase uniform items on **MONDAY 30th JANUARY** from 9.00 a.m. – 1.00 pm.

Second Hand Uniforms

These are readily available from the cupboard opposite the First Aid Room each school day. A key to the cupboard is available from the school office. Items are to be paid for at the office when returning the key.

Sun Hats

Parents must purchase a school uniform wide brim or legionnaire sunhat for their child/ren. The school's policy is for all students to wear Sun Smart approved hats at all recesses during Terms 1 & 4 and when participating in outside sporting activities and excursions. If hats are not worn, students play undercover on decking or in breezeway next to Room 23.

Footwear

Navy or Black Shoes for winter

Navy Sandals (with Straps to support ankles) for summer

Runners - summer or winter

For Physical Education lessons all shoes need to be soft-soled non-leather to help preserve the SPACE Centre floor.

Thongs or similar footwear are not to be worn at school, as they are entirely unsuitable and can be responsible for many accidents.

Boys - summer

Navy T-shirt (School Logo) or Light Blue Short-sleeved Shirt or Polo Shirt

Navy Shorts

Navy Windcheater (School Logo)

Winter

Navy Windcheater (School Logo) or Zip Jacket
 Light Blue Skivvy or Navy Skivvy or Long-sleeved Light Blue Shirt
 Navy Cords or
 Jeans or
 Navy track Pants

Girls - summer

Blue Check Dress
 Navy Shorts or Skort
 Navy T-shirt (School Logo)
 Navy Cardigan or Navy Windcheater

Winter

White Blouse or Light Blue Skivvy *Winter*
 White Blouse or Light Blue Skivvy or Navy Skivvy
 Navy track Pants
 Navy Windcheater (School Logo) or Zip Jacket

Year 6

The Year 6 students are able to wear a rugby jumper. This is ordered in the preceding year to ensure a full years use.

Compulsory requirements

- School sport attire is compulsory and if a student is not appropriately attired they do not participate in sporting events. School sport attire consists of school T-shirt, shorts or navy skort/netball skirt and correct footwear.
- For safety considerations students are required to wear school uniform on all excursions (excluding camps).

School Canteen

The Canteen aims to encourage healthy and responsible eating habits, promote the immediate and long term health of all students as well as provide an opportunity for students to manage small amounts of money. Lunch orders are available Tuesday, Wednesday, Thursday and Friday. Over the counter sales only on a Monday (no lunch orders).

Details of Canteen Procedures – Parent Volunteers and Staff

A part time Canteen Manager is employed and voluntary support is provided by parents. If you are able to assist in the Canteen at any time, please notify the School Office or the Canteen Manager.

Parents are encouraged to join the Canteen Committee. This group oversees the content of menu provided, implementation of school policy in regard to Canteen function, provides support and advice for Canteen Manager and ensures the effective operation on behalf of School Council.

CANTEEN MENUS

We have a variety of items on our summer and winter menus which are consistent with the DET dietary guideline. Canteen menus are updated and distributed at the start of each term and are also available online at www.ivanhoeeastps.vic.edu.au

Special Days at the Canteen

Throughout the year we may have an occasional special day when students may buy items such as sushi or hot dogs. There are also daily special lunch items available.

Ordering Lunches Lunch orders are available from Tuesday to Friday, with counter sales only on a Monday. Please print on a brown paper bag your child's name, room number, the lunch order and the amount enclosed in the bag.

Canteen Management

The Canteen is managed by a sub-committee of School Council. The Canteen committee meets monthly in line with Council meetings and provides a monthly financial report to Council.

COMPASS

IEPS utilises a parent portal called Compass. This portal is used by our school community – teachers, student's families and administrators and provides immediate, real time information and payment facilities for school fees, excursions, incursions etc.

