



# Information about our school 2008

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Our school values are

Respect  
Honesty  
Motivation  
Friendliness  
Empathy

# Introduction

*We are distributing this document to all our families in 2008. The aim of this booklet is to provide every family with a clear A to Z guide to many of the day - to - day operations of our school. It will hopefully be useful for new families to our school, as well as existing families. Further copies will be available at the Office.*

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**\*\* DEECD is the Department of Education and Early Childhood Development**

## Absences

The Department of Education and Training requires parents or guardians to provide an explanation for the absence of any child who does not attend any school day. The normal procedure is a written note including reason and date, however a telephone call or verbal information to the teacher or Office, will also suffice. Children should not be absent from school except for illness or family circumstances. For extended absences e.g. holidays – a form is available from the office – to enable parents to give early notification.

## Behaviour Code

It is expected that all students are responsible for their behaviour. We have agreements rather than rules and they are based on our school values

- Respect
- Honesty
- Motivation
- Friendliness
- Empathy

Each class develops their own behaviour agreement and natural consequences for inappropriate behaviour are adopted as part of our **Behaviour Management program**.

## Bicycles and Scooters

Children may ride bikes to school and they are housed in the bike enclosure near the basketball courts. This area is not locked during the day, and we do encourage use of a bike lock. We encourage children with bikes to use the bottom gate. All children **must** wear a helmet from home to school and there is **NO** riding in the school yard. We do not encourage young children to bring bikes for safety reasons and it is important that all parents discuss bike safety with their children. Some children also bring collapsible scooters to school. They must adhere to the above ie. helmet etc.

## Book Club

The school acts as an agent for Ashton Scholastic Book Club which offers a range of items at a reasonable price. Information is sent home and orders with money must be returned to school by the closing date. Glenys in the Library will coordinate this activity.

## Buddy Program

Initially when we opened in 2002 a buddy system was set up for the prep and grade 6 children with the assistance of the Alannah and Madeline Foundation. We have now established a whole school approach, where all students at all Levels have a buddy. This promotes a very positive peer support program for all children at our school.

## Camps

Children in Level 3 and 4 are involved in school camps. We have camps for each of the four grade levels ie. Grade 3, 4, 5 and 6 due to the number of children at our school. Camps are an excellent way for children to gain independence and to interact with peers and teachers in a different context. Camps are also an integral part of the educational program for the year, and links to the unit of study at that Level. We encourage all children to attend.

We will also have a Snowsports program at Mt. Buller for children at these Levels at the end of July.

## Canteen

School Council employs a Canteen Manager, Kim Cowain – Menzies. The canteen requires volunteer helpers and Kim runs a roster and is always willing to take more volunteers. Menus and information will be sent home on a regular basis and the menu encourages healthy choices.

## Car Park

We are very fortunate to have excellent parking areas around the school. Please note, the Staff Car Park **must not** be used as a drop off or collection point at any time. Safety of our children is everyone's responsibility.

## Casual Relief Teachers (C.R.T.'s)

If a teaching staff member is absent during school time we employ CRT's through a Teaching Agency. All CRT's are qualified teachers who take over the class activities. This form of employment may also be used to fill some longer-term vacancies if they occur.

## Children's Toilets

All toilets are accessed from the central courtyard. The toilets located between Rooms 4 and 5 are for Level 1 and 2 students. The toilets located in the hall are for Level 3 and 4 students. During class time, students go to the toilet with at least one other child.

## Class Representatives

Every class has a parent volunteer who is a Class Representative. The role of Class Reps provide a link for the school, School Council and all parents. Class Reps could assist with fund raising activities, class activities etc. Reps meet regularly at convenient times throughout the year.

## Class Selection

To meet the curriculum expectations set out by DEECD we follow the Curriculum and Standards Framework 2 document which outlines four levels within the primary school. They are:

Level 1	Prep
Level 2	Years 1 & 2
Level 3	Years 3 & 4
Level 4	Years 5 & 6

At the end of the year, staff will be involved with a process to establish new grades for the following year. We will aim to establish balanced academic and social groups and a lot of time and effort will be expended. We will accept written notes from parents requesting consideration about their child and other children within the social context, however we will not consider notes regarding teacher preference.

