

# Ivanhoe Primary School



## School Handbook 2019

[www.ivanhoeps.vic.edu.au](http://www.ivanhoeps.vic.edu.au)

### **Mission Statement:**

Ivanhoe Primary School provides a positive, vibrant and inspiring environment where students are valued and encouraged to succeed in becoming life-long learners.



## **Democratic Principles:**

Ivanhoe Primary School supports and promotes the principles and practice of Australian Democracy:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of speech and association
- The values of openness and tolerance

## **Vision Statement:**

Ivanhoe Primary School encourages the development of the whole student. Our aim is to support learners in becoming curious, reflective and critical in their thinking as global citizens.

## **Values:**

*Confidence, Independence, Persistence, Resilience, Respect*

## **Objectives:**

- To provide an educational program that develops students' curiosity and creativity.
- To develop responsible and engaged learners.
- To foster tolerance, respect and acceptance of others.
- To build each student's resilience and self-esteem.
- To provide a curriculum that is rich and relevant and allows all students to succeed.
- To promote a strong, supportive partnership between home and the school and the wider community.
- To have high expectations of ourselves and others.

## **Statement of commitment to child safety:**

Ivanhoe Primary School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Ivanhoe Primary School has zero tolerance for child abuse.

Ivanhoe Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally



and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Ivanhoe Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Ivanhoe Primary School will

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
10. Value the input of and communicate regularly with families and carers.



## Table of Contents

Principal's Welcome .....	5
School History and Background .....	6
Term Dates .....	7
School Policy / Aims .....	7
Behind the Scenes .....	8
School Routine.....	10
Canteen .....	13
The School Day.....	14
Requisites and General Information .....	15
Out of School Hours Care Program.....	17
Communication .....	17
Reporting .....	18
Health and Safety Aspects .....	20
Curricula/Resources .....	21
Foundations (Prep) Transition into School.....	22
Student Management Plan.....	24



## Principal's Welcome



On behalf of the school community I extend to you a warm welcome to our school. I hope that your time with us will be both happy and rewarding and that your child will prosper from the level of education gained at Ivanhoe Primary School.

What should you know about the school?

Ivanhoe Primary School believes that the education of the child is a joint responsibility of the school and home and where possible seeks to involve parents in their child's educational program. Each child will progress developmentally according to his or her engagement with the curriculum as well as individual ability and potential to learn. Never underestimate the impact of encouragement, support and assistance provided by families on achievement at school. IPS has terrific teams of teachers and support staff who are dedicated to providing the best possible learning programs to meet the needs and aspirations of all students. Our dedicated administration staff work tirelessly behind the scenes to keep the operational aspects running smoothly.

Parent involvement in the school's activities is high on the list of many special things about Ivanhoe Primary School. Your participation is encouraged and you can be assured that your efforts will be appreciated and acknowledged. Involvement occurs at many levels:

- assisting teachers in the classroom
- helping on special days or when the class is on an excursion
- joining the working bee program
- joining committees such as those for education, canteen, facilities, etc.
- serving as a member of School Council
- assisting in our special fundraising events
- joining the PFA (Parents & Friends Association)

This information booklet is a directory of the many procedures and practices that make up the normal activities of our school. There are a few handy tips to help get you and your child off to the best start.

As Principal I am available to assist both you and your child with any issues or concerns you may have. Our school provides a quality education and strives to maintain high standards for each and every one of its students.

We believe that working in partnership with you will afford your child the very best education.

Once again. Welcome to Ivanhoe Primary School.

**Mark Kent**  
Principal



## **School History and Background**

Ivanhoe Primary School first opened in 1853 with William Wood as Headmaster of 55 pupils. It was a denominational school under the control of the Church of England and was located at the corner of Waterdale and Upper Heidelberg Roads. In 1881 the school transferred to a new site, where the Ivanhoe Post Office now is, and being governed by the Education Department, given the number 2436.

The school building we now see was erected in 1923 to accommodate increasing pupil enrolments. The foundation stone was laid by Mr John Cain Snr, then Minister for Public Institutions and father of the former Premier of Victoria, who is a past pupil.

