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1. GENERAL INFORMATION

Attendance
Classes commence at 8:50am and conclude at 3.15pm. Recess time is from 11:00am to 11.30am and lunch is from 1:30pm to 2:15pm. Children commence eating their lunch in class at 1:20pm.

Short Term Absences:
If your child is unable to attend school you need to inform the school of the reasons for your child’s absence. This may be either in writing, in person or via a telephone call, whereupon the teacher will note the absence on the roll as having a parental explanation. The school seeks reasons for ‘unexplained absences’ each term.

Late Arrival / Early Release
Students who arrive after 9.00am are required to be signed in by their parent and collect a late pass from the office before they go to their classroom. Students are not permitted to leave the school grounds between 8.45am and 3.15pm without a note from their parents or permission from the Principal. Parents are required to complete an early release note at the office before collecting children from class.

Long Term Absences:
In situations where a student will be absent for more than three days, e.g. travel or hospitalisation, we ask parents to contact the office in advance to complete a simple form detailing duration and reason for absence.

Low Attendance Rate
The Primary Welfare Officer or class teacher will consult with parents when a student is absent for a second successive day without prior notification. Parents will be asked to attend an Attendance Meeting when the attendance rate is less than 85% or there is concern about the student’s ability to complete their class work.

Appointments
Parents are encouraged to make an appointment when seeking to discuss important matters with the principal, teachers or regional support staff such as the Child Psychologist. This can be arranged through our Student Welfare Co-ordinator, who will seek the earliest appointment time available.

Before Your Child Begins School
Please encourage your child to know:
- his/her name, address and telephone number
- how to travel directly to and from school
- how to use a toilet properly - boys should know how to use a urinal
- how to manage his/her clothing and footwear and how to tie shoe laces
- to never get into a car driven by a stranger.

Change of Contact Information
To avoid unnecessarily distressing an injured student, please ensure your address and phone numbers are kept current at the office.

Curriculum Days
The Department of Education and Early Childhood Development allocates student free days to schools. Actual dates and details of programs are determined by the teaching staff and approved by School Council. Notification of these days appears in the school newsletter (Pupil Free Days in 2010 include 27-29 January.

The Department provides these days for Whole School Professional Development and other activities approved by the School Council.
Early Closing Of School
The school will close at 2.15pm on the day prior to each school vacation, and 1.30pm at the end of the year. Prior to long weekends the school will be dismissed as usual at 3.15pm. Reminders of these times, appear in the school newsletter.

Emergency Details
These are CONFIDENTIAL school records
At the beginning of each year, we send home a form for you to complete. Please complete this form and return it as soon as possible.

If we need to contact you urgently in regard to your child, we must have this information. Please notify the school of any alterations to this information immediately they occur.

Evacuation Drill
An evacuation drill is carried out in the third week of the school year. Please comply with directions if you visit during an evacuation.

Family Court Orders / Access Restrictions
See also Permission to Leave School Grounds - page 5
All information will be kept confidential; please discuss any matters with the Principal. A copy of Family Court Orders must be kept at the school if access restrictions are to be enforced.

Gifted / Extension Programs
Students who exhibit a gift or talent in an area of the curriculum, are provided with extension and challenging programs and assisted where possible, with additional support. In the junior grades, students are placed into fluid groups that are appropriate to their reading proficiency.

Homework
Avondale Primary School maintains high educational expectations for all students. The key elements of our Homework Policy are stated below:

- Allows for practising, extending and consolidating class work
- Provides training for students in planning and organising time
- Develops a range of skills in identifying and using information resources
- Establishes habits of study, concentration and self-discipline, which will service students for the rest of their lives
- Reaffirms the role of parents and guardians as partners in education
- Provides parents with insights into what is being taught in the classroom and the progress of their children
- Challenges and extends gifted and talented children
- It is a valuable part of schooling.

Immunisation
Children attending school in Victoria should be immunised against diphtheria, HIB (Haemophilus influenza Type B), measles, mumps polio, tetanus, rubella and whooping cough. We ask that you check your child’s immunisation status with a doctor. A school is required to request proof of immunisation when enrolling a student. Failure to provide proof may result in your child being excluded from school should an outbreak occur. A list of the infectious diseases and exclusion periods is published on page 22 of this document.

Insurance
Parents and guardians are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs will be refundable by Medicare. If you are a member of an ambulance or health insurance fund, you may also be able to claim transport and other expenses from the fund.
The Department of Education and Early Childhood Development does not hold accident insurance for school students. Other insurance cover is available. The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd and Willis Australia Ltd, that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents.

**Instrumental Music Program**
Keyboard and guitar are available for students in Grade One to Six on a weekly basis. Students are withdrawn from class for small group tuition. These lessons are taught by private tutors; students are permitted to leave class for up to 30 minutes per lesson. Guitar, piano, keyboard and recorder lessons are available. Application forms are available from the office at the beginning of the school year.

