

Aitken Creek Primary School



Parent Information Handbook

2020

Welcome to Aitken Creek Primary school

Aitken Creek Primary School is a P-6 school located on Grevillea Street Craigieburn. Built under the Public-Private Partnership (PPP) development, Aitken Creek Primary School is an excellent state of the art learning facility that brings together the best in contemporary educational design and promotes active student-centred learning through the creation of flexible, functional spaces. All teachers work in learning communities to create flexible teaching options in classrooms and to better cater for the individual needs of all students. The school upholds high expectations of all and provides an exciting and inclusive experience for staff, students and families.

At Aitken Creek Primary School the child is at the centre and purpose of all that we do. Our teachers and support staff work hard to provide a teaching pedagogy reflective of 21st Century designs including rich eLearning environments and Personalised Learning for all students. This innovative, rich and rigorous curriculum is delivered in a positive, stimulating and challenging learning environment where every child experiences success and develops a love of life-long learning. Our students are encouraged to explore their world through inquiry learning to become thinking, informed, resilient and self-directed learners who aspire to be the best they can be and contribute actively to their community. The key components of the teaching programs at Aitken Creek Primary School are the effective teaching of literacy and numeracy.

Our State of the art buildings consist of 44 general Learning and Teaching areas, 5 Learning Environments, a Library, Gymnasium, two Performing Arts/Music rooms and two Art/Science/Technology spaces. Teams of teachers work together to plan and teach a comprehensive curriculum and to provide rich learning experiences for all students. Our programs are supported by contemporary resources and the latest research on teaching and learning.

The curriculum at Aitken Creek Primary School is developed using an inquiry approach, where students are encouraged to take an active role in investigating and responding to personal and class inquiries. The Victorian Curriculum Framework with a focus on Literacy and Numeracy forms a basis for teacher planning and curriculum implementation. Specialist programs offered include Physical Education, Visual Arts, Performing Arts and Spanish as an additional language.

The school structure is organised around the stages of schooling. The Early Years caters for the learning and developmental needs of students in Prep to Year 4 and is based on the principles of foundational learning. The students of Years 5 and 6 are part of the Middle Years of schooling with close links being forged with the local secondary schools. The Middle Years focuses on the needs of the emerging adolescent and independent learning. The school is committed to providing a range of learning experiences for your child. The current structure allows teachers to cater for a range of students, learning styles and individual needs, whilst encouraging peer interaction.

A range of extra-curricular opportunities are developed every year as part of our clubs program, offering students a variety of options. Please enquire at the office or ask your child's teacher for a description of programs and activities.

The Student Leadership system at Aitken Creek Primary School provides students with leadership training and skill developments, and there are many opportunities for students to experience positions of responsibility. Our students are actively encouraged to make decisions, take on responsibility and have an input into the direction of the school.

The wellbeing of our students and staff is of the utmost importance to us. We have access to a high calibre Student Wellbeing Team, which consists of a speech therapist, a counsellor a social worker and a psychologist who provide support and guidance for our students, staff and families. We have comprehensive policies around anti bullying and student health and wellbeing. We actively engage with outside support agencies and make family referrals as necessary.

Our commitment to child safety

Aitken Creek Primary School (ACPS) is committed to child safety by implementing Ministerial Order No. 870 – Child Safe Standards and managing the risk of child abuse in schools.

We want children to be safe, happy and empowered.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

Child abuse is defined by:

- (a) any act committed against a child involving
 - (i) a sexual offence; or
 - (ii) an offence under section 498(2) of the Crimes Act 1958 (grooming); and
- (b) the infliction, on a child, of-
 - (i) physical violence; or
 - (ii) serious emotional or psychological harm; and
- (c) serious neglect of a child.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

ACPS is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

ACPS has robust human resources and recruitment practices for all staff and volunteers.

ACPS is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers.

In implementing the minimum child safety standards in accordance with Ministerial Order No. 870, we:

(a) take account of the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable; and

(b) make reasonable efforts to accommodate the matters referred to in clause 6(a).