## Communication

Regular communication between Student, Parent, Teacher and School is vital to ensure the best educational outcomes for our students. To assist this, many methods of communication are used to provide information to parents on student and school related matters. Some of these are :

- Newsletter – distributed regularly
- Level 3 and 4 – personal diary daily
- Whole School Assemblies in the Community Centre Hall
- Level assemblies
- Level news provided to parents
- Myclasses intranet

The school's open-door policy welcomes on-going dialogue between parents and all members of the school staff. We value honest and open communication between a child's teacher and her/his parent(s). Parents are guaranteed support and confidentiality from all our staff. If you wish to discuss any matter with your child's teacher please arrange a mutually convenient interview time.

## Complaints procedures

We aim to solve any problem speedily and amicably. If a concern relates to a classroom issue the best procedure is to contact the class teacher and organise a meeting at an agreed time. If an issue is of greater concern feel free to contact the appropriate Team Leader

- Level 1 – Jeanne Strong
- Level 2 – Jonathan Baker
- Level 3 – Barbara Hallinan
- Level 4 – Maree Patrick
- Specialists – Julie Lach

If the concern is about a non-classroom topic please contact Gaye or myself

## Computers

All teaching areas in the school are connected to the school computer network from the servers in the Library. All children have access to a variety of learning technology tools and teachers integrate learning activities using these tools. All computers have internet access and we educate and inform all children regarding the proper use of the internet. We have interactive tablets linked to projectors installed in teaching areas.

## Curriculum

We strongly support and adhere to the good learning and teaching strategies as advocated by DEECD. These include the following premises:

- actively involve students in their learning
- build upon students' experience and interests
- link theory to practice
- foster communication and cooperation in learning
- encourage risk taking and learning from errors.

A variety of teaching strategies are employed throughout the day in our classrooms. These include activities that emphasize cooperative learning processes and mixed ability teaching. We are committed to Early and Middle Years Literacy and Numeracy strategies. We are developing Information and Communication Technology resources which support our teaching programs.

Literacy and Numeracy skills are central to the curriculum and across all grade Levels, a variety of excursions and experiences support the units of study at each Level. Curriculum programs are developed based on

- The philosophy of an inclusive inquiry approach to learning
- DEECD guidelines – Victorian Essential Learning Standards (VELS)

All children are involved in a comprehensive Physical Education and Sport program and a broad Arts program, including a range of experiences and activities in Art and Music. Students in grades 3 – 6 have the opportunity to participate in a camp and an optional Snowsports Program, and all students will be offered an intensive swimming program.

## Eating Arrangements

When possible students will eat their play lunch and lunch in the classroom under teacher supervision. If not finished, students are required to **sit** under cover outside in designated areas to complete their food. No food is to be eaten or taken beyond the central courtyard ie. Not beyond the hall. When specialist lessons occur before recess and lunch breaks specialist teachers will organise eating arrangements for students. Children must place all rubbish in bins provided.

## Educational Maintenance Allowance (EMA)

A parent or guardian of a primary or secondary school student, up to the age of 16, who holds a current pensioner concession; health care / benefit card; Veteran Affairs (TPI pensioner card); or a Foster Parent card on the first day of the first and / or third terms in the school year is eligible for the payment of the EMA. This payment can be offset against school fees.

Application forms and further information is available at the Office. Parents will be informed of key dates via the newsletter. Applications cannot be accepted after cut off dates. It is the parents responsibility to ensure they have lodged their applications by this date.

## Enrolment procedures

All new children enrolled at the school must have an official enrolment form completed. There is certain emergency information, which must be completed eg. medical condition, emergency contacts etc. If enrolling the Office staff will help you with procedures. Immunisation certificates are required at enrolment. It is important that we are immediately informed of any changes of address, telephone number or emergency contact. Don't forget to provide mobile numbers if you have them. Email addresses are also very useful.

