PARENT INFORMATION HANDBOOK 2017

KILLARA PRIMARY SCHOOL

Our Best, Every Child, Every Day

PARENT INFORMATION HANDBOOK

KILLARA PRIMARY SCHOOL 2017

“Our Best - Every Child, Every Day”

Killara Primary School

Our Best, Every Child, Every Day

Principal:
Mr Phil Clinkaberry

Assistant Principal (Learning and Teaching):
Mr Pete Hansen

Assistant Principal (Student Well Being and Management):
Mr Andrew O'Callaghan

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Ms Deb Wilson

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Find us on Facebook

tiqbiz

Qkr!

Welcome to Killara Primary School

This handbook has been prepared to support your family's experience at our school. Most of the important information you will need can be found in this handbook. If by any chance you need other information or have any concerns, please do not hesitate to contact the school.

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Killara Primary School

Our Best, Every Child, Every Day

Killara Staff

		Room	Name
Principal		Prin Office	Clinkaberry, Philip
Assistant Principal		AP Office #1	Hansen, Peter
Assistant Principal		AP Office #2	O'Callaghan, Andrew
Leading Teacher P-2		Office opp Art	Heywood, Emma (P-2 Team Leader)
Leading Teacher 3-6		Office Block B	Pollock, Kathryn (3-6 Team Leader)
Prep (4)	**A**	1	Cox, Jessica
	B	2	David, Dianne
	C	3	Holland, Alycia
	D	4	Chettle, Alexandra
1/2 (8)	**A**	17	Shepherd, Deborah
	B	18	Sanderson, Kellie
	C	19	Melissa Cowling
	D	20	Psarianos, Madelaine (Team Manager)
	E	23	Batey, Jade
	F	24	Rayner, Emma
	G	25	Marchment, Cynthia
	H	26	Round, Sarah
3/4 (7)	**A**	12	Burnett, Sam
	B	13	McShanag, Lauren
	C	14	Pernice, Alexandra
	D	15	Chelsea O'Meara
	E	16	Barclay, Sarah
	F	21	Francis, Karen
	G	22	Smith, Robyn
5/6 (7)	**A**	5	Lazzaro, Alexandra
	B	6	Mills, Stuart
	C	7	Mani, Cemre (Smith, Nancy)
	D	8	Boland, John
	E	9	Withers, Rachel
	F	10	Moloney, Susan
	G	11	Hurley, Katelyn
Specialists		Music	Brogan, Kelli
		Back of Library	Farrell, Emily
		Library	Huke, Heather
		Art	Macdonald, Julie
		PE	Gerber, Bec
		Art	Ryan, Marie
Support	5/6	Library store	Bowker, Melissa
	Prep	Share prep office	Douglas, Michelle (2nd half year – Prep)
	1/2	Block B kitchen	Ellis, Carol
	3/4+	Share 3/4 office	Stanley, Julie
ES		Business Man	Wilson, Debra
		Office Assistant	Heales, Andrea
		Office Assistant	Weaver, Angela
		Aide	Clement, Leanne
		Aide	Milam, Lineen
		Aide	Haarhoff, Hannah
		Gardener/maintenance	Kluken, Ian
		Canteen	Farrugia, Andrea
		Canteen	Patman, Kathleen

Welcome

Welcome to 2017. A special welcome to new families to Killara.

At Killara we pride ourselves on building a strong learning community and wish to ensure that all parents are provided with high quality and effective communication. We endeavour to keep you informed through a range of mediums, this handbook being one method. We encourage you to keep this handbook and refer to it as you need. The handbook will also be placed on our web site.

OUR BEST – EVERY CHILD, EVERY DAY

At Killara Primary School we recognise the extraordinary responsibility and privilege it is to educate our students. All students deserve the right to the best possible education and to achieve their highest potential every day in a safe and nurturing environment.

- We always aim to demonstrate a high standard of professional and ethical practice by displaying qualities such as dedication, enthusiasm, honesty and respect
- We consistently design and deliver innovative and inclusive curriculum that supports the needs, abilities, strengths and talents of each individual child
- We support and encourage each child's emotional, physical, social and cognitive/academic needs, taking into consideration each child's interests, talents, abilities and aspirations and hold personal contact and connection with every child as an every-day aspiration
- Our school community (teachers, students and parents) creates a safe, engaging, stimulating, challenging and positive learning environment that promotes learning as an ongoing exploration of our world in an interesting way that encourages risk taking
- We constantly strive to adopt best practice by keeping informed of initiatives, educational theory, research and learning and teaching strategies, and by always adopting reflective practices utilising student learning data and multiple forms of feedback. We are committed to establishing a professional learning community that models life-long learning
- The Killara Primary School community works together as a team to ensure the needs of all students are addressed and that our school is held in esteem with our community and beyond
- We embed a culture of child safety in order to seek to prevent harm and neglect (including physical, sexual, emotional, neglect, racial and cultural or religious abuse)

Killara School Values

Killara CARES

Caring

Students are courteous and kind.
Staff members are respectful and considerate.
School Community is friendly and understanding

Acceptance

Students are tolerant and understanding.
Staff members recognise individual differences and value diversity.
School Community is open minded and inclusive.

Responsibility

Students are trustworthy and responsible.
Staff members are committed and professional.
School Community values and contributes to school achievements.

Excellence

Students achieve their best.
Staff members provide high quality programs & teaching
School Community works effectively.

Sharing and teamwork

Students work together cooperatively in a positive manner.
Staff members support and respect each other, students and the school community.
School Community works to support students, teachers and the school.

Calendar of events

Jan	*Feb*	*March*	*April*
25 – Book Pack sales 30 – Staff return 31 – Students return	21 – Meet the Teacher sessions 28 – School Council	6 – School photos 8-10 - Yr 5/6 Camp 13 – Labour Day holiday 14 – Curriculum Day 28 – School Council 31 - Last day term 1	18 – Start term 2 24 – Curriculum Day 25 – ANZAC Day
May	*June*	*July*	*Aug*
1 - ANZAC assembly (9am) 9-11 – NAPLAN (yrs 3 and 5) 23 – School Council	9 – Winter Sport 12 – Queens Birthday holiday 23 – Semester reports 27 – School Council 28 – Parent interviews 30 – Last day term 2	17 – Start term 3	17 – Curriculum Day 29 – School Council Family Night
Sept	*Oct*	*Nov*	*Dec*
1 – Summer Sport 4-6 – 3/4 camp #1 6-8 - 3/4 camp #2 18 – Last day term 3	9 – Start of term 4 24 – School Council	6 – Pupil free day 7 - Cup Day 28 – School Council	12 – School Council 13 – School Disco 19 - Graduation 22 – Last day term 4

Financial commitments

Materials and requisites

Consistent with DET policy, parents/guardians are responsible for ensuring that their children are provided with essential education items they use in a range of school activities. The Killara Primary School Council makes every effort to keep the cost of items that need to be purchased to a minimum.

To assist parents we will provide a Materials and Requisites Package for each child.

In 2017 the cost of this package will be **$130.00** per child. For this amount we will provide all the pens, pencils, textas, paper, books etc, as well as the resources listed in Section B and C for your child. This is not only extremely economical, it ensures each child has access to the same resources, that the materials provided are correct for that age level and that they are in the classroom when they are needed.

Excursions and incursions

In order to provide a range of stimulating experiences for our students, we hold excursions and incursions. Excursions range in cost, but reflect the transport and entry costs. In general, excursions are around the $20 – $25 mark. Incursions are a successful way of providing some experiences at lower cost. Incursions are usually less than $10. Parents can expect an incursion or an excursion each term.

Occasional whole school incursions are also organised to enhance and stimulate learning. These include visiting theatre groups, visiting authors, Life Education and others. Overall there is likely to be 2 or 3 of these events each year. We also have the Footsteps dance program during term 1, which is highly enjoyed by the students.

Camps

Camps at Killara have traditionally been very well supported and are held each year in years 3-6. Costs associated with camps include transport, accommodation, activities/staffing and food. We always aim to keep the cost of camps as low as possible. Camps are generally in the vicinity of $270, depending on the activities, accommodation and transport costs

Sport activities

Year 5/6 students participate in a day of winter sports and a day of summer sports, with the cost of transport being passed on to parents.

Fundraising

To supplement the school budget, allowing us to create the best environment for our students, the School Council, PFA and staff run a series of fundraisers throughout the year. These include Mothers and Fathers Day stalls, raffles, a major fundraiser (an "a-thon") and other fundraisers that allow for the purchase of items (such as gift cards and family photos) where the school receives a percentage of the income. Fundraising activities are not compulsory, however your assistance is always received with thanks!

Canteen

Families can use the canteen for the optional purchase of lunches, snacks and drinks. Our canteen makes little, if any, profit and is offered as a service for parents.

Uniform

Uniforms are supplied by Primary School Wear, who operate a shop in the group of shops near Aldi on Gap Road. Prices are set by PSW, with price lists available from the office. Alternatives are that uniform items can be purchased elsewhere in the correct colours, with an occasional second hand uniform stall being run at the school, with heavily discounted prices.

Social Service

Our Student Leadership Council holds one social service event per term. Charities of support are selected by the students – with a leaning towards charities that have a direct impact on our school and our students. These are usually held as out of uniform days and students donate a gold coin.

Special Events

From time to time, the school also holds special events to enhance the school program and provide extra opportunities for students. A good example of this is a School Production – with ticket prices covering the costs associated with the performances, to give the children a fantastic experience.

Assistance

Whilst the school does not have access to funds to provide parents with direct support for educational expenses, parents can access support in a number of ways. The CSEF (Camps, Sports and Excursions Fund) is available for parents who have a health care or pension card. The funds provided ($125) are held by the school and used to offset the cost of those extra-curricular areas. By arrangement, expenses can also be paid off over time and direct assistance may be able to be arranged following discussion with the Business Manager.

