

Ivanhoe Primary School



Information for Parents

2008

Principal's Welcome

Dear New School Family

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 a happy one 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 the education process is a joint responsibility of the school and home and seeks to involve parents in their child's educational program. Each child will progress developmentally according to his or her interest in learning, ability and potential to learn and the encouragement, support and assistance provided by teachers and families. There is no limit to the learning of each child as he or she can continue to develop at an individual rate.

Parent involvement in the school's activities is also high on the list of special things about Ivanhoe. The involvement can occur at many levels -

- assisting teachers in the classroom
- helping on special days or when the class is on an excursion
- as part of the working bee program
- on committees such as those for curriculum, the canteen, special events, etc
- by serving as a member of School Council or joining one of our special fundraising events.

Participation in any or all of these levels is encouraged and you can be best assured that your efforts will be appreciated and acknowledged.

This information booklet is a directory of the many procedures and practices that make up normal activities.

As Principal I am available to assist both you and your child with any problems you may have. Our school strives to provide a quality education to each child. We value the assistance families can provide in ensuring our school continues to maintain the highest possible standard for each and every one of its students.

Once again, welcome to Ivanhoe!

John Clark
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 150th birthday. Enrolment has grown from an initial 55 in 1853 to an expected 502 in 2008.

Copies of the school history, "Slab Hut to Red Brick" can be purchased from the school office.

Ivanhoe Primary Today

Our current enrolment stands at 507. In 2008 there will be 21 classes with a variety of grade organisations; composite and straight combinations. Specialist teachers provide programs to all classes in Library/Technology, Physical Education, Swimming, Music and Art. LOTE (Languages Other Than English) Italian is available for Grades 1 to 6.

There are computers in each classroom, including a bank in the library resource centre. They 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, including some exciting collaborative projects.

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 2008

Term One	Wednesday January 30 th (Preps begin January 31 st) - Friday March 20 th
Term Two	Monday April 7 th - Friday June 27 th
Term Three	Monday July 14 th - Friday September 19 th
Term four	Monday October 6 th - Thursday December 19 th

Website

The school's web address is: www.ivanhoeps.vic.edu.au

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 and the curriculum programs to operate within the school. These aims are now expressed in our School Charter.

Policy and curriculum developments are ongoing practices which involve School Council, teachers and parents. Opportunities for input are provided at many stages before new policies are finally ratified and enacted.

Victorian Essential Learning Standards

The Victorian Curriculum Assessment Authority (VCAA) has developed the Victorian Essential Learning Standards for all Victorian schools.

The starting point for a curriculum for essential learning is the question: what do students need to know and be able to do to succeed in the future? The VCAA refers to 'essential learning' as the set of knowledge, skills and behaviours which will prepare students for success in further education, life and work. The Victorian Essential Learning Standards identify three essential capacities which all students need to develop to succeed beyond the compulsory years of schooling: managing themselves as individuals and in relation to others; understanding the world in which they live; and acting effectively in that world.

The essence of the Essential Learning Standards is that all three capacities are required to prepare students for the future. Importantly, these capacities form three core, interrelated strands which provide purpose for what is taught and assessed in curriculum for Prep to Year 10.

These strands are:

Physical, Personal and Social Learning
Discipline-based Learning
Interdisciplinary Learning

Standards are contained in each of these strands.

A comprehensive school policy document is available for loan from the office.

Department of Education Services

Special assistance is available to the school to help children or families who may be experiencing difficulty or who may have special needs.

These include -

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

Services are available through a referral process from the school.

Behind the Scenes

School Council

The School Council is responsible for assisting the Principal and staff in the organisation and development of 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 School Council.

The Council of this school comprises 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 extends the opportunity for wider participation by parents through various sub committees. Parents are encouraged to join any committee which interests them.

Elections for school council are held in February each year.

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

Buildings and 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.

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 Curriculum Committee.

Finance

This committee is responsible for drafting the annual budget and maintaining an overview of the needs and priorities of the school.

Canteen A manager controls the daily operations of the canteen, voluntary helpers' roster, stock purchases and canteen maintenance.

Fair

Usually held in Term 1, this dynamic combination of parents and staff plan and present our major fundraising event.

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
- the right and responsibility to participate in decision making within the school.
- The JSC meets regularly with the Principal and Assistant Principal. Junior School Councillors are elected from grades 1 - 6.

School Routine

Morning Assembly

This is held for the whole school each Monday at 9.00am. Children and parents are told of daily and weekly events and meetings, children's sports results, excursions, teacher absences, etc. 'Star of the Week' certificates are also presented. Names of certificate winners are published in the previous week's newsletter.