There are many benefits to this system including:

- Improved communication throughout the school community by way of a single point of contact that can be accessed via computers, smart phones and iPads
- Improved attendance management - teachers mark rolls electronically and parents or teachers can approve absences online
- Access convenience. Information and payment facilities are available 24 hours a day from anywhere with internet availability
- Classroom efficiency – teachers and students do not need to spend time collecting notes and money, and hand delivering communication to the office
- Improved security (reduced cash handling by children/teachers)
- Improved excursion management, event information and permission is mainly submitted online
- Student Reports are accessible through Compass
- Live updates of level newsletters and school news
- Your child's schedule can be viewed in a two week glance.

Each family requires a Username and Password. New families will receive a letter containing a Username and Password as well as instructions of how to navigate Compass prior to their child's commencement date. If the child lives in different households, each household will receive a login.

STUDENTS ILL OR INJURED AT SCHOOL

If a student is ill or injured at school we make every endeavour to contact parents immediately so the student can be collected and taken home if necessary.

Please do not send your child to school if he/she is not well to aid recovery and prevent infection to others. For safety and student wellbeing parents are asked to update their phone numbers on a regular basis.

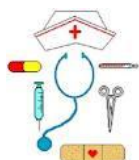
Asthmatics

If your child is an asthmatic you need to provide the school with an up to date Asthma Management Plan. Forms are available from the office.

Allergies/Anaphylaxis

If your child has a severe allergic reaction to foods, bites etc. the information MUST be noted on the enrolment form or a note sent to the office detailing the condition. You will be contacted to provide management information. Information about students with severe allergies/anaphylaxis is posted on the staffroom notice board to ensure all staff and Casual Relief Teachers (CRT's) are fully aware of students with medical conditions.

FIRST AID – NURSES ON DUTY



There is a fully qualified nurse on duty from 10.30 – 3.00 pm every school day. The school values the contribution made by families to subsidise this highly valued service.

The school nurse provides medical care and attention to students during specified school hours and for school related injuries or illness. If you require more than general medical advice for your child, please contact your local G.P.

There are also teachers and office staff who are trained in first aid who will personally attend to "minor accidents" if necessary at other times. However there may be situations where parents/doctors need to be contacted or an ambulance called to the school. It costs approximately \$700 for an ambulance to take a child from our school to the nearest hospital. Your Ambulance Subscription covers costs incurred.

Nurses also provide medical assistance for children with life threatening medical conditions such as asthma, diabetes and anaphylaxis.

STUDENT SERVICES

The purpose of Student Services is to assist students faced with barriers to learning to achieve their personal academic and developmental potential through the provision of a range of specialised support.

Teachers will contact parents if significant changes develop and persist in a student's rate of learning, behaviour or school adjustment. We encourage parents to communicate with the school if they are concerned about any aspect of their child's schooling.

Services available at Ivanhoe East Primary School

Educational Psychologist – provides a comprehensive psychology service to students, families and schools through psychological assessments, providing learning and teaching advice to the school, supporting the Program for Students with Disabilities and attending for support following critical incidents.

Speech Pathologist – provides speech pathology services, conducts speech and language assessments and supports the Program for Students with Disabilities. The program provides considerable guidance for parents and their attendance at sessions is strongly recommended.

Demand for these services can be high and there may be a waiting period if a student's need is not deemed to be urgent.

SCHOOL MEDICAL SERVICES

At some time during the year Prep students are assessed by school medical services in vision, hearing and growth. At the time of the testing the visiting nursing personnel are available to discuss any aspects of the medical assessment.

EMERGENCY CONTACT INFORMATION



At the school we do our utmost to ensure that your child receives the best care and attention. However accidents sometimes happen and therefore it is very important that our personal pupil information on file is kept up to date. Please help by providing immediate notification of any changes such as phone contacts, change of address, health details, etc.

Emergency contacts should be available, able to drive and be aware that they are emergency contacts. Parents should not be listed as emergency contacts.