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

The relationship between the staff, students and parents is a fundamental strength at Aitken Creek Primary School. The school enjoys community involvement. Parent involvement and participation in a variety of school activities is a significant feature of our school life and is actively encouraged and greatly valued. At Aitken Creek we conduct Parent Information sessions around how to best support your child at home with Literacy and Numeracy. This benefits our students through them receiving a consistent approach to learning both at school and home.

The strong partnership with the YMCA Early Learning Centre located on our grounds, provides community and children's services in the one location and operate the school's out of school care program. Further links with the Shire of Hume, local kindergartens, network schools and the Axiom consortium will strengthen our community involvement.

Our core purpose is to educate the students in our care through a caring, safe and supportive manner so that each individual achieves their full potential as individuals and as members of a healthy and productive community. Parents, students and staff are strongly encouraged to work together in partnership to ensure our students succeed.

The core beliefs that we base our work on are:

- Through effort, everyone can succeed and personal achievements are celebrated.
- Active engagement as well as positive work habits and attitudes are essential to learning.
- Social skills are fundamental in the way we interact with each other.

Values are behaviours which form the basis for the whole school community.

At Aitken Creek Primary School we have four distinct values:

Respect: Showing care and concern for other people, property, our environment and ourselves. Developing a sense of pride, self-esteem and personal identity.

Teamwork: Achieving success by working cooperatively with others to achieve common and personal goals.

Achievement: Setting goals, showing persistence and taking pride in our achievements.

Responsibility: Showing commitment to our learning by being accountable for our actions.

We encourage parent assistance and welcome your involvement wherever possible. You may like to offer assistance within the classroom, attend school camps or excursions or provide support in any other areas of interest. Please be advised that departmental guidelines require all parent helpers to provide a current "Working With Children Check". Please talk to your child's teacher if you are interested. Several opportunities for families to attend the school are offered throughout the year, such as parent/ student forums, activity nights and special event mornings. These will be advertised via the school calendar.

We trust you will find your experience at Aitken Creek Primary School an enjoyable and rewarding one. Responses to any questions you may have about the School may be found in the following pages.

Kind Regards,

Peter Katsikapis

Peter Katsikapis
Principal

This handbook has been prepared to support your family's experience at our school. Most of the important information you will need can be found in this handbook. If you require further information, please contact reception during 8:30 am and 4:30 pm.

School contacts

Principal	Peter Katsikapis
Sub School Principals	Dianne Murray (Years P-2) & Brendan Thompson (Years 3-6)
Business Manager	Shirlene Nicholson
School Council President	TBA
School email	aitken.creek.ps@edumail.vic.gov.au
School website	www.aitkencreekps.vic.edu.au
School postal address	PO Box 293 Craigieburn 3064
Uniform Supplier	PSW: www.psw.com.au 2/283 Rex Road Campbellfield Tel: 93037845

Online Communication and Service Delivery System:

The School has embraced the COMPASS secured portal as its main form of communication, reporting and management system.

COMPASS is used for the following services:

- To communicate information and notices to parents
- To approve students' absences
- To make appointments for parent- teacher interviews
- To access your child's report
- To access the school calendar
- To update family contact details
- To text alerts to the primary parent as listed on the enrolment form in the event of an emergency
- To make online secured payments

Upon enrolment, every family is provided with individual login details. Parents who have difficulties are able to access support by calling the office during business hours.

Compass School Manager can be accessed on <https://aitkencreekps.vic.jdlf.com.au> or download the app from your provider.

You can also keep up to date with what is happening at our school by visiting the year level Blogs at our Official Website: <http://www.aitkencreekps.vic.edu.au/> or following us on Twitter and Facebook.

Reception Hours

The School reception hours are 8:30am - 4.15pm. Payments of accounts (by EFTPOS, credit card or B-Pay) are accepted during these times. Payment of children's materials and requisites must be paid prior to the commencement of school in Term 1.

KEY DATES FOR 2020

Term	Commences	Finishes
1	Thursday 30 th January Year 1-6 students resume Friday 31 st January Prep students begin	Friday 27 th March Last day of Term 1 - Students finish at 2.30pm
2	Tuesday 14 th April students resume	Friday 26 th of June Last day of Term 2 - Students finish at 2:30pm
3	Monday 13 th July students resume	Friday 18 th September last day of Term 3 - Students finish at 2:30pm
4	Monday 5 th October students resume	Friday 18 th December last day of Term 4 - Students finish at 1:30pm

PLEASE NOTE

*Prep Students will not attend school for the first four Wednesdays of the school year
February 5th, 12th, 19th, & 26th.