In 2003 the school celebrated its 150<sup>th</sup> birthday. Enrolment has grown from an initial 55 in 1853 to an expected 620 in 2019. Copies of the school history, “Slab Hut to Red Brick” can be purchased from the school office.

### **Ivanhoe Primary Today**

In 2019 there will be 27 class groupings. Specialist teachers provide programs to all classes in Physical Education, Music, Art and Languages (Italian).

There are computers in each classroom, Interactive televisions, Smartboards, data projectors, notebooks and iPads complement the Digital Learning program. The computers and interactive projectors / televisions are used to integrate, extend and support all key learning and teaching areas. Our school is networked and the internet is used widely in the curriculum to augment many exciting collaborative opportunities.

A voluntary co-contribution of \$119 per child has been requested of families early in Term 1 to enable the school to adequately resource the curriculums digital learning aspirations. In 2018 we purchased Maker Space furniture and robotics equipment.

### **Digital Learning Technology (DLT) Vision Statement**

Digital Learning at IPS will be irresistibly engaging for students and teachers across all learning areas and domains. Our students will become innovative and confident users of digital technologies, using technology to communicate, collaborate, curate and create, while fostering higher order thinking skills and real-life problem solving.

Ivanhoe strives to provide a broad, comprehensive curriculum to all students. The features mentioned above are indicative of this. It aims to provide a rich, caring and supportive environment where children have the opportunity to achieve personal growth and educational success.



## Term Dates 2019

Term Dates can be found on our website at: [www.ivanhoepps.vic.edu.au/school-dates](http://www.ivanhoepps.vic.edu.au/school-dates) and are also listed below for the **2019 School Year**:

- Term 1** Tuesday January 29<sup>th</sup> - Curriculum Day (*students not required at school*)  
Wednesday 30<sup>th</sup> January (*first day for grades 1-6 students*) – Friday 5<sup>th</sup> April  
Thursday 31<sup>st</sup> January - (*first day for Foundation students*)  
**Foundation students start fulltime on the 25<sup>th</sup> March**
- Term 2** Monday April 23<sup>rd</sup> – Friday June 28<sup>th</sup> (Curriculum day to be advised)
- Term 3** Monday July 15<sup>th</sup> – Friday September 20<sup>th</sup> (Curriculum day to be advised)
- Term 4** Monday October 7<sup>th</sup> – Friday December 20<sup>th</sup> (Curriculum day to be advised)

## School Policy / Aims

In recent years, each school community has been able to play a much more significant role in determining the focus of its activities.

With state guidelines to direct them, School Councils have been given the responsibility for developing the underlying educational aims or policies of the curriculum programs to operate within the school. These aims are expressed in our School Strategic Plan.

Policy and curriculum developments are ongoing practices which involve School Council, teachers and parents. Opportunities for input are provided at various stages before new policies are finally ratified and enacted. Policies are available for perusal on the school's website. (These are currently being updated).

## Victorian Curriculum

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

For more information see the Victorian Curriculum website:

<http://victoriancurriculum.vcaa.vic.edu.au/>

## Department of Education and Training (DE&T)

Special assistance is available to the school to help children or families who may be experiencing difficulty or who may have special needs. Your child's teacher will make contact with you, if there is a need for a referral process.

These include -

- Educational psychology and social work
- Special education
- Speech pathology.



Services are available through a referral process from the school.

## **Camps, Sports and Excursions Fund (CSEF)**

The Camps, Sports and Excursions Fund (CSEF) is provided by the Victorian Government to ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. CSEF eligibility will be subject to the parent/legal guardian's concession card being successfully validated with Centrelink on the first day of either term one or two. Parents or legal guardians are required to complete a CSEF application form each year and lodge it with their child's school for processing. Please contact the office if needed.

## **Behind the Scenes**

### **School Council**

The School Council is responsible for assisting the Principal and staff supporting the school, in particular it is responsible for offering advice on the school's educational programs and administration and expenditure of school funds as determined in the annual budget. The overseeing of the long-term development of the school and the current maintenance of facilities is a task that rests primarily with the Principal and School Council.

Elections for School Council are held in February each year with the Council of this school comprising 10 members elected by parents of the school and 4 members of staff. The Principal is a member by right of office.