**Interpreter Services**
Interpreters are available when needed. If you require an interpreter for any educational reason we can help. Please contact us beforehand and we can organise this service.

**Lost Property**
Personal property (clothing - especially school uniforms) should be clearly labelled to ensure ease of identification and prompt return of lost items. Property found, is placed in containers near the staffroom. Unclaimed items of clothing, except for school uniforms, are displayed and forwarded to charitable institutions at the end of each term. Unclaimed school uniforms are kept for use in an emergency.

**Medical Information and Accidents**
Also see Student Health - page 21 and Infectious Diseases - page 22.
If a child becomes ill or is injured appropriate First Aid will be tended. Parents will be contacted if necessary and may be asked to take the child home. If emergency treatment is required, parents will be notified immediately and the child transferred to hospital by ambulance. **In such cases ambulance service and treatment are at the parent’s expense.**

A student who is required to take prescription medication at school, is to leave the medication with office staff along with clear instructions detailing dosage and time when medication is to be administered. The Medications Coordinator will contact parents when medications kept at school are close to their use-by date.

**Mobile Phones**
Students are expected to leave mobile phones with office staff at the beginning of the day and collected at the end of the school day. No responsibility will be taken by the school for phones that are lost or stolen when not left at the office. Students are strictly prohibited from using their mobile phones to make calls, take photos or videos at school or during school related activities.

**Money And Valuables**
Students are not encouraged to bring valuables such as jewellery and/or much loved toys to school. Money sent to the school for special events, excursions and canteen should be enclosed in an envelope bearing the student's name, grade and purpose. This is given to the teacher at the start of the school day. A receipt will be issued for payments.

**Newsletter**
A school newsletter is distributed to each family every Thursday. The newsletter contains articles explaining school programs, special events and insights into the school’s educational philosophy. It also contains a Calendar of Events to assist families plan for future events. The newsletter will be emailed in colour PDF format if requested. A copy of the newsletter is available from the school’s website: [www.avondaleps.vic.gov.au](http://www.avondaleps.vic.gov.au)
Permission To Leave The School Grounds
Also see Family Court Orders and Access Restrictions – page 3. Students are not permitted to leave the school unless this is specifically requested in writing or in person by a parent / guardian / carer. It is essential this procedure is adhered to, to ensure the school has appropriate records in case of an emergency.

In a situation where one parent has restricted access their children by order of the Family Court. It is imperative that a copy of the most recent Family Court Order is given to the Principal if the non-custodial parent is to be prevented from taking their children from school.

Half-yearly reports of the student's school progress will be sent to a non-custodial parent if requested.

Photographs
Permission must be sought from the Principal to take photos or videos inside the school grants or during school related activities. During special events such as Footy Day a general permission is usually granted.

Playgroup
As the school has adequate space and facilities, we support parents running playgroup activities for younger children.

It is organised and run by parents on Thursday and Friday morning between 10.00am - 12 noon in the Triple Room. This has become increasingly popular. Currently two groups operate weekly. Please contact the school if you wish to be involved in the program (Ph: 9318 1755).

Prep Routine
The first day of school for your child is Monday, 1 February, 2010, beginning at 9am. A parent or adult is expected to bring their child to school for their first day. It is very important that students have a calm and secure beginning. Please do not send your child to school with an older brother or sister.

During the month of February, Preps will attend school for the full school day: 9am to 3.15pm on Monday, Tuesday, Thursday and Friday. Students will not attend school on Wednesday during the month of February. Wednesdays will be used for School Entry Assessment. Informal interviews with students and parents.

On Wednesdays in February, your child will be given an interview time (about 1 hour) to complete their selected literacy and numeracy activities. Parents will be asked to complete a PEDS questionnaire during this time. Preparatory grade students will attend school for the full week beginning Monday, 1 March, 2010.

You can help your child start each school day well, by ensuring that they have a good night's sleep, and that they have a well-balanced, unhurried and nutritious diet. We encourage students to drink from suitable water bottles and snack on sliced fruit or vegetables during class.

All students eat lunch inside their own room, supervised by their teacher.

Students have a snack at morning recess (11.00am) and lunch (1.20pm). Please do not provide more than your child can eat or drink. It is a good idea to have the student's "Play Lunch" in a bag, and their Lunch in their lunch box. This stops confusion about which to eat first and students learn not to eat all their food at recess with nothing left for lunch.

It is expected that parents will read to their child as well as hearing their child read for about 10 minutes, at night or in the morning every day. This routine is most important.
Privacy
The Department of Education and Early Childhood Development has strict rules regarding privacy. Avondale Primary School meets all requirements.

A copy of students' half year reports is filed at the school. These are kept in a locked cabinet for the duration of a student's attendance and thereafter archived.