IMMUNISATION

The required immunisations

To be considered immunised for school, your child needs the following immunisations:

2 months

- Diphtheria/tetanus/pertussis
- Oral polio vaccine (Sabin)
- Hib (Haemophilus influenza type b).

4 months

- Diphtheria/tetanus/pertussis
- Oral polio vaccine (Sabin)
- Hib

6 months

- Diphtheria/tetanus/pertussis
- Oral polio vaccine (Sabin)
- Hib

12 months

- Measles/mumps/rubella

18 months

- Diphtheria/tetanus/pertussis
- Hin

4 years

- Diphtheria/tetanus/pertussis
- Oral polio vaccine (Sabin)
- Measles/mumps/rubella

Your child can be immunised if they are older

If your child has not received some or all of the vaccinations, you can take them to the next local immunisation session or see your doctor. It doesn't matter if your child is older than the recommended ages.

Obtain a certificate from your local government immunisation provider

You can obtain the School Entry Immunisation Certificate from the local government immunisation provider. For this you will need to show the immunisation officer one or more of these records:

- Child Health Record, with a completed immunisation section.
- A medical declaration from your doctor listing your child's immunisations.
- An undertaking that you will have your child immunised.
- A statutory declaration stating that you believe your child has been immunised.
- Local government records. If your child was immunised by another local government, send them an Immunisation Form, which you can get from your current local government.
- Australian Childhood Immunisation Register , Child History Statement

You can get medical declaration, statutory declaration and undertaking forms from your local council.

If your child is not immunised, you still need the certificate

If your child is not immunised, you still need a School Entry Immunisation Certificate from the local government immunisation provider. To get the certificate, you will need to provide one or more of these records:

- A statutory declaration that states that you have a conscientious objection to immunising your child.
- A medical declaration from your doctor that gives medical reasons for not immunising your child.

You can get medical and statutory declaration forms from your local council.

Where to get help

- Your local government immunisation provider.
- Your doctor
- Immunisation Register Tel. 1800 653 809.

Things to remember

- All children need a School Entry Immunisation Certificate to enrol at school.
- Your local government immunisation provider or your doctor can immunise your child.
- The School Entry Immunisation Certificate is issued by your local government immunisation provider.

Source: The Better Health Channel

The Better Health Channel was established in May 1999 by the Victorian (Australia) Government. Its role is to provide the community with access to online health related information which is:

- Quality assured
- Reliable
- Up-to-date
- Locally relevant.

Consumer health information on the Better Health Channel is constantly expanded and regularly reviewed.

COLLECTION OF STUDENTS FROM SCHOOL

Students are dismissed at 3.30 p.m. and we ask parents to ensure that their children are fully aware of the arrangements for going home each afternoon.

If you collect your children from school please tell them where you will meet them. If children have not been collected by 3.45pm they will be taken to the office area and we will endeavour to contact you regarding your child's collection.

If a child is to be collected by any person other than the usual person, the child should be made fully aware of this change. A note to the class teacher regarding any such change is essential. If there is a late change to arrangements, please telephone the school office.

If a child is required to be taken from school within school time, details of collection, and the person to collect the child, should be made by note or personally to the class teacher beforehand. Please refer to the Early Leavers/Late Arrival Book.

Only in an emergency situation should a change in collection details be telephoned to the school office staff.

PUNCTUALITY

School commences at 9.00am. It is advisable that parents drop their children off to school 5 to 10 minutes before this so that children can say hello to a friend and line up ready to greet their teacher when the bell goes at 9.00am.

The rare occasion when a parent is late in getting their child to school on time is understandable. Repeated lateness is not. Children who come late start the day in a most unsettled way, are embarrassed and also miss hearing vital instructions in a calm and receptive way. Their late arrival also disrupts the learning of others which has already commenced and it is disrespectful to the class teacher and all others who are on time and ready for learning. Late arrivals must be recorded at the front office by the parent.