The School Day

Bell times

8:45	Warning bell sounds
8:58	Music. Head to class
9:00	Bell. Classes start for the day
10:40	Morning recess
11:08	Music to return to line up areas
11:10	Bell. Classes resume
12:50	Lunch eating time
1:00	Lunch recess
1:48	Music to return to line up areas
1:50	Bell. Classes resume
3:30	Bell. End of day

Office Hours

8:30am – 4:00pm
Parents are asked to note the above office hours and ensure all calls and school visits are arranged during that timeframe

Drop off and pick up

Parents are reminded that learning starts at 9:00am. Please ensure drop off is made before 9. All late arrivals must be signed in at the office.

Parents are also asked to ensure pickups occur on time. Teachers often have meetings and other commitments after the school day is finished and should not need to supervise students and it is not the responsibility of office or senior staff.

For security reasons, we do not encourage parents to arrive too early at the end of the day (5 to 10 minutes before is sufficient) and would prefer parents to leave once goodbyes have been said in the morning.

Yard supervision at the end of the day is to ensure that students are leaving appropriately and moving on. The teacher on duty's role is not to supervise students that are waiting for parents. This task is also made difficult when a lot of parents allow children to play on the play equipment before leaving. Please note that you must fully supervise your own children in that circumstance.

Curriculum Coverage

A typical day in a classroom incorporates a Literacy "block", a Numeracy "block" and time devoted to the inquiry unit being conducted. Where possible, literacy and numeracy occur in the morning. Our commitment is to two hours of literacy and one hour of numeracy each day. Throughout the week, students also attend specialist programs in Physical Education, Visual Art, Performing Arts and Auslan (sign language).

SCHOOL ATTENDANCE

At Killara Primary School, we know that high levels of attendance are critical in ensuring students are maximising opportunities to not only reach their potential but to further extend that potential. We understand that a high level of attendance also acts as a key indicator of student engagement and wellbeing.

As per the Department of Education's regulations, students of Killara Primary are expected to attend school during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance for the student (e.g. the student is unwell), or
- the student is registered for home schooling and has only a partial enrolment at Killara Primary School for particular activities

School Responsibilities

Schools have a statutory role in regards to attendance as they are required to keep records of all absences; approved or unapproved.

1. Killara Primary School actively sets high expectations for student attendance (minimum 90%) and regularly promotes these expectations and the importance of student attendance (e.g. school newsletter, website).
2. Through the school's Attendance Policy, Killara Primary School ensures all members of the school's community are informed on expectations, responsibilities and processes with regards to student attendance.
3. Killara Primary School guides and supports staff in following attendance procedures at the school (as identified in this policy).
4. Attendance rates are monitored with any concerning patterns identified and acted on.
5. In Term 1, all families will receive a copy of the Department of Education's, Parent Brochure - Every Day Counts, Primary School (pdf - 98.01kb) (see next page).
6. In Terms 2 and 4, all parents will receive notification of their child's attendance rate in their semester reports.
7. Killara Primary School will provide support for families who are experiencing difficulty in maintaining a high level of school attendance for their children (refer to Strategies and Initiatives to Promote Student Attendance). This may or may not include home visits.
8. Through articles in the school newsletter, Tiqbiz and the school's website, Killara Primary School will remind parents of their responsibilities in ensuring their child is attending school.
9. Individual classroom teachers have the responsibility to follow up absences in their class.
10. Students overall attendance is recorded and teachers have the responsibility to pursue unexplained absences with the student and his/her family.
11. Other senior staff may become involved when the student's attendance rate is of concern.
12. On occasions when students are not required for school, such as curriculum days, families will be notified in advance.

Parent / Guardian Responsibilities

Student attendance at school is fundamental to the role of all parents/guardians. The attitudes and actions of parents/guardians, about going to, or being at school, have a very powerful impact on their child's attitude.

1. Parents/Guardians of school aged children, must send the children in their care to school unless there is a reasonable excuse, such as illness.
2. Students should arrive on time (by 8:55am for a 9:00am start) every day.
3. It is the parent / guardian's responsibility to inform the school of the reason for a child's absence.
4. Parents / Guardians are encouraged to notify the school in advance where an absence is predicted. A phone call prior to 8:45am is appreciated if the student is going to be absent for the day.
5. Students leaving school early should only do so due to extenuating circumstances and need to be signed out at the office.
6. In any circumstance where a child is to be exempted from attendance at school, a written request must be made by the parent/guardian of that child to the class teacher.
7. Where possible, your child's appointments for medical, dental or health reasons should be attended out of school hours.
8. In the event of an impending prolonged absence (e.g. overseas trip) parents are asked to advise the school in advance, stating the start and end dates of the absence.

(Extracted from the Killara Primary School Attendance Policy)

EVERY DAY COUNTS

Primary school attendance

Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind.

Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

Getting in early

Attendance patterns are established early – a child regularly missing days in kindergarten or in the early years of school will often continue to miss classes in the later years, and receive lower test scores than their classmates. It's vital that students go to school every day – even in the early years of primary school.

What we can do

The main reasons for absence are:

Sickness – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

It's vital that holidays are planned during school holidays where possible, and not during the term if it can be avoided.

"Day off" – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

Truancy – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy. The best way to address this is for schools and parents to work together.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.
- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.

For more information and resources to help address attendance issues, visit:
www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx

Department of Education and Training

VICTORIA State Government | Education and Training

Parent Code of Conduct

INTRODUCTION

At Killara Primary School we believe in promoting a positive school culture, based on positive behaviours and values, which seeks to increase student wellbeing and learning. We understand that student wellbeing is everyone's responsibility and that social and emotional wellbeing underpin effective student learning and positive behaviour. Killara is an engaging and inclusive school where tolerance and respect are core values of the school's philosophy (Killara Student Engagement Policy). Killara Primary School actively promotes and nurtures a partnership approach to education. It acknowledges the role parents / carers play in their children's learning and the contributions they make to the school.

PURPOSE

This Code of Conduct is intended to provide school community members with protocols and procedures for appropriate conduct and the development of positive relationships within the school community. At Killara Primary School, we have strong core values which enable students to manage themselves in a socially competent manner.

Our vision is "Our best – every child, every day". Explicit pro-social values and expectations for behaviour are in accordance with our vision and values, which will be modelled and promoted by staff, students and the parent community.

We expect that Killara Primary School parents will demonstrate the school values at all times within the school setting

Our school values are:
Caring – displaying courtesy and kindness
Acceptance – being tolerant and understanding
Responsibility – trustworthiness and reliability
Excellence – always striving to do our best
Support and Teamwork – showing teamwork and cooperation

POSITIVE PARTNERSHIPS

At Killara we recognise the extraordinary responsibility and privilege it is to educate our students / your children. We believe that the development of successful partnerships with parents / carers and families assists the development of the whole child. Parents/carers are encouraged to actively participate in supporting their child's learning by building a positive relationship with the school. Killara Primary School encourages positive parent involvement through shared responsibility for your child's learning progress and development. Parent/carer participation is welcomed in the school and classroom programs and activities such as School Council, Parents and Friends' Association, working bees, classroom assistance and attendance at school events. Parent / carer involvement, interest and commitment to a child's education is crucial to their development.

RIGHTS AND REPSONSIBILITIES

Parents / carers are encouraged to understand the school's behavioural expectations, which aim to provide a consistent approach that support your child's learning and engagement in and out of school. This is assisted by home-to-school and school-to-home communication, so that we work in an effective partnership.

Listed below are expectations pertaining to a positive partnership:

Parents /Carers have the right to:	**Parents /Carers have the responsibility to:**
• participate in a happy, safe, secure and satisfying environment.	• support the school in its effort to maintain a positive teaching and learning environment • act in a safe and responsible manner
• be heard and treated with respect by all members of the school community	• listen to, and treat members of the school community with respect
• be informed about their child's educational progress and behaviour.	• communicate and act on information regarding the educational and social development of your child
Parents /Carers have the right to:	**Parents /Carers have the responsibility to:**

- have access to staff at convenient, mutually agreed times
- be kept informed and included in decision making and policy development
- report instances of concerns/issues/incidents involving your child
- make an appointment and attend at the mutually agreed time
- support school policies and decision making processes
- allow procedures to be followed as stipulated in school policies, maintaining a solution -focussed approach to solving issues in a calm and co-operative manner

PROTOCOL FOR ISSUE RESOLUTION

All of our students have the right to feel safe and comfortable at school. There may be times when you feel that the action of another child has infringed the rights of your own child.

- All school issues are to be handled by the staff of the school. We attempt to resolve these issues through:
    - calm discussions between the parties directly involved whilst respecting the dignity of each and every person
    - Being prepared to actively listen to another's point of view.
    - Allowing correct procedures be followed to allow all parties to be heard
- Parents should not directly approach other students or make contact with their families. This only serves to compound the issues and make them more difficult to resolve. We believe that most situations can be resolved to the satisfaction of all parties.
- Under no circumstances is a parent or guardian to approach another child to discuss or chastise them because of their actions towards their own child. Please try to have a positive and open mind. We all have bad days and at times events occur which don't always appear fair. We are dealing with children and they are learning how to behave. It is often the case that the injustice was not intentional, and many times not even apparent to others.
- Approach situations in a spirit of co-operation, understanding and genuine partnership.

WHO TO CONTACT

If you have a concern or issue relating to your child, please make use of the following steps:

1. Contact the class teacher first – they are in the best position to help you, as they know your child well and are directly responsible for them
2. If you have further concerns or need further support, please speak to the Team leaders.
3. If you still have concerns or are requiring further support, please make an appointment to see Assistant Principal Student Welfare and Wellbeing for student well-being and welfare issues. If the issue is a learning-related one, make an appointment to see the Assistant Principal Learning and Teaching

For urgent matters, or if you believe that you have not had the follow up you would like, please make an appointment to see the Principal.

Student Code of Conduct

INTRODUCTION

At Killara Primary School we encourage students to behave in a positive way to learn in a safe and caring environment. When you feel safe you learn better and feel better. Killara CARES is an important set of values where Caring, Acceptance, Responsibility, Excellence, Support and Teamwork are important to everyone. Killara is an engaging and inclusive school where tolerance and respect are core values of the school's philosophy (Killara Student Engagement Policy). Killara Primary School actively promotes and nurtures a partnership approach to education. It acknowledges the role parents/carers play in their children's learning and the contributions they make to the school.