## Excursions

Excursions are an important part of our educational program. They provide experiences for the child, which relate to classroom programs, and are often integrated as a central link in a unit of study. For any excursion out of the school we require signed parental permission. For parents who have paid the excursion pre-payment there will be no cost, and for those who have not, payment must be made before the excursion. We often require parental assistance with supervision for excursions away from school. **It is crucial that forms and / or payments are returned to school by the time stipulated on the form.**

## Fundraising

Throughout the year our Fund Raising team will hold a number of activities. Funds raised allow us to provide extra resources for all children. Funds have provided our play equipment, infill between the relocatable buildings, courtyard redevelopment amongst many things. We are very fortunate to have the Ritchies Supermarket opposite. Through their Community Benefit scheme we receive financial support. You can direct your purchases to the school by completing forms available at the Office or at the supermarket.

## Head Lice

Primary responsibility for head lice belongs to the family. Parents are obliged to inform the school if their children are infected with head lice. Principals are required to exclude students thought to be infected, until treatment is administered. If head lice is detected in a grade a note will be sent home to all parents of children in the grade. Information can be found at [www.dhs.vic.gov.au/phd/headlice](http://www.dhs.vic.gov.au/phd/headlice)

## Healthy School Community

At Aspendale Gardens Primary we encourage healthy eating and exercise. A committee of teachers plans a number of events across the year that publicise healthy food choices and exercise routines. In classrooms all students are encouraged to eat a fresh fruit or veggie snack ( that can be eaten in 5 minutes is recommended) at 10.00 am and water bottles are able to be used during class time.

We receive government funding to provide a weekly fruit snack for all children in Level 1 and 2. We have called this 'Munchy Monday'. Jeanne Strong coordinates this and seeks volunteers on Mondays to assist.

## Home tasks

All children will have some home learning tasks throughout the year and these will be appropriate to the skill level and age of the student. The tasks should be interesting, stimulating and where appropriate open ended. Home learning tasks should be purposeful, meaningful and relevant to the school curriculum.

In the Early Years they may include -

- Reading on a daily basis. Reading to, with and by parents/caregivers or older siblings.
- The continuation and/or extension of class work by gathering additional information and/or resources.

- Activities relating to classroom units of work.

In the Middle Years they may include:

- Independent reading on a daily basis.
- Continuation and/or extension of class work by gathering additional information.
- Activities relating to classroom units of work.

Families can enhance their children's learning by participating in a wide range of recreational, family, cultural and life experiences. One of the most important things you can do for your child is to encourage thinking, talking, reading, writing, viewing, problem solving and exploring as you go about your everyday life. This gives your child a strong and solid foundation for future success. Activities, which may encourage children to develop these skills, can include: cooking, experiments, excursions and board games.

## Illnesses

Children should not be sent to school when they are ill. However, when a child becomes ill at school we place him / her in the Sick Bay and contact you via your emergency details. **It is therefore crucial that the information we have is kept up to date.** Any accident of a minor or serious nature is recorded in the School's Accident Register. Any child who receives first aid in the first aid room is provided with a note of explanation for the parents.

Prescribed medicines will be administered to children by staff, only if appropriate details are supplied including: the name of the tablets clearly marked on the container; name of child; the dosages; and time medication is to be given. A letter must be provided authorising administration of medication and include details listed above. If your child suffers Asthma we would appreciate if you would obtain an Asthma Management Plan from your doctor. We urge every family to ensure they have ambulance cover.

## Infectious Diseases

During a child's life at school it is possible that a child will contract some of the common diseases of childhood. The following table is binding on all doctors, teachers and parents.

DISEASE	EXCLUSIONS FROM SCHOOL
Chicken Pox	Until fully recovered, N.B. some remaining scabs are not an indication for continued exclusion
Measles	For at least seven days from the appearance of the rash, or until medical certificate of recovery is produced
Mumps	Until fully recovered
Rubella	Until fully recovered and at least 4 days from the onset of the rash
Impetigo (School Sores)	Until sores have fully healed
Ringworm	Until appropriate treatment has commenced and is supported by a medical certificate
Scarlet Fever	Until a medical certificate of recovery is produced
Viral Hepatitis	Until a medical certificate of recovery is produced
Whooping Cough	Until a medical certificate of recovery is produced

For any further information about other diseases please contact the Office.

