

SCHOOL ORGANISATION

Principal	Ms Dianne Pekin
Assistant Principal	Ms Sue Higgins
School Bursar	Mrs Marie Antica
Office Administrator	Mrs Mary Lister
School Address	Brighton Road St Kilda 3182

CONTACT INFORMATION

School Telephone	9534 3993 or 9534 4538
School Fax	9534 8543
Out of Hours School Care - Camp Australia (OHSC)	9534 7236
Coordinator of OHSC	Mr Tim Thomas
Email	st.kilda.ps@edumail.vic.gov.au
Website	www.stkildaps.vic.edu.au

SCHOOL HOURS

Morning Recess	11:00am - 11:30am
Lunch	1.00pm - 2:00pm
Dismissal	3:30pm
End of Term Dismissal	2.30pm

2007 TERM DATES:

Term 1	Tuesday 30 January	to	Friday 30 March
Term 2	Monday 16 April	to	Friday 29 June
Term 3	Monday 16 July	to	Friday 21 September
Term 4	Monday 8 October	to	Friday 21 December

Public Holidays:

Term 1	Labor Day	Monday 12 March
Term 2	Good Friday	Friday 6 April
	Easter Monday	Monday 9 April
	Anzac Day	Wednesday 25 April
	Queen's Birthday	Monday 11 June
Term 4	Melbourne Cup	Tuesday 6 November

PRINCIPAL'S WELCOME

Welcome to St Kilda Primary School, where every child is valued as a special person with extraordinary abilities. St Kilda Primary School embraces diversity and reflects the multi-cultural, artistic and varying socio economic nature of its local community. Students are provided with a safe, supportive and nurturing environment enabling them to reach their full potential in becoming life-long learners. Teaching and Learning programs reflect the holistic needs of students, recognising and catering for different learning styles and celebrating student achievement.

All staff at St Kilda Primary are committed to developing strong relationships with our students and play an active role in assisting them to be responsible and active members of their community. We believe that this is best achieved through strong partnerships between home, school and links with the wider community.

St Kilda Primary School truly reflects the cultural diversity of our local and, indeed, our Australian community. Through classroom programs children learn to develop an appreciation of different cultures and deepen their understanding of, and respect for, differences through their friendships with other children. We teach our children about our environment, Australia and its past, inclusive of our indigenous people. Children learn about the importance of behaviours that demonstrate acceptance, respect, tolerance and understanding of all people who inhabit our land and our planet. Our school's values of: Friendliness, Inclusiveness, Respect, Excellence, Individuality and Cooperation underpin the behaviours that are positively promoted and explicitly taught at St Kilda Primary School. We hope that these values are shared in the children's family lives, too.

We hope that you will take an active role in the school. You will find that involvement is rewarding to you personally, as well as of great benefit to the whole school. Welcome to our wonderful school!

Ms Dianne Pekin

HISTORY OF ST KILDA PRIMARY SCHOOL

Our historic school opened its doors on 11 January 1875 as **Brighton Road State School**. The school's first Headmaster was John Hadfield, who had a staff of twelve to teach 604 students! The school has a very rich and interesting history. Many former students return to see their old school and are amazed at the changes that have taken place. However they are delighted to see some things haven't changed, such as the beautiful Honour Board, which stands proudly in the Junior Hall.

St Kilda Primary School is of official, social, historical and architectural importance to the State of Victoria. The school's main administration building facing Brighton Road is listed under the *Victorian Heritage Register* by the National Trust of Australia. Extensive alterations have taken place inside the main administration building and junior building since the school's opening. Apparently the bell tower was taken down at one stage and re-erected in its present position in the centre of the main building. The large classrooms, so popular ninety years ago, have been divided into small rooms. The small, semi-detached room behind the main building was used as the school office for many years.

The school is important for its use as a temporary hospital during the 1919 influenza epidemic when the Public Hospitals became overcrowded. The shelter sheds were used as a temporary morgue. The St Kilda Road State School Emergency Hospital treated over 600 patients, of whom 49 died.

The junior school, a brick building with assembly hall and six classrooms, was constructed in the 1930s. During the Second World War, all staff and students were relocated to St Kilda Park Primary School while the buildings were used as a rehabilitation hospital for troops.

The *Kelly-Woodford Oval* was opened on 15 August 1966 by Mr J F Rossiter MLA, Assistant Minister for Education at the time. The name of the oval commemorates the former Headmaster, Mr L Kelly and Cr Woodford of the St Kilda Council. During the 1980s, the school grounds were extensively landscaped and in 1989 the *Children's Courtyard*, between the main building and the junior building, was constructed. The bricks in the courtyard record the names of some pupils and staff in that year.

St Kilda Primary School has educated many famous people including a Governor-General, Sir Zelman Cowan, artist, Sir Sidney Nolan and Australian test cricketer, Keith Miller. We are confident that present and future students will continue to achieve high levels of success.

SCHOOL PROCEDURES

Absences

When your child returns to school following an absence, parents are required to send a note explaining your child's absence to the teacher. If your child will be away for an extended time, you are welcome to see the teacher regarding work requirements. Unless your child is ill, they are expected to attend school.

Assembly

A whole school assembly is held each Monday at 9.00am in front of the podium, weather permitting. Assemblies are held in either the Junior Hall or over the public address system in classrooms on wet days. If children are late for assembly they should wait quietly behind the assembly area while the National Anthem is in progress. Children will be asked to remove their hats during the singing of the National Anthem. Parents are always welcome at assembly, which is led by our student leaders. Each week a class leads the National Anthem and presents an assembly item.

Arrival and Collection Times for children

Your child needs to be at school by 8.50 am ready to begin school at 9.00am.

If your child arrives late to school he/she is required to go to the main office to fill in the 'Late Arrival Register'.

Please meet your child promptly at 3.30pm when school finishes if you are collecting him/her.

If it is necessary to collect your child from school at any time during the day prior to 3.30 pm you are required to sign the 'Early Dismissal Register' at the front office prior to collecting your child. You will be handed an Early Dismissal Slip to give to your child's teacher.

Banking

Friday is 'Bank Day' for our students. If you are interested in your child having a 'Dollarmite Account', through the Commonwealth Bank, see your child's teacher.

Bicycles

Riding bikes to school is a terrific way to become fit and healthy. However, riding bikes to school is only encouraged when an adult accompanies the child. Please refer to the extract from our school's Cycling Policy (14th June 2004)

"3. Implementation

- 3.1 Students cycling to and from school must be supervised by their parent/guardian.
- 3.2 Student/parent bicycles are not to be ridden on the school grounds. Bicycles ridden to and from school must only be secured to the bicycle stands provided.
- 3.3 It is the expectation that all parents and students using bicycles to come to and from school wear a helmet and obey all road rules."

A complete copy of the school's Cycling Policy may be obtained from the office. Roller blades, skateboards and scooters are also not permitted on the school grounds.

Book and Stationery Packs

The total 2007 school charges, incorporating Classroom Requisites and Voluntary Contribution Payment required is **\$200.00 per child**. **\$120.00** of this is the compulsory Bookpack for class requisites and **\$80.00** is a requested voluntary contribution.

Payment options are available. Parents of Prep students are requested to pay upon enrolment or by a specified date by the end of the year preceding your child's Prep entry. Parents who hold social security cards, including health care cards and pension cards are eligible for Education Maintenance Allowance. Please ask at the school office for further information.

Buddy System

Children in Prep are linked with a senior child within their first week of school. The senior buddies make the transition from Kinder to Primary School more comfortable for the Prep children. Picnics and other special events are organised by the teachers involved throughout the year.

Casual Relief Teachers

There may be occasions when your child's teacher is absent. It is normal practice for the school to employ a casual relief teacher to replace the class teacher for the period of absence. Generally, the school attempts to employ a casual relief teacher who is well known to the children and who has a good understanding of the school's philosophy and procedures. There may be occasions where your child's class is split. Split lists will be on display in classrooms.

Class Structures

The organisation of classes is based on a number of factors and constraints. Essentially, the classes are organised from year to year on the basis of the staffing schedule that forms part of the school's Student Resource Package. This document is provided by the Department of Education and Training (DE&T) after projected numbers are forwarded by the school.