Some students have medical and paramedical records at school such as Speech Therapy, Physiotherapy and Psychologists notes. Every record is filed according to its type and secured in a locked cabinet. Access to medical and paramedical records is restricted in accordance with Departmental rules.

Punctuality
It is important that children be at school by 8.50am so that they are settled and ready to commence their class on time. Please ensure your child arrives at school on time. Some students become unsettled or upset at being late, and some develop an attitude that they do not have to obey rules because this rule is not observed by parents. We seek your help to ensure a prompt start to the day to avoid interrupting class activities.

It is also important to be on time to meet your child after school. If you are delayed, please contact the school to let us know. It is very important to advise the teacher or office, if someone other than yourself is going to meet your child. We ask parents to wait in the yard not the corridor to avoid crowding. Parents who have neither contacted the school nor collected their children by 3.30pm may incur After Hours Care charges.

Safe Practices
To ensure the safety and comfort of all, a number of safe practices in and around the school are followed:

- For the safety of all children, the car parks are out of bounds and are not to be used as a drop off point.
- Please obey parking signs.
- Street parking is restricted in Clarendon Street during the times that students are delivered to and collected from school. There is ample parking space in Sydney Street.
- Be aware of the dangers of turning and pulling away from the kerb when children are outside the school ground. Reversing when young children are around is potentially very dangerous.
- Discourage your children from running across the road.
- Parking across either driveways or on the nature strip may lead to a parking fine.
- Dangerous articles are not allowed at school.
- Imitation weapons of any description are banned.
- The wearing of make-up, jewellery and earrings, (other than studs and sleepers) is discouraged.
- Thongs are not permitted as they do not protect the feet.
- The wearing of hats, long sleeved shirts and sun screen is required in Terms 1 and 4.
- The riding of bikes, skateboards and roller blades etc. is banned in the school grounds.
- Students are not allowed to leave the school grounds, once they arrive at school, unless with a parent/guardian and the school has been notified.
- Parents are encouraged to form a Walking Bus to accompany students to school safely.

School Captains
Avondale Primary School has two School Captains, one girl and one boy, elected by staff and senior students. Our captains represent the school at various official functions throughout the year.

House Captains
Our school has four houses for intra-school sports:

Viscount (Red)          Electra (Blue)
Comet (Yellow)          Boeing (Green)

Each house team has a male and female captain as well as a vice-captain. Students who are selected for any of these positions will receive a badge to keep as a memento.
School Hours
Children attend school between 8.50am and 3.15pm, Monday to Friday.

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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.50am - 11.00am</td>
<td>First session</td>
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<tr>
<td>11.00am - 11.30am</td>
<td>Morning Recess</td>
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<tr>
<td>11.30am - 12.45pm</td>
<td>Second session</td>
</tr>
<tr>
<td>12.45pm - 1.00pm</td>
<td>Lunch in Classroom</td>
</tr>
<tr>
<td>1.00pm - 2.15pm</td>
<td>Lunch Recess</td>
</tr>
<tr>
<td>2.15pm - 3.15pm</td>
<td>Third session</td>
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Student Book-Packs
The materials and books used by the students in classrooms and specialist programs are supplied at the beginning of the year. We endeavour to keep costs to a minimum by purchasing at bulk rates. The purchase of student supplies is paid for and collected the week before school begins.

School Council requests a contribution to support special curriculum activities, as well as financial support in maintaining grounds and safe play equipment.

Parents who have difficulty in meeting these arrangements should discuss the matter with the Principal. Parents who hold a Health Care Card or a Pensioner Concession Card are eligible for concession rate, via the Education Maintenance Allowance (EMA), when purchasing book-packs and curriculum resources. Application should be made at the office on the day of purchasing books for the new year.

Student Book Club & Book Fair
Avondale Primary operates a student book club. A range of highly recommended books are available for purchase periodically. A Book Fair is held in the library each year. It is a good opportunity to buy high quality books at reasonable prices.

Student Representative Council
Two children from each class are elected each term to represent their grade. Students use this forum to discuss issues associated with the school’s facilities and programs. They also organise a fundraising activity each term.

Student Wellbeing
This program aims to ensure the physical, social and emotional wellbeing of every student is appropriately monitored and supported as required. The Coordinator liaises with visiting teachers, speech therapist, child psychologist and outside agencies such as Yooralla, to ensure that children experiencing difficulties are supported.

The school is a base for Moonee Valley Family Services who conduct home visits where a family or parent is experiencing grief or distress. All information regarding wellbeing is kept confidential.