VISITOR'S PASS



Visitors to the school must report to the General Office to obtain a visitor's pass. Parents are reminded to sign in and collect a visitors pass when they are at the school for meetings, helping in classrooms, or volunteering throughout the school. Unidentified persons on school grounds during normal school hours are regarded as trespassers and will be approached by staff who may report them to the police.

EARLY LEAVERS/LATE ARRIVAL BOOK



For safety and legal reasons it is necessary to report to the school office to sign the Early Leaver's/Late Arrival Book before any child is able to leave the school during school hours. A copy of the signed Early Leavers Permission Slip is handed to the class teacher when the child is collected.

It is also a requirement of this school that parents who arrive late to school with their child/ren sign them in at the office and complete a Late Notice. This is then taken to the classroom teacher by the parent who escorts their child to their classroom.

ROAD SAFETY



Safety for all students is paramount - hence we ask that you abide by the signage around the school in regard to speed zones and parking restrictions.

- Park or drop off children well away from the crossing area.
- Double parking endangers children, so find a proper park to let your children out or when collecting them.

The Banyule City Council provides the school with a Crossing Supervisor who attends the crossing at peak times in the morning and afternoon.

We encourage parents to model and teach their children responsible road safety practices.

OUT OF SCHOOL HOURS CARE PROGRAM – OSHClub

An external provider, OSHClub offer an Out of School Hours Care Program to all primary school aged children in the community from 7.00 - 8.45 a.m. and 3.30 - 6.00 p.m. from Monday to Friday on site. On pupil free days the program may operate between the hours of 7.00 a.m. - 6.00 p.m. if there is a need for this service. In accordance with Quality Assurance principles children need to be booked into the service, however, there are usually some casual booking places available. The program offers a wide range of fun and safe indoor and outdoor activities in a supervised environment. There are at least three staff members employed each day to plan and supervise the activities. An OSHClub information sheet is available from the office.

A holiday program also operates during each school break for the convenience of parents.

Charges for these services are well subsidized by the Federal Government and hence are very affordable for working parents to prevent children being unsupervised before and after school hours and during Term holidays. The program also offers sports and physical activities to increase student health and well-being.

The program administrative coordinator can be contacted on 0408 724 893 or on the following website: www.oshclub.com.au

LUNCH ARRANGEMENTS



Lunches are eaten (between 12:50 – 1:00 pm) in the classroom under teacher supervision. Lunches can be brought from home or purchased from Canteen (Tue – Fri). The Canteen provides reasonably priced healthy lunches and some counter sales.

For safety reasons children are not permitted to leave the school grounds at any time to purchase food or alternative lunches from the local shops.

HOT WEATHER



During summer students are encouraged to drink lots of fluids during recesses. Students are also encouraged to bring a water bottle into the classroom to enable them to keep up their fluid intake. Water is preferable.

Most classrooms have air conditioning. On days of extreme heat or wind conditions students are kept indoors during break times, well supervised and provided with passive play activities. This ensures their safety and well-being and minimises exposure to extreme weather conditions.

HOME AND SCHOOL

CURRICULUM DAYS

The Department of Education and Training (DET) allows a number of pupil free days per year during which time teachers work on professional development programs and planning.

Dates for Pupil Free Days in 2017 are;

Term 1	Monday 30 & Tuesday 31 January.
Term 2	Monday 24 April (Term 2) and
Term 3	Monday July 17 (First day of Term 3).

The Out of School Hours Care Program is available on pupil free days when there are sufficient bookings.

HOME – SCHOOL COMMUNICATION – Is vital

Open communication between home and school is extremely important as this enables us to meet your child's needs and also ensure that parents are well informed and active members of Ivanhoe East Primary School.

If you have a concern about your child, please make contact with your child's teacher in the first instance. A quick and early phone call will prevent a small issue becoming much bigger, or make an appointment at a mutually convenient time.

The class representative will provide you with a class contact list of students' names, addresses and phone numbers. Permission will be gained prior to sharing this information.