The School Council provides opportunities for wider participation by parents through various sub committees. Parents are encouraged to join any committee which interests them.

### **Committees**

#### **Out of School Hours Care**

The Committee of Management is responsible for the organisation and administration of the Before and After School Care Programs

#### **Education**

The school's policies and educational programs are subject to constant review. Policy and Charter documents are available at all times for parents to borrow. Parent input to these policies and programs takes place primarily through the Education Committee.





### **Digital Learning Vision Committee**

This committee oversees the implementation of the school's digital learning technologies vision and resources. Its brief is to ensure that Digital Learning Technologies, within the school, fosters 21st Century Learners.

### **Facilities (Buildings & Grounds)**

The backbone of maintenance in the school, this committee organises working bees throughout the year to cover specific projects, general maintenance and upkeep of the school buildings and grounds. Working bees are organised on a grade basis and held on Sunday mornings. Families are encouraged to come along and help for a few hours. The children enjoy the morning and it's a great opportunity to make new friends.

### **Finance**

This committee is responsible for preparing the annual budget, monitoring expenditure and maintaining an overview of the needs and priorities of the school.

### **Canteen**

This committee oversees the running of the school canteen. A manager controls the daily operations of the canteen, voluntary helpers' roster, stock purchases and canteen maintenance.

### **Junior School Council (JSC)**

Elected by their peers, the Junior School Council allows students to

- express their opinions about the things which affect their daily school lives
- participate in decision making within the school.

The JSC meets regularly with the Principal and Assistant Principal. Junior School Councillors are elected from years 1 – 6

### **School Twilight Fair**

Held biennially, this dynamic combination of parents and staff plan and present our major fundraising event. The Twilight Fair is run in 'odd' numbered years.



## School Routine

### Punctuality

School begins at **9.00am** and all children should be here by 8.55am. At the first bell, children line up in their respective year level to be collected by their teacher. Once students arrive at school in the morning they are not permitted to leave again until 3.30pm without parent permission.

When your child has settled in to school, arrange a suitable meeting place outside, such as under the trees or in front of the canteen. If, for some unforeseen reason parents have not collected their child by 3.45pm and not contacted the school, the child will be taken to the office and all attempts will be made to contact you. If this is unsuccessful, your child will be referred to the After School Care staff and the appropriate care charge will be made.

Children are not permitted to enter the building before 9.00am.

Unsupervised children should not be at school before 8.45am or after 3.45pm.

### Late Pass

If children arrive after 9.00am it can be very disruptive to the classroom program.

Children who arrive at school after 9.00am **must** report to the office and be signed in by an administration staff member, to obtain a late pass before proceeding to the classroom.

### Absences

To help the school discharge its legal responsibility to parents, all full day absences must be explained by either using the Compass Parent Portal, a note to the class teacher or a telephone message to the office, with the following information - child's name, class, absence dates and explanation.

### Collecting Children During School Hours

If a student leaves the school during the day, eg a dental appointment, a parent or other authorised person must call at the office to collect an early leave pass which is then presented to the class teacher before the child is collected.

### Supervision

Children are supervised by yard duty teachers during recess and lunch breaks and from 8.45am until 9.00am and 3.30 until 3.45pm each school day. Teachers on yard duty wear fluoro yellow jackets for ease of identification. It is an expectation that parents pick their child up at 3.30pm or make alternative arrangements. Contact Out of School Hours Care staff on 9499 5226.

A bell will ring at 3.45pm and any children remaining in the school grounds will be taken into the office reception area to await collection. After 4pm uncollected children will be taken to OSHC and a fee may be charged.



Parents are requested not to bring their children to school before the supervision commencement time of 8.45am.

A traffic supervisor is on duty at the crossing in Waterdale Road each day before and after school. Please adhere to local bylaws regarding pick up, drop off and parking. The safety of students is everyone's responsibility.

Parents must report to the school office prior to going to classrooms. This is a safety requirement.

## **Morning Assembly – Monday 9.00am in school hall**

Monday morning assembly is an opportunity for students, parents and teachers to share and celebrate school news and events. Everyone is welcome!