PURPOSE

This Code of Conduct is intended to provide students with ways to act, behave, perform and relate to others. It addresses the issues of equity, consistency and fairness to foster independence, self-discipline, respect and concern for others. It should also further the recognition of rights and responsibilities.
At Killara Primary School, we have strong core values which enable students to manage themselves in a socially competent manner.

Our vision is "Our best – every child, every day". Explicit pro-social values and expectations for behaviour are in accordance with our vision and values, which will be modelled and promoted by staff, students and the parent community.

We expect that Killara Primary School students will demonstrate the school values at all times within the school setting

Our school values are:

Caring – displaying courtesy and kindness
Acceptance – being tolerant and understanding
Responsibility – trustworthiness and reliability
Excellence – always striving to do our best
Support and Teamwork – showing teamwork and cooperation

POSITIVE PARTNERSHIPS

At Killara we recognise the extraordinary responsibility and privilege it is to educate our students. We believe in the development of the whole child. We support student learning by building positive relationships with each child. Killara Primary School encourages positive student involvement through shared responsibility for their learning progress.

We choose to educate students by implementing Restorative Practices and the Method of Social Concern approach and the rights of children to feel safe and secure, to be treated with respect and learn and play without harassment or discrimination of any form.

To accomplish this we:

- develop pride in the school
- encourage parent-teacher collaboration and cooperation
- jointly construct and develop school responsibilities
- promote friendly interactions and a sense of belonging
- actively promoting student voice
- give positive encouragement and recognition
- provide adequate supervision of children at all times
- set a good example in manners and social skills, behaviour and appearance
- foster respect, tolerance, sharing and compassion
- encourage individuality and flair

Students are expected to learn well by:

- observing class rights and responsibilities
- respecting others' right to learn
- being punctual and prepared
- being friendly and considerate to others
- following teacher instructions
- making sensible choices
- beginning learning tasks quickly
- being focused

RIGHTS AND REPSONSIBILITIES

Students are encouraged to understand the school's behavioural expectations, which aim to provide a consistent approach to support learning and engagement in school. This is assisted by home to school and school to home communication, so that we work in an effective partnership.

Listed below are expectations to develop positive partnerships with each other and teachers:

Student Rights	Student Responsibilities
Students have the right to Feel safe and comfortable at school Work and learn as much as possible • be heard and treated with respect by all members of the school community	**Students have a Personal responsibility:** I do the right thing **Students have a Communal responsibility:** I encourage others to do the right thing • work and learn as much as possible

• collaboratively negotiate classroom responsibilities to be displayed prominently in the classroom • have a voice and express opinions • report concerns/issues/incidents involving themselves or other students	• treat each other with respect and dignity at all times • accept and observe school rights and responsibilities • act in a safe and responsible manner • listen to , and treat members of the school community with respect • respond quickly and positively to teacher requests and instructions • play within school boundaries in a safe manner • play sensibly on play equipment and take turns • play appropriately with approved toys and sports equipment • attempt to sort out problems themselves by being assertive, if necessary • report problems/concerns to the teacher/s on yard duty • walk on stairs, ramps, paths and inside buildings • cooperate and share with others **Care for our school environment by:** • Respecting and caring for property, equipment and the natural environment • Reporting breakages or losses

PROTOCOL FOR ISSUE RESOLUTION

All of our students have the right to feel safe and comfortable at school. There may be times when the action of a student has infringed the rights of another student.

- All school issues are to be handled by the staff of the school. We attempt to resolve these issues through:
    - calm discussions between the parties directly involved whilst respecting the dignity of each and every person
    - being prepared to actively listen to another's point of view
    - allowing all parties to be heard
- Students should only approach other students to resolve an issue if they believe it can be resolved by talking calmly.
- Approach situations in a spirit of co-operation, understanding and genuine partnership.

When behaviour or activity threatens rights it will be regarded as a **breach** of the Student Code of Conduct and one or more of the procedures, which are included in our Policy, may be applied:

- an explanation or reminder of the rules
- classroom warning procedures
- removal from the group/classroom
- withdrawal of privileges / additional duties
- application of logical consequences
- individual contracts / behaviour management plans
- Counselling / Case conferencing
- inquiry, suspension or expulsion procedures in accordance with School Discipline Procedures

NB. All incidents of harassment and discrimination should be reported to the Assistant Principal. These incidents will be taken seriously and investigated.

WHO TO CONTACT

If you have a concern or issue in the classroom or in the yard, please make use of the following steps:

1. When outside during recess, at lunchtime, before or after school, report issues/concerns to the Yard Duty teacher first – they are in the best position to help you resolve the issue by speaking to all parties concerned
2. If you have further concerns or need further support, please speak to your classroom teacher
3. If you still have concerns or are requiring further support, see an Assistant Principal
4. For urgent matters, or if you believe that you have not had the follow up you would like, please contact an Assistant Principal or the Principal

Classroom rights and responsibilities are collaboratively negotiated each year and displayed prominently around the school.

They are consistent across the school and relate to the following statements -

1. Move and play safely
2. Care for yourself, others and property
3. Resolve problems calmly, sensibly and fairly
4. Show respect for all others by using good manners and acting, speaking and listening, appropriately and fairly
5. Work as well as you can and allow others to do the same

CHILD SAFETY AND PREVENTION OF CHILD ABUSE

STATEMENT OF COMMITMENT TO CHILD SAFETY

Killara Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

Killara Primary School has zero tolerance for child abuse.

Killara Primary School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Killara Primary School has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In its planning, decision-making and operations Killara Primary School will:

1. Take a preventative, proactive and participatory approach to child safety;
2. Value and empower children to participate in decisions which affect their lives;
3. Foster a culture of openness that supports all persons to safely disclose risks of harm to children
4. Respect diversity in cultures and child rearing practices while keeping child safety paramount;
5. Provide written guidance on appropriate conduct and behaviour towards children;
6. Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development;
7. Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
8. Report suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
9. Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk
10. Ensure a risk prevention and minimisation approach
11. Take the legislative requirements seriously and ensure implementation
12. Value the input of and communicate regularly with families and carers

PROTECTING CHILDREN FROM ABUSE: FOR PARENTS AND CARERS

GET THE FACTS

As adults we all play a critical role to protect children from harm.
As a parent or carer you have the primary responsibility for protecting and caring for your own children and supporting them to build relationships that are safe and respectful.
You also play a critical role in identifying and responding to suspected abuse within the community. In fact it may amount to a criminal offence if you fail to report suspected sexual child abuse.

REPORTING ABUSE

What should I do if I suspect that my child has been abused?

If you believe that your child has been abused, or is at risk of being abused contact Victoria Police immediately via the local police station or on 000 if it's an emergency.

What should I do if I suspect that another child has been abused?

If you suspect that a child has been abused, or is at risk of abuse (such as physical abuse, family violence or neglect) you should report immediately to the Department of Health and Human Services (DHHS) Child Protection (see contact detail at the end of this fact sheet)

- If you suspect that a child has been sexually abused, you must also report your concerns to the Victoria Police. You may be committing a criminal offence if you fail to do so.
- You should report even if you're not sure. It is the role of authorities to investigate your concerns and determine if any further action needs to be taken.
- Parent and carers are also often in a position to protect the friends of their children. This is because children are most likely to disclose their experiences of abuse to their peers, who in turn may share this with their own parents and carers.
- If your child talks to you about their friend, and you suspect that the child is being abused or is at risk of being abused, you should act. You may be the only adult in a position to act and your response may be critical in protecting that child's safety.

What should I do if I suspect that a child is being abused and authorities have previously investigated and dismissed my report?

If you have new grounds for believing that a child is being abused, you should make another report to DHHS Child Protection or Victoria Police. Every report is critical to protecting a child as it builds evidence and helps authorities to gain a clearer understanding of risks to the child.

What happens to my child if someone at the school suspects that my child has been abused?

All staff members at your child's school are required to report suspected child abuse to DHHS Child Protection and, in some circumstances, to Victoria Police.

Your child's school will contact you as soon as possible, unless they have been advised not to do so by DHHS Child Protection and/or Victoria Police.

Where appropriate the school will work with you to ensure that your child is provided with support, which may include referring them to wellbeing professionals.

When is it a criminal offence to not report suspect abuse?

Any adult may face criminal charges if they believe that another adult has committed a sexual offence against a child under 16 years of age and does not report this information to the police.

FACTS ON CHILD ABUSE

What is child abuse?

Child abuse:

- can include physical abuse, sexual abuse, grooming, emotional or physiological harm, neglect or family violence
- does not have to involve physical contact or force (eg, child sexual abuse can include talking to a child in a sexually explicit way)
- can be committed by any member of the community, including someone within a child's family or someone within the school setting.

The trauma associated with child abuse can significantly impact upon the wellbeing and development of a child. This is why it is critical that we all respond immediately to any form of suspected abuse.

What are the signs that a child has been abused?

There are a range of physical and behavioural indicators of child abuse.

Most importantly you should act if you notice anything that causes you to form a reasonable belief that a child has been, or is at risk of being abused, including (but not limited to):

- a change in a child's behaviour (e.g. withdrawal, regressive behaviour, or non-age appropriate sexual behaviours)
- physical indicators of abuse (e.g. unexplained bruises, welts, signs of malnutrition)

- an inappropriate relationship between an adult and a child (e.g. inappropriate physical contact, unexplained gifts or phone/email contact).

THE SCHOOL'S ROLE

How must schools respond to suspected child abuse?

All staff in Victorian schools are obligated to respond to any incident or suspicion of child abuse as outlined below:

1. **Respond to the emergency**
   Address any immediate health and safety needs (eg. administer first aid or contact emergency services).
2. **Inform authorities**
   Report any reasonable belief that a child has been, or is at risk of being abused to the DHHS Child Protection or Victoria Police.
3. **Contact parents/carers when appropriate**
   Contact parents/carers once authorities advise that it is safe and appropriate to do so.
   Ideally parents/carers will play a central role in providing support for their children, however schools will be instructed not to contact parents/carers in circumstances where this may impede an investigation or place the child at greater risk.
4. **Provide ongoing support for all children impacted by the abuse**
   Provide appropriate support for all children impacted by abuse. This will likely include ongoing counselling from professionals. The child's ongoing support will be documented in a Student Support Plan.