Term Dates - 2010

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>1 February</td>
<td>26 March</td>
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<td>Term 2</td>
<td>12 April</td>
<td>25 June</td>
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<td>Term 3</td>
<td>12 July</td>
<td>17 September</td>
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<tr>
<td>Term 4</td>
<td>4 October</td>
<td>17 December</td>
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Toys and Electronic Games
We recommend that toys and electronic games be kept at home unless otherwise requested by the teacher. The risk of breakage is high and the school takes no responsibility for damage to these items.
Uniform
The wearing of the school uniform is compulsory. Advantages include:
- An economical way of clothing students
- Adds to playground safety as non uniform clothing is readily noticeable
- Developing a sense of pride and identity with the school
- For protection from the sun, hats are worn outside during Term 1 & 4 but not Term 2 & 3
- Runners being appropriate, especially on days when PE is timetabled.

The PSW Uniform Shop is located at 58 Westwood Drive, Deer Park. Hours: Monday-Friday 8.30am – 5.30pm and Saturday 9.00 am – 5.00pm. Phone: 9363 8458.

Volunteers
The Working with Children Act 2005 introduced a Working with Children Check (‘WWC Check’) and minimum suitability standards for certain people who work or volunteer with children.

A parent who volunteers to support activities that are part of the usual program, such as listening to children read or assisting on an excursion, does not need a WWC.

The Department of Education and Early Childhood Development and school councils have legislative obligations under the Act to ensure certain volunteers and employees have applied for and received, a WWC Check.

More information can be gained at the Department of Justice website: 

Wheeled Devices
The riding of bicycles, scooters, skateboards or similar devices is prohibited during school hours except where it is part of an organised educational program. Students who ride their bicycle to school must wear a helmet and walk their cycle once inside school grounds. No responsibility is taken by the school for the care or security of bicycles, although bike stands are available.

Yard Supervision – Inclement Weather
Teachers supervise the school grounds before school from 8.40am - 8.50am, throughout each recess (morning and lunch time) and after school from 3.15pm - 3.30pm.

On wet or hot (35°C+) days, a special program allows students to remain inside under teacher supervision, while engaged in suitable indoor activities. If it begins to rain when students are outside, they are brought inside. For safety reasons, students are not permitted inside unless under direct teacher supervision.

Yard Supervision – Leaving and Collecting Children Also see Punctuality – page 6
Young children like to develop a limited amount of independence.
You can assist your child by:
- Waiting for your child in the yard (try to avoid waiting in the corridor as this distracts students)
- Allowing your child to pack / unpack their school bag
- Allowing your child to carry their school bag between the school gate and their classroom
- Setting aside a few minutes to discuss your child’s day before heading home.

Students who have not been escorted home by 3.30pm will be taken to AFTER HOURS CARE, this will involve a cost to the family.
2. **SCHOOL PHILOSOPHY**

The philosophy of Avondale Primary School is based on the premise that **every student can attain high levels of academic achievement and be a responsible community member.**

We aspire for our students to:
- have an enthusiasm for learning
- develop a broad and strong base of knowledge and skills
- think and act with competence, objectivity and creativity
- through their experience of living in a learning community, show respect and sensitivity to others
- show a capacity to lead, to share and to co-operate with others
- accept responsibility and discipline
- find reward in participating, and doing the best one can,

**Role of Avondale Primary School**

Our goal is that students achieve high standards of literacy, numeracy, creativity and physical fitness, to reach their potential in a caring environment where individuality is respected and excellence encouraged. The school works in partnership with parents and the wider community in implementing this role.

**Vision Statement**

Our vision is to maintain a caring and supportive environment that promotes in every student:
- A desire to achieve
- Self-confidence
- Personal pride
- Social skills
- Knowledge of society and their place in it

**Our Shared Beliefs**

We believe that:
- Every child can and wants to learn
- Every child will develop skills in confidence, persistence, organization and getting along with others while at Avondale Primary
- Every child should experience success, provided through a broad, generalist curriculum and be treated in a fair, respectful and attentive manner.

**Our Shared Values**

The following are shared values, as identified in parent, staff and student discussions in October 2005:
- Respect
- Cooperation
- Honesty
- Self-confidence
- Persistence
- Caring for others
- Integrity
- Helpfulness
**Approach to Educating Students**

Education is a process through which students develop their intellectual and social skills, attitudes and values. We aim to actively engage each student in his or her learning and develop their skills and self-awareness of their preferred learning styles.

We recognise that children have differing levels of ability and knowledge. Teachers endeavour to create lessons that appropriately challenge and interest the student to provide maximum opportunity for growth.

In junior grades, our core role is to teach every student to read independently, speak coherently, express ideas clearly in writing and have basic numeracy concepts and skills.

In senior grades, our core role is to engage, inspire and ignite a passion for learning and self-development in every student. We do this through immersing students in literature, arts, physical development, sports, and science and through developing social and environmental awareness by studying other cultures and our own history.

**Our Responsibility to the Local Community and State**

Our educational policies are discussed by the Education Sub-committee and approved by School Council. They are consistent with Departmental regulations and reflect beliefs commonly shared by members of the school community.