## **Star of the Week**

'Star of the Week' acknowledgements are printed in the newsletter. Students are presented with their certificates in the classroom prior to assembly. At Monday morning assembly, each student is presented with a ribbon.

## **Compass School Manager**

We use Compass School Manager as our Parent Portal

Using our Parent Portal you will be able to:

- Approve or enter upcoming or past absences for your son/daughter
- View up-to-date attendance information
- Update your registered email and mobile number
- Pay school fees, charges and contributions
- Download, approve and pay for upcoming events, excursions etc.
- Access your child's Student Semester Reports

## **Accessing Compass**

Compass is a web-based system that is accessible on any modern web browser or by using the "**Compass School Manager**" app available for iOS or Android.

Or head directly to the Portal URL address <https://ivanhoeeps-vic.compass.education>

Families will receive personalised log on letters on the day that their child begins school.

## **Specialist Classes**

Your child will be involved in programs taught by specialist teaching staff in the school. These include Italian, Art, PE, Library/Digital Learning and Music. A copy of your class timetable will be available early in the term.



## **Inclement Weather**

### **Wet Days**

Please ensure your child is suitably dressed for wet weather. Children should have a waterproof jacket and appropriate footwear. You may want to provide an extra set of clothes in your child's bag in case they are needed. (hint: label everything)

On a wet day, the normal class timetable continues (9.00am-3.30pm) if it is raining heavily during the breaks, the children remain in classrooms under teacher supervision.

### **Hot Days**

On days of excessive heat, students will have restricted lunch play. This is where students spend the first half of the lunchbreak outside and the second half supervised indoors.

### **Sun Smart**

In line with the school's Sun Smart policy all students must wear a wide brimmed hat when outdoors in terms one and four. The 'No Hat No Play' rule applies in terms one and four. Please ensure your child has the required hat. The use of sunscreen and sunglasses is strongly encouraged for all students. No Hat No Play' requires students to sit in a designated shaded area during recess, lunch and PE lessons.

## **Hydration Policy**

The school seeks to raise the awareness of the benefits of hydration to parents, teachers and children. This rationale is based on the theory that the brain works best when it is hydrated and that even mild dehydration can result in a significant drop in performance. It is recognised that encouraging students to drink an appropriate amount of water daily will promote other health benefits.

- Students should bring their own water bottle to school each day
- Students will be encouraged to personalise their bottle by writing their name on the bottle
- Students will be encouraged to fill their water bottle at home and bring it to school every day
- Children will have free access to water in their classroom and will be actively encouraged to regularly sip throughout the day
- Throughout the day children will be encouraged to re-fill their bottles from the filtration unit taps located outside the main red brick building.

## **Excursions**

During the year children attend excursions as part of their educational experience. Details will be sent to families using Compass. Parents will be sent an email letting them know that an Event is awaiting approval and where necessary payment.

**Prams and Strollers:** For the safety of students, parents are requested not to bring these into the corridors.



## Canteen

Parent volunteers under the supervision of the Manager prepare a selection of nutritious meals and snacks, available at morning recess and lunchtimes every day.



The online ordering is made available through

My School Connect – <https://myschoolconnect.com.au/register>

## Healthy Lifestyle Promotion

Ivanhoe Primary School encourages students to create healthy eating routines and include physical activity so that making healthy choices becomes engrained into everyday life.

It is paramount that such a commitment involves our whole school community, from the canteen manager to parents and staff to our local fruit and veg retailers.

Ivanhoe Primary promotes Healthy lifestyles to our students by:

- **Fruit and Veg breaks** may be taken twice DAILY in every grade at 10am and 12.30pm
- Eliminate foods high in fat and sugar from the **canteen** and replace them with healthy alternatives such as dried fruit, raisin toast, pasta, salads and sushi.
- **‘Nude Food’** has also become a big initiative in our school from an environmental and sustainability perspective, which in turn helps us encourage students to bring fruit and veg that have their own packaging.
- Whole school **hydration policy** – each child brings a drink bottle to school which can be refilled throughout the day. (See previous page)



## The School Day

The yard is supervised for 15min either side of learning time.