These actions are outlined in further detail in Identifying and Responding to All Forms of Abuse in Victorian Schools.

Are the staff at my child's school required to report child abuse?

Yes – all staff at your child's school are required by law to report any reasonable belief that a child has been abused, or is at risk of abuse.

In some circumstances, it may be a criminal offence for school staff to fail to report child abuse to the authorities.

PROTECTING MY CHILD

What can I do to help educate and protect my child from abuse?

Have a chat to your child and make sure that he or she knows that no one is allowed to threaten, hurt or touch them in a way that makes them feel uncomfortable.

Every relationship should be respectful and no one should behave in a way that makes them feel unsafe or afraid.

Your child's school will also be supporting your child in learning about their rights to be safe and respected. Victorian government schools are teaching the *Respectful Relationships* program which promotes positive attitudes and behaviours and is aimed at preventing family violence.

What should I talk about when I explain safety to my child?

There are some things you can do at home to build your child's understanding of safe and respectful relationships including:

- talking openly with your child about their feelings and relationships
- being sure that they understand you will listen and act if they are concerns about how anyone is treating them
- using the correct names for body parts and having age-appropriate conversations about touching and sexual activity
- letting your child know that adults should never harm or act in a sexual way with any child

Keeping children safe outside of the home or school

You play a critical role in ensuring that your children are spending time in safe places.

In Victoria all people who are working with your children such as coaches and music teachers need to have a current *Working With Children Check*.

You may like to check that any staff and volunteers spending time with your child after school hours and on weekend have a valid *Working With Children Check*.

If you think that you may need some help to keep your children safe from harm and support their healthy development, it is important you find some help. Visit the Victorian Government's Better Health Channel for information on seeking support:
https://www.betterhealth.vic.gov.au/health/healthyliving/parenting-support-to-help-prevent-abuse

FURTHER INFORMATION

Where can I go for more information and support?

You can contact DHHS Child Protection and Victoria Police directly to discuss any concerns you may have for the wellbeing of a child (see contact details on the next page)
If you have any concerns about your child or another child at your child's school talk to the principal or another staff member at the school about your concerns. You can also raise this matter with DHHS Child Protection and the Victoria Police.
For further information on where to go for support to keep your children safe from harm visit the Victorian Government's Better Health Channel:
https://www.betterhealth.vic.gov.au/health/healthyliving/parenting-support-to-help-prevent-abuse

For more information on:

- your child's school's role in preventing and managing child abuse: www.education.vic.gov.au/protect
- indicators of abuse, visit www.education.vic.gov.au/protect

If you are concerned or unsure about your school's response and/or would like to talk to someone outside of the school please contact:

- Victorian Government schools Regional Office (www.education.vic.gov.au/about/contact/Pages/regions.aspx)

Department of Health and Human Services Child Protection

Region	Local Government Areas (LGAs)	Phone No
Northern and western suburban LGAs	Banyule, Brimbank, Darebin, Hobsons Bay, Hume, Maribyrnong, Melbourne, Melton, Moonee Valley, Moreland, Nillumbik, Whittlesea, Wyndham, Yarra.	1300 664 977

Child FIRST

Hume	1300 786 433

Other Services

Centres Against Sexual Assault (CASA) – Emergency Counselling & Support Line	1800 806 292
Australian Childhood Foundation	1800 176 453
Children's Protection Society	(03) 9450 0900
Child Wise	(03) 9695 8900
Vic Aboriginal Education Association	(03) 9481 0800
Child Safety Commission	1300 782 978
Office of the Children's eSafety Commissioner	1800 880 176
Victorian Aboriginal Child Care Agency (VACCA)	(03) 9287 8800
Victorian Aboriginal Community Controlled Health Organisation (VACCHO)	(03) 9411 9411

Sexually Abusive Behaviour Treatment Services Providers:

Australian Childhood Foundation	(03) 9874 3922
Children's Protection Society	(03) 9450 0900
Berry Street	(03) 5822 8100

PARENT PARTICIPATION AT KILLARA

Partnership with the teacher
The most important relationship with the school is your relationship with your child's class teacher. A positive and shared approach ensures that good communication can occur.

Remember that the teacher has over 20 students in their care, so their time is often limited. After school meetings are also a part of the life of teachers and essential for ensuring the class programs are well planned and the best strategies adopted.

If you need a lengthy or detailed discussion, please arrange an appointment and outline the issue. We utilise email, phone and other forms of communication to keep parents and teachers in touch.

PFA
Our Parents and Friends Association is a constituted school community group that has as its aims to provide an opportunity for school community members to come together to promote the school community and develop a shared community view, encouraging active participation in the school, social contact between members of the school community, raising funds and promoting parent education.

A strong involvement in school fundraising, event and activity support and social functions, as well as a dedication to parent information and education are the key activities of the group. Meetings are held in afternoons and all parents/guardians are welcome.

School Council
The School Council is the governing body of the school and, as such, approves policy, monitors finances and ensures the school facilities are maintained. Council currently meets on the fourth Tuesday of each month (excluding holiday periods). Four standing committees meet in the week prior the School Council, reporting back and making recommendations to the Council.

School Council elections are held in March each year, with approximately half of the Council retiring each year and positions being for two year terms.

Classroom Helpers
Classroom helpers are welcome in Killara classrooms. To be eligible to assist in classrooms we ask parents to undertake the Parent Helpers course, held in term 1 each year. This course outlines ways that you can be of assistance and makes timely reminders about confidentiality.

Your child's teacher will then advise you of ways you can be involved in the classroom. For our new Preps, we ask that you allow them time during first term to settle before assisting in the classroom.

Please note: whenever you visit the school for whatever reason, it is vital that you sign in through the visitor's book at the front office. Parent support is always welcome and there are a range of projects for which we'd love your support.

Parent Helpers are required to have a Working With Children's Check, a copy of which will be kept at the office.

We ask that Parent Helpers do not go out into the playground at recess or lunch time.

Excursions and camps
Assistance is often required on excursions and camps. Notices distributed will indicate that there is a need for assistance. Only a limited number will be required – teachers can select parents with expertise or skills that may benefit the activity, then conduct a ballot for any other requirements.

When assisting on excursions or camps, parents are reminded that they have a role to fulfil and that instructions given by supervising teachers must be adhered to.

Special Activities and Events
A range of special activities and events occur in our school every year, including special focus evenings (such as a Family Maths Night), extensions of the school program (such as Athletics Days), performances (such as our School Production) and fundraising events (such as our Walkathon). We love parents to be involved as spectators and, at times, participants!

Reporting to Parents
A most important element of the partnership between parents and the school is our reporting program. Direct contact with teachers is formally conducted twice per year. Our initial parent- teacher interview, in February, is held to exchange information. We place great emphasis on educating the whole child – so it is important for teachers to understand each child's particular needs, interests and situation.

Learning task reports are made available throughout each term, based on the learning occurring in the classroom. These reports are accessed on Compass and give parents regular indications of student

progress and areas of strength and development, as well as guidance for support at home. Parents are encouraged to access these reports and discuss them with their chid, raising questions with the class teacher as needed.

At half year, semester reports are distributed and parent interviews are held to discuss student progress and outline future plans. At the end of the year, semester reports are once again distributed and interviews can be arranged by request.

Parents are also encouraged to maintain contact with teachers throughout the year and to arrange appointments should they need a more formal discussion.

Suggestions and feedback
Please forward any suggestions and feedback via our school email: killara.ps@edumail.vic.gov.au

A – Z section

ACCEPTABLE USE OF TECHNOLOGY

When students use technology, both at school and at home they have responsibilities and rules to follow. We expect our students to agree to:

- Be a safe, responsible and ethical user whenever and wherever they use technology.
- Support others by being respectful in how they communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).
- Talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

When at school students also agree to

- Protect their privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.
- Use the internet at school for educational purposes and use the equipment properly
- Use social networking sites for educational purposes and only as directed by teachers
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).
- Think critically about other users' intellectual property and how they use content posted on the internet, not simply copy and paste information from websites.
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.
- Not reveal my password to anyone except the system administrator or classroom teachers.
- Not bring or download programs without permission, including games, to the school or run them on school computers.
- Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

ASSESSMENT

Students are assessed on an ongoing basis. Teachers monitor progress through observations, testing, work tasks, self-assessments and other "rich" assessment tasks.

The main purpose of assessment is for the teacher to ascertain the student's next point of learning, with assessments also being used to report to parents on progress and as part of the learning process.

Sometimes, students who are experiencing difficulties with their learning and not making progress are referred to Student Support Services for further assessment. Speech, language and psychological assessments may be required to determine the special learning needs of the student. Parent consent is required for such assessments.

ATTENDANCE & ABSENCES

Killara Primary School expects a high level of school attendance by all our students, although we do understand that occasionally a child is too ill to come to school.

If a student is absent through illness, the parent or guardian must explain this either through a phone call to the school prior to 8:45 am (preferably) or via a letter/note when the student returns to school. To help facilitate a high level of attendance, it is best to organise appointments (e.g. doctors) for outside school hours where at all possible. Any planned absences are requested to be in writing in advance.

See also Early Dismissals & Late Arrivals.
See pages 5 and 6 for policy information.

ALLERGIES

If your child suffers from any form of allergy, it is extremely important that the school be notified immediately. Please bring this to the attention of the office as soon as possible.

Students with severe allergies that may lead to anaphylaxis require a management plan prepared with the assistance of a doctor and an epipen. The school MUST be notified of this situation immediately.

ALLOWANCES AND FINANCIAL ASSISTANCE – CSEF (Camps, Sports, Excursion Fund)

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. $125 per year is paid for eligible primary school students. Payments are made directly to the school and are tied to the student.