Our programs provide a broad generalist education to all students. The programs implement policies through the provision of rich educational activities. Students are assessed on their progress and contribute to program evaluation, which in turn informs the planning process.

Communication with parents is a dynamic two-way process, fostered on formal and informal levels. Teachers provide parents with regular information sessions that explain the content and procedures employed in lessons. Newsletters, flyers and interviews are in several languages to enhance understanding.
3. **TEACHING & LEARNING PRACTICES**

**School Strategic Plan**

**Goals**

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<th>Student Pathways &amp; Transitions</th>
<th>Student Engagement &amp; Wellbeing</th>
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<td>To improve student achievement against the English Domain Standards in the Victorian Essential Learning Standards (VELS) at all year levels from Prep to Year 6.</td>
<td>To develop in students the knowledge, skills and dispositions needed for a seamless transition through the stages of learning as described in the VELS.</td>
<td>To develop students who have strong social competencies and resilience, a positive valuing of self and a conscious personal and social values base; have skills in cooperation, communication and negotiation; and are independent of mind, responsible, persevering, self-regulating and reflective.</td>
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**Assumptions underlying our approach:**

Our assumptions about student learning are:

- Students want to learn and are capable of learning;
- Providing a curriculum which is comprehensive, will extend and develop the abilities of every student;
- Learning is fostered best, in a socially supportive environment which promotes success for every student;
- Students come from different backgrounds and learn at different rates and in different ways;
- High student self-esteem and confidence are central to student learning;
- Students need regular feedback about their achievements in order to improve their learning.

**Criteria for selecting student activities:**

Teachers select learning activities that:

- Assist students progressively to take responsibility for their own learning;
- Offer students opportunities for success and motivate them to continue learning;
- Build confidence in the use of the inquiry processes, experimenting and being creative;
- Build upon previous understandings and lead to further learning;
- Enable students to apply their knowledge and skills in practical situations;
- Build and support each student’s self-esteem and confidence.
4. **CURRICULUM ORGANISATION**

The Curriculum is based upon the *National Curriculum Guidelines* and the *Victorian Essential Learning Standards*

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<th>ENGLISH</th>
<th>MATHEMATICS</th>
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5. SUPPORT PROGRAMS

After Hours Care Program
An After Hours Care Program runs each school day from 3.15 to 6.00pm. It is organised by Camp Australia who can be contacted on (03) 8851 4160 for further information.

Arts Program
Students receive art lessons. The program offers performing arts for one semester and traditional art and craft for the other semester. Students are provided with activities that explore many areas of both art & craft.

Camp Program
The Camp program incorporates a Prep / Year One Father’s Day breakfast, a “Sleep-over” at the school for Year 2 students, a one or two night camp for Year 3/4 students. There is a 3 – 5 day camp for Year 5/6 senior students:
- 2010 - 3 day camp to Phillip Island
- 2011 – 5 day camp to Canberra

Early Years Literacy Program
Avondale has developed an excellent Early Years Literacy Program that involves Prep to Year 4. Early Years Literacy is an intensive program designed to provide young children with the maximum opportunity to develop reading, writing, and speaking / listening skills. It operates 4 days a week in a block of intensive Literacy activities by classroom teachers.

English as a Second Language (ESL)
The government provides funds to the school to assist the 51% of students who come from families who speak a language other than English at home. Most of the funds are used towards employing an additional classroom teacher and multicultural aide. The net effect is that class sizes are smaller and that we can offer some withdrawal lessons.

The teaching of English as a Second Language is an essential part of the curriculum of this school. A strong emphasis is placed on meaningful language use, incorporating idioms and sayings as well as aspects of pronunciation of sounds, intonation and rhythm.

Information and Communication Technologies (ICT)
The school has a laboratory of modern computers leased on a three-year contract. They facilitate the teaching of the core concepts in ICT program. Students are provided with a 60 minute lesson weekly to develop skills in productivity software, communication packages, publication programs and multimedia presentations. Desktop computers and laptops are also integrated into classroom programs where ever possible.

Integration Program
A number of students qualify for Disabilities and Integration funding. This additional funding is used to provide integration aides and employ therapists. Parents meet with the class teacher, aide and Student Wellbeing coordinator each term, for a Program Support Group meeting where the student’s goals and progress are reviewed.

Interschool Sports
The school participates in an inter-school athletics sports day each year. In addition, students in the senior grades play regular major games against neighbouring schools on Fridays in Term 1, 2 and 4. Due to numbers, not every student can represent the school each term. Grade 6’s are given priority as it is their last year. Those students not involved in interschool sports participate in a school sports program.
Library
Students have a weekly lesson in library and research skills. Increasingly these lessons are utilising ICT facilities to teach students modern research techniques. The library has a wide range of literature that students can borrow on a weekly basis for free.