8.45am - 9.00am and 3.30pm - 3.45pm. School hours are 9.00am - 3.30pm.

School Timetable	Time
School begins	9.00am
Morning Recess	11.30am – 12 pm
Lunch recess	1.50pm – 2.40pm **10mins eating inside
School concludes	3.30pm

### Foundations (Prep) Students

For the first 8 weeks of Term 1, Foundation students attend school Monday, Tuesday, Thursday and Friday 9.00am – 3.30pm. Foundation students **do not** initially come to school on Wednesdays so that Foundation teachers can complete initial assessments on students.

Foundation students commence 5 days a week attendance beginning week 9.  
Monday 25<sup>th</sup> March.

### End of Term Dismissal

Students are dismissed at 2.30pm at the end of Terms 1 - 3.

At the conclusion of the school year in December dismissal time is 1.30pm.

### Gates

For the children's safety, all gates, except the front gate, are closed from 9.10am -3.20pm.



## Requisites and General Information

### Booklist System

#### How the booklist system works.

The booklist is available for parents to order at the beginning of November preceding the new school year. The booklist can only be ordered online through the following website:

<https://booklist.officebrands.com.au/mba/ivanhoe-primary-school/>

Access code - IVASCH

Parents have the option of using pre-paid or payment on collection of their child's booklist and collection days are from the school hall just prior to the commencement of Term 1. The actual dates and times are shown at the bottom of the booklist order page each year.

Uncollected booklist packs are available for collection directly from the stationery company, Absolute MBA Office National, 7 Inglewood Drive, Thomastown 3074. Uncollected booklist packs are held for up to two weeks following collection day.

Students bring their booklist pack with them on the first day of the new school year.

### Section A - Student Requisites

List of individual classroom items such as exercise books, pencils, pens, ruler, pencil case, project books, glue stick, scrap books, pencil sharpener etc.

- Parents are able to delete some items from Section A if they intend to supply themselves (some items are mandatory such as the Athletics subscription used across Grades 1 - 6)
- The content and cost of Section A varies depending on the particular grade level. \$150 - \$220 depending on year level

### Section B - Parent Funded Essential Classroom Requisites - \$215

This amount includes a parent co-contribution towards the employment of a first aid / sick bay officer. As well as a mandatory school charge for items including class text books, computer printing, internet access and various other developmental learning materials. This is a fundamental component of the school's overall funding, without it many programs and facilities would not exist at the school.

### Section C - Voluntary Contribution - \$85

The School is continuing to grow, and the Department of Education has indicated significant capital works will be invested in the School in the years ahead. However, while the bricks and mortar are funded by the Department, the School is inevitably faced with fit-out and general modernisation expenses which eat into our already stretched budget. Your voluntary contribution to the modernisation of our teaching spaces enables us to provide the type of dynamic facilities that delivers improved educational outcomes for your



children. While voluntary, funds raised from this section of the Booklist are essential to maintain the School's local budget.

### **Section D - School Camping Program Deposit (Grades 4- 6 only) - \$50**

- Grade 4 - Phillip Island Base Camp
- Grade 5 - Coonawarra Adventure Camp
- Grade 6 - Canberra Tour

After the deposit, a payment plan can be organised through the school office or directly with the school's principal if necessary.

## **Specialist Subjects**

### **Physical Education**

Children are expected to wear suitable footwear, e.g., training shoes, shorts/track pants and have long hair tied back and off the face.

### **Library**

Books borrowed from the library should be returned by the due date. Each child will need a named large library bag made from durable fabric.

### **Art**

Children need a named art smock for art sessions.

### **Lost Property**

Please make sure that all your child's belongings are clearly named, especially windcheaters and jackets which are likely to be taken off during the day, as well as lunch boxes, lunch box lids and water bottles.

The lost property is located near the main office. At the end of each term any unclaimed and unnamed clothing is given to charity.

### **Personal Property**

Private property such as valuable and treasured items brought to school by students is not insured, nor is the Department of Education and Training / Ivanhoe Primary School responsible for any loss.