## Information Nights

We may organise activities or information sessions to provide you with the opportunity to learn about the range of programs in our school. Look out for invitations in the newsletter.

## Instrumental Music Lessons

We have arranged a Company to provide small group instrumental music lessons in a range of instruments on a fee for service to all children from Level 2 to 4. The Company is Two in a Room Music. Lessons are taken in school time. Shain Kurelja, our Music teacher will be coordinating. Information will be available at the Office.

## Late Arrival

If your child is late for school please accompany him / her to the Office to register their arrival in the book, and receive a yellow Late Pass which will be handed to the teacher. Late arrival is after the second bell (9.00am). Class teachers will ask you if this procedure has been adhered to. This procedure is enforced as a safety precaution. Normally the wire gate will be closed.

## Leaving school early

Children are not permitted to leave the school ground at any time, for any reason, without the knowledge and direct approval of the Principal or the person in charge of the school at that time.

Parents wishing to collect their child from school prior to 3.30pm dismissal must first call at the Office to sign the child out in the book at the Office window and receive a green Early Leavers pass. Also, please ensure the class teacher is fully aware of the departure.

All entry to and from the school during the day must be via the Office, not through the wire gates.

## Library

Glenys Balik is our Library Manager and is always seeking volunteers to help in the Library.

The Library is used by all grades in the school and children are encouraged to borrow library books on a regular basis. We have an automated borrowing system that tracks borrowing and we ask that you ensure any borrowed material is returned by the due date. Please make sure your child looks after their borrowed books. The Library also houses a bank of networked computers that are used by all children. The library is open before, 8.45-9.00 and after 3.30-3.45 school daily. It also houses a range of parenting support books that can be borrowed.

## Lost Property

All clothing, drink bottles, lunch boxes, school bags etc. **must** be clearly labelled with your child's name. We attempt to return lost property to the owner however this is difficult without clear names. A Lost Property cupboard is near the Office.

## Mobile phones

We understand some parents of older children do wish their child to have access to a personal mobile phone for communication from school to home. If parents wish their child to have a mobile phone at school we require written authority and students will be asked to hand them in to their teachers on arrival at school and returned at the end of the school day.

## Myclasses

A service our Internet Provider has is called Myclasses. It gives every child the ability to have passworded access to a school intranet. Children have their own email account and can view a range of pages either at school or home. Class teachers will provide information about how their grade will use the service.

## NAPLAN (National Assessment Program - Literacy and Numeracy)

The first national tests in literacy and numeracy will be conducted in May 2008.

The National Assessment Program - Literacy and Numeracy (NAPLAN) will involve students in Years 3, 5, 7 and 9 from all States and Territories. In Victoria approximately 260,000 students from all Government, Catholic and Independent schools will participate in the program. This program will replace the Achievement Improvement Monitor (AIM) state-wide testing program.

For students, teachers and schools there will be little change from the arrangements in place for last year's AIM tests, apart from students across Australia sitting identical tests on the same three days. The NAPLAN will be administered at the school level.

## Out of School Hours Program

Camp Australia manages a comprehensive Before, After and Vacation Care program for us in the school hall. The OOSH program is available to Aspendale Gardens students before school (7:00am – 9:00am), after school (3:30pm – 6:00pm) and during School Holidays. It is also open for care on Pupil Free Days. Information regarding enrolment etc. can be obtained from the Office.

## Parent Involvement

Parent helpers are most welcome in our school. We offer a wide range of opportunities for parents to become involved in school life, which gives both parent and child much joy and satisfaction. Some examples are -

- Parent School Councillors and committee members
- Parents who help in classrooms. They are supported through the *Classroom Helpers Literacy and Numeracy Programs* that provide extra skills and a greater understanding about parent involvement in the classroom
- Parents attending Excursions and Camps
- Parents assisting in the Canteen and Munchy Monday
- All families assisting fund-raising opportunities
- Parent Class Representative program
- Assisting with Whole School Productions
- Working bees are held and many families support the beautification of our grounds

## Payment of money

At the beginning of the year we ask all families to make a voluntary contribution to support a range of school activities. For 2008 this charge is \$190.00. This is made up of

**\$95.00 Materials and Services Payment per child** which will cover Curriculum support, classroom supplies, photocopying etc. As you may know we receive a grant from the Government for partial funding to support curriculum programs. The funds you pay will help maintain and develop areas such as physical education; computer technology, photocopying and general class supplies. All children will receive necessary supplies in the form of an initial distribution and then ongoing replenishment as required. It is expected that this amount is paid for each child.