To be eligible for the fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- on the first day of Term one, or;
- on the first day of Term two:

  a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR

b) Be a temporary foster parent, and

c) Submit an application to the school by the due date. (23 June 2017)

Funds can only be utilised to cover costs associated with camps, sport activities or excursions.

ASSEMBLIES
A full school assembly will be held every Monday morning at 9:00am in the gymnasium. Various school news, reports, performances and 'Pupils of the Week' are celebrated. Parents are always welcome to attend, however, as a matter of courtesy we expect that your mobile phone will be switched off (or to silent). If assembly is cancelled for any reason, notices wil be displayed before 9:00am to indicate so.

ASTHMA RECORD
Killara P.S. is an 'Asthma Friendly' school. Asthma Management Records are renewable annually and are available from the office at any time. The Department of Education and Early Childhood Development recognizes that, whilst it is wise to encourage older children to be responsible for their own medication, many primary school aged children are not ready to do this. It is suggested that parents of asthmatics (especially younger or chronic asthmatics) send medication to school to be kept in the sickbay with their child's asthma record. The medication is then readily available for effective administration, should the need arise.

AUSLAN
Auslan (Australian Sign Language) is our school language program. All students have one session per week with our Auslan teacher, developing fluency in using signing and learning about the impact signing has on hearing impaired people.
Our Auslan teacher is enthusiastic about meeting with parents and discussing how to encourage development of signing skills.

BANK

Commonwealth Bank and their Dollarmite Savings accounts give all children the opportunity of banking with a coupon book system through the school. The school receives a commission from the bank for each deposit that a child makes. Application forms are distributed in Term 1 and are available through the office. Bank Day is Tuesday and bank books need to come to the office via the classroom cash bag.

BEHAVIOUR
See Student Well Being and Discipline

BOOK CLUB & BOOK FAIR
The school provides families with the opportunity to purchase books and other resources through the Scholastic Book Club. Pamphlets are sent home regularly, with orders and payments made online, direct to Scholastic.
A Book Fair is also held annually, where parents and students can purchase books at reasonable prices.

BULLYING
Bullying is repeated oppression, physical or psychological, of a less powerful person by a more powerful person or group.
Cyberbullying is a form of bullying that is carried out through an internet service such as email, chat room, discussion group, online social networking, instant messaging or web pages. It can also include bullying through mobile phone technologies such as SMS. It may involve text or images (photos, drawings)
It is important for the school to provide a safe and friendly environment for students and staff and to encourage care, courtesy and respect for others.
Incidents of bullying will be followed up according to the School Anti Bullying Policy, which adopts a prevention and early intervention approach.

CAMPING PROGRAM

Adventure camps are organised for students in years 3/4 and 5/6. Parents will be sent initial information well in advance and a payment system will be provided to allow parents to pay for the costs of the camp over time.

CANTEEN / LUNCH ORDERS
Our managed canteen operates from Tuesday to Friday, with lunch orders being accepted and counter-sales of snacks and icy poles occurring at both recess breaks. An up to date menu and price list will be distributed throughout the year with further updates communicated via the newsletter and tiqbiz app.
Special lunches, such as sausage sizzles, are held once per term.
Volunteer helpers are always needed to assist with the preparation of meals and serving for counter sales. If you are able to help in the Canteen please call the office on 9744 6432. The canteen relies on parental support to operate and your help would be greatly appreciated. **We URGENTLY need more regular and reliable volunteers!**

CAR PARKING
On street parking bays are available on Phillip Drive and Rees Road, with parking also available in surrounding streets. Parents are not to enter the staff car park areas.
Unfortunately, due to our large student population, there are no easy solutions for traffic congestion around the school and the lack of sufficient carpark spaces. Families are encouraged to park and walk or consider other alternatives.
The school has no jurisdiction over the roads and external car parking. We ask parents to set an

appropriate example for our students by obeying road rules and exhibiting patience.
Please note that **NO PARENT PARKING** is available on the school grounds.
If you bring your child to school by car then please ensure that you:

- Observe the "No Parking" signs
- Never allow your child to leave the car unless you have actually stopped & parked legally
- Never double park when dropping off or collecting children
- Respect our neighbours and do not park in or over their driveways
- Be extremely cautious when driving around the school
- Do not let your child walk through the staff car park or use the staff car park gate

Please refer any issues and complaints to the Hume City Council or police.

CHILD SAFETY
Killara Primary School is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.
See pages 11-14 for information about Child Safety and Protection of Children from Child Abuse, including the school's Child Safety statement and information for parents.

CLASSROOM HELPERS
See Parent Helpers

COLLECTION OF MONIES
Payments to school can be made using QKR, cash, cheque, EFT/Credit Card or direct deposit into the Schools bank account. When paying for events at school (such as excursions, incursions, camps) our preferred payment method is QKR. If cash is sent to school please ensure it is sent in an envelope together with the signed permission form. EFT/Credit card transactions can only be done at the school office, we are unable to do over the phone payments. Multiple payments for one family can be placed in one envelope and we will distribute paid permission forms to your child/rens classrooms. If making part payments, remember to clearly label the envelope with the students name and what the payment is for. Please contact the office for relevant information if you would like to use direct deposit.
Families can also make regular payments into their account which will sit as "credit" ready to use for the next excursion. Eg if you have a child who will be participating in a school camp, making payments on a regular basis will greatly help when the time comes to complete payment. Credit can be used for all camps, excursions, incursions, bookpacks and netbook payments. Contact the office for more information.

COMMUNICATION

We consider that communication between home and school is very important and an essential element of the home/school partnership. Together we can enhance the learning outcomes for your child. Please speak to your child's class teacher if you have a concern or a comment that you would like to contribute. Communication books may be used between the teacher and parents if required. We'd much prefer you come and see us than worry over something we can help you with! Email or phone can be used to make an appointment.
School Communication occurs in a number of ways:

- Our weekly newsletter keeps you up-to-date and also provides you with valuable information about the school and about learning.
- Reminders are posted on Tiqbiz, a free smart-phone app, as well as on Compass
- Student learning is posted on Compass
- Our web site is kept up-to-date and contains policies and forms, as well as information about our school
- Term newsletters are sent from each teaching team, outlining programs, special events and learning requirements
- Notices pertaining to particular events (such as excursions) are distributed at least 2 weeks prior to the event

If you require information you can always call us on 9744 6432 or send us an email at the school email address:
killara.ps@edumail.vic.gov.au

COMPASS
Compass provides an online environment whereby we can communicate directly with you, as well as provide you with information about your child.

When you log in to Compass, the parent portal will enable you to: view school events and activities on the calendar, read the newsletter and news alerts, record an absence, email your child's classroom teacher, update personal details and read learning tasks and semester reports.

Learning Tasks are created by teams based on the Victorian Curriculum and the needs of the students. Learning tasks will include the title of the unit, skills the students have focussed, a grading against the scale, beginning, consolidating, established as well as a mark for effort and work habits. Learning Tasks are uploaded by teams every 4- 5 weeks for Literacy and Numeracy. Inquiry, Physical Education, Visual Art, Performing Arts and Auslan are once a term. Instructions on how to view learning tasks will be included in the school newsletter.

Semester Reports are uploaded to Compass at the end of Term 2 and Term 4. Semester Reports are completed by the classroom teacher and specialist teachers. The reports include levels against the Victorian Curriculum, attendance, learning habits and effort. There is also a general comment that

summarises the students learning and includes areas of achievement and a focus for improvement.

Bookings for Parent-Teacher Interviews and Meet the Teacher sessions are made via Compass. The school will notify parents via the newsletter and a school notice with instructions for how to make a booking on Compass.

EARLY DISMISSAL / LATE ARRIVALS

Where possible you are encouraged to make medical, dental and other appointments outside of school hours. Early pickups are discouraged and should be avoided if possible. If you do need to collect your child earlier than 3.30 pm, you are required to go to the office and sign a book indicating the dismissal date, time and reason. You will then be issued with an "Early Leavers Slip" which you are required to take and give to the teacher supervising your child's class. If your child arrives home early or unexpectedly, please contact the school immediately.

Any late arrivals (e.g.: after 9.00 am) will need to go to the office sign the Late Arrivals book. The office staff will then notify the classroom teacher. Continual late arrival will affect your child's learning time. Please also see Attendance & Absences.

If any other person is to collect your children, we request a phone call from you or for you to let us know in person or by note **prior** to the adult arriving at school – this is part of our student safety practices.

EMERGENCY INFORMATION / STUDENT RECORDS

As part of every enrolment it is a requirement that parents provide current contact details.

It is important we are able to contact families in the event of illness / injury to children.

We ask that you provide all contact details including home, mobile and work numbers for both parents and ensure that these are kept up to date at all times.

A list of 4 emergency contact people should be provided with current phone numbers so that if we are unable to contact Parent A or Parent B we have alternative people to call when needed.

Please note, the people listed on your emergency contact list are only contacted if we have been unable to successfully contact you. These people are not automatically authorised to pick up your child at any other time during school hours. If someone other than a parent is to pick up a child outside of the normal dismissal time you must either send a note prior to that time or call the school office to give permission for this to occur.

EMAIL

Teachers at Killara are comfortable using email as one form of communication, but parents must remember that it is protocol to use email under the following guidelines:

- A signed email permission form must be provided for this type of communication to occur
- Messages sent by email should be non-vital by nature
- Learning progress should not be discussed by email
- Items of a sensitive, confidential or complex nature should not be sent by email
- When agreed between the teacher and the parent (following face to face or phone conversation) email may be used as a form of regular communication about a student's day at school (in place of a communication book)
- Please identify yourself in the subject line of your e-mail message and, if appropriate, the name of your child
- For all medical or health concerns, please contact the school office by phone
- Please keep all contacts professional. Jokes, amusing or special stories, chain letters, or commercial solicitations are inappropriate and reduce valuable teaching time
- Mass e-mail to the school staff must be approved by the Principal before sending the email
- Emails containing threatening or offensive language will not be responded to

ENROLLING STUDENTS

Requirements for enrolling your child at Killara Primary School are:

- That you completed all areas of the enrolment form and signed in the designated areas.
- Ensure you bring your child's Birth Certificate (we will photocopy and keep it on file)
  Enrolments will not be accepted without proof of age
- Immunisation Certificate – Issued by Immunisation Registry.
  Health Centre books are not acceptable alternatives
- If your child suffers from asthma, a school 'Asthma Management Plan' must be completed. These forms are available from the school office.