## School Uniform

The wearing of school uniform is strongly encouraged. A full range of items bearing the school logo is available from Noone Imagewear (formerly Stewarts of Ivanhoe), located at 283 Lower Heidelberg Road, Ivanhoe East.

Ivanhoe Primary school is a Sun Smart school. Students require a broad brim or legionnaire style hat. During summer, to protect your child against sunburn, sleeveless clothing is not recommended. Students are strongly encouraged to keep a tube of sunscreen lotion in their bag. Coloured zinc cream is not permitted.

During Terms 1 and 4 our "Sunsmart Policy" of NO HAT NO PLAY operates.

Thongs are not permitted. Parents are strongly encouraged to supply their child with sunscreen during the Sunsmart terms.

During the winter months please remind your child to bring a coat to school on cold, wet, windy days.

## Out of School Hours Care Program (OHSC)

The School Council supports a Before and After School Care Program.



Before School Care is conducted each school day between 7.00am and 8.45am. Breakfast is provided for children who arrive before 8.00am.

After School Care is between 3.30pm and 6.00pm. Children enjoy afternoon tea and a host of indoor and outdoor activities. For further details and bookings contact the Coordinator on 9499 5226 or fax 9499 8480. A 24 hour answering service is available.

This service is approved to provide education and care to 150 children. Places are in high demand and are limited to 150 (Before Care) and 150 (After Care). ***Children must be registered*** and unfortunately there is no guarantee places will be available.

On Curriculum Days, OHSC will be available **if at least 25 students are enrolled**. It will be open from 7.30am on these days.

## Communication

### Compass Parent Portal

Compass is a Parent Portal that allows you to access up-to-date and meaningful information about our school and your child.

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family contact information
- View the school calendar
- Book Parent/Student/Teacher Conferences
- Pay and provide consent for events and school fees



## Term Events

At the beginning of each term parents will receive a calendar of dates, outlining the events that will take place in their child's grade for the term. This can also be found on our website.

## Transition Times Publication

Transition is an important part of your child's school experience. It develops students' understanding of expectations and ensures the smooth transition from one year level to the next. Students participate in a variety of activities within and across year levels. Throughout the year a snapshot of events is produced by each grade and distributed as a newsletter called, 'Transition Times'.

## Newsletter



In 2018 the school newsletter will be accessed through Compass. Please read it carefully as it contains current information about what is happening at the school. You can also find the newsletter on the school's website [www.ivanhoepps.vic.edu.au](http://www.ivanhoepps.vic.edu.au). Paper copies are available only by request.

## Reporting

### Curriculum and Reporting Days

The Department of Education allows four days for curriculum development, staff professional development and student assessment each year. The dates of our curriculum days are published on the school website: [www.ivanhoepps.vic.edu.au/school-dates](http://www.ivanhoepps.vic.edu.au/school-dates) and on Compass.

Children do not come to school on Curriculum days. Parents are notified well in advance through the newsletter, website and COMPASS to enable them to make alternative arrangements for the care of their children. Out of School Hours Care offers a full day program on curriculum days if 25 bookings are made and opens from 7.30am.

### Meet the Teacher

Parents are invited to meet with their child's classroom teacher during Term 1. A questionnaire regarding your child's transition is sent out prior to this as a basis for the discussion.

It is an opportunity to share and discuss your child's individual needs and strengths.



## **Parent Teacher Interviews**

Interviews regarding your child's academic progress are held after you have received their mid-year report. A specific time is provided for you to discuss your child's achievements. There is also provision for interviews at the end of the year in individual cases where they are desired by either the teacher or the parents. Individual reports are distributed in June and December.

Specialist teachers are available for interviews at this time. Parents wishing to discuss matters will need to book a time through the school office.

If at other times, parents wish to discuss other matters with class teachers or a member of the Principal team they are asked to contact the school to make an appointment.



## Health and Safety Aspects

### Emergency Information

It is extremely important that the school always has current information. If your address or place of employment alters, please inform the office immediately, so that our records can be updated. An incorrect telephone number can cause distress and unnecessary delay in the case of accident or illness.