Specialist Classes

Your child will be involved in programs by specialist teaching staff in the school. A copy of your class time table will be available at the commencement of each term.

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.

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. 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 from 8.30am-9.00am and 3.15pm-4.00pm.

Wet Days

Please ensure your child is suitably dressed in wet weather. Children should have a waterproof jacket and appropriate footwear.

On a wet day, the normal timetable is continued (9.00am-3.30pm) but if rain is falling during the breaks, the children remain in classrooms under teacher supervision.

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 grades in the assembly area. Once students arrive at school in the morning they are not permitted to leave again until 3.30pm.

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

Late Book

If children arrive after 9.00am it can be very disruptive to the classroom program. We ask parents to assist us by keeping these interruptions to a minimum, but some are unavoidable, eg doctor's appointment. Late children must report to the office to obtain a late pass before proceeding to the classroom.

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 complete a release form which is then presented to the class teacher before the child is collected.

Absences

To help the school discharge its legal responsibility to parents, all absences must be explained by either 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.

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.

- New students are presented with an Ivanhoe Primary School water bottle
- 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 will attend excursions as part of their educational experience. An excursion advice will be sent home outlining the details of each planned excursion well in advance. Three permission forms must be signed and returned to enable children to participate. Any payment required should be sent in a sealed envelope with your child's details and the amount enclosed.

Prams and Strollers

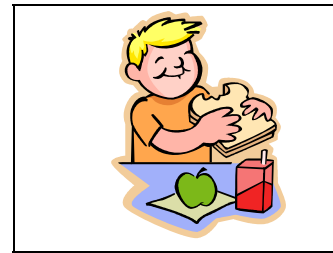
Parents are requested not to bring these into the corridors, but leave them in the foyer or under the canteen shelter.

Canteen

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

Nutrition guidelines are followed when planning the menu.

To order lunch, please write your child's name, grade, room number, and order details on a large, clean paper bag (you can purchase bags in bulk from the Canteen) The money should be wrapped in cling-wrap or similar and placed inside the bag.



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** DAILY in every grade.
- 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 filled with filtered water throughout the day.
- **Compost** - all fruit and veg waste goes into our compost for our veggie garden.
- Special weeks such as **Fruit and Veg week** and special days such as buddy activity days. This is when grades buddy up with other grades and make a healthy recipe, which will go into a school cookbook.

At Ivanhoe Primary the health of our students in the light of current obesity and lifestyle crises reports is a top priority, which is why teaching, modelling and encouraging healthy choices is a regular and standard occurrence.

The School Day

School hours:	9.00am - 3.30pm.
Morning recess:	11.00am - 11.20am.
Lunch recess:	12.20pm - 1.30pm.
	From 8.45am to 3.45pm
all children are under supervision in the classroom and playground.	

For the first six weeks in Term 1, Prep children will attend school Monday, Tuesday, Thursday and Friday 9.00am - 3.30pm. Preps do not come to school on Wednesday. Prep children will commence five days a week attendance on Monday March 17th.

Children must be collected by parents or by an adult nominated by the parent, except for children attending After School Care. In the latter case, a special form must be completed for the child to attend. Contact Out of School Hours Care staff.

When your child has settled in to school routine, arrange a suitable meeting place outside, such as under the trees, 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.

Students will be 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.

For the children's safety, all gates, except the front gate, will be closed from 9.15am -3.15pm each day.

Requisites and General Information

Booklist System

How the booklist system works.

- The booklist is distributed to parents in November preceding the new school year. Detailed instructions for the administering of the booklist system are printed on the reverse side of the booklist.
- **Collection day** is during the week before term one begins. The actual date is shown on the front page of the booklist. Parents will collect their child's booklist pack from the school's multi-purpose room as follows:
Prep - Year 3 9.00 am to 12.30pm; Year 4 - Year 6 1.00pm - 4.30pm.
- There will be a pre paid option available.
- Booklist packs not collected will be returned to the stationery company, Systemwise Office National, located at 206 Upper Heidelberg Road, Ivanhoe. Uncollected booklist packs can be picked up from Systemwise Office National for up to two weeks following collection day.
- Students bring their booklist pack with them on the first day of the new school year.

There are three sections to the booklist.

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 will be able to delete items from Section A they intend to supply themselves.
- The cost of Section A will vary depending on particular grade level.