Public Holidays 2020

Labour Day	Monday, 9 th March
Good Friday	Friday, 10 th April
Easter Monday	Monday, 13 th April
Queen's Birthday	Monday, 8 th June
Melbourne Cup Day	Tuesday, 3 rd November

Student Free Days 2020

To be published on the school calendar on Compass

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Access to the school/parking

Before entering the school ensure you role model safe behaviour by crossing roads using the pedestrian crossing. When entering the grounds, it is important that children only enter via the pedestrian gates and not through the car park. In the interests of children's safety, please observe parking restrictions in our boundary streets. The rules are for children's safety so your observance is important. Only authorised cars are to use the school's car park. **Please do not use the School and the YMCA carpark for pick-up or drop off of children.**

Assemblies

Assemblies are held in the School Gymnasium commencing at 2.45 pm. The school is organised into two groups for assemblies, Prep to Yr 2 and Yrs 3-6, please refer to the school calendar on Compass for the specific days your children will be participating. The assembly is an important feature of our school's life that creates, nurtures and sustains a sense of community. All parents and community members are encouraged to attend.

Attendance hours

Learning programs begin at 9:00 a.m. Students should be on site several minutes beforehand and have access to classrooms at 8:50. **The grounds are supervised before and after school from 8:50- 9.00 and 3.30- 3.40 each day.**

The school and the Department of Education and Early Childhood Development (DEECD) have high expectations for attendance. This means that students are required to be in class for every session, every day - unless they have a specific reason for absence. Students are required to remain in class for the full school day. Students with high unexplained absences may be referred to the DEECD Attendance Officer.

If your child is absent please log onto COMPASS, our school management system and approve the absence as soon as possible. Alternatively send an absence note to your child's teacher on the next day of attendance. Please include child's name, reason for absence and the dates of absence on the note.

Children who arrive late for school (after 9am) must report to the office with a parent to sign them in to school. Students will then take a late pass to their class to notify their teacher of their attendance. Parents are not permitted to enter learning spaces without a Working with Children check and approved reason after 9am.

Early departure

An **Early Leave Pass** is required to be filled in at the office if a child is being collected by a parent or guardian, or other responsible person over the age of 16, prior to 3:30 p.m. Notification to the office is required if your child is to be collected by another person.

Bicycles/scooters

Children are permitted to ride their bikes and scooters to and from school. All children are required to wear a helmet and comply with State Laws for bicycle riding. Bikes must be left at the school bike enclosure. For safety reasons riding of bikes within and around school grounds is not permitted.

Books and requisites

All students will receive a book pack containing necessary books and stationary. The book pack will be delivered directly to your child's teacher to distribute and organise before the start of the year. Payment for children's requisites must be made prior to the commencement of the school year in Term 1 to ensure your child has the required materials for learning. Because of bulk ordering, we are able to negotiate very good prices. It is unlikely that you can better these. Our aim is to assist you and your child.

Canteen services

Canteen Management Services Group runs our Canteen; the menu can be located on our school website. To place a lunch order, please clearly write your child's name and grade on a brown paper bag, including correct money and items to be purchased. Canteen offers a Halal menu and can cater for different dietary needs. Lunch orders must be placed before 9.10 am. Canteen is also open during the breaks for over the counter snack sales.

Childcare

Our school works in conjunction with the Craigieburn West YMCA to provide before and after school care. Parents wishing to use this service should make contact with YMCA or obtain an information brochure from the school reception.

Coffee and chat and Parents' Committee

On the last Friday of each month, parents are invited to meet with members of the school leadership team for a cup of coffee and a casual chat about processes, programs, decision-making and daily organisation of the school. This is a good opportunity to provide feedback to the school, share stories and meet other parents. Parents' Fundraising committee meet regularly throughout the year to support fundraising and student activities such as School Banking, Mothers' and Fathers' Day Stalls.

