ST. LEONARDS PRIMARY SCHOOL

INFORMATION BOOKLET 2013
Welcome to St. Leonards Primary School

We welcome you as you join our school community. We are confident that we can provide a happy and challenging environment for your children so they can develop socially, physically and intellectually into worthwhile citizens of the future.

The purpose of this booklet is to inform you about our school operations, facilities and services. You can be confident that we have the welfare of your child in mind at all times. You are welcome to visit the school to discuss your child’s progress at any time. Our school values open lines of communication between home and school.

There will be many opportunities for parents to be directly involved in school activities. Parents are invited to participate in classroom programs and provide valued support in many other areas: excursions, fundraising activities and grounds maintenance are just some of the areas in which you can become involved.

We hope that you and your children will enjoy your time at St. Leonards Primary School, and we look forward to working with you in the years ahead.
OUR PURPOSE

St. Leonards Primary School is committed to providing high quality programs that allow all students to achieve their personal best in a caring and supportive environment.

The school philosophy is firmly based on the belief that every student has the ability to learn, and that this is best achieved in a happy, safe and positive environment. The delivery of high quality programs maximises student outcomes in all areas of the curriculum.

St Leonards Primary School promotes:
- a friendly, safe purposeful learning environment in which all students are valued and enjoy learning;
- a true sense of worth for all, encompassing positive self-esteem and connectedness to school;
- tolerance and respect for others and their contributions;
- an expectation of continuing academic achievement for all students;
- development of social skills, resilience and a healthy lifestyle;
- a sharing and cohesive community;
- respect and care for the environment
### TERM DATES - 2013

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday, January 30&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Thursday, March 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>(Students start)</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday, April 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Friday, June 28&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday, July 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Friday, September 20&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Term 4</td>
<td>Monday, October 7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Friday, December 20&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
</tbody>
</table>

(Easter March 29<sup>th</sup> – April 1<sup>st</sup>)

### SCHOOL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 – 11.00 am</td>
<td>Classes</td>
</tr>
<tr>
<td><strong>11.00 – 11.30 am</strong></td>
<td>Morning Recess</td>
</tr>
<tr>
<td>11.30 am – 1.00 pm</td>
<td>Classes</td>
</tr>
<tr>
<td><strong>1.00 – 1.40 pm</strong></td>
<td>Lunch</td>
</tr>
<tr>
<td>1.40 – 3.10 pm</td>
<td>Classes</td>
</tr>
<tr>
<td><strong>3.10 pm</strong></td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

During term 1, Preps attend from 9.00 am – 3.10 pm four days a week. They do not attend school on Wednesdays. The five day routine will commence on Monday, April 15<sup>th</sup>, 2013.
All students are expected to wear school uniform each day.

School uniforms
- promote and encourage a sense of belonging and pride in our school
- are cost competitive and easy to maintain
- assist with students safety and group security
- eliminate competitive dressing and peer group pressure
- provide a neat and practical style of dress
- assist children to take responsibility for their own appearance
- ensure new children assimilate quickly.

Our school uniform consists of:

- Windcheater: Navy or light blue
- Track pants: Navy
- Shorts: Navy
- Polo shirt: Navy or light blue (long or short sleeved)
- Dress: Summer - gingham - Navy/white
- Hat: Navy broad brimmed or legionnaire hat

Shoes should be suitable for playing and provide good support. Thongs and slip ons are not allowed.

Grade 6 students have a special signature windcheater that can be purchased each year.

Parents may choose to purchase from any supplier or make their own uniforms.

Please make sure that all items are clearly named, so we can return misplaced items to their rightful owners. A lost property box is located in the corridor near the office and parents are welcome to check it for lost items.
SUNSMART

St. Leonards Primary School is a Sunsmart school. Children are required to wear broad brimmed or legionnaire style hats during Terms 1 and 4 for all outdoor activities. Children not wearing hats must stay in a shaded area. Children are also encouraged to put on sunscreen before going outside.

NO HAT: NO PLAY

EMERGENCY INFORMATION

Emergency information is indicated on the Enrolment Form. It is very important that any changes to contact numbers, addresses or back-up contacts are notified to the office. It is very upsetting to a child if we are unable to contact a parent in the event of illness or injury. Please note that the emergency contacts need to be local.