Decisions about staff allocations to classes are based on many factors and are made in consultation with the staff. The Principal makes the final decision regarding all staffing matters.

Communication between Parents and Staff

If you have any concerns/questions about your child, please arrange to talk to your child's teacher. It is natural to have questions about your child's routine and school processes. Teachers are not able to talk with you while they have their children with them. The needs of your child and the other children in the class must come first during the school day. If you would like to meet with your child's class teacher:

- Step 1 Ask the teacher if you can arrange a time that is suitable to you both for a meeting. This could be done before school or after school. If you are working, you may like to forward a note, leave a voicemail message, or leave a message at the office for the class teacher to return your call so that you can make arrangements to meet. Individual teachers are not expected to meet with parents in the evenings.

- Step 2 Inform the teacher about the nature of your inquiry. Teachers care about your child and want to know if there are any issues, which may have arisen.

- Step 3 Try to focus on the positives. The staff welcomes your feedback about the good things they are doing and there are many! A positive outcome for all involved will occur if each party is willing to listen to the other's view and all work towards finding a solution that is in the best interests of your child.

Sometimes there are matters, which parents feel that they would like to discuss with the Principal. Matters may involve family, health, finance and other personal issues. Any issues involving concerns about members of staff must be brought to the attention of the Principal.

If you would like to speak with the Principal please contact the Office to make an appointment and, if appropriate, inform the Office staff of the nature of your concern/query.

Counselling/Referral Support Services

Our school has the support of an Educational Psychologist and a Speech Pathologist who both work one day per week at our school. Appointments can be made through the Principal.

Curriculum Days

Each year the School Council approves four official Curriculum Days for the purpose of staff professional development and training. On these days the teachers participate in activities related to the implementation of our School Charter. Children do not come to school on these days. Parents are notified of these days in Term 1 each year via the school's newsletter. Teachers begin school on the day before students begin. This is one of the four Curriculum Days endorsed by DE&T.

Dogs

Dogs are not allowed in the school grounds, even if they are on a lead. Please tie dogs up outside the

school grounds away from entrance areas.

Education Maintenance Allowance (EMA)

Do you hold a current social security card or health care card? Then you are eligible for EMA.

Parents who are current holders of Commonwealth Health cards/Social Security cards may apply for EMA at the beginning of February and June. Parents must present their card in person at the school to fill out the EMA application form. This financial assistance is intended for use to assist parents with the educational needs of your children. Upon completion of the application form, the office forwards all forms to the Department of Education and Training. Within a few weeks the school receives a cheque made out to the individual applicant. These cheques can be used for payment of your child's Bookpack and voluntary contributions or may be used towards the cost of swimming and/or school camp.

Emergency Management Plan

The school has in place a set of procedures to handle any form of disaster e.g. fire, bomb threat.

The major areas that children are instructed in are:

- the orderly evacuation of the school buildings, school grounds or school site
- the location of the appropriate assembly area
- the need to remain calm under any circumstances

An Emergency Management Coordinator is appointed each year. Evacuations, lockdowns and yard clearances are conducted each term so that the staff and children can familiarise themselves with the procedures required.

Emergency Childcare

Emergency Childcare is intended to provide safety for your child in the event that you are unable to collect your child from school before 3:45pm. There are times when parents are running late due to work commitments, being held up in traffic, illness etc. Sometimes there can be a mix up in communication when more than one adult is picking up children.

The school office is unavailable for childcare in these circumstances. In order to protect your child's well being and safety we are able to provide childcare through our Out of Hours School Care Program (OHSC). You will know that your child is safe until you arrive. The OHSC program operates from 3:45pm until 6:00pm Monday to Friday. You are requested to read the OHSC Enrolment Form carefully and complete the details.

In the event that your child is *not* already registered in the OHSC program, or that an *Emergency Childcare Permission Form* has *not* been completed, the Principal may be left with the only alternative of taking your child to the St Kilda Police station.

The Emergency Childcare Permission Form provides:

- permission for registration at OHSC
- acknowledgement that a registration fee is payable on collection of your child on the first occasion
- acknowledgement of payment required for the after school care session
- acknowledgement that a fee is incurred if late collection of your child takes place, i.e. after 6pm.

Excursions/Incursions

St Kilda Primary School believes in enriching your child's education through real life experiences. Throughout the year we will have a number of excursions/incursions. These are selected on the basis of providing enhanced opportunities for quality education development. These activities are designed to stimulate and motivate learning, to provide experiences not readily available, to help children understand the relevance of curriculum to the wider community and to develop social skills in a real life setting. All children are expected to participate in excursions.

Expectations of costs per term are set at a maximum of \$30.00 for students in Prep-2, and \$40.00 for students in Years 3-6. These figures exclude the costs of camps and swimming.

Notices are sent home giving details and the cost of the excursion. It is a legal requirement that the parent must sign the indemnity form before we can take the child out of the school.

The following indemnity clause is included on all excursion forms:

'In the event of an accident or illness I authorise the teacher in charge of the excursion to consent where it is impracticable to communicate with me to the child receiving such medical or surgical treatment as may be deemed necessary'

If your child does not bring the signed form to school he/she is not able to be taken on the excursion. Payment is required to cover bus fares and entrance fees. Please read the notice carefully and return the form and money by the due date.

Immunisation Status Certificate

It is a requirement of school enrolment that parents provide an *Immunisation Status Certificate*. This certificate can be obtained from your local Council's Health Department. The City of Port Phillip's Health Department is located at the South Melbourne Town Hall, located in Bank St, South Melbourne.

Involvement in your Child's Learning

We aim to encourage and develop a close partnership between parents, staff and the children. You are invited to participate actively in your child's primary school years. We offer a range of ways for you to be involved:

- **Class Support** - A short parent course is required for parents to assist with numeracy, reading and literacy support within classrooms in the junior area. A *Parents as Helpers Program* is run by the Early Years Numeracy and Literacy Teachers. Parents may assist with hearing children read on a daily basis. This is done in the Junior Hall and organized by your child's teacher. Participation in a short program called *Parents As Tutors* gives parents an insight into how children learn to read and write equipping them with greater confidence in assisting their child at home.
- **Performing Arts** - A major performance is held biennially. Every alternate year there is a celebration of the arts event that may take a variety of forms. Committees are set up when organising such events. The performing arts event is a highlight of the school calendar!
- **Environment** - We have a large physical environment to manage and maintain. Your support to keep our grounds beautiful and safe is greatly appreciated through attendance at Working Bees. Working Bees are held each term, usually on a Saturday morning.
- **Fundraising Events** - This is the area in great need of your involvement and support!
- **Parents' Club** - We encourage your membership in anticipation of this group being a strong, social link for parents in the future.
- **Perceptual Motor Program** - You can help the Prep teachers on a regular basis during this program to help the Preps develop their fine and gross motor coordination skills.
- **School Council** - Elections are held yearly in February. School Council is made up of parent, community and teacher representatives and is the policy making body of the school.
- **School Council Sub Committees** - These committees make recommendations to School Council. No matter which area of interest in the school you may have, there will be a sub committee, which suits you!

Do You Have a Special Skill or Talent?

Don't be shy! We need you! The children love to have parents come to the school to assist with classes or demonstrate their skills or talents e.g. parents have worked with our art teacher to conduct a series of workshops. We would love to hear from you if you are involved in entertainment, the arts, environment, marketing, advertising, learning technologies, policy development, strategic planning, finance, trades such as carpentry, plumbing, gardening, education, sport etc. Please speak to your child's teacher or contact the school office.

Label Belongings

All removable clothing especially windcheaters, jumpers, shoes, raincoats, hats, caps, gloves, and school bags, lunch boxes, drink containers, etc., must be clearly marked with your child's full name. Biro pen used on clothing is not permanent. Please put your child's full name, not initials. Iron-on labels are best. Make sure labels are firmly stitched around edges. A few minutes spent in marking your child's belongings will save worry and expense.

Lost Property Box

Did your child come home without a windcheater, jumper, lunch box, socks etc., today? It is of utmost concern to teachers that so many items are picked up or left unclaimed in the Lost Property Box. If your child has lost any belongings, please check the *Lost Property Box* located in the Junior Hall. Unclaimed school uniforms are forwarded to the Swap Shop and other items are forwarded to local charities.