Community building programs

In addition to joining School Council and the Parents and Friends Association, there are many circumstances when parents will be invited to participate in school activities. These include:

- Curriculum information forums
- Performing arts evenings
- Cultural festivals
- Social evenings
- Classroom support for teachers
- Library processing
- Accompanying school excursions as a group supervisor
- Assisting and coaching of sports teams
- Giving talks on crafts, travels and special skills
- Teaching of specific skills and talents

Curriculum overview



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 curriculum for Foundation (Prep) to Year 10 in Victoria is known as the Victorian Curriculum and is the curriculum framework used by schools.

The framework outlines the Standards that are important for students to learn and develop during their time at school. They are designed to encourage deep understanding of essential knowledge, skills and behaviours. The Standards are also used to plan student learning, assess student progress and report to parents.

Following is a diagram illustrating the curriculum design. For further information visit the Victorian Curriculum and Assessment Authority website on: <http://www.vcaa.vic.edu.au/Pages/index.aspx>

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design English Health and Physical Education The Humanities <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History Languages Mathematics Science Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	Critical and Creative Thinking Ethical Intercultural Personal and Social

Assessment ~ Testing Program

- ✓ Pre and post tests to determine what students know, what they want to know and what they have learnt are undertaken. This information is used by teachers to inform them of students' knowledge, skills and behaviours and to drive their teaching and assessment;
- ✓ A variety of tools and tests are used by teachers for observing, recording and analysing a student's abilities in order to inform future teaching. These include: a range of standardised and diagnostic tests, as well as observational surveys;
- ✓ Appointments and informal meetings are requested when necessary and formal interviews are conducted half yearly;
- ✓ Written reports are provided to parents at least twice a year at mid-year and end of year;
- ✓ Individual Learning Plans (ILP's) have a specific focus and are a record of what is being done to assist students requiring additional assistance to achieve short and long term learning goals. Parents are notified and are asked to be supportive of the goals at home. Individual Learning Plans are signed off when the goal has been achieved.

Catering for individual learning needs

Teachers are trained in strategies that support the wide spectrum of student talent and abilities.

Those students who require additional support are assisted within the classroom and through other support programs, with advice and guidance being sought from a wide range of professionals including a psychologist and speech therapist. Parents may be referred to one of these specialists for additional support.

Curriculum Programs

We provide a nurturing and safe environment that is engaging, supportive and one that meets the learning needs of your child. Dedicated and committed staff work in teams to ensure consistency between classrooms. We promote strong and positive partnerships between parents, teachers and students.

Parents are encouraged to be part of their child's school life. There are parent information sessions, opportunities to assist with classroom programs and participation in various committees within the school.

Aitken Creek Primary School provides:

- ✓ A strong focus on literacy and numeracy
- ✓ Physical education, performing arts, visual arts and Spanish Language programs
- ✓ Psychologist and speech pathologist services provided by Regional Network
- ✓ Comprehensive camping program
- ✓ Bring your own iPad program
- ✓ School owned IT shared devices
- ✓ Instrumental music lessons and choir
- ✓ Student leadership opportunities
- ✓ Public speaking opportunities
- ✓ Student awards
- ✓ Athletics carnivals and school sports

How learning occurs in classrooms

- ✓ Teachers understand that students are at different stages in their learning and plan lessons to meet the variety of learning needs within the class
- ✓ Students co-operate with class activities, sharing their learning and assisting each other
- ✓ Students with similar learning needs are grouped for special attention by the teachers
- ✓ Students as well as teachers assess their progress and set goals for future learning
- ✓ Teachers often have other teachers and support staff working in the same class
- ✓ Learning activities link into students' interests and use modern technologies
- ✓ Different areas of learning are often linked, for instance, students learn aspects of English in every subject
- ✓ Each classroom is a learning community where students develop leadership skills, teamwork and independent thinking
- ✓ Students are taught how to think deeply, be curious and to organise information to demonstrate their knowledge and understandings

Emergency information / student records

To help us and your child, you will be required to fill in our Family Record Sheet. Please advise us of any medical condition in your child's medical history such as asthma, epilepsy, vision or hearing problems and learning difficulties. In addition, advice of any temporary disability would be appreciated. It is important that we have current telephone numbers, private and business, where you can be contacted, and the names, addresses and phone numbers of two people who are able to look after your child in your absence should he/she become ill at school. Please advise the school immediately of any changed to emergency information.