Please ensure all the appropriate paperwork is completed when enrolling to ensure your enrolment can be accepted. For any further information please do not hesitate to contact our office staff.

A portion of school funding is now dependent on the way a school is assessed in relation to overall parent occupation and levels of education. It is important that we have accurate information about both of these aspects so that we receive our appropriate level of funding. If your circumstances change at any time, please notify the office

EXCURSIONS/INCURSIONS

The education programs planned at our school have a special emphasis on actively involving students in their own learning. Excursions are an important way of providing this involvement. From time to time, the children will go on excursions (or have incursions), so that they will have direct experiences related to their class studies. These are carefully planned to allow for new learning to occur. These excursions are an integral part of your child's education and we expect that all children will participate.

You will be asked to sign a Local Excursion form at the beginning of each year, which will allow the teacher to take your child on walking excursions to nearby places of interest. This permission form will cover all walking excursions for the year.

For all other excursions involving cost and transport you will be provided with written details and a permission slip which you are required to sign and return to school along with the correct payment.

FACEBOOK

Facebook and other forms of social media are generally not intended to be used by primary school aged students. Parents are encouraged to be vigilant about this and to ensure that students are not using forms of social media inappropriately.

FACEBOOK PAGE

The only school-endorsed Facebook page is the "Killara Primary School" page. This page is updated regularly to highlight the learning and achievements of our students and to feature special school events and activities, and is designed to build a sense of community. We do not use Facebook as a means of communication and reminders (Tiqbiz, the newsletter and Compass are used for this purpose).

FIRST AID

Should your child become ill or injured whilst at school they will be directed to the sickbay situated behind the main office. Basic first aid will be administered by staff on duty who have first aid qualifications.

In general, parents will not be notified unless the injury / illness requires further attention or the child is too unwell to remain at school, or when the injury is to the head.

Parents will be contacted for all injuries to the head. The call may be purely a courtesy call to advise of the injury and to have you be aware of the possibility of symptoms occurring at a later stage, or it may be a request to arrange collection of the student from school.

Teachers on yard duty at recess and lunchtime do carry bandaids, etc., in their duty bag to deal with minor cuts and abrasions that do not require attendance at sickbay. They also carry generic epipens for use if required for our anaphylactic students.

First aid kits are taken on all excursions, camps and sports days.

FAMILY NIGHTS

From time to time, the school arranges Family Evenings, with a view promoting one aspect of the curriculum. In the past these have included Science Nights and Maths Nights. Special activities are arranged to allow parents and students to learn about the area being covered in a fun and practical way.

FUNDRAISING

See Financial Commitments section – page 5.

HEAD LICE

Please check your child's hair regularly and notify the school if your child has head lice. Lotions are available from your local chemist to treat this condition and children with an infestation must be treated before returning to school. When notified of an outbreak of head lice, the school will follow its procedure, including notifying parents. It is not the responsibility of the school to check children's hair.

HOME LEARNING

Home learning helps your child to develop organisational and time-management skills, self-discipline, skills in using out-of-school resources and personal responsibility for learning as well as providing practice of essential learning skills to develop reading and writing in the early years.

Home learning is an opportunity for parents and children to work together to reinforce classroom learning, fostering lifelong learning habits, and providing an opportunity for students to be responsible for their own learning. Parents, in partnership with the school, should encourage their children to establish good Home Learning patterns from early primary school.

Home Learning expectations are outlined on page 28 of this booklet and will be forwarded at the start of each year through Team newsletters.

IMMUNISATION CERTIFICATE

When enrolling your child at school it is a requirement of the Department of Education and Early Childhood Development that a Certificate of Immunisation is presented. These are available from the Australian Childhood Immunisation Register on Toll free - 1800 653 809 where they will be able to issue your Immunisation Certificate free of charge. This can also be done via the Medicare website. Families who have chosen not to immunise need to provide documentation stating their decision.

Children who do not have a completed immunisation certificate or who are not immunised will be required to be excluded from school in the event of an infectious disease outbreak such as measles.

INFECTIOUS DISEASES

The law states that a child must be excluded from school if she/he has:

Chicken Pox - until fully recovered
Cold Sores – lesions to be covered wherever possible
Conjunctivitis - until discharge from eyes has stopped
Diarrhoea - exclude until diarrhoea has ceased
Diphtheria - until receipt of a medical certificate of recovery from infection
Head Lice - readmit the day after appropriate treatment
Hepatitis - medical certificate needed
Hand, Foot & Mouth Disease – until all blisters have dried
Impetigo (school sores) - until treated, must be covered whilst treated
Measles - at least seven days
Mumps - until fully recovered
Ringworm - readmit the day after appropriate treatment
Rubella (German Measles) - until fully recovered and at least four days from the onset of the rash
Scabies – readmit the day after appropriate treatment
Scarlet Fever - medical certificate needed
Whooping Cough - exclude for five days after starting antibiotic treatment

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Students at Killara have access to a wide range of learning technologies, including interactive whiteboards (every classroom), classroom desktop computers, class sets of mobile technology, including tablets and netbooks and 1:1 technology in 5/6, which is subsidised by the school and paid for by parents. Digital devices for recording images are also used across the school.
We believe these technologies are the modern tools of learning and teachers continue to be challenged by the need to transform learning tasks by using technology.

INSURANCE

The Department of Education and Early Childhood Development does not provide insurance for students and, therefore, parents/guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs.
Reasonably low cost accident insurance policies are available from commercial insurers.
Parents are also advised to take out ambulance membership or ensure their Health Insurance cover provides coverage for ambulance transport.

LIBRARY BORROWING

Killara has a very well stocked library and encourages the reading of good literature. The students can borrow books from the library when they visit for their library session each week. To protect this very valuable resource, please make sure your child has a library bag available at all times.

LOST PROPERTY

The best way to avoid clothing items becoming lost is to ensure that all items are clearly named. Lost property is regularly sorted and named items are returned to owners. Other items are displayed on the rack near the art room and are donated to charity if they are not claimed within one month.

- ***Please check regularly for lost articles***
- ***Please label/name all items of clothing including hats***

LUNCH ARRANGEMENTS

Your child may bring lunch to school, go home for lunch or order from the Canteen. If you wish your child to go home for lunch you will need to come and sign them out at the office and then collect them from the classroom. In our experience, going home for lunch is a rare occurrence.

LUNCH ORDERS

Our canteen operates from Tuesday to Friday (not open on Mondays).

QKR is our preferred method of ordering lunches from our school canteen. A bag can be purchased with your online order or alternatively your child can bring along their own lunch order bag to be placed in the lunch order basket in their classroom each morning. Lunch ordering via QKR closes at **9.30am** each morning.
If you are sending in your own order bag please write clearly and include the following information

- child's name
- grade and room number
- lunch order
- QKR receipt number

If you are unable to access the QKR app on your phone or tablet, you may send in cash with your order as payment. Please ensure the correct amount is enclosed with the order.
It is not the responsibility of the classroom teachers to write out lunch orders for children.
Children may bring small amounts of money to spend at recess or lunchtime.
No child will be permitted to go to the local shops.
Please note if a child is sent to school on a Monday with a lunch order when the canteen is not opened, we will attempt to contact parents to make alternative arrangements for lunch. If this is not possible, a sandwich (usually vegemite or cheese) will be provided to the child for lunch.

MAINTENANCE OF SCHOOL GROUNDS

A part time gardener/maintenance person is employed to keep the grounds and buildings well maintained. The School Council also organises occasional Working Bees, where parents are invited to assist in further enhancing our beautiful grounds.

MATERIALS AND REQUISITES FEE

Consistent with DEECD policy, parents/guardians are responsible for ensuring that their children are provided with essential education items used in a range of school activities. The Killara Primary School Council makes every effort to keep the cost of items that need to be purchased to a minimum.
To assist parents we will provide a Materials and Requisites Package for each child.
In 2017 the cost of this package is **$130.00** per child. For this amount we provide all the pens, pencils, textas, paper, books etc, as well as the resources listed in Section B and C below for your child. This is not only extremely economical, it ensures each child has access to the **same resources**, that the materials provided are **correct for that age level** and that they are in the classroom **when they are needed**

MEDICATION
We are aware that there are times when your child may require medication to be administered while at school.
We request parents come to the school and administer this themselves. Where parents are unable to do so, please ensure that medication is handed in at our school office and that:

- The medication is clearly labelled and must be sent in its original packaging. If prescription medicine, it MUST have the pharmacist label attached in the child's name (prescription medication that is not in the child's name will not be administered by the school)
- The dose required is clearly indicated and time the medication is required
- A note is sent in detailing the above and has your signed permission, or parents can complete a medication authority form which is available from the office

Please note, medication will be administered during recess or lunchtime, if possible, to ensure classroom learning time is not disrupted.
Wherever possible, medication should be scheduled outside school hours eg. Medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

NEWSLETTER
See SCHOOL NEWSLETTER & NOTICES

OUT OF HOURS SCHOOL CARE
Killara's Outside School Hours Care Program is operated by 'Complete Kids'. They provide a fabulous program, catering for each child's needs in a creative, stimulating, safe and secure environment. The program endeavours to reflect the experiences your child may experience as if at home, incorporating time for relaxing, quiet activities, art & craft, as well as energetic games and sports. The program is registered with the National Childcare Accreditation Council and will be participating in the Quality Assurance process, ensuring a consistently high standard of Care.
Outside School Hours Care operates out of the music room/gymnasium. A healthy, nutritious breakfast is provided for children attending Before School, and a delicious, nutritious afternoon tea for After School. The Before School Care Program operates from 6.30am – 8.45am and the After School Care Program operates from 3.30pm – 6.30pm.
Please call Deb Ryan on 0408 548 678 for more details. Enrolment forms are available from the school office.