REPORTING STUDENT'S PROGRESS

PARENT TEACHER MEETINGS, PARENT TEACHER INTERVIEWS/STUDENT LED 3-WAY CONFERENCES

The Term 1 Parent-Teacher Meetings provide an opportunity for parents to brief the teachers on their family situation, share concerns, or alert the teacher to specific learning needs their child may have. It is not an interview based on the teacher reporting student academic progress but rather an opportunity for parents and teachers to discuss how students are settling into the new school year.

At the conclusion of Terms 2 and 4 a written summary of your child's learning achievements and goals for future learning will be sent home.

Parent teacher interviews will be held at the conclusion of Term 2 for students in Year Prep to Year 3.

Mid-year three way conferences are held where students in Years 4-6 report to their parents about the goals they set, in negotiation with their teacher, how they performed and what they hope to achieve in the coming semester. These conferences include the student, his/her parents and the class teacher.

PORTFOLIOS

Student portfolios are a means of providing students, parents and teachers an opportunity to openly assess and reflect on student progress across the curriculum in an ongoing, accumulative manner. Portfolios are a valuable and effective way of providing students with support, encouragement and feedback on their efforts. Through sending portfolios home at regular intervals throughout the year teachers ensure parents have the opportunity to follow their child's development on a regular basis. It is not a showcase of "best" work completed by children, rather it shows the process of learning and individual growth. Often there will be pieces which are "work in progress". These are valuable pieces which show developmental growth.

THE SCHOOL BULLETIN

Each Wednesday the School Bulletin is distributed electronically via Compass to all families. This news sheet is a vital form of communication within the school community. Any parent who wishes to place a notice in the Bulletin must leave it at the main office by Tuesday at 12.00 p.m. Community notices are displayed on the notice board in the foyer.

CLASS REPRESENTATIVES (CLASS REPS)

During February each year, teachers invite one or two of the parents from the class to become a Class Representative. They provide a vital link between the class teacher and parents of that class. Class reps attend to issues such as organising classroom assistance for reading rosters, welcoming new families to the school, social activities, excursions and any other special events which might take place.

Class reps meetings are held once a term.

Class reps play a vital role in the communal and social life of IEPS and provide considerably effective two way communication channels within the school.

WORKING BEES



Every term we hold at least one working bee, which is usually held on a Sunday morning. The Facilities Committee extends an invitation to all families to assist with a wide variety of jobs which help to keep the school and grounds attractive, safe, neat and tidy over the course of each year.

Working Bee Parent Attendance

Term 1 - Prep Parents

Term 2 – Year 1 & 2 parents

Term 3 – Year 3 & 4 parents

Term 4 – Year 5 & 6 parents

This is an opportunity for parents and children to participate in a helpful task which benefits all of the school community and is often an excellent way of meeting other families.

PTFA – PARENTS, TEACHERS AND FRIENDS ASSOCIATION

All current parents, teachers and friends of the school are able to become members of PTFA which exists to:

- Provide opportunities for interested people to be actively involved in the life of the school
- Fundraise to support educational programs, increase resources and improve facilities

An elected Committee organises a wide range of activities for the whole school community including Welcome Morning Teas for Prep parents, a Welcome Picnic etc.

PTFA Committee meets monthly and are open to everyone. If you wish to be actively involved, or suggest ideas, contact any PTFA Committee member, or leave a note at the School Office.

THE SCHOOL COUNCIL

School Governance

Responsibilities

The School Council is responsible, within the framework of overall State policy guidelines, for setting the school's major directions. It is also responsible for the planning and upgrading of buildings and grounds, budgeting and proper accounting for all monies provided to the school, parent and community participation in the school, the use of school buildings by outside bodies, the Canteen and some community education.

Composition of Council

The composition of School Council is structured to represent the collaborative concern and responsibilities which teachers and parents have for the education of their children. There are eight elected parents, four elected Department of Education, Employment and Training representatives, the School Principal, and two co-opted members to represent wider community interests. School Councillors are elected for a two-year term.