Section B PARENT FUNDED ESSENTIAL CLASSROOM REQUISITES

(Including Junior school concert levy of \$5.00 for Prep to Grade 3). Shared classroom requisites such as Student Text Books/Class Sets; Print Resource Materials in lieu of text; Developmental Learning Materials; Computer printing; Internet Access.

Section C VOLUNTARY CONTRIBUTION TO ASSIST WITH SPECIAL PROJECTS

Contributions raised will be used to upgrade and expand the school's information technology hardware. Voluntary amount requested \$40.00 per child.

EMA (Education Maintenance Allowance) Parents who hold a current Health Care Card valid on the first day of term one are eligible to receive this allowance. The school's share of the allowance may be used towards the cost of Section B of the booklist. An EMA claim form can be collected from the office and must be completed and returned with your booklist. Your card must be verified by the office staff.

Specialist Needs

- **Physical Education**

children are expected to wear suitable footwear, eg, training shoes, shorts/track pants and have long hair tied back 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 each lesson.

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, and lunch boxes 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.

School Uniform

The wearing of school uniform is strongly encouraged. A full range of items bearing the school logo is available from Stewarts of Ivanhoe, located in Ivanhoe Plaza (4 - 12 Livingstone Street). Second hand clothing is available at very reasonable rates from our swap shop located outside the school office.

During summer, to protect your child against sunburn, please do not allow him/her to wear sleeveless clothing. Ensure your child wears a broad brim or legionnaire style hat. 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.

Please remind your child to bring a coat to school on cold, wet, windy days.

Out of School Hours Care Program



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.

Places in both programs are limited to 40 (Before Care) and 70 (After Care). Children must be registered. Unfortunately there is no guarantee of places.

Publications

Class Notes

Children will be given special class notes throughout the year. These are usually notes asking for your permission for attendance on excursions or special class activities. A prompt reply is important for planning, etc. Please check your child's bag daily to see if information has been sent home.

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.

Newsletter



The school newsletter is printed every Thursday and given to the eldest child in your family. Please read carefully as it contains current information about what is happening at the school. An electronic copy of the newsletter is available on the school's website www.ivanhoe.vic.edu.au

Reporting

Curriculum and Reporting Days

The Department of Education allows up to four days for curriculum development and staff professional development each year. One of these days is the first day of attendance for teachers for the year.

Children do not come to school on Curriculum days. Parents are notified well in advance, through the newsletter to enable them to make alternative arrangements for the care of their children for that day. Out of School Hours Care offers a full day program on these days.

Parent / Teacher Interviews

Interviews are held during the year. A specific time is provided for parents to discuss their child's progress. 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.

In addition to this, parents wishing to discuss matters with class teachers or the Principal are asked to contact the school to make an appointment.

Personal Property

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

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 a serious accident or illness.

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.

You are welcome to borrow our video entitled Head Lice to Dead Lice. Please enquire at the office.

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.

Infectious Disease	Exclusion Period
Chicken pox	7 days
Measles	7 days
Rubella (german measles)	10 days
Mumps	14 days

All other infectious diseases necessitate exclusion from school until a medical certificate of recovery is produced.

CURRICULA

We have a number of important facilities which help make Ivanhoe a school which offers a comprehensive curriculum



✪ A fully equipped **ART ROOM**

✪ Each classroom has **COMPUTERS** and a **PRINTER**. All children have regular access.

✪ Our **BUDDY SYSTEM** matches Grade Two children with Preps to help in their adjustment to school life.

✪ A **SWIMMING PROGRAM** is ongoing throughout the year and is held at the Ivanhoe Aquatic Centre.

✪ Children are encouraged to borrow books regularly from the **LIBRARY RESOURCE CENTRE** and parents are welcome to use the facilities. Please ask the Librarian for assistance

✪ **CLASSROOM HELPERS** is a program for parents, designed to develop skills and strategies to help support literacy in the classroom. Worthwhile and rewarding.

✪ EXTRA CURRICULA

School orchestra, strings groups and school bands rehearse before school **After School Music** - held on Monday, Tuesday and Wednesday at the school. A fee is applicable.

Chess Club - held before school hours and meets weekly. Throughout the year students are chosen to play interschool chess competitions.

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

A welcome twilight school picnic will held on the school oval on **Friday February 8th** from 5.30pm to 8.30pm. A Christmas twilight picnic will be held on the school oval on **Friday December 12th** from 5.30 pm to 8.30 pm.

Prep parents are invited to join us for morning tea in the staffroom on the first day of school (Thursday 31st January).