OUT OF UNIFORM / DRESS UP DAYS
Once per term the Student Leadership Council organises out-of-uniform days to raise funds for a worthy cause. The SLC members reflect on a range of charities, often choosing one that has a direct connection or impact on Killara students. A gold coin donation is always requested for the privilege of being out-of-uniform.
Dress up days are also held within year levels to enhance learning in the inquiry topic – e.g. when studying our community, students might be invited to dress up to represent the workers in our community.
An annual favourite book character dress up day is held during Book Week in August, as a whole school celebration.

PARENT CODE OF CONDUCT
See page 7

PARENT HELPERS

At Killara Primary School, we welcome parents into our classrooms to help with various learning tasks. **All people over the age of 18 who wish to volunteer in our school need to have a "Working With Children" Card.** Forms are available from the Post Office.
All parent helpers helping in classrooms at Killara are also required to take part in a training program, held in term 1 each year. The session covers issues such as privacy and confidentiality and introduces protocols and strategies that are used in the classroom for learning.
We encourage parents to assist in many ways-as a classroom assistant, assistant on an excursion/sports days as part of the Parents and Friends Association (PFA) or as an elected member of the School Council.

PERFORMING ARTS
Students attend Performing Arts for one session a week in years prep – 2 and double sessions for one semester in years 3-6. Students take part in learning and teaching approaches that give them experience in the range of fields in performing Arts: music, dance and drama.
Our Performing Arts teacher is enthusiastic about meeting with parents and discussing how to encourage performing and musical skill

development or how their student may be progressing.

PERSONAL PROPERTY
Parents should be aware that private property brought to school by students is not insured and that neither the Department of Education and Early Childhood Development nor the School are responsible. All items valued because of their value or for sentimental reasons should be kept at home.

PREMIER'S READING CHALLENGE
For a number of years now, Killara students have taken part in the Premiers Reading Challenge. Students are registered with the challenge and record the books they read over the timeframe of the challenge. If they meet the targets set, they receive the PRC certificate. This program emphasises reading for pleasure and purpose and the lifelong importance of reading.

PREP INFORMATION TOURS AND SESSIONS
New and prospective Prep parents are invited into the school during Education Week in May to view our school and hear about our school programs.
Once enrolments are finalised, parents are invited to a prep specific information evening and the new students take part in an Orientation Program, coming to school on three occasions in November/December.

QKR
QKR by Mastercard is a secure and easy way to make payments to school for excursions/activities as well as lunch orders through our canteen. The easy to use app can be downloaded on your android or smart phone and means you can make school payments at any time. Once you download the app you choose our school and register your children's details. Receipts for your completed QKR payments are issued immediately to your phone for your records. **QKR is our preferred method of payment at Killara.**

REPORTING / PARENT TEACHER INTERVIEWS
Formal Parent/Teacher Interviews are held twice each year – early in term one and late in term 2 (parents are notified via separate notices and the newsletter).
In addition, parent/teacher interviews can be arranged with the classroom teacher as needed. Written reports are distributed in Term Two and Term Four. Throughout the year, additional information sessions are held to ensure parents are kept up to date with classroom developments.
You are welcome to discuss issues related to your child at any time during the year; however, we request you make an appointment with your child's teacher to arrange a suitable time and not disturb them while they are teaching/supervising children or getting ready for their class before school.

SCHOOL COUNCIL
School Council consists of the Principal, parents and staff working and planning together for the benefit of all children. School Council is the governing body of the school. It is responsible for:

- Formulating school policy and monitoring the implementation of the School Strategic Plan goals and priorities
- The maintenance of school buildings and grounds to achieve the best learning environment
- Overseeing school finances
- Developing closer relationships between the school and the community

Our School Council meets on the **fourth** Tuesday of each month (unless by prior arrangement) and you are welcome to attend as a Visitor (by prior arrangement with the Principal).

SCHOOL CROSSINGS

The School Crossings are there for the safety of all children.

- Please stop at the school crossing
- Instruct your child/ren to use the school crossing
- Model good practice with your children by taking them to the crossings. Never call them across the road at a point away from crossings
- If your children walk by themselves, give them guidance as to the appropriate route to take – ensuring they make use of crossings
- Instruct your child/ren to obey the Crossing Supervisor's instructions

SCHOOL LEVY
See MATERIALS AND REQUISITES FEE

SCHOOL NEWSLETTER & NOTICES
Each week the Newsletter is sent home with the **eldest** child in each family. Thursday is Newsletter distribution day. Please check your child's school bag and please read the Newsletter. It contains important information about current and future events and is the main way we communicate with the whole school community. Families can also request for the newsletter to be emailed and copies of the newsletter are posted on our web site and on Tiqbiz.
Throughout the year, a variety of notices are also sent home, so please check bags for these as well.

SCHOOL POLICIES
School Curriculum policies and procedural policies pertinent to students and parents are available on our web site. Go to:
www.killaraps.vic.edu.au

SICK BAY
See FIRST AID

SMOKE FREE ENVIRONMENT

It is against Health and DEECD regulations for smoking to occur on school property.

SPORT & PHYSICAL EDUCATION

Physical Education

Students attend Physical Education for one session a week. Students take part in learning and teaching approaches that give help motor skill development, strength development and coordination. As students move through the primary years, they develop an understanding of sport and the strategies required to enhance their abilities.
Year 5/6 students are involved in a weekly sport program and take part in interschool sport.
School teams are formed for interschool swimming and athletics through school level carnivals.
Our Physical Education teacher is enthusiastic about meeting with parents and discussing how to encourage physical activity or how their student may be progressing.

SPORT DAYS/ COMPETITION

Students in year levels 4-6 are given the opportunity to compete in Cross Country, Athletics and Swimming Teams. Year 5/6 can also participate in team sport against other schools in Sunbury. Sports available are Soccer, Teeball, Football, Netball, Basketball, Volleyball, Kanga Cricket and Handball.
As part of our sporting program, students once in their teams, will participate in more intensive training during lunchtimes to prepare them for competition.

STUDENT CODE OF CONDUCT

See page 9

STUDENT LEADERSHIP

Students at Killara have a number of opportunities to take on leadership roles, both within their classrooms and in broader whole school roles. These include:

- Class Captains and Vice Captains
- HEROs (Heating, Electricity and Recycling Officers)
- Student Leadership Council (years 5/6)
- Sporting captains and representatives

STUDENT RECORDS

Please ensure that all relevant details pertaining to your child's education at Killara are provided to the school.
It is imperative that the school is notified of any changes to address and contact details as soon as practicable so that we always have the most current information on file.
Similarly, any changes to employment should be advised, as an element of school funding is dependent on the overall assessment of the school community in relation to parent occupation and education.
Information regarding any medical conditions, medication and any activity restrictions for your child should also be updated on an ongoing basis.
If there is a court order involving access to your child, a copy must be provided to school for our information and implementation of the order.

STUDENT SAFETY

Parents/Carers should note that teachers are not available for supervision before 8.45 am or after 3.45pm. Therefore, children are discouraged from arriving before and leaving after these times as their care and safety cannot be guaranteed.
Children are not allowed in the school building before school, at recess, during lunch breaks, after school or when a teacher is not present.
At lunchtime and recess breaks, a number of teachers patrol the playground. Students are directed to these people should problems arise. Duty teachers wear bright coloured vests for high visibility.
When the children are dismissed at the end of the day, they need to be collected promptly. Children not collected by 3:45 pm must wait at the office. It is best if parents arrange an outside meeting place for children as this avoids confusion as to the 'pick up spot'.

STUDENT SUPPORT SERVICES

Student Support Services refers to the group of professionals who provide support to students and Victorian government schools.
Support at school may be required for students with particular needs.
Professionals looking after your child's welfare while at school can include:

- guidance officers/psychologists
- social workers
- school nurses
- visiting teachers (for visually, hearing and physically impaired students)
- speech pathologists
- curriculum consultants
- school education support staff

Our access to Student Support staff is limited and, in most circumstances, requires an initial assessment of need and a determination of priority. There are many times, particularly when an issue is not school or learning related, where parents are best advised to pursue other assistance.

STUDENT WELLBEING AND DISCIPLINE

At Killara Primary School we expect high standards of student behaviour based on cooperation, mutual responsibility and self-discipline. We promote positive, non-discriminatory relationships among students, parents, staff and the wider community.
To maintain these high standards we expect that the following whole school Rights and Responsibilities will be adhered to:

RIGHTS

- Students and teachers have the right to do as much learning and work as possible
- Students and teachers have the right to be safe and comfortable in the classroom and outside

RESPONSIBILITIES

- Personal Responsibility (*I do the right thing*)
- Communal Responsibility (*I encourage others to do the right thing*)

The expectation at Killara is that all students will:

- support each other's learning by behaving in a way that is curious and respectful
- have high expectations that they can learn
- be considerate and supportive of others
- demonstrate behaviour and attitudes that support the wellbeing and learning for all and contributes to a positive school environment that is safe, inclusive and happy
- understand that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of other students is unacceptable

Expected Behaviours at Our School

All students are to:-

- follow instructions the first time they are given
- treat people with care when working or playing together
- take turns to speak so that everyone may contribute
- understand that people are different in abilities, ideas and appearance
- discuss problems and seek help from others
- complete tasks and allow others to do the same
- walk in school buildings, crowded areas and covered walkways
- use the crossing and obey the supervisor
- always use appropriate language (no swearing, sexist or abusive language)
- finish eating snacks/lunch before playing
- act in a safe manner at all times
- move to line quickly at the end of each break
- remember manners - give way to adults entering rooms etc.
- care for school environment and place all litter in the bins

Unacceptable Behaviours at Our School:

- disobedience - not following a teacher's instruction the first time it is given
- careless and improper use of equipment in the classroom and playground
- climbing trees and building structures other than play equipment
- leaving the school grounds/classrooms without permission and being inside school buildings without teacher permission / supervision
- riding bikes and skateboarding in the school grounds
- playing in and around the toilets
- fighting, bullying, teasing and any other forms of aggressive, dangerous behaviour eg. throwing stones, wielding sticks etc.
- playing unsafe/aggressive games eg. British Bulldog, Brandy, Martial Arts or War Games/Use of toy guns.