Committees

The following committees have been established to assist School Council:

- Community Engagement
- Education and Policy
- Finance
- Canteen
- Facilities
- Out of School Hours Care
- Sports, Performing Arts, Community and Education (SPACE) Centre Management

Each committee involves both teachers and parents and often co-opts members who are not on Council but who have relevant interest or expertise.

Involvement

The School Council seeks to involve the whole school community, and where appropriate, the wider community in the work of the school. Important policy initiatives are moulded in the light of wide consultation of both parents, staff and when possible and appropriate, students.

INVITATION TO ALL

The Council invites all parents to participate in the work and activities of the School and its Council. This can take many forms which include Council membership, sub-committee work, and contribution of ideas and resources. Council meets once a month. It's meetings are open for observers to attend and minutes of meetings are available through the School Office.

HOW YOU CAN BECOME INVOLVED

- Stand for election.
- Vote when School Council elections are held.
- Nominate to join one of the following sub-committees;

SCHOOL COUNCIL COMMITTEES

Community Engagement

Members of this committee aim to increase community engagement and participation in the life and function of the school which includes the renewal and mentoring of school volunteers.

Policy Committee

This committee is made up of representatives from School Council, teachers and the broader school community. There are usually two meetings per term.

The role of the committee is to review the school's policies over a four-year cycle, re-draft where necessary and forward to School Council for ratification or further changes. The committee also ensures the school fulfils the most current policy requirements as set down by the Department of Education and Training.

Facilities Committee

The Facilities Committee has a membership of parents and teachers and meets monthly to ensure that that buildings and grounds are fully functional. The Facilities Committee also organises working bees throughout the year and is responsible for making recommendations to School Council for spending money on buildings.

Finance Committee

The Finance Committee has a membership of parents and staff including the principal and Business Manager and meets monthly to monitor the school's finances. The Treasurer of School Council is the convenor of the committee. The Finance Committee makes recommendations to School Council about all matters related to school budgets and effective financial management.

The Sports, Performing Arts, Community and Education (SPACE) Centre Management Committee

The SPACE Centre is managed by a committee consisting of the principal, 2 school representatives, the School Council President or his/her nominee, 1 community representatives and one representative from the Ivanhoe Basketball Club.

During school hours the SPACE Centre is extensively used for music, physical education, gymnastics, dance, assemblies and visiting musical and drama groups. The Mother of God Primary School also has access to the Centre one day a week.

After-hours use consists mainly of a junior basketball competition. The Out of School Hours Care Program also uses the SPACE Centre.

Enquiries about the use of the SPACE Centre should be directed to the Management Committee c/- the School Office.

School Term Dates for 2017 (all dates are inclusive)

Term 1

Years 1 - 6

Wednesday 1 February – Friday 31 March at 2.30 pm

Prep

Thursday 2 February – Friday 31 March at 2.30 pm

(Do note Thursday 2 February & Friday 3 February are half day 9:00 – 12:30 for Prep students).

Term 2

Tuesday 18 April – Friday 30 June at 2.30 pm

Term 3

Tuesday 18 July – Friday 22 September – at 2.30 pm

Term 4

Monday 9 October – Friday 22 December – at 1.30pm

SCHOOL ASSEMBLIES



On Monday morning the whole school assembles to come together and celebrate our learning community. Preps do not attend assemblies during the first few weeks of school but it becomes part of their weekly routine in March.

Parents are most welcome and invited to attend Monday assembly.

THE SCHOOL DAY

Times of the school day are as follows -

9:00am – 9:20am	Assembly (Monday)
9:00am – 9:50am	Session 1
9:50am – 10:40am	Session 2

10:40am – 11:10am- Morning Recess

11:10am – 12:00pm	Session 3
12:00noon – 12:50pm	Session 4

Lunch in classrooms 12:50 – 1:00pm

Lunch recess 1:00 – 1:50pm

1:50pm – 2:40pm	Session 5
2:40pm – 3:30pm	Session 6
3:30pm	Dismissal

It is vitally important for students to be punctual for the start of the school day.