Lunch Orders/Nutrition Policy

The school offers a three-day-a-week lunch order service provided by the 'Chapel Lunch Box' on **Monday, Thursday and Friday**. A menu is available at the school office. **Lunch orders must be placed in a paper bag**. Please clearly write the order, the cost of the order, and your child's name, grade and room number. Lunch order baskets are collected at 9.30am each day from the school office. Late orders will not be processed.

When lunch orders are sent, please wrap money in a piece of paper or tissue before putting it in the bag. Small coins frequently drop out of paper bags and are lost. Children will need a snack provided if they are having a lunch order, as food is only delivered at 1pm

Example:

Cecilia Green

Prep S - Room 6

1 cheese sandwich	\$2.50
1 banana	\$1.00
1 fruit box	<u>\$2.50</u>
	\$6.00 enclosed

Please do not place lunch orders in an envelope. The Chapel Lunch Box will not accept orders made by parents directly at the shop.

We also offer **Sushi** every **Wednesday**. Orders for Sushi need to be made on Tuesdays. Orders are placed in paper bags with the payment enclosed. The menu is available from the school office.

Please refer to the extract from our school's Nutrition Policy in regard to healthy eating:

Basic Belief

- ◇ Schools play a vital role in educating children in healthy eating behaviours.
- ◇ Parents play a vital role in providing their children with a healthy and balanced food for snack and lunch.
- ◇ School age is the perfect time for children to learn and establish healthy eating behaviours.

Implementation

3.1 Teachers and School Children

- Students are supervised for a set time to eat lunch.
- Teachers will incorporate appropriate ongoing and educational activities to promote and raise interest in healthy eating.
- Staff and parents will model appropriate healthy eating behaviours in the classroom to reinforce the nutrition policy.
- Lollies should not be used to reward behaviour/achievement.

3.2 Water

- Students will be encouraged to consume water throughout the day
- Water bottles are allowed in classrooms; however they may only contain plain water.

3.4 Food Providers

- Food provided in or by the school will follow the Australian Dietary Guidelines for Children to achieve energy balance and healthy weight.
- This Nutrition Policy will be implemented by providers of food to the school, its staff and students."

For further information please refer to the Nutrition Policy

Money Forwarded to School for School Activities

When money is to be forwarded to school for camps, excursions, incursions, swimming, sport or other activities, please place the correct money wrapped inside a sealed envelope. Clearly write on the envelope your child's name, room number, teacher's name and the activity. Please attach the signed permission form to the envelope.

Multicultural Aide

The school has the services of Mrs Wu Wei Chen who is our Chinese Multicultural Aide. Mrs Chen works every Monday and Thursday. Parents are welcome to meet with Wu Wei to discuss any matters.

Newsletter

St Kilda Primary School publishes a weekly newsletter, which is sent home with each family every Thursday. Included in the newsletter is a calendar of forthcoming events.

Articles for the newsletter must be sent to the school office by Wednesday at 1.00pm for review by the Principal/Assistant Principal for inclusion in the newsletter on Thursday. Opportunity for advertising exists through our newsletter. Please make enquiries at the Office.

Out of Hours School Care - Camp Australia (OHSC)

It is necessary to register your child for OHSC before your child can access the program. To be eligible for childcare assistance parents need to contact 'Centrelink' prior to registration at OHSC. The fee structure is income linked to ensure that all parents are able to take advantage of the excellent care provided.

The OHSC Director is Tim Thomas. Our OHSC program operates each school day from:

- ◇ 7.00am to 8.45 am Breakfast provided
- ◇ 3.30pm to 6.00 pm Afternoon snack provided

The City of Port Phillip operates a Holiday Program during the term breaks and over the Christmas holiday period. Bookings for the Holiday Program must be made directly with the City of Port Phillip.

Phone: 9209 6427 (*Also refer to Emergency Childcare*)

Parents' Club

The St Kilda Primary School Parents' Association is committed to supporting the implementation of programs within the school and assisting with various school activities, through class parent representatives. The Parents' Club is also committed to providing a forum for parents to raise topics of interest and debate issues openly. The Club meets monthly and recommendations are taken to School Council via our Council Representative.

Parent Choir

We are very fortunate to have such talented parents at St Kilda Primary. A group of parents have formed a choir. The choir meets on a regular basis according to the needs of their 'performance schedule'. The school newsletter will have details of place and times.

Photographs

School photographs are taken during the course of the school year. Both individual and class photographs are taken as well as family groupings.

Personal Belongings

Occasionally children bring to school quite expensive items from home. These can be easily damaged, lost or stolen. We advise children NOT to bring these items to school. Private property brought to school by students, is not insured. Neither DE&T, nor the school, accepts responsibility for any loss. Mobile phones are not to be brought to school. Parents/guardians are asked to contact your child's teacher if your child for safety reasons (or for other necessary reasons) requires a phone.

Punctuality

Good social habits should be established as soon as possible. Arriving on time for school is very important for a number of reasons. Lateness:

- ◇ disrupts the class
- ◇ unsettles your child
- ◇ disrupts other students who are engaged in their own learning
- ◇ results in children missing out on important organisational information given at the beginning of each day
- ◇ means your child is missing out on educational programs
- ◇ makes the starting of the day difficult for your child's teacher

We ask that you make every attempt to be punctual at all times.

Reporting to Parents

A Curriculum Expo occurs in Term 1. The purpose is for teachers to share curriculum outlines with parents and to provide parents with the opportunity to enquire about school programs.

Parent/Teacher Interviews. The initial parent/teacher interviews are held in Term 1. Parents are provided with the opportunity to meet their child's teacher. Teachers are eager to find out about your child's particular strengths and weaknesses and some details about your child's interests and hobbies at home. Parent/Teacher Interviews are held again in June/July. This is an opportunity to discuss student progress. Parents are able to request further interviews in December.

Meetings between parents and teachers are organised by mutual consent when required.

Student Reports. Reports are issued twice a year. The mid-year progress report is sent home in June/July. Final written reports are distributed in December.

Road Safety

There are supervised school crossings in Chapel Street and Brighton Road near the school gates. Students and parents are encouraged to be safe users and cross the road at these crossings. Crossings are supervised from 8:15am to 9:00am in the mornings and from 3:15pm to 4:00pm in the afternoons. **Please note:**

- If your child comes to school late your child is at risk!
- Please make sure you use the crossing when bringing your child across the road
- Never double park - it is illegal and dangerous
- I insist that your child enters and leaves your car on the kerb side
- Avoid making 'U' turns in the vicinity of the school
- Do not park across gateways
- Observe all parking restrictions
- Encourage your child to use footpaths around Dickens Street and not cross the road
- Observe the 40kmp speed limit

School Council

The St Kilda Primary School Council manages the school within the Education Act and Regulations set down by the Department Education and Training, (DE&T) and consists of elected parent and community members, staff members and the Principal. School Council has the authority to co-opt additional members when and if the need arises. The School Council, as the official management body of the school, is charged with the responsibility of developing educational policies, maintaining the facilities and grounds, overseeing financial operations and ensuring a quality education for all our students. The School Council develops a Strategic Plan which sets clear direction/action plans for each of the committees of Council.

The St Kilda Primary School Council elections are held every year, when approximately one half of School Council members retire. Members are normally voted on to Council for two years. Our School Council consists of 12 representatives. Four members are Department of Education (DE&T)

representatives, six members are Parent representatives (no more than one of whom can be a DE&T employee) and two are Community representatives. School Council meets about eight times a year, generally during the third week of the month.

The St Kilda Primary School Council operates with a committee structure. These committees are:

- Communications and Development,
- Policy, Charter and Leadership,
- Finance, and
- Sustainable Environment.

The committees consist of parents and teachers with parents making up the majority of members. Parents do not have to be a member of School Council to be a member of a committee. Committees generally meet once a month.

School Council's Mission Statement

'Our St Kilda Primary School community provides exemplary educational opportunities in a stimulating, safe, nurturing environment for our students in order to instill a love of learning; celebrating respect, co-operation and individual effort in the belief that all students can thrive and lead productive and fulfilling lives.'

School Council's Vision Statement

'To be recognised as the school of choice in our local area.'