### **\$100.00 Building and Grounds Maintenance and Development**

This amount will be paid into our tax deductible Trust Fund and a receipt will be issued for you to claim at tax time. Payment of this voluntary contribution amount will help to maintain and develop the school. Your support will allow us to consider development beyond the basic funds provided through school grants.

### **\$80.00 Excursion Pre - payment**

This amount will cover payment of excursions and in-school visits up to a value of \$80.00. For each activity a note will be sent home and the cost of the activity identified. If you have pre-paid, you tick the pre-paid box. If you do not avail yourself of this you will be asked to pay for each excursion separately. We will monitor money expended and if costs are over the \$80.00 and an excursion is planned we will let you know and seek further funds to cover costs. Please note - this is a non-compulsory request; although School Council encourages families to consider using this system.

## **\$72.00Swimming lesson pre - payment**

We will again be conducting our swimming program at Waves Leisure Centre in Highett in 2008. The cost for 8 lessons will be \$72.00 per child. We encourage you to pre – pay.

We will provide a permission slip that must be signed and returned well before the activity. People who choose not to pre -pay are asked to place the slip with money in a sealed, clearly named envelope. Notes or money are given to class teachers and then to the Office. The Office keeps all records.

## **Photographs**

Every year we have school photos and for 2008 these were taken in February.

## **Pupil Free Days**

The Department allows School Council to approve Pupil Free Days for staff development. These days are crucial for our staff and we will provide advance warning. The Out of School Hours does operate on these days, however early bookings would be advised.

## **Reading Recovery**

We have provided a staffing commitment to this program. Reading Recovery is a targeted literacy intervention program at the Grade One Level. Trained staff members work individually with a child over an extended period of time in a one to one short focussed lesson aimed at consolidating literacy skills that will support the child in the classroom. For children involved in the program, parental support is essential for maximum gains.

## **Religious Education**

Volunteers will teach an approved course, once a week at agreed Levels.

## **Reporting to Parents link with VELs**

On-going student assessment using a variety of strategies enables teachers to have a comprehensive knowledge of each student. The increased use of technology in assessment and reporting procedures are in line with Department guidelines. The schedule for inclusion of areas at AGPS this year is

<b>Strand</b>	<b>Domain Description</b>	<b>Dimension Description</b>	<b>Level Assessed Against</b>
Physical, Personal and Social Learning	Health and Physical Education	Movement and Physical Activity	Level 1 onwards
	Health and Physical Education	Health Knowledge and Promotion	Level 3 onwards
	Interpersonal Development	Interpersonal development	Level 1 only
	Interpersonal Development	Building social relationships	Level 2 onwards
	Interpersonal Development	Working in teams	Level 2 onwards
	Personal Learning	The individual learner	Level 3 onwards
	Personal Learning	Managing personal learning	Level 3 onwards
	Civics and Citizenship	Civic knowledge and understanding	Level 3 onwards
	Civics and Citizenship	Community engagement	Level 3 onwards