Excursions

Students must have permission to attend excursions. Most excursions require a payment for transport and entry to a venue. Teachers will send a permission form to parents with the details, including cost. Our preferred method of payment is through the COMPASS portal, payments via BPAY, EFTPOS or credit cards may be made at reception.

Local excursions-

All children are required to have a local excursion permission form signed at the commencement of the year. This form covers all local excursions involving walking.

Extreme weather conditions

During extreme weather conditions, children are supervised indoors during recess and lunch play. Extreme weather includes hot days, windy days and wet days.

First aid

Minor ailments and injuries are treated sympathetically at school. We will notify parents to collect their child in the case of an accident or illness. If any emergency situation arises, we will take prompt action to ensure the best interests of your child are protected and your needs are met. It is therefore imperative that all Emergency Information recorded at school be up to date and accurate.

Immunisation Certificates

All children starting school should have an Immunisation Certificate. This certificate can be obtained from your local council's health department.

Infectious Diseases

Parents are requested to promptly pass on to the school any information related to infectious diseases as this allows us to take appropriate measures. If your child is to be absent for an extended period (for whatever reason), a phone call to the school is required.

Head lice

Parents are required to notify the school if their child has head lice. The school will then send home a generic notice to advise parents in that class, that there has been a case of head lice and their children's hair needs to be checked. Children should stay home if they have live head lice. If there is a problem with a particular class, the class will be checked by a trained person. All parents are required to fill out a form on enrolment for consent / not consent to hair checks.

Medication

Students requiring any medicine during school hours:

- ✓ Parents must send a signed note giving permission for us to administer the medication detailing the type of medication, the dosage and accompanying times. No medication is to be kept in the classroom excepting Asthma medication. A Medication Request form can be downloaded from our website or is available from reception.
- ✓ Panadol / paracetamol is not provided by the school.

Personal Hygiene

Hygiene is especially important when large numbers of children work and play together. Please talk to your child about the correct use of urinals and communal toilets stressing the need for frequent washing of hands and that toilets are not places in which to play etc.

Health Services

A School Nurse visits annually. The nurse carries out examinations of all Prep children and any other child referred by teachers or a parent for possible visual/hearing difficulties and medical reasons for behavioural problems. You will be notified of the visits. Many other services, listed below are available to schools and referrals are made if required.

- Speech Therapy
- Psychologists
- Special Educational Services
- Counselling, Guidance and Clinical Services

If you believe that your child has a particular need for any of these services, please discuss your requirements with a member of the Principal Class Team.

Asthma

If a student suffers from Asthma, parents are required to complete a School Asthma Management Form. This form is updated when changes occur and yearly update forms are sent out at the commencement of each school year. Students may carry their inhaler with them in their bag in case they need to use it during school hours or it can be stored in the First Aid Room.

Allergies

Students with any allergies should inform the school and obtain information from their medical practitioner about their condition and any medication to be administered. All Anaphylaxis students must have an Anaphylaxis plan filled out. Students requiring Epi-pens must provide the First Aid Room with an Epi-pen.

Fundraising

Money raised from fundraising activities is used to buy equipment and improve resources for our children. We strive to keep fundraising within affordable limits, so please support these when they are promoted through COMPASS.

Home Learning

- | | |
|-------------------------|--|
| ✓ Teacher's role: | To set achievable learning tasks; |
| ✓ Students' role: | To practise reading and learning tasks. Students may also need to complete unfinished class tasks; |
| ✓ Parents' involvement: | To encourage and support your children's learning and education, particularly homework tasks that are to be completed and practised at home. |

Gates / Visitors register

All visitors to the school including Parent Helpers must sign in and out of the visitor's register, wear a visitor's badge and have a current Working With Children Check. School gates will be closed shortly before school starts and opened before school ends. The front entrance on Grevillea Street is the only entrance that remains open. If you are visiting the school during this time please report to the office to sign in and get a visitor's badge. It is important that we have a record of who is in the school at all times in case of an emergency.

Internet use

All students are given access to the school network using a protected password. Students sign an agreement to protect themselves, others and the network from unauthorised use. Consequences apply for unauthorised use of the school's ITC network. The ITC network has very high levels of filtering of unacceptable material.