When Behaviour is Unacceptable or School Rules are Broken the following consequences may apply:

- discussion and a warning
- time out from the group
- removal from own classroom and temporary placement in another classroom or area (time out)
- written or verbal apology
- loss of privileges (eg. misbehaving during an excursion or sporting event)
- clean, repair or replacement of equipment if warranted
- meeting with Parents or Guardians
- suspension

SUN SMART PROTECTION

Killara is a **"Sunsmart"** school. We implement a **"No Hat, No Play"** policy. In **Terms 1 and 4** during recess, lunch, sport and excursions, all children must wear either a broad brimmed or legionnaire style hat that protects the face, neck and ears. If your child does not have the correct hat at school, they are required to sit in the shade.

To further ensure sun protection, we strongly recommend the application of broad spectrum sunscreen (SPF30+) before school and re-application during school. If your child brings sunscreen, please ensure it is of the 'roll on' variety, with the container clearly labelled. Your child will also need to be able to apply it. Please discuss with your child the importance of playing in the shade on hot days and having frequent drinks of water.

The school uniform broad brimmed hats are available for purchase from the uniform shop.

The school newsletter and school assemblies will be used to highlight and reinforce the Sunsmart policy.

SWIMMING

All children in Years Prep – 4 will participate in an Intensive Swimming program at varying times throughout the year. All lessons are conducted with trained staff at the Sunbury Leisure centre. You will receive a notice detailing exact dates, times and costs. We actively encourage all children to participate. The earlier a child learns water confidence and water safety the more likely it is that the child will develop as a proficient swimmer.

TAKE HOME READING

Parents are encouraged to hear their child read on a daily basis to develop fluency and expression. Students from Prep to Year 2 are provided with a Take Home book at a level appropriate to their learning. The aim of Take Home books is to practice fluency in reading and is meant to be an enjoyable way of sharing reading with your child. **Books that come home should be easy for your child to read.** They should not need to work hard to solve unknown words at home, they do that at school each day. Now they need to focus on thinking about what they have read.

Ask them:

- How did that character feel?
- What did they want or hope for?
- What would you do if it was you in that situation?
- Why?

Talk about the key words that help develop inferential reading. Verbs like "stomped" or "crept" tell a lot about how a character is feeling. Rich speech uses words other than "said", such as "yelled", "whispered", "screamed" to give more information on not just *what* a character says, but *how* they said it.

Make sure they are reading smoothly and at a reasonable rate - not too fast or too slow.

If they are reading out loud to you, check they are holding their book below their chest so their voice can be heard easily by their audience.

If they do stop to decode a difficult word, make sure they re-read to regain their understanding and fluency.

TIQBIZ

Have you got the tiqbiz app! Killara Primary is using this app as an alternative way to communicate - with instant messages, newsletters and notices. A calendar of events is also available.

We are encouraging all families to use the free tiqbiz app as it is a great way to stay connected with what's happening at school. With the app installed, you will receive reminder messages and newsletter downloads direct to your phone!

Download the tiqbiz app on to your smartphone, tablet or PC and stay up to date with instant alerts, newsletters, events and notifications from school! You can also enter your child's absence.

1. Search your app store for "tiqbiz" (allow notifications when asked – this allows us to send important alert notices)
2. Open tiqbiz and register/login
3. Find our school using the "Find" icon and type Killara Primary School into the search bar and select. You will now see our school "in" boxes.
4. Click on the grey tick beside the year level boxes that apply to your family. When the tick turns green, you're ready to go!
5. Click the inbox item for newsletters and notification alerts regarding events etc happening at school.
   Click on the calendar icon to check what's coming up.
   To notify the school of your child's absence simply click on the "absence" icon (whole school in-box).
   Our Canteen menu is also available on the by clicking the "Canteen" icon.

If you have any queries please contact us on 9744 6432.

UNIFORM

Killara Primary School has a compulsory school uniform. All students are expected to wear the uniform each school day. If this is not possible, a note from the parent/carer should be sent to school excusing the child for not wearing uniform on that day.

Our school uniform colours are navy blue and white. Uniforms can be ordered, paid for and collected from shop in Gap Road shops. Parents can also order and pay for uniforms online and pick up the uniforms at the shop. Orders can be placed through the PSW website www.psw.com.au

Regular updates from the Uniform Shop about stock and/or prices will be advertised in the School Newsletter.

Students are required to wear appropriate footwear (school shoes, sneakers or closed toed sandals) at all times. Thongs and open toed sandals are not appropriate and are not to be worn.

VISITORS

For security reasons all parents/visitors must first report to the General Office upon entering the school grounds. Whilst in the school all visitors are expected to wear a Visitor's Badge.

VISUAL ARTS

Students attend Visual Arts for one session a week in years prep – 2 and double sessions for one semester in years 3-6. Students take part in learning and teaching approaches that give them experience in using a range of mediums in Visual Arts, learning about art history and interpreting art works.

Our Performing Arts teachers are enthusiastic about meeting with parents and discussing how to encourage performing and musical skill development or how their student may be progressing.

WEBSITE

The school maintains an up-to-date web site, containing relevant information for parents including classroom programs, latest news and access to newsletter and notices. Visit www.killara.ps.vic.edu.au.

WET AND EXTREME WEATHER

Arrangements during inclement / extreme weather :

If it is too wet for the children to play outside or a day of extreme heat or high wind, an announcement will be made and the teachers will arrange to share supervision of children in classrooms. Children will be dismissed at the normal time of 3.30pm.

Please note that our classrooms are air-conditioned.

Home Learning

Home learning should be regarded as an extension of the child's learning. It should be enjoyable, challenging and strengthen an interest in learning. It should provide opportunities in which the parents/carers and the child can share learning experiences and parent/carers to understand better what the child is doing at the school. Parents will be informed of home learning requirements from their child's teacher via the team newsletter, information sessions or a separate note.

Samples of regular routines applicable at each level are set out below:

PREP YEAR 1/2	No more than 15 minutes per day	• Shared reading with parents or older family member • Quiet own choice reading • Word lists • Basic counting and number facts • Creative tasks which may include practising a musical instrument • Practising physical education skills
YEAR 3/4	To a maximum of 30 minutes per day	• Shared reading with parents or older family member • Quiet own choice reading • Written work relating to gaining reading and number skills • Basic number facts and tables • Creative tasks which may include practising a musical instrument or illustrating • Practising physical education skills
YEAR 5/6	A maximum of 30 – 45 minutes per day	• Shared reading with parents of older family member or quiet own choice reading • Written work relating to gaining reading and number skills • Number facts and tables • Extension of class work • Projects, assignments and research • Creative tasks which may include practising a musical instrument or illustrating • Practising physical education skills

It is a good idea to provide a quiet space for children to complete their home learning tasks, with no distractions such as TV.

Importantly, reading is the highest priority activity. All students should be reading every night. This can be a combination of reading out loud (even for older students this assists with fluency), reading silently and being read to.

To create an interesting reading environment, it's great to have a good supply of reading materials — newspapers, magazines, books, and catalogues. It doesn't matter if they're owned or borrowed, new or used. What's important is that reading materials are a natural part of your home and everyday life.

HELPING AT HOME
Literacy

Read Together
Reading to children, even for a few minutes each day, prepares them to read and encourages a positive attitude toward reading. Children who are read to at home learn to read more easily, have a higher vocabulary, and are more likely to develop a love for reading than those who are not read to on a regular basis. Simply put, this cannot be done too early or too often.

Story-Telling
Story-telling is a great way to extend your child's language and listening skills, as well as expanding their imagination. Either you can tell the story, or encourage your child to tell the story.
Story-telling might be about:

- A favourite character from a book or television program.
- Another family member.
- Your child's favourite toy.

Here are some tips to start your storytelling:

- Make it exciting, with different voices, puppets, props or a finger play.
- Start with what interests your child.
- Create a character and setting.

Reading Ideas

- View and try quizzes together
- Write down what your child is telling you about an experience and then read it back together.
- Visit your local library or school library to select and read bookstogether.
- Find out facts about the world by using the internet and books
- Draw or paint pictures about the scenes or characters.
- Talk about what authors and illustrators do.
- Point out important things about a book – for example, the front cover, the spine, the contents page, or the title.

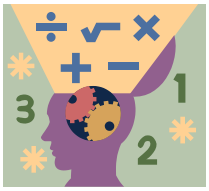
Writing Ideas
Use your child's experiences to create links between talking, writing and reading. Here are some steps to follow:

- Ask your child to talk about an experience or something that interests them.
- Ask your child what part of the conversation they would like you to write.
- As your child is talking write down their ideas. Use the child's language.
- Ask your child to read back the writing.
- Your child may want to draw a picture or create something to match the writing.

For further information and ideas to help with your child's learning, go to

http://www.learningpotential.edu.au

HELPING AT HOME
Numeracy



Children need lots of experiences in making, counting, drawing and talking about numbers. Make connections for your child by explaining how numbers and counting are a part of everyday life. The activities below are examples of ways you can help your child develop these skills.

You may feel that the maths your child is doing at school is different from how you were taught, but you will still be able to support your child in many ways.

- Playing shop
- Playing games such as Snap, 21, Dice roll and add, 'I Spy' locating numbers and shapes
- Play number games online with your child. Try this website: http://www.abc.net.au/countusin/

- Identifying, making and drawing patterns
- Measuring things whilst cooking, in bath, sandpit or around the house. Play who can find the heaviest or lightest thing
- Build towers to see who has the tallest, smallest , most blocks
- Go on a Number Hunt and discover all the numbers around, especially for older students, assist in reading them out loud
- For older students, looking at sport scores and working out quick ways to find totals or differences in scores
- Look at weather maps, what is the differences in the minimum and the maximum temperature
- Using recipes to cook is a great way to use a lot of mathematical thinking when measuring and estimating
- Catalogue shopping allows for great discussions on the 'Best buy' or how to work out a 25% discount
- Encouraging children to think about money, saving money and considering how they spend money are important skills for all children to develop.

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