Discipline-based Learning	The Arts	Creating and making	Level 1 onwards
	The Arts	Exploring and responding	Level 2 onwards
	English	Reading	Level 1 onwards
	English	Writing	Level 1 onwards
	English	Speaking and listening	Level 1 onwards
	The Humanities	Humanities knowledge and understanding	Level 3 only
	The Humanities	Humanities skills	Level 3 only
	The Humanities - Economics	Economic knowledge and understanding	Level 4 onwards
	The Humanities - Economics	Economic reasoning and interpretation	Level 4 onwards
	The Humanities- Geography	Geographical knowledge and understanding	Level 4 onwards
	The Humanities - Geography	Geospatial skills	Level 4 onwards
	The Humanities - History	Historical knowledge and understanding	Level 4 onwards
	The Humanities - History	Historical reasoning and interpretation	Level 4 onwards
	Mathematics	Number	Level 1 onwards
Mathematics	Space	Level 1 onwards	
Mathematics	Measurement, chance and data	Level 1 onwards	
Mathematics	Structure	Level 3 onwards	
Mathematics	Working mathematically	Level 1 onwards	
Science	Science knowledge and understanding	Level 3 onwards	
Science	Science at work	Level 3 onwards	
Interdisciplinary Learning.	Information and Communications Technology	Information and Communications Technology	Level 2 only
	Information and Communications Technology	Information and Communications Technology for visualising thinking	Level 3 onwards
	Information and Communications Technology	Information and Communications Technology for creating	Level 3 onwards
	Information and Communications Technology	ICT for communicating	Level 3 onwards
	Thinking Processes	Reasoning, processing and inquiry	Level 3 onwards
	Thinking Processes	Creativity	Level 3 onwards
	Thinking Processes	Reflection, evaluation and metacognition	Level 3 onwards
	Communication	Listening, viewing and responding	Level 4 onwards
	Communication	Presenting	Level 4 onwards
	Design, Creativity and Technology	Investigating and designing	Level 3 onwards
	Design, Creativity and Technology	Producing	Level 3 onwards
	Design, Creativity and Technology	Analysing and evaluating	Level 3 onwards

The report card's A to E rating will tell you how your child is progressing against the expected standard. For example, a 'C' rating means your child is at the expected standard and that his or her learning is on track. The reporting scale has the following consistent meanings across the state:

- A – well above the expected standard at this time of year
- B – above the standard expected at this time of year
- C – at the standard expected at this time of year
- D – below the standard expected at this time of year
- E – well below the standard expected at this time of year

More information about the reporting system can be found at <http://www.education.vic.gov.au/studentlearning/studentreports/schools/default.htm> Individual student reports are provided to parents twice a year and Parent/Teacher interviews are held once a year. We welcome on-going dialogue with any parent at any time.

Parent education sessions are provided to help parents understand our Assessment and Reporting procedures.

## Road Safety around the school

Busy streets surround us and it is imperative that everyone - walking, driving or riding - are very careful near the school. The speed limit around the school during school hours is 40kph.

We have a 'lollypop' manned crossing at the front of the school and at the crossing on Wells Road and Narelle Drive. These crossings are manned from 8.15am to 9.00am and 3.15pm to 4.00pm. If your child comes to school past one of the crossings please ensure they use it properly. All crossings require car drivers to take extra special care near them. Please do so.

## School Bank

All children have the opportunity to utilize the CBA school bank service. School banking is conducted each Wednesday. New students will be issued with application forms early in the school year.

## School Strategic Plan

The School Strategic Plan is a formal document, detailing the school's goals and priorities for a period of four years. It is created by the school community and validated by DoE. The Plan is reviewed and publicly reported on every year (Annual Implementation Plan).

Our present Strategic Plan is for 2007-2010. It can be viewed on our web site.

## School Council

School Council is the major governing body of the school. It comprises elected parents and DEECD staff whom, as representatives of the school community, meet throughout the year, to decide future directions for the school and oversee operations. School Council operates a committee structure and membership comprises School Councillors, Staff and other interested parents. They meet regularly to make recommendations to School Council. The committees are Management, Facilities, and Community Links. School Council positions are occupied for two-years at a time and every year, elections are held early in the year. School Council may co-opt community members.

School Councillors for 2008 are –

Sharon Watkins (President), John Zeccola (Vice President), Peter Comazzetto (Treasurer), Lucinda Bertram, David Schmidt, Dot Gilbert, Annie Low, Cameron Myrtle, Melissa Ashmore, Neil Sadler, Leigh Crang, Gaye Peel.