Strategic Plan

Every Government school, both primary and secondary, develops a document called a Strategic Plan (formerly referred to as the School Charter). This document outlines the school's priorities and goals over a three year period. These goals and priorities relate to improving the educational outcomes for the children. The progress of the school is reported each year at the school's Annual Reporting to Parents meeting in March/April. In the fourth year a School Review takes place. Recommendations are made to School Council for inclusion in the next Strategic Plan. School community consultation is undertaken in the development of the Strategic Plan.

This year we will be undertaking a School Review and establishing goals for our new Strategic Plan.

Sports House System

The school has a Sports House System:

Carlisle - Yellow Dickens - Red Chapel - Green Brighton - Blue

Staff Meetings

Staff meetings and Professional Development sessions are held on Tuesdays and Wednesdays each week. Staff also meets weekly for team planning. Staff is involved in a range of other professional development activities both in and out of school hours to support teaching and learning practices.

Student Representative Council (SRC)

The Student Representative Council (SRC) is made up of students from Year One to Year Six. The role of the SRC is to provide students with a voice and an opportunity for them to be leaders and active school citizens, to discuss issues that affect them directly and to participate in fundraising activities which can create positive change. SRC meetings are held monthly and are run by the SRC Coordinators who agenda and discuss any issues or ideas children have. Students vote on the type of fundraising to be held and what the money will be used for. The decisions made by the SRC are entirely the students' and a majority vote is needed. Most importantly our SRC representatives take charge of organising and running the activities.

At the Beginning of Term 1 and Term 3 new SRC representatives are chosen. Students are asked to give a talk to the class about what they would do if they were the SRC representative for their class. A secret ballot is held and the results are collated to see who will be the SRC representative and who

will be the Vice representative. A girl and a boy are voted on for each role. The SRC representatives stay in this role for two terms. SRC and Vice SRC representatives are unable to run for consecutive terms of office. SRC representatives are identifiable to other students by the badges they wear. The process is repeated in term three with new representatives selected. The process is decided on by the students and they are encouraged to vote for the person that would best represent them at SRC meetings.

One of the roles of the SRC is to attend School Council meetings and inform the council of current issues they are focusing on. The SRC is the voice of the student body within the school.

Sun Smart

St Kilda Primary School is a Sun Smart School.

- Hats are compulsory for all children when outdoors in the school during Terms 1 & 4 as part of our 'Sun Smart' policy. The school strongly encourages the wearing of our own red broad brimmed sun-smart hat. Your child's hat must be clearly named.
- Caps are not permitted as they do not offer enough protection from the sun.
- Use of sunscreen on exposed areas of skin will be encouraged. During the summer months, it would be wise to apply sun-block 30+ at home to the face, ears, back of hands, back of neck, legs, especially behind the knees and forearms. We request that zinc and coloured lotions not be used. Teachers are not permitted to apply sunscreen for legal reasons, however will encourage children to wear and apply it. Children at risk from sun exposure will be directed under shelter or into the shade.

Sustainability

Sustainability is a whole school curriculum focus. In 2005 we established our productive garden which involves all students. Our Year 5/6 Real Life Learning program plays a significant role in regard to the productive garden. The sustainability focus area changes annually, for example, waste wise, water energy, and biodiversity.

Tissues

Parents are requested to provide a box of tissues per term for your child's class. Please try to purchase tissues made from recycled paper whenever possible.

Transfers

Parents wishing to transfer their child to another school are requested to notify the Principal in writing. The school will arrange the necessary transfer procedures and forward information to the new school.

Parents are requested to ensure that all accounts are settled, school library books and other materials, such as musical instruments, are returned to the school prior to departure.

Transition

St Kilda Primary School has Transition sessions for pre-school children and their parents to heighten their awareness of, and familiarity with, the school. Details of the Transition Program is announced early in the school year and publicised widely throughout the local kindergartens and through the school's newsletter.

'Early Learning' Transition Program

An 'Early Learning' Transition program was introduced in 2006. The program is offered to children in their final year of kinder (Term 3 and 4) and provides a range of rich literacy and Numeracy based learning activities and games in a small group environment. For further information please contact the school office.

Uniform

The St Kilda Primary School uniform is a formal requirement and consists of the following:

- Red gingham dress

- Red school windcheater with school logo
- Red polo shirt with school logo
- Black shorts, skorts (skirt/short combination) or black track pants
- Red broad brimmed hat with school logo

These items are all available for purchase from the school office at very reasonable prices.

A Swap Shop operates as well. Check with the office to find out location and open days/times.

- Shoes should be non-slip and have enclosed toes and must be worn at all times whilst outdoors. Thongs are not allowed.
- The wearing of jewelry will be subject to safety considerations at all times and will not be allowed to be worn to school on sports days. The school accepts NO responsibility for loss of jewelry items.
- Art smocks are provided in the Art room.

Vandals

Vandalism is extremely costly to any school. Parents are asked to phone 000 to report any sightings of vandals or people acting in a suspicious manner.

Videos

Videos may be incorporated as part of the teaching and learning programs for children to view. They generally support integrated units. On occasion children may view videos as a form of entertainment when the weather is inclement and they need to remain indoors during their recess and lunch breaks. All videos shown to the children are 'G' rated.

Wet Days and Days of Extreme Heat

On 'wet days' and extremely hot days children are supervised in classrooms during lunch and recess.

Working Bees

Working Bees are held once a term, weather permitting generally from 9:00am - 11:00am on a Saturday. Our extensive grounds need constant care and your participation will be greatly appreciated.

Yard Supervision

Children are not allowed to play in front of the main building facing Brighton Road. They must not play along the Dickens Street fence line between the small entrance gate and the corner of Brighton Road. The junior children are encouraged to play in the junior adventure playground.

It is unsafe for your child to be at school outside the supervised times. If it is necessary for your child to be at school outside these supervised times, your child will be taken to the Out of Hours School Care (OHSC). Please be aware that Yard Duty teachers will ask unaccompanied students to go to the OHSC Program.

Students will be supervised by staff in the playground at the following times:

◇ Before school	8:45 am	to	9:00 am
◇ Recess	11:00 am	to	11:30 am
◇ Lunchtime	1:00 pm	to	2:00 pm
◇ After school	3:30 pm	to	3:45 pm

Please note:

On the last day of each Term, the school day finishes at 2:30pm. Yard supervision takes place from 2:30pm until 2:45pm. Children not collected by 2:45pm will be taken to OHSC.

HEALTH OF YOUR CHILD

Anaphylaxis

The teaching staff are regularly updated with information regarding anaphylaxis. If your child has been identified as having a risk of an anaphylaxis reaction you must notify the school. A register is maintained of all children who are at risk. Children are required to have their medication at school at all times. Medication is kept in the child's classroom and in the Sick Bay.

Please refer to the extract from our school's Anaphylaxis Management Policy:

"Basic Belief

- All students have the right to learn in an environment that is safe and in which potential risks have been minimised.
- The health and wellbeing of all students is best supported by appropriate education and preventative strategies being carried out by all in the community.

Guidelines

- 2.1 Children who have been identified as having a risk of an anaphylaxis reaction in the past should be identified at school enrolment
- 2.2 Parents should meet with the Principal, class teacher and Level 2 First Aid Officer to share the anaphylaxis management plan for their child(ren)."

For further information please refer to the school's policy on Anaphylaxis Management.

Asthma Management

The teaching staff is regularly updated with information regarding asthma. If your child suffers from asthma you must notify the school. An Asthma Management Plan should be provided to the school. A register is maintained of all children with asthma. Children are required to have their medication at school at all times. Medication is kept at the school office, unless otherwise directed. Children are encouraged to keep their asthma medication with them.

School information required includes:

- Name
- Normal maintenance medical program
- Medication to be used when symptoms develop
- Medication to be used in a crisis
- Name, address and telephone number/s of emergency contacts
- Name, address and telephone number of child's doctor
- Medicare number
- Health Care card number
- Ambulance membership number

Exclusion of Cases

As required by the Health Act and in order to reduce the risk of spreading infectious diseases children with infectious diseases are excluded from school. A list of infectious diseases and the required minimum exclusion periods are in the back of this booklet.