Resources include non-fiction, fiction story books, a picture collection, audio and video cassettes, kits and computer lab. Classes are timetabled to attend a library session during which literature appreciation is fostered and research skills are developed. Borrowing routines are taught and children are encouraged to borrow regularly.

Children must have a LIBRARY BAG to protect library books from dirt, food and drink.

Features Of The Avondale Curriculum

These include:
- After Hours Care Program
- Annual School Events
- Camp Program Years 3 – 6
- Extension & Remedial Program
- Family Support Programs in conjunction with MVCC
- Intensive 9 day swimming program
- Interpreter service is available
- Interschool Athletics Carnival
- Interschool Sport
- Kindergarten - Prep Transition
- Leadership & Public Speaking training
- Multi-age group activity program
- Multicultural Aide: Chinese
- Music lessons - piano, electronic keyboard, flute, and recorder
- Religious Education
- Soccer and Footy Clinics
- Student Wellbeing Program
- Year 6 - Year 7 Transition

Reading Recovery
This intensive program is only available to Year One students. Students are selected under strict criteria that correlates a student’s reading achievement and age. Selected students spend 30 minutes each day with a trained teacher. Students usually receive Reading Recovery lessons for about 16 weeks.

Physical Education and Sports
Students receive a weekly physical education lesson. The school will utilise the soon to be refurbished Education Community Activity and Learning Centre for many of the activities from July 2010. The program includes: gymnastics, ball-handling, minor and major games, swimming (intensive 9 day program) and fitness.

Students should wear clothing and footwear suitable for physical education activities or bring a change of clothing as required.

Physical education provides students with opportunities to be involved in active and participatory physical activities, to sequentially develop physical skills and to assume healthy attitudes and habits. Activities may include ball handling, gymnastics, dance, major and minor games, athletics and general fitness.

PLEASE NOTE:
Only white/colour-soled runners can be worn in the Education Community Activity and Learning Centre. Black-soled runners should not be worn.
6. **PARENT PARTICIPATION**

At Avondale we believe that the education of our students is a partnership between home and school. Parents are encouraged to actively participate in their child's education.

The implementation of the school's philosophy of developing each student requires an active and dedicated school community. The school community is strengthened by parental participation in a wide range of activities at all levels of the school's operation. The School Charter has a parental Code of Conduct which clearly states the Council's expectations.

**Areas of Participation**

Parents are encouraged to participate in a wide range of areas including:

- School Council & Subcommittees
- Classroom support
- Reading Programs
- Working Bees
- Book Club
- School Canteen
- Library assistance
- Sporting Programs
- Concert preparation
- Fundraising Committee

**Education Committee**

The Education Sub-committee plays a very important role in advising Council on policy development and the evaluation of educational programs. Parents are welcome to seek membership or visit meetings of the sub-committee.

Teachers report regularly to the committee on the implementation of Literacy and Numeracy programs and consult the committee regarding curriculum initiatives. This is a very valuable way for interested parents to gain detailed knowledge of curriculum goals and program evaluation. The committee meets at an agreed time every month before reporting to school council.

**Fundraising Committee**

The Fundraising Committee is a group of enthusiastic and caring parents committed to involving the whole school community in the continual advancement of the quality of students' education.

It aims to raise monies to purchase facilities which enhance the school's facilities and educational programs.

The committee meets monthly at a time convenient to members.

Its ability to be successful and effective is directly related to the amount of support it receives from the parent community. Everyone is welcome.

**Parent Preparation & Assistance**

As parents you can also assist your child at school by observing these few simple suggestions:

- Clearly name all your children's belongings.
- Ensure your child has a good night's sleep by going to bed on time.
- Send your child to school each day clean, well equipped and on time.
- Keep cars clear of gateways and observe the parking restrictions that apply.
- Ensuring the school car park is out of bounds to all children and not be used by parents when leaving or collecting children.
- Encouraging children to report home before going to a friend's place or out to play.
- Insist that your children let you know exactly where they are and ensure the parent of any other child playing at your house, is notified.

| All money sent to school should be in an envelope clearly marked with: |
| Students’ name, grade, amount and reason for payment |
7. **SCHOOL COUNCIL**

**President** - Mr Tony Baldwin  
**Vice President** - Elizabeth Elliott

School Councils are constituted as legal bodies under State Legislation and represent the Crown. The School Council is a representative body of elected parent and teacher members who provide the governance for the school’s policies, financial and curriculum operations.

Avondale School Council currently comprises five parents, two staff and the Principal as an ex officio voting member. The Council also has the power to co-opt up to two members from time to time if it wishes to use their particular expertise or have a specific interest group represented.

Council members are elected for a two-year term, with half the positions becoming vacant each year, thus allowing for continuity of membership. Parent members must have a child attending the school. Parents are encouraged to join the Council.