## School Hours

Our school day begins at 9.00am and concludes at 3.30pm. The day is set out as follows-

9.00am to 11.00am	Session 1
11.00am to 11.30am	Recess
11.30am to 1.30pm	Session 2
1.30pm to 2.30pm	Lunch
2.30pm to 3.30pm	Session 3

## School Injuries and Insurance

Parents and guardians are 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 or other expenses from the fund. The Department of Education does not hold accident insurance for school students. Is other insurance cover available? Yes.

The Department is aware of two insurers, JUA Underwriting Agency Pty Ltd ph 9909 7480 and Willis Australia Ltd ph 8635 2600 that provide accident insurance policies for students. These policies provide specific benefits for students who are injured in accidents for a reasonably low cost. Other insurers may also do so.

## Staff List (April 2008)

<b>Principal</b>		Leigh Crang
<b>Assistant Principal</b>		Gaye Peel
<b>Business Manager</b>		Joyce Palmer
<b>Office Manager</b>		Annie Low
<b>Administrative Support</b>		Eunice Robertson
<b>Library Management/Admin Support</b>		Glenys Balik
<b>Teaching Staff</b>		
<b>Level 1</b>	<b>Team Leader</b>	<b>Jeanne Strong</b>
	Melinda Mackie	Room 1
	Sarah-Jane Fry	Room 2
	Emma Galvin	Room 3
	Kellie Carroll	Room 4
	Lisa Rochester	Room 5
<b>Level 2</b>	<b>Team Leader</b>	<b>Jonathan Baker</b>
	<b>Leadership Support</b>	<b>Lachlan Rhind</b>
	Roslyn Lamond	Room 6
	Megan Johns	Room 7
	Kylie Butcher	Room 8
	Carmen Taylor	Room 9
	Helen Musgrave	Room 10
	Lachlan Rhind	Room 13
	Leanne Cairns	Room 14
	Lisa Perkins	Room 15
	Emma Bodinar	Room 16
<b>Level 3</b>	<b>Team Leader</b>	<b>Barb Hallinan</b>
	<b>Leadership Support</b>	<b>Melissa Godeassi</b>
	Catherine Smith	Room 11
	Karen Bedwell	Room 12
	Jen Cargill	Room 24
	Prue Richards	Room 25
	Jeff Welsh	Room 26
	Tahnea Price	Room 27
	Melissa Godeassi	Room 28
	Annette Howe	Room 29
	Jodie Villiers	Room 30

<b>Level 4</b>	<b>Team Leader</b>	<b>Maree Patrick</b>
	<b>Leadership Support</b>	<b>Jenny Taylor</b>
	Jenny Taylor	Room 17
	Monica Aschenbrenner	Room 18
	Sue Walls	Room 19
	Anthony Richards	Room 20
	Georgina Featherston	Room 21
Sally Lukey	Room 22	
Maria Flaherty	Room 23	

<b>Specialist Teachers</b>	<b>Team Leader</b>	<b>Julie Lach</b>
<b>Physical Education</b>		Melissa Ashmore
<b>Performing Arts</b>		Natalie Kurelja
<b>Visual Arts</b>		Shain Kurelja / Natalie Kurelja
<b>Reading Recovery &amp; Whole School Intervention</b>		Julie Lach / Shannyn Day
		Christine Hills/Beth Dawson
<b>Integration Aides</b>		
Helen Brand	Brenda Healey	Dawn Holley
Kathy Mooney	Tammy Smith	Margaret Whiteside
Suzanne Wilson	Claudine Nelke	Deb Watkins
Deborah Hatfield		

## School Sport

Our children will take part in a wide range of sporting opportunities. A timetabled weekly sport period is held for Level 3 and 4 children. Level 4 children may take part in Interschool Sport against neighbouring schools in a range of sports. Clinics and special events are also held. We will also run an optional Snowsports program for children in Levels 3 and 4 in July, with the opportunity to compete in the Victorian Snowsports Competition at Mt. Buller in August.

All children have the opportunity to attend a block of swimming lessons to be held at the Waves Aquatic Centre in Highett.

## Social Service

Throughout the year, we will support a number of charitable causes such as Royal Children's Hospital Good Friday Appeal and State Schools Relief.