First Aid

The First Aid Coordinator maintains the Sick Bay. Teachers are not allowed to administer any medications or apply lotions etc. Usual treatment consists of cleaning a wound or injury with water and applying a bandage or applying an ice pack to a bruise or sprain. Parents are notified immediately of more serious injuries. Your child will be given a note if they have attended the sickbay.

Health Screening Services

During the year the school medical nurse will visit our school to conduct health screening as follows:

- All children in Prep
- Check on the progress of previously referred children
- Follow up all children referred by parents or staff

A notice about the above mentioned visits will be sent home near the time.

Headlice

Headlice is not a disease! Headlice is a common problem in all schools and childcare centres. St Kilda Primary School also has a headlice control policy that is recommended by the Department of Education and Training.

The checking of your child and the treatment of any infections your child may have is a PARENTAL RESPONSIBILITY. To assist with the treatment and control of headlice a fact sheet is included in the Appendix at the back of the booklet. Parents are asked to contact the school if they find headlice. Your child will be required to be excluded from school until all lice and their eggs have been removed. A brochure to assist with the management of headlice is available at the school office or local chemist.

Illness at school

Children who are ill are best cared for at home. In the interests of the health of staff and children, do not send your child to school if he/she is unwell or has been unwell overnight. Parents will be notified to collect their child immediately if any symptoms such as the following are apparent:

- Above normal temperature
- Discharge from eyes or ears
- Stomach pains, vomiting or diarrhoea
- Difficulty in breathing
- Severe headache or earache
- Head injury
- Severe asthma attack

Please note:

It is important that parents inform the school immediately of any change of address or phone numbers.

Medical Disability

Please inform the Principal if your child suffers from asthma, epilepsy, diabetes, food allergy or other allergies, or any other condition that we should know of in order to provide appropriate care at school. An emergency register is kept with action plans for students with special medical needs

Medication

Should your child require medication at school, you must notify both the office and the class teacher by letter with the following details clearly stated:

Name of child	Dosage	Time of administration
Symptoms requiring action	Acknowledgment of parental permission	Parent signature

- Label the container clearly with the same information.
- Ensure that the medicine that is labeled, with your child's name, is taken to the office.
- Check daily with your child that the medication has been taken.

Medication will be dispensed by the First Aid Coordinator. No medication will be dispensed by your child's teacher.

School Injuries and Insurance

Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport or other expenses from the fund.

Department of Education and Training does not hold accident insurance for school students.

Other insurance cover is however available. The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, which provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

Sick Bay

The school will contact you by telephone should your child become ill while at school. It is school procedure to monitor a child for 15 –20 minutes in the sick bay if your child comes to the sick bay feeling ill. Parents are contacted if their child is not well enough to go back to class after this time. It is not the school's responsibility to care for a sick child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work. If your child attends sickbay for treatment they will bring home a note. Should we be unable to contact you or your emergency contact, we will make arrangements for required medical care with the doctor indicated on your enrolment form, or at the Heritage Clinic on Brighton Road. Please ensure that your emergency information and other details are kept up to date.

Syringes

Unfortunately, it is a fact of life that syringes are found in all kinds of places, including schools. St Kilda Primary School acknowledges this reality and is proactive in addressing the issues involved. Our school has a very low collection rate of syringes. We believe that the school's good external lighting, low shrubs and vigilant observation contribute to our low incidences. The school grounds are checked for syringes each morning. The time for heightened awareness tends to be on Monday mornings after weekend access of the school by the wider community. The children are provided with a Drug Education program as part of our Health Program.

Children are provided with steps to take if they see a syringe.

The children must:

- Step 1 Remain calm. Do not touch the syringe.
- Step 2 Stand beside the syringe and get another child (a messenger) to immediately tell the teacher on yard duty who will come to the site.
- Step 3 If the yard duty teacher is not visible, the messenger must go to the Principal or Assistant Principal. It is rare that both the Principal and the Assistant Principal are out of the school at the same time. If this is the case, there is always an Acting Person in their place.
- Step 4 The syringe will be picked up by the staff member or Principal with special tongs provided for this use. The syringe will be placed in a syringe container where it will be returned to the needle exchange centre in Barkly St, St Kilda.
- Step 5 The child involved will be counselled by the Principal and school procedure reinforced where appropriate.

If your child picks up a syringe or receives a needle stick injury you will be notified immediately. Please make sure your contact numbers are current and that the people you have listed can do the job that is required of being an emergency contact, i.e. to take your child home if they are ill or require medical attention.

Prevention, knowledge and education are the keys to the management of this issue.

Walking School Bus

St Kilda Primary has a 'Walking School Bus' to get our students safely to school. A 'Walking School Bus' is a healthy and environmentally friendly way for children to get to and from school. Parent volunteers take it in turns to walk groups of children to and from school along a set route determined by participants in the program. There are a number of 'bus stops' along the way where children can join or leave the bus.

If you live around or along these routes and would like to join as either a walking parent/volunteer or with your children as participants then ask Mary at the office to put your details down in the 'Walking School Bus' folder.

- The **North East Route** starts at Hewison's Reserve on the corner of Orange Grove and Inkerman Streets at **8.20am** and comes to school along Nightingale St and across Chapel St to school.
- The **South East Route** starts at the Barkly St Milk Bar at **8.30am** on Dickens St and heads to school beside the Blessington Gardens.
- The **North West Route** comes from Redan St down Chapel St to school starting at **8.30am**.
- The **South West Route** comes along Tennyson St at **8.20am** in Elwood to Dickens St across

Brighton Rd to school.

CURRICULUM

Decisions at St Kilda Primary are student centered. Our priority is on the development of excellence in literacy and numeracy through the provision of a comprehensive quality curriculum. We believe that learning is an active partnership between students, parents and staff. We provide a stimulating curriculum that fosters independent learning and self-discipline without compromising fundamental skill development. Students are provided with opportunities to develop skills to become lifelong learners, through the provision of meaningful, engaging opportunities to communicate, collaborate, plan, analyse and problem solve.

The curriculum programs at St Kilda Primary School are based upon Victorian Essential Learning Standards (VELS) which provide guidelines defined by the Department of Education and Training and the Board of Studies. VELs is the framework for whole school curriculum planning. The Standards assist schools to make decisions about their curriculum programs and inform approaches to teaching and learning and assessment.

VELS describe what is essential for all students to achieve from Years Prep to 10 in Victorian schools. They describe what students should know and be able to do at different stages of learning and provide a clear basis for reporting to parents and for planning programs.

The Standards are developed within three core and interrelated strands. These outline the knowledge, skills and behaviours all students should acquire if they are to successfully manage themselves and their relations with others, understand the world and act effectively in that world. The three strands are: Physical, Personal and Social Learning; Discipline-based Learning; and Interdisciplinary Learning.

Early Years

St Kilda Primary School is strongly committed to the Early Years of Schooling Program in both Literacy and Numeracy. Early Years is linked with the Victorian Essential Learning Standards (VELS) where 'Laying the Foundations' is the level for Prep to Year 4.

Every effort is made to ensure small class sizes particularly from Prep to Year 2 to enhance Early Years teaching and learning programs.

We have ten hours of Literacy instruction each week and a dedicated 2 hour literacy block 4 times a week that focuses on Reading, Writing (including spelling, handwriting, grammar and punctuation) and Speaking and Listening. In this time, the teachers work with children in shared reading and writing, small group (guided reading and writing), learning centres and share time. In reading children are assessed and work in groups with children reading at a similar ability level.

The Early Years Numeracy Program incorporates the areas of Number, Measurement, Space, Chance and Data and Reasoning Strategies and is timetabled for 1 - 1 ½ hours daily.

Students develop skills and understandings as a whole class and in small groups working with the teacher. Each child's progress is closely monitored through ongoing assessment (formal and anecdotal). Groups are established using the Early Years Numeracy Electronic Interview and programs are tailored accordingly.

Children 'at risk' or achieving 'above' their peers are catered for through Individual Learning Plans, where meetings are held each term between the teacher and parents to set goals, monitor their child's progress and clarify the expectations of the home/school partnership. Our partnership with the Ardoch Youth Foundation support children at risk through the provision of classroom volunteers who assist implementing each students Individual Learning Improvement Plan Goals.