### Victorian School Nursing Program

The Victorian School Nursing Program is a service for all students. A nurse will visit the school to test each student's eyesight, hearing, speech and general health

### Head Lice

You should check your child's hair regularly. If you find eggs, or lice, shampoo and combs can be obtained from the Health Services Department from the City of Banyule, or your family chemist.

Please advise the school.

Children found with live 'nits' will need to be picked up from school and treated before they can return.

### Medical Information

If your child has a medical, emotional or social disability that we need to be aware of, whether temporary or permanent, which may interrupt the child's normal progress or conduct, please inform the school.

If your child is ill, please keep him/her at home, for the sake of your child and other children who should not be exposed unnecessarily to infection.

<b>Infectious Disease</b>	<b>Min. Exclusion Period</b>
Chicken Pox	5 days
Measles	4 days
Rubella (German measles)	4 days
Mumps	9 days

All other infectious diseases necessitate exclusion from school until a medical certificate of recovery is produced. For more information please see:

<http://ideas.health.vic.gov.au/guidelines/school-exclusion-table.asp>



## Curricula/Resources

- ★ A fully equipped **ART ROOM**.
- ★ Each classroom has a **RANGE OF TECHNOLOGIES** to which all children have regular access.
- ★ All classrooms are equipped with either an interactive whiteboard or interactive projector. Class sets of laptops and a bank of iPads complement the classroom Literacy and Numeracy programs.
- ★ **MUSIC ROOMS** Strings program, Choirs, Orchestra, Ensemble and Brass, Woodwind, Percussion Tuition are available (held during school hours).
- ★ **Collaborative Space** is equipped with digital learning resources where students work collaboratively to design and complete problem-solving activities.
- ★ **LANGUAGE OTHER THAN ENGLISH (LOTE) PROGRAM** offers a very successful and comprehensive Italian program. Each class of students from Foundation to Year 6 receive one session each week.
- ★ The **SWIMMING PROGRAM** is ongoing throughout the year and is held at the Ivanhoe Aquatic Centre:
  - Term 1: Year 1 and Year 2 Students
  - Term 2: Year 3 and Year 4 Students
  - Term 3: Year 5 and Year 6 Students
  - Term 4: Foundation Students
- ★ Children are encouraged to borrow books regularly from the **LIBRARY/MULTIMEDIA CENTRE** and parents are welcome to use the facilities. Please ask the Librarian for assistance.
- ★ **Collaborative Space**. Teachers use this space to team teach using the Digital learning resources.
- ★ Equipment is provided for a **PERCEPTUAL MOTOR PROGRAM** and a **FUNDAMENTAL MOTOR SKILLS** Program as well as weekly **PHYSICAL EDUCATION** classes.
- ★ **CLASSROOM HELPERS** is a program for parents, designed to develop skills and strategies to help support literacy in the classroom. A classroom helpers' program is run in Term 1 for interested parents.



### Extra Curricula – a variety are available on demand

- A **Strings Program** is available to students from Years 2-6. A fee is applicable.
- **School orchestra, strings groups** and **school bands** rehearse before school.
- **After School Music** is held on Monday, Tuesday and Wednesday at the school. A fee is applicable.
- **Chess Club** is held before school hours and is held weekly. Throughout the year students are encouraged to participate in interschool chess competitions. A fee is applicable.

**Parents** if you have a special talent and would like to share it with us, please let us know.



## School Picnics

Each year the school holds a **Welcome Picnic** (in February) and **Christmas Picnic** (in December) Twilight Picnic on the school oval. Please check the school Website [www.ivanhoe.vic.edu.au](http://www.ivanhoe.vic.edu.au) and Newsletters for details each year.

## Foundations Transition into School

Foundations parents are invited to morning teas during transition sessions. There is also a morning tea provided on the first day of school.

### February/March

Teachers endeavour to help each child settle into the school routine in the following ways:

- During the first few days Foundations children have recess and lunch breaks at separate times to other grades to enable familiarity with playground facilities.
- Children attend 4 days (Monday, Tuesday, Thursday and Friday) for the first 8 weeks; 5 days a week attendance commences in Week 9.
- A *buddy program* operates
- On Wednesdays classroom teachers will timetable interviews and administer the online literacy and numeracy interviews necessary to give your child the best start.