Late Arrivals

A reminder to parents that teaching starts at 9:00am and teachers will be opening their doors at 8.50 am. Students arriving after 9:00am must report to the Office to collect a late pass. The school's focus is on Literacy and Numeracy, and a simple means of improving outcomes is to have students on task at 9.00 am rather than starting late.

Lost property

Lost property is kept at reception. Parents are most welcome to check the lost property for any items of lost clothing. All found items that are named will be returned to students. Please support us by naming everything that your child brings to school – including clothing.

Personal property is often brought to school by students, staff and visitors. It can include mobile phones, toys, sporting equipment and items of family or personal importance. Please note that private property brought to school is not insured, and the Department of Education does not accept any responsibility for any loss or damage. We encourage parents to enquire with their household insurance and investigate cover for these items. Special items are best left at home.

Lunch and snacks

Children eat their lunches inside their classroom every day. Children are to bring a water bottle and snack for play break times. All children need a good breakfast for energy and concentration requirements. Wrap and label lunch and play lunch separately, and ensure your child can identify each one. Any food that your child does not eat is sent home to help you gauge how much food your child is eating. Please encourage a piece of fruit or a healthy snack for play lunch. Children are encouraged to drink water at school. No fizzy drinks are allowed.

Messages

Please note that the procedure for leaving messages at school for teachers and students is as follows:

- Messages for students are recorded and relayed to the students before the end of the school day 3:30 pm.
- During lessons, messages for teachers will be passed on to the teacher concerned and the teacher will return your call later if required.

Only in cases of extreme emergencies will teaching time be interrupted.

Money

As we do not keep money on the premises we are unable to give change over the counter. Keep all receipts as we are unable to give duplicates. When paying for camps/excursions/incursions, our preference is to do so through COMPASS where possible. BPAY, EFTPOS and credit card payment options are also available.

NAPLAN

National assessment of children's skills (NAPLAN) will take place twice during their Primary years: once in Year 3 and once in Year 5. Results are sent home to parents/ guardians.

Non-attendance day

All government schools have non-attendance days each year (Curriculum or Student Free Days). Parents will be notified of these days, which are added to our school calendar.

Office hours

The School office hours are 8:30am- 4.15pm. Payments of accounts (by BPAY, EFTPOS, and credit card) are accepted during these times. Payment of school charges should be paid prior to the commencement of school in Term 1; this will coincide with book pack delivery times therefore ensuring your child has the required materials for learning.

Parents support

Learning at Aitken Creek Primary School is a partnership between a student, their family and the school. It can only be successful when all three parties work closely together for the benefit of the child. Please be actively involved in all aspects of your child's education. E.g. Participate in school activities, join committees, read communications, but most importantly talk to your child's teacher. A quick conversation or a note is sometimes all that's needed to explain what might be happening at home or at school that could be having an impact on your child's learning; be it a celebration or an issue. This also sends a strong message of support to your child and demonstrates our shared belief in him/her.

Parent / Teacher communication

We are always happy to discuss your child's welfare and learning development. Parent/Teacher interviews provide formal opportunities for you to discuss your child's report and progress with your child's teacher, but please take advantage of the many casual and social opportunities. Please arrange a mutually convenient time to speak to your child's teacher.

Pickup and drop-off

When arriving at school and leaving the classroom at the end of the day, children should be encouraged to be independent by allowing them to be responsible for their own belongings and actions. When dropping off or picking up your child please ensure you wait outside the entrance of their learning area. The school does not have corridors where parents can wait outside their child's classroom. All central areas are learning spaces and extensions to the classroom.

Personal Insurance (Student)

Parents are reminded that the Department of Education does not provide personal accident insurance for students. Parents and guardians are reminded that they are responsible for paying the cost of medical treatment for injured students and inform them that student accident insurance policies are available from some commercial insurers.

Reports to parents

Parents are encouraged to contact teachers or the relevant Sub School Principal at any time if information or assistance is required in relation to a student's academic or social progress.

Student Report Cards are issued via COMPASS at the end of terms two and four and opportunities for a discussion with class teachers in relation to reports are provided. Students are invited to take an active part in goal setting and reflecting on their progress.