Children in Year One 'at risk' in reading may attend the Reading Recovery Intervention program if they are not reading at the end of Prep. It is an intensive daily program requiring a commitment from parents and follow up homework each night for 20 weeks.

Parent training courses are offered in both Literacy and Numeracy to encourage parental involvement in their child's schooling. The daytime courses (Parents as Classroom Helpers) inform and guide parents

on how they can help effectively in the classroom on a weekly/fortnightly basis. This may involve working with an individual child or supervising a small group of children under the teacher's guidance. A Literacy night (Parents as Tutors) shows parents how they can assist their child at home with reading, writing and spelling.

In addition to this a Curriculum Expo is held at the beginning of every year where class and specialist teachers provide an outline of their programs.

English as a Second Language (ESL) is also a component of English. Children who arrive at school with English as a second language will be supported with a language program based on their needs.

Middle Years

St Kilda Primary School's Middle Years program strongly reflects a range of strategies that promote engagement for students in Years 5 and 6 which encourage improved attendance and a stronger connection to learning and school.

Curriculum in the Middle Years in the Victorian Essential Learning Standards at Years 5 and 6 is based on 'Building Breadth and Depth.' Higher Order thinking skills to develop children's deeper understandings and successful problem solving skills is a focus through the Inquiry Approach to Integrated Curriculum.

The development of strong leadership skills and relationships with peers and teachers is fostered by students being in composite Year 5/6 home groups, staying together with the same teacher for two years and a commitment by staff to a team approach in relation to the provision of curriculum.

The Real Life Learning Program is a feature of Curriculum in Year 5 and 6 at SKPS. Students participate in negotiated autonomous learning projects that relate to real life and have connections to local community resources and global networks. Examples of some units are: Forensic Science, Robotics, Cooking from the Productive Garden, multi-media/i-movies.

The Real Life Learning Program:

- Engages students in analytical, critical and creative thinking tasks
- Creates on-going opportunities for students to develop, practise, refine and share their thinking skills
- Provides students with the tools to manage, organise and record their learning
- Promotes productive thinking, moving beyond memorization and simple recall to synthesis and evaluation
- Encourages students to apply thinking tools and strategies in everyday situations and in solving problems they encounter in the real world
- Assists in the transfer of skills as tools for life-long learners.

Literacy circles, Guided Reciprocal Reading and Genre studies for writing and spelling all form part of a structured Literacy Program. Explicit teaching in small groups and problem solving across all Mathematical strands forms the basis of the Numeracy Program in Year 5 and 6.

Individual Learning Plans for students 'at risk' or achieving above the expected level are developed and signed by parents. As well, Ardoch Volunteer Support continues to provide more individual program support for students in the Middle Years.

Students participate in goal setting and reporting their progress to parents at the mid year parent teacher interview. Each child's progress is closely monitored through ongoing assessment and the Achievement Improvement Monitor (AIM) informs teacher judgments in relation to Year 5 student achievement.

Developing our senior students with the capacity and skills, as well as providing many opportunities for

them to make contributions to the school and its community as active leaders and advocates of positive change, is our goal.

eLearning

eLearning is incorporated across most learning areas. The school has a network of computers, as well as a number of stand alone computers providing opportunities for eLearning technologies to assist learning. In the Prep- Year 2 area, students use programs such as 'Wiggleworks' to develop their reading skills, 'MS Word' in writing tasks and a range of software packages to develop their Maths skills. To develop their creative skills, packages such as 'KidPix' and 'Microworlds' are used. Classes access specific web sites to obtain information in areas such as Health, Science and SOSE. In the Year 3-6 classrooms, students use search engines to access information, are introduced to multimedia packages such as PowerPoint and incorporate the use of the digital camera in presentations. In Year 5/6 children focus on Robotics as a major learning opportunity and have extensive experiences with multi media and I -Movies. The children in Year 5/6 use PC's and Mac's.

Integrated Curriculum

Integrated curriculum is taught through the Inquiry Approach which consists of teaching strategies and learning activities that encourage systematic student investigation based on an identified topic or theme, which is based on our school's identified through lines:

Learning about living with others:

- We live in a culturally, socially and economically diverse society that should strive for socially and economically diverse society that should strive for standing and respect.
- Effective communication ensures we make a positive difference.
- We are active citizens who contribute to society (rules, responsibilities, negative)
- The ever changing world impacts on the way we live together (past/present/future)
- Each individual plays an important role within local and global communities which requires both independence and interdependence.

Learning about and becoming ourselves:

- There are many factors which influence our identity, beliefs and values over time
- (culture, family, friends, community & media)
- There are a range of ways we can contribute to our own and others' safety and well being; and the choices we make in our lives continue to impact on our well being.
- Each person is unique and we change as we grow (physically, spiritually, emotionally and intellectually)
- The way we choose to see, think and feel about ourselves has a profound effect on the way we live, behave and our relationships.

Learning about and living in and with the physical world.

- People and the natural environment are interdependent.
- The choices and actions we make impact on the sustainability and well being of living things.
- Science and Technology are constantly evolving and impact on our global world in different ways.
- We live with changes and adaptations in the physical, biological and chemical world.

Students are encouraged to ask questions and find answers, with the focus on the development of lifelong research skills. A systematic approach ensures each year different curriculum areas and learning content is covered and avoids repetition. Most units run for a term and involve an excursion or activity linked to learning or investigation outside the school.

Integrated Curriculum units incorporate understandings from Victorian Essential Learning discipline-based Standards (such as The Humanities and Science) as well as interdisciplinary-based learning including the learning domains of ICT, Communication, Design, creativity and Technology and Thinking Processes.

Integrated Curriculum provides opportunities for students to develop deeper understandings of discipline-based concepts. This occurs by encouraging students to reflect on their learning, take personal responsibility for it and make connections between the learning and their own world.

As part of the Integrated Curriculum students are engaged in a broad range of topics including our indigenous people, awareness and appreciation of different cultures, history, current affairs, natural

and social environments, the sustainable schools program, biological, chemical and physical science, technology programs encouraging investigation, design, production and evaluation. With the inclusion of the 'Quality Beginning Program' students also participate in a comprehensive range of programs from Prep to Year 6 comprising self-esteem, bullying, safety and sun smart awareness.

Specialist Programs

Physical Education

The Physical Education Program is a comprehensive physical skill development and fitness program. The PE programs also includes: swimming, Perceptual Motor Program (PMP), Gala Days (Years 3-6), Cluster Schools Sports Program (Years 5 & 6), and camps.

Languages Other Than English - Japanese

All students Prep to Year 6 learn Japanese. Along with reading and writing Japanese scripts, children learn vocabulary and conversations based around topics such as, family, school, animals etc. We have a sister school relationship with I shigase Primary School, in Obu, Japan. In 2006, the Year 6 students once again were given the opportunity to accompany Elwood College on their bi-annual visit to Obu. Our students were billeted with students from I shigase Primary School. We hope this exchange of visits between the two schools is ongoing. Next year we hope to have Japanese students visit us and learn about our magnificent country.

Each year to celebrate the Japanese culture the parents organize a festival day called Matsuri for the students. The students participate in many different activities including performances over the day.

The Arts

The Arts includes visual and performing arts, such as: art, music, drama and dance. A major performance is held biennially. Every alternate year there is a celebration of the arts event that may take a variety of forms. Instrumental music and a school vocal group are features of our arts program. Visual Arts and Performing Arts are both specialist areas.

A Quality Beginning Program

'A Quality Beginning' at St Kilda Primary School was introduced in 2006 as a whole school initiative to instil behaviours that encourage the development of our values of: Respect, Cooperation, Friendliness, Individualism, Inclusiveness and Excellence. The program gets everyone off to a harmonious start to the year, and quickly develops a sense of belonging by children to their grade peers, teacher, SKPS and its community.

The program runs over the first 3 weeks of school from Prep - Year 6 and includes a range of stimulating activities that:

- Identify student's strengths to enhance self-esteem and to develop resilience
- Develop class Mission and Vision statements that create a shared understanding of what we value about learning and school
- Encourage our students to take responsibility for their learning through goal setting and reflection
- Establish class and learning routines, class meeting procedures and promote 5 star listening skills.