Information for parents of Prep students.

UNIFORM SHOP

The Uniform Shop will be open for parents on MONDAY 30th January 2017, from 9:00am -1:00pm.

Throughout the year the shop is also open on Friday mornings from 8:45-9:30am located inside the SPACE Centre, outside the Music Room (upstairs).

PREPARATION FOR SCHOOL

Your child's school experience is about to commence and it can be an exciting time for you and your child.

Your child should bring these items in the first week of school:

- an art smock - this should be easy to put on, **named** and able to protect school clothes in art sessions.
- a **library bag** - to protect the library books your child will borrow on a weekly basis. The bag needs to be **named**.
- a **take home book folder** – named.

It has been the practice in recent years for the Department of Education and Training to give each Prep child a calico bag of activities and information at the beginning of the school year. This bag can be used as a library bag if you wish.

Children at pre-school have developed physical, intellectual and social skills in a confident and loving atmosphere. The school is a larger situation but that caring environment continues as parents and teachers work together. Together we can provide support and encouragement needed to make your child's schooling enjoyable and successful.

HOW YOU CAN HELP YOUR CHILD AT SCHOOL

- * Clearly label all possessions your child will take to school so that he/she can identify them.
- * Encourage regular sleep patterns. Sleep is critical for a sense of well-being.
- *When commencing school have your child's clothes and bag ready.
- *Allow plenty of time to eat a good breakfast and dress for school so as not to rush.
- *Encourage your child to say "hello" and "good-bye" confidently. It's a starting point for communication with other people.
- *Tell your child not to visit friends after school without permission. Talk about the dangers of talking to and accepting rides from strangers.

PLAY LUNCH AND LUNCH



Please supply your child with a snack for play lunch and a separately wrapped lunch. Do not give your child too much food in the early days or be surprised if food returns home uneaten. If your child has not eaten a packed lunch you could have some practice runs during the holidays. Practice opening lunch-boxes, unscrewing drink containers, peeling fruit and unwrapping food packets. These activities help children feel more confident about eating at school.

SCHOOL TIMES AND ARRANGEMENTS FOR FEBRUARY FOR PREP STUDENTS

The first day for 2017 Preps will be Thursday 2nd February at 9.00 a.m. (for those with older brothers and sisters at school) or 9.30 a.m. (for new families). Their first two days (Thursday 2 & Friday 3 February) will conclude at 12.30 p.m. (No lunch is required – Provide a Play lunch and drink only).

On all other normal school days a 3.30pm conclusion applies.

Collect your child from the classroom. Please save your child from distress by always picking him/her up promptly.

During the month of February, Wednesdays will be allocated to assessing each Prep child in basic numeracy and literacy skills. This assessment is a requirement of DET and provides teachers with vital information to assist them in the planning for an appropriate Prep program. Teachers will arrange suitable times on the Wednesdays for each child to have an individual assessment.

From the week commencing Monday 6 March, Prep children will attend school for a full five day school week, with the length of the school day being from 9:00am – 3:30pm.

Out of School Hours Care is available for those parents not able to care for their child on a Wednesday. To access this you will need to register for 2017 Out of School Hours Care. OSHClub contact no: 0408 724 893 or online at www.oshclub.com.au

THE FIRST DAY AT SCHOOL

Activities will be prepared for students when they are welcomed into their classroom on the first day.

During the build-up to starting school and especially in the first few weeks please be positive and cheerful with your child to prevent build-up of any anxiety. We welcome you into the classroom. However, during the first few days staying with your child for an extended period can sometimes make separation more difficult. It would be preferable if parents could make their way out of the classroom by 9:10am. This gives your child the opportunity to settle in and begin their day.

TEA AND TISSUES!