School charges

The school charge for 2020 as approved by School Council is \$220 a year for each child attending school. Charges for 2020 will be billed around November 2019, after the school council approval. The payment provides a book pack for each student and all consumable materials and requisites required for literacy, numeracy, inquiry learning and specialist sessions including art, science, technology, health and physical education as well as general classroom resources. All materials are ordered by the school before the start of the year and delivered straight to your child's classroom teachers for distribution. An individual student licence for home and school use for each child to participate in the Online Mathematics and Literacy Program is also included in this amount. The school licences will cover your child, or children, you have enrolled at the school. The requisites and resources charge can be paid prior to the start of school.

School Council

The role of the School Council is to serve the interests of students and staff and to promote the school in the wider community.

The Council is a legally constituted body obligated under the Education and Training Reform Act (2006) to fulfil the following responsibilities:

- developing the strategic plan (the document that tells people what the school wants to achieve in the future and how it plans to get there);
- approving the annual budget (the financial plan for the calendar year that tells people how the school is going to provide money so it can implement its strategic plan in that year);
- setting and reviewing policies (guiding principles designed to influence decisions, actions that the school makes);
- developing, reviewing and monitoring both the Student Code of Conduct (how the School expects students to behave, how bullying will be managed and the school's approach to managing student behaviour) and the School Dress Code (this includes how students are expected to dress during school hours including travelling to and from school, if the school has a uniform and what that looks like, and any arrangement with clothing suppliers that the school might enter into);
- raising money for things that the school needs;
- making sure the school's grounds and buildings are maintained;
- entering into contracts for things like uniform and canteen management;
- creating interest in the school within the community; and
- Principal selection.

The Constituted Membership of the School Council:

The Aitken Creek Primary School Council shall be constituted as follows: -

- 5 parents elected by the school community;
- 1 staff member elected by the school staff;
- 1 Community Member;
- The Principal who is a member ex-officio;

All parents are eligible for nomination to the School Council, with those elected normally serving a two-year term, being eligible for re-nomination when their term expires. Nominations are taken at the start of every school year. Request for nominations is advertised via COMPASS.

School Council meets at least eight times each year.

Other ways to be involved

There are many ways you can become an active participant in the education of your children:

- Helping with classroom programs- reading, preparing materials, typing children's writing, supervising children on the computers;
- Assisting with excursions- extra adults are required to meet the minimum adult/ child ratio in supervising groups;
- Assisting with sports. Games- umpiring, coaching, time keep or cheer squad;
- Helping in the library- covering books, cataloguing and filing;
- Supplying art/ craft materials- egg cartons, cereal boxes, scrap material, wool etc.

- **Note: Parents and family members who help in the school are required to have a current Working with Children check.** You can find out more information from the school office.

Smoke free environment

The School is a Smoke Free Zone. All Department of Education & Early Childhood Development properties are smoke Free.

Staff and parent code of conduct

All staff will conduct themselves within the Code of Conduct for Victorian Public Sector Employees and the School Staff Code of Conduct. Additionally, for teachers, The Victorian Teaching Profession Code of Conduct applies.

When entering a school, parents and other visitors are expected to contribute positively to contact with school staff by following the guide below. Visitors are permitted to remain on school grounds at the discretion of the principal.

Teachers are generally available for appointments after school on most Wednesdays, Thursdays and Fridays. On Mondays, Tuesdays and some Wednesdays teachers are involved in staff meetings from 3.30 onwards.

When planning a visit to the School it is best to:

- ✓ Make an appointment with the teacher or someone in leadership, upon arrival always go to the office during business hours.

If a parent has a concern:

- ✓ Always speak to a teacher first
- ✓ Never approach another student or parent with your concern
- ✓ Understand the common goal is to achieve an outcome acceptable to all parties

Staff and parents can reach an acceptable outcome for all by:

- ✓ Being on time for appointments
- ✓ Maintaining confidentiality of all parties
- ✓ Acting in good faith and in a calm and courteous manner
- ✓ Showing respect for each other's point of view rather than judge and blame
- ✓ Recognising that all parties have rights and responsibilities which must be balanced
- ✓ Allowing sufficient time to resolve complex issues

Unreasonable behaviour and/or failure to uphold the school Values may lead to further investigation and the implementation of appropriate consequences.