At the conclusion of the program, we have a whole school celebration to share our learning and to present our Mission and Vision statements. The 'A Quality Beginning' work is reinforced and forms the basis of values based explicit teaching throughout the year. The program has been developed by our own teachers especially for St Kilda Primary School. It is highly successful and enjoyed by both teachers and students as a quality start to the year!

CURRICULUM SUPPORT AND ENRICHMENT PROGRAMS

Ardoch Primary School Support Project

The Ardoch Primary School Support Project is an innovative, whole school approach that aims to maximise learning opportunities and support for students and their families. The project helps to create a supportive environment, which provides reasons for students to feel positive and connected with their school, and thus enhances their learning experience.

This partnership project was developed between St Kilda Primary School and the Ardoch Youth Foundation during 1998. The project creates links with the local community which provide further support to the school through the provision of volunteers, donations, services, opportunities and functioning for programs. Training, placement and support of volunteers is carried out from the Ardoch centre and at the school base. Volunteer numbers range between 15 and 30 a week at any given time across the school programs, contributing a minimum of 75 hours of assistance.

We are very fortunate to have an Ardoch staff member, based at St. Kilda Primary every Monday and Tuesday to facilitate, coordinate and implement projects, and to provide on site support. Ardoch also has support projects in early childhood settings and secondary schools. The Ardoch Centre is based nearby at 198 St Kilda Road, St Kilda, 3182. For more information please contact the Centre on 9537 2414. Website: www.ardoch.asn.au Ardoch.

Programs for students include:

- Enrichment Activities
- Lunchtime Activities
- Peer Mediators
- Student Leadership Skill Development
- Before and After School Care Support
- Literary Buddy Pen Pals
- Tutor/Mentors

Ardoch Programs to support staff include:

- Classroom Support/Volunteers
- Links to Businesses, Services and Government and Community Agencies
- Referral to Local Support Services
- Staff Support
- Corporate Events
- Workshops and Professional Development (for teachers, parents and volunteers)
- Welfare Team Support

Ardoch Programs for Parents include:

- Uniform Swap Shop
- Basic Needs – food pantry, toiletries and clothing
- Links to Businesses, Services and Government and Community Agencies
- Referral to Local Support Services
- Workshops and Professional Development (for teachers, parents and volunteers)

Camps

St Kilda Primary offers an annual outdoor adventure five-day camp for Year 5 and 6 children and a three day camp for Year 3 and 4 children every alternate year (uneven year). The Year 5 and 6 camp alternates between a seaside setting and bush setting. The Year 3/4 camp is to Phillip Island Adventure Resort in 2007.

Graduation

Graduation includes a formal dinner and graduation ceremony for Year 6 students. Local traders have been sponsoring the school for over fifteen years and provide scholarships, which are awarded on the night.

Instrumental Music

Children have the opportunity to learn an instrument of their choice during class time, in addition to the weekly music sessions provided for each class. Another program, Funkey Music is available outside class times. These programs attract additional payment.

Pastoral Care

Includes a formal Student Support Committee chaired by Principal, which meets on a weekly basis. The school is able to access Department of Education psychologists, social workers, occupational therapists, speech therapists and the visiting teacher service, where it is deemed necessary.

Peer Mediation

A number of children in Year 6 have been trained in the role of Peer Mediator. This enables the children to assist with disputes that may arise in the yard. The mediators take the children involved aside to their Peer Mediation area. Peer Mediators listen carefully to what the children have to say and assist them to reach a solution that both parties are happy with. The Peer Mediators are easily identifiable by children in the yard with the bright colour band that they wear. Children can confidently approach the Peer Mediators with their problems.

Social Service

Includes Good Friday Appeal (Royal Children's Hospital) and State Schools' Relief Fund. SRC activities are run to support our community and groups within our local community.

Student Leadership

Teachers encourage student leadership skills as a way of fostering student self-esteem. Children throughout all year levels are provided with many opportunities to take on leadership roles and responsibilities such as school captains, class monitors, house captains, lunch monitors, student representative council members, peer mediators, conducting whole school assemblies and leading area forums. An explicit leadership program is taught in Years 5/6.

HOMEWORK

Homework is encouraged at St Kilda Primary School. By participating in homework the partnership between school and home is recognised by children and strengthened. Through assisting children to complete homework, families support children's learning and the classroom teacher by reinforcing skills and knowledge in curriculum areas at home.

- Teachers will inform parents of the year level expectations for homework at the start of the year through a year level flier.
- Reading, particularly in Prep – Year 4, takes precedence over all other homework.

The classroom teacher will:

- set tasks that are appropriate to the students' learning need
 - monitor all homework
 - provide timely feedback and support
 - set homework on a daily, weekly or contract basis
 - specify a due date for all homework set
-
- Where appropriate, homework will be modified to meet the needs of individual students.
 - Families are encouraged to set time aside each day to read with their child and complete homework on weeknights.
 - Family members are encouraged to discuss any concerns they have about homework with the teacher.

Year Level Expectations

Prep

To support learning in Prep, parents are asked to encourage their child to share their *Take Home Books* every day and read to or with their child at every opportunity. Parents are also encouraged to talk with their child about what has happened throughout the school day and to promote 'incidental learning' by helping their child to search for words and numbers in the environment around them.

Year One and Two

The students will have *Take Home Books* and parents are asked to encourage their child to read these each day. Homework will have an emphasis on revising skills and knowledge in Literacy and Numeracy, and may involve activities that encourage family participation. Homework should not take more than 20 minutes each weeknight, which includes reading.

Year Three and Four

Students will read 'Lexile' levelled books or high interest library books that emphasise reading comprehension. Homework may include activities that are linked to an Integrated Studies topic that encourages family participation or will revise skills and knowledge in Literacy and Numeracy. Homework should not take more than 30 minutes on any weeknight, which includes reading.

Year Five and Six

Homework in Year 5 and 6 is designed to prepare students for the transition to Secondary School. Students will be encouraged to develop the skills for managing their own homework through the use of a diary to organise school and out of school commitments. Homework will be set on a weekly or contract basis with an emphasis on research and project work across the VELS Domains. Homework should not take more than 45 minutes on any weeknight, which includes 15 minutes individual reading.

STUDENT CODE OF CONDUCT

The *Student Code of Conduct* aims to create a positive learning environment to foster student self esteem and self-discipline. Each child's personal development is enhanced by an environment which promotes social, emotional, academic and physical growth. In order to implement and monitor the *Student Code of Conduct*, a Student Support Program operates across the whole school. The Principal is the school's Student Welfare Coordinator and convenes the Student Support Committee meetings, which are held weekly. Staff meets on a regular basis with the Principal to discuss the individual needs of children within each class. Staff has a responsibility to inform the Principal of any welfare or well-being issues. Teachers are mandated to report any suspected cases of child abuse to the Department of Human Services. Most often, this is done through the Principal.

Each student needs to be aware of his or her own behaviour patterns and how to modify or correct them, if necessary. Parents are expected to support the whole school expectations and consequences of student behaviour.

Junior School Rules & Senior School Rules

Each year both Junior and Senior School Rules are negotiated with the children in February and this will occur through our whole school Values Program, to be implemented at the beginning of 2006. Once the rules and consequences have been established they are published and displayed prominently in each classroom and specialist area.

Detentions are automatically given for fighting, bullying, teasing, and abusive language, threatening and stealing. Only *three detentions* are given to any child in one school year. A detention is viewed as a serious consequence. Once a child has received three detentions and breaches the Student Code of Conduct again, the child's parent will be called to a meeting with the Student Support Committee, where further action will be discussed and implemented.

Whole School Expectations

- To treat others kindly, fairly and respectfully.
- To play safely, fairly and co-operatively so that all students can enjoy play.
- To communicate problems to the teacher on duty and accept the decision.
- To care for all property, belongings and the school environment.
- To be on time for school and remain for school related activities.

Possible Consequences for Inappropriate Behaviour

- Apology and reinforcement of the school rule.
- Withdrawal from playtime for 5 - 20 minutes. This may include tidying up the yard.
- Making up time.
- Parents informed.
- An after school detention of 15 minutes maximum, with 24 hours notice. (Prep to Year 2)
- An after school detention of 30 minutes maximum, with 24 hours notice. (Years 3 to 6)
- Referral to Student Support Committee for counseling or development of individual management plan.
- Withdrawal from own class for a period from one to ten days.
- Negotiated payment for deliberate damage to school property and belongings.
- Case conference, suspension and expulsion in accordance with Department of Education guidelines for Student Codes of Conduct.