**Responsibilities of the School Council**

Avondale Primary School Council is responsible for:

- Determining the educational policy of the school within the guidelines issued by the Department of Education and Early Childhood Development.
- Developing and overseeing the implementation of a School Charter;
- Oversee the maintenance of school buildings and grounds, and make recommendations regarding their alteration or improvement;
- Ensure that all monies received by the school are expended in a proper manner;
- Employ ancillary staff e.g. library technician, gardener etc.
- Promote parent and community participation and interest in the school;
- Selection of the school’s senior within Department of Education and Early childhood Development regulations.

**Sub-Committees**

The following sub-committees report to Council:

- Canteen
- Education
- Finance
- Fundraising & Promotions
- Facilities

Members of the school community are encouraged to work alongside Council members on these Committees in order to involve as many people as possible, and of course, to share the work load.

Parents and members of the wider community are most welcome to contact any member of the Council to discuss any matters of concern or interest. Council meets a minimum of eight times a year, currently on the third Monday of each month, at 7.30pm in the staffroom. Members of the school community are most welcome to attend as observers.
8. EXCURSIONS & CAMPS

Students are regularly taken on camps and excursions, or see performers who come to the school. These experiences are an extension or reinforcement to classroom activities. They relate closely to the school curriculum and provide meaningful learning situations. Social skills, leadership, respect for the environment, and enjoyment are the aims of these activities.

Prior to any activity, full details are circulated to the parents. For a student to attend an excursion, it is necessary for parents to provide the school with a signed permission notice. This indicates to the school that the students are able to attend the activity, and that the school can act on the parents’ behalf in emergency circumstances.

Local Excursion
Student and teachers throughout the school often visit local parks and shopping centres to do school activities. We ask parents at the beginning of every year to complete a local excursion notice which allows your child to participate in these activities.
9. **COMMUNICATION & REPORTING**

Active involvement of parents in an educational partnership with the school, assists in developing an educational program that closely reflects the needs of the community.

**Parent – Teacher Interviews**
Start of Year - February. These discussions aim at assisting both teacher and parent to know and understand the student better.

Mid Year – June. Teachers meet with each parent to discuss their child’s report and academic and social progress.

You are encouraged to contact the school to discuss matters of concern with the class teacher, Welfare Coordinator or Principal as appropriate. Please ring the school to make an appointment.

**Printed Student Reports** in June and December provide parents with a progress report on the student's academic and social development.

**Students with Concerns**
Early in Term 4, if a child has a specific learning difficulty; teachers will contact parents to discuss their child’s concern.

**Communication Books** will be sent home once a term and will have samples of the work students are completing in class.

**Weekly School Newsletter** includes a bulletin of school activities, organisational details, newsworthy items, special features and a calendar of upcoming events. It is published on Thursdays.

The Newsletter is also distributed by email as a PDF file (requires Acrobat Reader to open). It has the following advantages:
- It arrives at your desk top reliably
- Pictures of your child are in colour and can be saved electronically
- It can be printed in colour / or black and white

**Information Nights** are held for various year levels and programs. They are arranged as necessary to meet current needs. Information nights are not to discuss particular students, but rather to discuss a particular area of the curriculum.

**Annual General Meeting** - School Council - March. This provides for a presentation to the school community by the School Council President and the Principal on the school's activities throughout the previous year.
10. **UNIFORMS**

It is school policy, as determined by Avondale School Council, that all students wear uniform. It is practical, not costly, and encourages students to take pride in their school by wearing the Avondale uniform.

*Our school uniform consists of:*

**Summer**
- School polo shirt/T-shirt
- Blue (Royal or Navy) netball skirt
- Grey/White socks
- School jacket/windcheaters

**Winter**
- School jacket/windcheaters
- Blue or gold skivvy
- White-soled sneakers/runners, or shoes

- Blue shorts, netball skirt
- Blue and white check dress
- White-soled sneakers/runners, or shoes
- School hat - legionnaires or with a brim
- School tracksuit pants
- Grey/White socks

All clothing, especially school (jackets, polo shirts, T-shirts, windcheaters, tracksuit pants, and hats) should be named – much easier to claim if lost.

The Avondale Primary School Uniform Shop is operated and managed by PSW Pty Ltd. The PSW staff offer a personalised experienced, uniform fitting service and ensure the highest quality standards are met in the manufacture of all uniform items. The full range of school uniform and accessories are available at the PSW Uniform Shop in Deer Park.

**HOW TO ORDER:**

Parents can order uniforms in one of two ways.

1. **ONLINE:** Purchase your garments online using PSW’s secure internet service. Payment is made by credit card and garments will be delivered direct to your door. Postage and Handling fee applies.

2. **IN PERSON:** View the range and try on the garments at your schools uniform shop during trading hours. Location and Shop Times are listed below.