IMMUNISATION CERTIFICATE

It is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria. There are two ways to obtain this certificate:

- Parents will automatically receive a history statement from the Australian Childhood Immunisation Register (ACIR) after your child has completed the 4-year-old vaccine schedule and has had all the childhood immunisations required. On the bottom of the page it should state: “This child has received all vaccines required by 5 years of age.” This is now accepted as a school entry immunisation certificate.
- Parents whose child’s immunisation records are incomplete, missing or if your child has not been vaccinated, are advised to contact the City of Greater Geelong for assistance.

FIRST AID

The school has a teacher who is trained in First Aid who will treat minor injuries. In the case of a serious injury or illness parents or the nominated emergency contact will be contacted to collect the child from school.

SCHOOL MEDICAL SERVICE

A School Medical Service nurse visits the school annually to carry out a routine examination of all Prep children, as well as any children referred by teachers and any child who has been found to have a health problem in the past.
INFECTIONOUS DISEASES

Infections spread quickly at school, and home is the best place for a sick child. A child must be excluded from school for the required period if suffering from any of the following:

- Chickenpox
- Ringworm
- Whooping cough
- Measles
- Rubella
- Impetigo (school sores)
- Mumps
- Scabies

Head lice infestations are a continuing problem at all schools. It is vital that parents regularly check children’s hair and apply the appropriate treatment if head lice are found. Please report any outbreak to the school.

PUPIL ATTENDANCE AND ABSENCES

Regular attendance is important as it develops good life skills, and helps school progress and social adjustment. However, a sick child should remain at home as they cannot work well and may pass the illness on to other children and staff. Should a child become ill at school we will contact parents.

If your child is absent, a written explanation should be sent to the teacher in the Student Diary on resumption of school. If your child is going to be absent for an extended period, please notify the school in advance.

Students should not arrive at school in the morning before 8.45 am, as teachers are not on duty until this time.

In the event a child is picked up from school early or dropped off after classes have started, please come to the office and complete the sign in/out book.

In the event that you are delayed and cannot collect your child at the appropriate time, please contact the Office on 5257 1460 so arrangements can be made to supervise your child until you arrive.

PUPIL FREE DAYS

A curriculum planning and professional development day for teachers is scheduled for Tuesday, January 29th and there will be another student free day in each of terms 2, 3 and 4. These days provide an opportunity for teachers to discuss school policies and programs, evaluate curriculum areas and undertake in-service activities.

CAR PARKING

The car park on the eastern side of the school is provided by the Church which allows us to use it provided cars are parked against the fence. We suggest that cars are backed in to the fence in the afternoon to avoid accidents when the children are dismissed.
SCHOOL COUNCIL

The School Council consists of 6 elected parent representatives, 2 elected Department of Education representatives and the principal who is the Executive Officer of Council. Members are elected for a two year term with half the positions being vacated each year. School Council elections are held in March.

School Council has a number of committees that develop plans, policies and special projects for the short and long term future of the school. They include Fundraising, Grounds and Maintenance, Finance and Education Committees. If you are interested in becoming involved in any of these groups, please let us know.

STUDENT SUPPLIES

School Council has approved a charge of $125.00 per child ($70.00 per half year) for school materials if paid by the end of term 1. The payment of this fee enables the school to provide all student stationery and class material requirements for the entire year. Parents do not have to purchase any exercise books, pencils, paper etc. The provision of these items by the school ensures that all children have the same materials and needed items can be provided immediately.

EDUCATION MAINTENANCE ALLOWANCE

The Education Maintenance Allowance is provided to assist parents with school related expenses, such as students’ stationery, camps, excursions and uniforms. Parents who hold a Centrelink Pensioner Concession or Health Care Benefit Card on the first day of term 1 are eligible to apply for the EMA. Application forms are available from the school office and need to be completed at the beginning of the school year. EMA cheques are forwarded to the school in two instalments. Parents will be advised when they arrive.