### Year 6 Foundations Leaders

Foundations Peer Leaders are a group of Year 6 students who assist the new Foundations students in gaining confidence to cope with being in a large, new playground without their classroom teacher during lunchtimes.

Foundations Peer Leaders have been chosen because of their confident, caring and committed nature. They help new students succeed in settling into a new school routine. In term 1 Peer Leaders will meet Foundations students outside their rooms at lunchtimes on a Monday, Tuesday, Thursday and Friday and take them out for games. They have a special bag full of equipment to keep younger children entertained during the hour lunch break. We aim for younger students to get used to the lunch hour outside and feel settled and safe at their new school. There are always three Yard Duty Teachers on duty with high visibility vests on, should your child require assistance.

### Buddy System

Our buddy system links each Foundations student with a Grade Four student. This relationship assists their transition into school life. They have lunches together, playtimes together and complete a range of activities within and beyond the classroom.



## Preparing Your Child for School

Starting school is an important milestone in your child's life. Together we will endeavour to make the transition from home/kindergarten to school as smooth as possible. The first weeks of school are an exciting and filled with new experiences for your child.

Before your child begins school, familiarise yourself with the school environment. Practise walking to and from school so that your child recognises places along the route. Visit the school and encourage your child to play on the equipment; locate the drinking taps, toilet block and entrance doors to the building.



Learning is not just acquiring literacy and numeracy skills, but also involves learning how to develop emotional and physical skills, independence, survive socially in the playground and classroom and cope all day with work that involves sustained concentration and effort.

It would be helpful if your child could -

- Say/recognise his/her name, address and telephone number, write their name
- manage his/her clothing and footwear without help
- Shoes with buckles/tabs instead of laces, are recommended
- go to the toilet independently
- prepared to stay a full day at school without you
- put on and take off his/her art smock
- have a manageable lunch, so that he/she is able to:
  - eat lunch from a lunch box,
  - open and close a lunch box,
  - unwrap food,
  - open, close and pack a school bag,
  - carry their school bag independently.

## During the First Weeks of School

During the first weeks of school you will need to be aware that there may be changes in your child's 'normal' behaviour. Children will be tired after school so you will need to give them time to settle/wind down at the end of each day. You may like to restrict extra-curricular activities during this transitional time.

You will assist your child by providing a consistent home routine such as:

- reading with your child
- early bed time
- organised clothing ready for the next day
- good nutrition
- show interest with your child's discussions about school



## Foundation Parent Pointers

This is a list of aspects which may be of use to you:

- Let go early. Say “goodbye”, give your child a hug, **then leave immediately**. If your child becomes upset, gently and quietly leave. Children settle much quicker if they cannot see their parent.
- Have a fixed routine for the end of the school day:
  - collect your child on time
  - give them your complete attention
  - take your child straight home to unwind
  - if alternative arrangements have to be made, make sure your child and the classroom teacher are informed.
- Be punctual in both dropping your child at school and in picking him/her up in the afternoon and make sure you have an established meeting place.

## Student Management Plan

The Student Management Plan and school rules clearly set out the school wide approach to dealing with inappropriate behaviour.

The Bullying Prevention policy is available on the school website.

## School Rules

- Care for and respect ourselves and others.
- Follow the teacher’s instructions immediately.
- Keep hands, feet and objects to ourselves.
- Look after our property.

## Procedure

- All teachers follow the student management procedures so there is consistency throughout the school.
- Positive behaviour, rather than inappropriate behaviour is to be promoted.
- It is important that children are aware and regularly reminded of the School Rules and Consequences.
- Reinforce the message that inappropriate behaviour is not acceptable and that clear, consistent consequences will be enforced if school rules are broken.
- Students whose behaviour is inappropriate may be given a ‘Reflection time’ of 10 minutes or 20 minute duration. For Foundation students the words, ‘Time Out’, are used for ‘reflecting’.

The ‘Time Out’ session allows for the student to reflect on their actions and discuss acceptable behaviour. These sessions are supervised by the Principal or Assistant Principal.

We believe that working in partnership with you will afford your child the very best education. Welcome to Ivanhoe Primary School.