✪ Two **MUSIC ROOMS**

Strings program
Choirs and Orchestra
Brass and Woodwind tuition
(held during school hours)



✪ Equipment is provided for a **PERCEPTUAL MOTOR PROGRAM** and a **FUNDAMENTAL MOTOR SKILLS** Program as well as weekly **PHYSICAL EDUCATION** classes.



TRANSITION INTO SCHOOL

FEBRUARY/MARCH

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

During the first few days prep children have recess breaks at a separate time to other grades to enable them to become familiar with playground facilities.

- Children will attend all day Monday, Tuesday, Thursday and Friday until March 17th.
- On Wednesdays classroom teachers will be timetabling interviews and administering the School Entry Assessment (SEA) test and numeracy electronic interview.

YEAR 6 PREP LEADERS

Prep Peer Leaders are a group of 20 Grade 6 students who assist the new Prep students in gaining confidence to cope with being in a large, new playground without their classroom teacher during lunchtimes. Prep Peer Leaders have been chosen because of their confident, caring and committed nature to helping new students succeed in settling into a new school routine. In term 1 PPL's will meet prep 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. By doing this we aim for younger students to get used to the lunch hour outside and feel settled and safe at their new school, knowing that there is something to do and people who can look after them, as well as the yard duty teacher.

PREPARING YOUR PREP GRADE 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 often confusing time 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 -

- tell his/her name, address and telephone number,
- manage his/her clothing and footwear without help, including being able to tie shoe laces,
- go to the toilet reliably,

- leave you for a few hours without showing distress,
- 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 lunch box,
 - unwrap food,
 - open, close and pack school bag.

Children vary greatly in their development, so if your child has problems in some of these areas perhaps you can assist by, for example, giving them shoes with buckles/tabs instead of laces, until they have the manual dexterity to master the skill.

WHAT TO EXPECT DURING THE FIRST WEEKS OF SCHOOL

We have collected some thoughts and ideas which may be of benefit to you. Remember, your child is an individual. Children, regardless of age, may display some of the following behaviours. Some children manage the beginning of school life very well, resulting in an improvement in their behaviour.

Examples of what may occur.

Children may become emotionally fragile due to being tired. They may be rude, cheeky and answer back and become easily stressed. At these times it may be best if you -

- treat such behaviour as a matter of fact,
- tell your child you understand that he/she is grumpy but this does not allow him/her to be rude,
- use "time out" (where they can be grumpy by themselves)
- distract them,
- provide a special quiet time with and for them, eg directly when you pick your child up from school
- early bedtimes are important if your child is to get the full benefit of all the learning experiences provided at school.
- Children may become very tired, especially by the end of each week. (This can become accumulative. Some may cope initially and react after a few weeks.)
- give time to rest
- you may need to keep your child at home if he/she is overtired.
- However, encourage him/her to go to school. Home is not a better place to be than school. If the child is at home, then he/she is to rest quietly for the day.
- It may be a good idea to restrict extra curricula activities.
- Discourage your child and his/her siblings from taking friends home to play during the first month or so.
- Children will tell you of school events when they are ready. Let them approach you with information. If you ask "what did you do today?" the response is often "nothing".
- Children's confidence levels may alter when they begin school. A confident kinder child may not necessarily be a confident school child. Other children may enjoy the routine of school life and cope with it very well.
- If your child does not want to come to school:
 - carefully select your words when trying to find out the reason why. Be careful not to put ideas into your child's mind.
 - if your child gives a reason, discuss this with him/her. You may need to

- do this after you have spoken to your child's class teacher so that you become aware of all details
- It is better to give a little extra for lunch rather than not enough. Parents are advised to provide lots of small portions of food, e.g. cereal wrap, dip, biscuits etc.
- Each child will be provided with a plastic water bottle. The water bottles are practical as they indicate how much your child has drunk at school. Children can refill at school if necessary. The water bottle should be taken home each day, washed and refilled ready for the next school day.
- If your child has a lunch order, provide a home packed snack for morning recess. It is a long time between breakfast and lunch.

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.

- Don't feel guilty.

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 knows.
- Make contact with other parents so you can share your thoughts, feelings and ideas. You may find that you are not the only one suffering from "separation" or whatever feelings you might have.
- If possible, participate in school activities, eg, parent helpers program, PMP, sub-committees such as the Fair and canteen.
- Stay for morning assemblies as they are a great way to catch up on weekly events and also an opportunity to say hello to other parents.
- 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.

Remember, each child's response to school is their own. Try to listen, understand and respond to their needs.