GRADE 6 FUNDRAISING

Grade 6 students sell icy poles for 40 cents at lunch time each day in Terms 1 and 4. Fruit is available for sale each day and all students can have a free piece of fruit on Free Fruit Fridays.
SCHOOL SERVICES

CANTEEN – The canteen is operated by a local business, and children are able to order a variety of items for lunch each week day. An updated price list is distributed at the beginning of term with the Newsletter. Please write the child’s name, grade and order on a paper bag or envelope and enclose the correct money, if possible.

PLAYGROUP – A Playgroup for pre-school age children meets each Wednesday from 9.30 – 11.00 am at the school.

BOOK CLUB – An important aspect of language development is to foster a love of good books and the enjoyment of reading as a leisure activity. To encourage this we provide families with the opportunity to purchase quality books through Scholastic Book Club. There are three levels of Book Club available:
Lucky – Age 5 – 8
Arrow – Age 8 – 10
Star – Age 10 – 12.

Information leaflets are distributed to all children and orders are placed through the school. Parents are under no obligation to participate.

We also conduct a Book Fair each year which provides another opportunity for parents to purchase quality literature.

MARC VAN – The school mobile library service visits the school fortnightly, and a trained teacher-librarian takes each class for a library skills/literature lesson. The children have the opportunity to borrow books from the van and need to return them each fortnight.

SCHOOL BANK – All children are able to operate a school bank account through the Commonwealth Bank. Bank Books are collected every Wednesday morning. Prep children will be given the opportunity to open school accounts early in the year.

INSTRUMENTAL MUSIC – Children are able to learn an instrument through the Megan Burch Music School. An instructor visits the school weekly to provide lessons for children. There is a charge for the lessons.

RELIGIOUS EDUCATION – Religious Education is taken by approved volunteer instructors for half an hour each week. The approved course is non-denominational and has been produced by the Council for Christian Education in Schools.

LIFE EDUCATION PROGRAM – Every second year the Life Education Van visits St. Leonards Primary School, and children participate in a session with the highly trained Life Education staff. During their stay, a parent program is conducted and the school is given access to a wide range of resources to support the program.
**LIBRARY** – The school has an extensive library of fiction and non-fiction books for all ages, and students are encouraged to borrow regularly.

**COMPUTERS** – A bank of notebook computers and ipads is available to all classes, allowing access to students at all times. Students also have access to the latest technology, via the internet, DVD’s, colour printers, video and digital cameras.

**MULTI-PURPOSE SHED** – A large, covered shed serves as an area for activities such as art, music, drama, gymnastics and PMP.

**LOTE PROGRAM** – Our Indonesian program is provided by a specialist teacher who visits the school weekly.

**WELFARE PROGRAM** – The school employs a student well-being officer two days per week and has access to the services of speech pathologists and psychologists for students who need some special help. We have also established programs within the school, such as buddies, life education and health and human relations, to assist with the welfare needs of students.

**AFTER SCHOOL ACTIVITIES** – The Active After School Sports program provides a variety of sports for children to try each term on two nights a week.

**YARD DUTY** – Every child is required to assist in keeping the yard clean by putting rubbish into the bins provided for recycling or for the dumper. Once a week each child helps to clean up any rubbish in one area of the school with other members of their yard duty group.
EXCURSIONS

Excursions are arranged from time to time to enable our children to have first hand contact with a variety of experiences related to classroom themes and programs. Care is taken that there are worthwhile educational objectives and that there are preparatory and follow-up activities. We encourage all children to participate, and parents can expect to be notified in writing prior to the event. Parents must sign and return the consent form prior to the excursion. Cost is always kept as low as possible, and parents are encouraged to contact the principal if there is a problem with payment.

CAMPS

A camp for each grade is organised throughout the year. This program includes breakfast at school for Preps, a late tea at school for Grade 1, a sleepover at school for Grade 2, a two day camp for Grades 3 and 4 and a three to five day camp for Grades 5 – 6.

SWIMMING

An intensive two week swimming program is held each year at the end of Term 3 at Portarlington Pool. Qualified instructors are employed to conduct this program.

SCHOOL CROSSING

The school crossing on Murradoc Road is supervised before and after school each day. Please make sure your child uses it when crossing this busy road.