## S.T.A.R.S.

Stands for *Students working Together Are Really Special*. At Aspendale Gardens we have a whole school cross age support group called STARS. Throughout the course of the year the STARS groups are involved in a number of different activities that assist them to build positive relationships across the various levels of the school.

## Student Diaries

Students in Levels 3 & 4 are supplied with a School Diary. It is school policy that these are used on a regular basis (preferably daily).

## Student Leadership

We encourage our older children to undertake a range of leadership tasks as an important part of their personal development. We have four Student Leaders and each Level 3 and 4 class elects a representative to our Student Council.

## Student Services

The Department provides a range of support personnel; they are Guidance Officer, Social Worker and Speech Pathologist. Staff liaise with these personnel if and when the need arises to support the development of specific students.

## Student Safety

The safety of our students is paramount. Aspendale Gardens offers a safe and friendly environment for all its students and whilst at school, you can be assured of your child(ren)'s safety and well-being. We employ various procedures to ensure student safety, such as

- Maintaining safe school buildings and grounds.
- School visitors and classroom helpers are given a badge to wear identifying their role.
- Parents who take their child(ren) out of school earlier in the school day are to inform the teacher(s) prior to signing them out at the Office.
- All entry to and from the school during the day must be via the Office.
- Parents inform teachers when their child has been absent, either verbally or in written form.
- Trained staff in First Aid (Level 1 or Level 2) present during school times.
- Behaviour management strategies in place.
- In class time, children must have the teacher's permission to leave the room to do a message, visit the toilet etc. and must be accompanied by at least one other student.
- Children are not allowed to leave the grounds unless under adult supervision.

## SunSmart School

We are an accredited SunSmart School and we have established the following guidelines. All Term One and Four sport activities are held in the morning; a broad brimmed hat must be worn outside at all times during these Terms; shade walkways are provided; and supporting teaching and learning activities stressing the importance of being 'SunSmart' are covered at all Levels.

## Supervision of students

Students are supervised by teachers from 8:45am – 3:45pm and the Out of School Hours program (OOSH) operates for students before 9:00am and after 3:30pm during school terms and Holiday care in term breaks.

The school yard is supervised by teachers before and after school, during Recess and Lunch times. Yard Duty teachers carry first-aid resources for minor cuts/abrasions and there is a qualified first aider available at school at all times. Parents will be contacted if an injury requires further medical attention and if this is not the case, parents can feel assured that their child will be carefully observed for changes. If a child is treated in the First Aid room they will be issued with a pink notification slip.

## Term Dates 2008

- **Term 1**            29 January - 20 March
- **Term 2**            7 April - 27 June
- **Term 3**            14 July - 19 September
- **Term 4**            6 October - 19 December

## Transition

At both ends of the school we undertake a comprehensive transition program..

We will have a transition program for our Level One (Prep) 2009 enrolment in Term 4. This program aims to help pre-Prep children start school successfully and cope with the changes they will experience.

For grade 6's moving to secondary school we link in with the transition programs provided by neighbouring secondary schools. We also share information from the secondary schools to support a smooth transition for all pupils.

## Uniform

Aspendale Gardens PS has an attractive school uniform. Our colours are blue and jade. Students are expected to wear uniform, particularly when attending excursions and sports carnivals. In accordance with our SunSmart Policy, students must wear a broad brimmed or bucket hat when outside in terms one and four.

Primary School Wear is our supplier, and uniforms are available from their Retail Outlet at Mills Street, Cheltenham or online at [www.psw.com.au](http://www.psw.com.au). Prices etc are available at the Office.

## Victorian Essential Learning Standards (VELS)

The Victorian Essential Learning Standards identify three core and interrelated strands for the Prep to Year 10 curriculum. Each strand has a number of domains which describe the essential knowledge, skills and behaviours students need to prepare for further education, work and life. The domains include the standards, organised by dimension, by which student achievement and progress is measured.

## Website

The school website can be found at [www.agps.vic.edu.au](http://www.agps.vic.edu.au) . The site contains some interesting information for all parents and visitors to the site.