This may include:

- utilising mediation and counselling services
- alternative communication strategies being applied
- formal notice preventing entry onto school premises or attendance at school activities.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

Other than your child's classroom teacher, the following school leaders will be able to offer assistance.

The leadership structure for 2020 comprises of the following staff:

Peter Katsikapis – School Principal

Dianne Murray - Year P-2 Sub School Principal

Brendan Thompson - Year 3-6 Sub School Principal

Lucia Poblete-Katsouris – Student Wellbeing and Engagement Assistant Principal

Elizabeth Demaj – Prep Department Head

Clorinda Stewart - Year 1 Department Head
Katie Bourne - Year 2 Department Head
Christie Caccianiga – Year 3 Department Head
Tamryn Kingsley – Year 4 Department Head
Gulsen Vavala - Year 5/6 Department Head
Angela White – Head of program of students with disabilities
Jeanette Vadala - Head of program for students whose English is not their first language

2020 staff lists will be published on Compass at the beginning of 2020 school year.

Student Wellbeing

The wellbeing of our students and staff is of the utmost importance to us. The Student Wellbeing team provides support and guidance for our students, staff and families.

All students and staff at the school have the right to work in a safe, secure and supportive environment. We believe in a positive approach to student management, focusing on personal responsibility, self-discipline and a personal contribution to our school of learners. The school has comprehensive policies around Anti Bullying and Student Wellbeing.

In addition to our Year Level Leaders, we also have an extensive Student Welfare Support Team working alongside teachers and with parents to ensure our students receive the appropriate support they need to reach their full potential.

The 2020 team comprises of the following staff:

Angela White - Student Wellbeing Leader

Filiz Omer, Carlie McGough and **Cathrine Phelan-Smith** - Student and family wellbeing support

Jeanette Vadala - English as an Additional Language leadership and support

Gulay Cengiz (Turkish) – Multicultural teacher assistant

Rafid Merogi & Basima Yaqo (Arabic and Assyrian) - Multicultural teacher assistants

Student leadership

The School's Student Leadership program provides students with leadership experience, skill development, and many opportunities to experience positions of responsibility. Our students are enthusiastic in the opportunity to make decisions, take on responsibility and have an input into the direction of the school.

Sun protection

We promote active protection from the sun. All children are required to wear a school hat when outside during Terms 1 and 4. Children without a hat are required to stay under cover so that they have protection from ultra-violet rays.

Traffic and Parking

We ask that parents observe the **40km School Zones** outside the school during drop off and pick up times. Please also ensure that road rules are observed when parking (double parking outside the school obscures people's view and endangers our students). Ensure you teach your children to use the supervised crossings at all times. **The area is often patrolled by traffic officers - If you receive an infringement there is nothing the school can do.**

Uniform

Full school uniform is compulsory. A Uniform Policy brochure and pricelist is available from reception.

Shoes – All students are to either wear traditional black school shoes or all black runners. On sport days they must wear runners (can be any colour, non-marking preferable).

Parents are strongly advised to label articles of clothing and belongings such as lunch boxes, drink bottles, school bags, pencils and balls that are brought to school. Misplaced garments and possessions that are not labelled often find their way to the unclaimed property area.

Victorian Student Number (VSN)

The VSN is a unique student identifier known as the Victorian Student Number (VSN). A central system, the Victorian Student Register (VSR), maintains student identifying details, associated VSNs, and records of enrolments and exits from education providers. The VSN has the potential to provide accurate information on a student's movement through the educational system. The VSN covers students from Prep to the age of 24. A VSN will be allocated to each student enrolled within Victoria's school sector and students enrolled in qualifying training at a VET Provider. Once allocated, students will require their VSN to enrol at any subsequent school or VET Provider.

Yard Supervision

Teachers supervise students during all breaks. Teachers are also on yard duty before school from 8.50 am to 9.00 am, and after school from 3.30 until 3.40pm.

**PLEASE DO NOT ALLOW YOUR CHILDREN TO COME EARLY OR STAY LATER AT SCHOOL AS
THE YARD IS UNSUPERVISED BEYOND THESE TIMES.**

**If you require supervision beyond these hours please inquire about the YMCA Before and After School Care
Program.**