BIKES

In the interests of bike safety, children who ride bikes to school must wear an approved bicycle helmet. Children below Grade 4 should only ride their bike if they are accompanied by a parent. Bikes cannot be ridden in the school grounds.
**HOUSE SYSTEM**

At the start of the year all children commencing school are placed in a House. Members of the same family are allotted to the same House. House competition involves various school and sporting activities. Houses are:
Ozone – Green
Hygeia – Red
Weeroona – Blue.

---

**NEWSLETTER**

A weekly newsletter is produced and distributed each Thursday. This gives details of school activities, meetings, general information and publishes examples of children’s work. Please take the time to read the newsletter so you are aware of the many activities taking place. The newsletter can also be accessed on the school website, [www.stleonardsps.vic.edu.au](http://www.stleonardsps.vic.edu.au).

---

**REPORTING TO PARENTS**

Parent information meetings are held early in Term 1 to inform parents about arrangements and expectations for each class, and to allow exchange of information about our students. Teachers will provide two written reports on student progress, at mid-year, after which there will be an opportunity for discussion with teachers and students, and at the end of the year. Parents may arrange an interview with the class teacher and/or principal to discuss a pupil’s progress at any time during the year.

---

**BRAIN GYM**

In keeping with Brain Gym principles, we encourage all children to have a bottle of water in class so they can have regular sips, and also to have some ‘brain food’ in a small container, such as cut up fruit or vegetables, cheese, unsalted nuts, plain popcorn.
AusVELS is the Foundation (Prep) to Year 10 Curriculum for Victorian government schools for implementation from 2013. AusVELS outlines what is essential for all Victorian students to learn for F-10 and includes the Australian Curriculum F-10 for English, Mathematics, History and Science. It provides a single, coherent and comprehensive set of common achievement standards which schools use to plan student learning programs, assess student progress and report to parents.

There are three strands of learning, which are further organised into domains:

1. Physical, personal and social learning, including
   - Health and physical education
   - Interpersonal development
   - Personal learning
   - Civics and citizenship

2. Discipline-based learning, including
   - The Arts
   - English
   - Languages other than English (Indonesian)
   - Humanities – History, Geography, Economics
   - Mathematics
   - Science

3. Interdisciplinary learning, including
   - Communication
   - Design, creativity and technology
   - Information and communication technology
   - Thinking

Intervention programs, such as Reading Recovery and Intensive Reading and extension programs are provided to meet the needs of our students.
PREPARING YOUR CHILD FOR SCHOOL

Your child’s first days at school can be a relaxed and happy time if you prepare adequately. We hope that the following hints will help all children adjust smoothly to their new surroundings.

1. Take the opportunity to attend the Orientation Sessions organised by the school to familiarise your child with the new environment.

2. Make sure your child has a good night’s rest and a nourishing breakfast.

3. Make sure your child can communicate his/her needs and can manage the toilet independently – including buttons and zips.

4. Make sure your child knows his/her name and address and the route to school.

5. Ensure that all articles of clothing are clearly named.

6. Familiarise your child with the school surroundings – walk through the grounds over the holidays and point out various rooms and playground features.

7. If possible bring your child to school during the first week, but once your child is in the teacher’s care leave quickly so that he/she can settle.

8. Ensure that your child understands and can cope with the ‘complications’ of the lunch box:
   - Which is play lunch or snack?
   - Which is ‘big’ lunch?
   - Can he/she open the lunch box and drink?
   - Does he/she recognise his/her lunch box?

9. Make sure that you are firm about your child attending school regularly and encourage punctuality. Should problems arise, please contact the school so we can investigate the cause of the unrest.

10. Help us by training your child never to leave the school ground during school hours. Beginners can mistake recesses for dismissal, so if your child happens to return home at the wrong time, please telephone the school immediately, and if possible return him/her at once.
SCHOOL CONTACT DETAILS

Principal: Natalie Jenkins

Address: 1341 Murradoc Road,
St. Leonards, 3223

Telephone: 5257 1460

Fax: 5257 3170

Email: st.leonards.ps@edumail.vic.gov.au

Web site: www.stleonardsps.vic.edu.au