On the first day of school for your prep child, you are invited after drop off to come and enjoy a cup of tea or coffee with members of our PTFA (Parents, Teachers and Friends Association). This will be in the Bendigo Bank Room, which is situated upstairs in the SPACE Centre, between 9:00 and 10:00am.

FEBRUARY PROGRAM – WHAT TO EXPECT – ROLE OF THE PARENT

Encourage your child by:

- not showing any anxiety about your child starting school (anxiety is contagious);
- talking about the *child's day* at school in positive terms and with an optimistic outlook;
- admiring and praising work brought home;
- displaying work that is brought home;
- having realistic expectations about your child experiencing major change.

Children often feel very tired after the new school routine. It sometimes takes them a while to adjust to things like the size of the school yard and the number of students in the school. To alleviate these concerns we do not send prep children into the yard to play while other students are having recess until the third week of school. By that time we have selected older students to be "buddies" and support Preps in the yard.

THE BUDDY SYSTEM



During the first weeks of school your child will be allocated a senior "Buddy" who will provide support during recess and work on special projects during the coming year in school time. The system has worked well as it provides security for younger students and responsibility for older children.

LEARNING TOILET ROUTINES

Managing toilet procedures is an important part of the Prep student's program. During the first few weeks Preps are taken to toilets at special times so they do not have to cope with other students who are using toilets during recess. If Preps need to visit toilets during school time, they are sent out with two other students for personal security reasons.

COMMUNICATION



Informal communication is always welcome. Parents are also welcome to discuss any specific queries or problems they have with the class teacher. These are best discussed at mutually convenient times, so we ask you to make an appointment with the class teacher.

The Bulletin is sent home electronically every Wednesday to all families. Back copies of the Bulletin are available in the office foyer or on the school website.

The Class Representatives organise a class list to enable contact between parents. Look out for this notice which will arrive early in the year. Many parents find this very helpful to make contact with other parents.

CREATING AN ATMOSPHERE OF CONFIDENCE AND TRUST



It is of vital importance to children's well-being that they should learn to trust and have confidence in their teacher. This involves a gradual process whereby the children slowly become less dependent on their parents and more on the teacher figure to whom they may look for help and guidance.

It is important to remember that each child is different. For example, some children will be writing their names while others will be at an experimental stage. Do not be anxious about these differences as children develop at their own rate.

SOCIAL EXPERIENCE

During February, children will adjust to being in larger group situations. We encourage each child to cooperate with others to assist in the development of a caring, safe and harmonious classroom atmosphere.

We ask parents to refrain from giving out birthday invitations at school, as this has caused anxious moments for some children. Please post out birthday invitations. Class lists help with arranging parties.

Some children have special medical requirements and life threatening allergies. Hence we do not encourage sharing of food.

PERCEPTUAL MOTOR PROGRAM



All children in the Prep year participate in a Perceptual Motor Program (PMP) which involves physical activities to promote eye-hand, eye-foot coordination, locomotor, rhythm and balance skill development. Volunteer parents are needed in order for this program to run successfully as children are organised into small working groups. Younger children are welcome.

This program commences in March of each year.

PLAY ACTIVITIES

Play activities are aimed at training for compatible social interaction. The children will have opportunities for free play and directed play in the classroom. Directed outdoor activities will be taken whilst the older children are in school.

FORMAL LEARNING EXPERIENCES

During February, formal learning will be gradually introduced. The emphasis will be on settling children into a happy, confident and trusting atmosphere.

As the year progresses greater emphasis will be given to the formal learning processes. Throughout the Prep year social interaction will continue to play an important role in children's development.

You are your child's first teacher – and an important one. The school's program is enriched when it builds upon and is supported by a strong home-school partnership. We invite all parents to contribute to building that positive partnership which sees all children thrive.

Welcome once again to the IEPS educational community and we hope the next seven years are happy, educationally rewarding and enriching.

Justine Mackey
Principal