**PAYMENT:**
PSW accepts Visa, and Master Card.
All prices in the online store include GST.

**LOCATION:**
The Avondale PS Uniform Shop is located at
PSW DEER PARK STORE,
58 Westwood Drive,
DEER PARK, VIC
Phone: (03 9363 8458)

**TRADING HOURS:**
Monday – Friday: 8.30am – 5.00pm
Saturday – 9.00am – 5.00pm
11. **Canteen**

The canteen is run by the School Council and managed by Mrs Dianne Cunningham. It is open three days per week: Wednesday, Thursday and Friday.

*Parents are encouraged to volunteer their time regularly to ensure it operates efficiently.*

The canteen primarily sells food products that comply with the *Healthy Eating Program* of the Victorian School Canteen Association. A canteen price list is distributed in February and July each year. Minor changes to the menu are made periodically and are well advertised in the school newsletter.

The School Council has a Canteen Subcommittee which meets twice per year.

**Lunch Orders**

- Use a paper bag to write lunch orders (Canteen supplied bags 10c each)

- Clearly write:
  - Student’s Name
  - Grade
  - Room Number or Class Teacher
  - Food Items required and cost of each item
  - Amount of money enclosed.

**Forgotten Lunch**

If a student does not have any lunch and we are unable to contact you, we will issue a *Lunch Voucher* to the value of $2.00. The school should be reimbursed.
12. **STUDENT HEALTH**

**Accidents and Sickness**
Please remember that home is the place for a sick child. A sick student cannot work well, needs its parents, and may be spreading infection amongst students and staff. The Sick Bay provides for minor upsets at school, but it is school policy to contact parents if the illness is protracted or could be serious, or if an injury is suffered, so parents can take their child home. When parents cannot be contacted, the emergency person will be phoned.

In the case of all absences, it is important that the school receive an explanation - either in writing or a phone.

It is imperative that the school has your daily home or work phone number, or that of a responsible friend or relative.  *If this information changes, please notify the school immediately.*

**Allergic Reactions**
If your child has or develops an allergy while attending Avondale Primary School, please inform the teacher or office staff so that precautions can be set in place. We keep comprehensive records of students with allergies and anaphylaxis.

**Anaphylaxis / Asthma Management Plans**
If your child suffers from anaphylaxis or asthma it is important to bring a Management Plan developed by your doctor to school. We also recommend that you keep a spare Epipen or inhaler at school in case of an emergency. Your child’s condition will be will be added to the school’s Medical Register and details made available to relief teachers as appropriate.

**Immunisation Certificate**
All parents enrolling children in Prep level of Primary School are required to present the child's "Immunisation Certificate" at the time of enrolment. The Certificates can be obtained from your Local Council Health Department.

**Student Wellbeing**
There are a range of free support services available for students and their families:
- Student Counselling with Ms Lucy Good (Child Psychologist)
- Speech Therapy
- Visiting Teachers for students with hearing, sight or mobility disabilities
- Disability and Integration program provides funding for in-class support for students who meet eligibility criteria.
- Primary Welfare Officer: The officer works with selected students who are experiencing difficulty meeting educational expectations.

*Mrs Carol Broadhurst coordinates the school’s Student Wellbeing Programs. Parents are welcome to discuss concerns that may affect their child’s learning with Carol by arranging an appointment.*
13. **INFECTION DISEASES**

**If in doubt ring the school**

Home is really the only place for sick children. The sick bay at school is only for unwell children who are waiting to be collected by parents.

Below is the official guide for details of exclusion in cases of infectious diseases:

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<th>Exclusion Guidelines</th>
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| **CHICKEN POX**   | Until fully recovered.  
Note: Some remaining scabs are not an indication for continued exclusion. |
| **RUBELLA**       | Until fully recovered and at least 4 days from the start of the rash.               |
| **MEASLES**       | For at least 7 days from appearance of rash or until Medical Certificate of recovery is produced. |
| **MUMPS**         | Until fully recovered.                                                            |
| **VIRAL HEPATITIS** | Until Medical Certificate is provided. Not before 7 days after start of jaundice. |
| **SCHOOL SORES- IMPETIGO** | Until sores have healed. Sores should be treated and **must be covered if the child is attending school.** |
| **RINGWORM**      | Until appropriate treatment has commenced.                                         |
| **SCABIES**       | Until appropriate treatment has commenced.                                         |
| **WHOOPING COUGH** | For 4 weeks, or until Medical Certificate of recovery is produced.                 |

**HEADLICE**

If you notice the small round white eggs treat immediately. It is important that only approved lotions/shampoos will kill head lice, and that parent have a responsibility to treat their children if infested. It is cautionary to wash bedding and hats after treatment. **The child must be kept at home until treatment has been completed.**

Please notify the school of any infection so that preventative measures can be taken.

**Head Lice**

This presents a constant problem in schools. Regular checking of the scalp is essential to aid in the control of this pest. Pamphlets about treating and preventing this condition are available from the school and local councils.
14. MY NOTES