Prep Supplement

Starting School For Prep Children

- On the first day of school, Wednesday January 31, all Prep children will meet in the Junior School Hall at 9.15am and will be met by the Prep teachers.
- Until the week beginning Monday the 26th of February, Prep children will attend school from 9.00 ~ 3.30pm on Mondays, Tuesdays, Thursdays and Fridays.
- Prep children will not attend school on Wednesdays during the month of February.
- Your child's teacher will make assessment appointments with you, for a Wednesday in February.
- From the 26th of February to December the Preps will attend school Monday to Friday, 9 ~ 3.30pm.

Preparation for School

These points may help with preparation for school:

A *What is the school entry age?*

A child must be five years old by April 30 in the year of admission to school. The Regional Director can only grant early entry exemptions.

B *Socially - can your child do the following?*

- Listen to teachers, other children
- Do what is asked
- Make his/her needs known
- Share and co-operate
- Know how to take turns
- Cope in the care of other adults

C *Emotionally - does your child do the following?*

- Cope with separation from you
- Have self-control
- Have independence
- Have a sense of responsibility
- Have persistence in completing a set task

D *Physically - can your child do the following?*

- Take care of his/herself
- Undo a lunchbox
- Unscrew and screw up a drink container
- Drink with a straw
- Manage a drinking tap
- Manage to turn a tap on and off
- Manage a soap dispenser
- Manage independently when going to the toilet
- Manage zips, underwear
- Flush the toilet
- Use a handkerchief or tissue correctly
- Manage packing a school bag
- Manage peeling a banana, orange
- Manage a Prima type drink
- Undo a food packet
- Apply sunscreen, avoiding eyes
- Dress him/herself
- Put things away after using them
- Recognise his/her name
- Manage his/her own asthma medication

School Routines

Becoming Familiar

As time gets closer to actually starting school, there are a number of things you can do to help your child settle into school happily.

- Have a picnic at the school during the January break to familiarise your child with the junior adventure playground.
- Get to know the school and its routines and expectations.
- Visit the school with your child and make an appointment for a tour.
- Talk about the school day - 'play time' and 'lunch time'.
- Show your child his/her lunch box, drink container.
- Practice opening/ unwrapping snack and lunch items
- Discuss and show how their snack is wrapped separately from lunch. Some parents write a big "S" on their child's snack for a few days.

Collecting Children After School

Please collect your child promptly from the classroom at 3.30pm on Mondays, Tuesdays, Thursdays and Fridays in February and every day thereafter. Wednesdays will be devoted to conducting interviews to assess the Prep students during February. Your child's teacher will inform you of your child's interview/ time/s.

Your child will be tired and may not feel like talking about school. This is very natural! Don't feel upset if you ask your child "What did you do at school today?" and he/she says "Nothing!" Your child will tell you about his/her day when they are ready.

Leaving Your Child on the First Day

Smile, cheerfully say "goodbye" and "have a great day, I'll see you this afternoon" and leave straight away. Please tell your child beforehand that this will happen. Your child may shed a tear, but will very quickly become absorbed in the many activities prepared by the teachers. Very few children are upset, as many are used to childcare environments. You may shed a tear too! The Principal would love to have a "cuppa" with you and is great for a shoulder to cry on!

The First Five Weeks At School

Show by your word and attitude that you are sure school is a happy place. Help your child to develop positive "good" feelings about going to school.

When you arrive at school, take your child to the classroom where a name badge will be ready for your child to wear. Name badges help teachers to quickly identify the children and are usually worn for the first few weeks. Please make sure your child's name badge is left in the classroom at the end of the day.

You are asked to take your child out to the school ground to wait for the music to begin at 8.55am, which is a sign for all children to go to line. Children line up in a different place for Monday assemblies. The bell rings at 9.00am.

As the days pass encourage your child to play on the equipment in the junior adventure playground. This helps them to settle in and have fun at the start of the day. If it is raining all the children may go straight to the Junior Hall from 8.45am.

Toilet Routine

Preps are taken to the toilet at frequent intervals during the first few days. As they become used to the routine, they are then permitted to go during school time, but they must always go with a partner for safety. Junior toilets are located inside the junior building.

- Try to establish a home routine for the 'main' toilet visit for the day.
- Remind your child to go to the toilet at recess or lunchtime. The teacher also reminds them. Washing of hands after the toilet is always emphasized.
- In the event of 'an accident' parents will be notified immediately to bring a change of clothes or to take your child home.
- Pack a change of clothing in your child's bag

Food At School

Play Lunch

Morning recess begins at 11.00am. Preps do start a little earlier than the other children to provide them with longer eating time. We suggest you provide a healthy snack such as a small piece of fruit, cheese, carrot, yoghurt or health bar. In hot weather a small fruit juice, frozen drink or bottled water is a good idea too.

Drinks

Drinks of any kind in cans and glass containers are NOT permitted at school. We would appreciate your cooperation in observing this rule. We suggest "prima" type drinks or a clearly labeled plastic bottle that can be taken home daily and refilled. Please use a permanent marker pen so your child's name will not wash off. Water containers are encouraged for use in classrooms at any time and especially during hot weather.

Lunch

Lunch is eaten under supervision of the class teacher. Lunch for Preps commences at about 12.50pm. When the children are finished they go out into the playground with the other children. On wet days all classes remain inside and a wet day staff duty roster is implemented.

Please keep your child's lunch simple and small. Our experience shows that many little children have difficulty eating a big lunch. Teachers try to make sure that any food not eaten is returned home so that parents can gauge the correct amount needed.

Lunch Orders

The school provides a lunch order service on Mondays, Thursdays and Fridays. We prefer that your child does not have a lunch order until the beginning of Term 2. The children will feel more comfortable learning to manage the class lunch routine if they bring a lunch from home.

GENERAL INFORMATION

Prep Transition/Orientation

Children enrolled at St Kilda Primary School take part in three orientation sessions during November and December. Sessions build in time from one hour up to two hours in duration. Children are engaged in literacy and numeracy based activities during their orientation, and they are invited to watch a Junior School Assembly with their parents.

Orientation is an important time for your child/ren to become familiar with the school and some school routines. It is an important that you leave your child during these sessions. We find that a quick goodbye and an affirmation that you will be back to collect your child/ren at the end of the session is the most effective. If your child seems upset they will usually settle quickly after you have left (don't worry, our teachers are trained to deal with this and will talk to you if they have any concerns.)

Contact Phone Numbers

It is vitally important that we have at least one or two contact people we can phone if an emergency arises. These people must be available to come to collect your child immediately from school. Please ensure that the office is notified of any changes in phone numbers or contact details.

Notices Sent Home

Make a point of reading all newsletters and circulars carefully. The teachers will be ensuring that any notices are given to the children for them to put into their bags, so it would be a good idea to check your child's bag each night so that you do not miss receiving any important information. A weekly newsletter is distributed each Thursday to the eldest child in the family.

Questionnaires/Surveys

From time to time the children bring home questionnaires and/or surveys to be completed by parents and returned to school by a specified date. Your involvement in these matters is of vital importance in helping make decisions at school and your cooperation is always appreciated.

Regular Attendance

Regular attendance is vital to the building of your child's foundations for future success. Some Preps in the early months of the New Year at school find that they get very tired, especially on very hot days. The teachers are trained to be aware of your child's needs and they will contact you if they feel that your child needs to go home at any time. Please do not arrive early to collect your child on hot days.

The only reason your child should be absent from school is illness and special appointments such as dentist, doctors etc. that are unable to be made outside of school hours. From time to time other important family events take place and we understand this. Please communicate with your child's class teacher about these matters.

If your child is absent for any lengthy period of time without a written note, the Principal will contact you to have a chat. The Principal is the Student Welfare Coordinator and she oversees the well being of all children in the school.

Please send a written note when your child returns after an absence even if you have given a verbal explanation. If your child arrives late at school in the morning, or is being collected from school before 3.30pm dismissal please sign the Register book at the Office.

