ALBANY RISE PRIMARY SCHOOL

INFORMATION GUIDE

2008
Albany Drive, Mulgrave 3170
Telephone: (03) 9547 1146
Principal: Helen Freeman
www.albanyrise-ps.vic.edu.au
Contents

Introduction
About the School
Committees
School Council
School Council Sub-committees

Staff 2008
Plan of School
School Times
Term dates
School hours
Pupil Free Days for 2008
Learning Standards
School Strategic Plan
Information A to Z Listing
Assembly
Banking
Books, Requisites and Curriculum Contributions
Book Club
Buddy System
Camping Program
Canteen
Car parking
Choir
Christian Religious Education
Classroom Helpers
Communication
Dogs In the School Grounds
Early Leavers Pass
Education Week
Emergency Evacuation Procedure
Excursions/Incursions
GATEWAYS Program
Guidance Officers
Headlice
Health Issues
Homework
House System
Illness/injury at School
Interschool Sports
It’s Not OK To Be Away
Joining In
Junior School Council
Late Book
Medication
Middle Years Project
Mobile Phones
Name All Items
Office
Out of School Hours Program
Parent Education
Questions
Restorative Practice
School Bags
School Captains
School Crossing
School Dental Service
School Nurse
School Organisation
School Photographs
School Song
Speech Pathologist
Student Programs Coordinator
Student Wellbeing
Swimming Program
Transition Pre-school to Prep
Transition Year 6 to 7.
Uniform
Visitors
Wet/Hot Weather Timetable
Yard Duty
You Can Do It! Program
Zzzzzzzzzz.
Introduction

This handbook is intended to provide parents and care-givers with information regarding the school's daily operation and to support programs offered in providing varied learning experiences for the students at Albany Rise Primary School.

Our school is proud of the excellent educational programs that it offers. Our goal is to encourage all students to develop their individual talents, abilities and interests and the various programs in operation within the school support this goal.

The partnership and good communication between home and school is paramount to the successful operation of the school. All teaching staff particularly Mr Steve Richardson, our Assistant Principal, and myself, are here to help and welcome contact from parents and care-givers over any matter of concern.

I hope that this handbook will provide you with an understanding of the way in which Albany Rise Primary School strives for excellence in education and we welcome the opportunity to discuss any questions that you may have regarding our school.

Helen Freeman
Principal
About the school

Albany Rise Primary School is situated in the south eastern suburb of Melbourne, Mulgrave in the City of Monash and is situated in a residential area abounded by Wellington, Police and Springvale Roads. The enrolment for 2008 is currently 344.

The school is central to the local pre-schools of Mulgrave Park and Wellington. Through the Middle Years Innovation and Excellence Cluster, strong links have been developed between Albany Rise Primary School and Brandon Park, Clayton North Primary Schools, Wellington Secondary, Monash Secondary and Monash Special Development School. Albany Rise is a member of the Monash Network of schools.

We place great emphasis on providing a caring and supportive environment for students, staff and parents by:

- Encouraging students to reach their individual potential by recognising and rewarding achievement and effort;
- Providing opportunities for students to develop qualities and life skills such as responsibility, independence, communication, inquiry, problem solving and creativity;
- Ensuring the environment is conducive to students’ cooperation and to develop a shared vision for the responsibility of behaviour, learning and health;
- The preparation of students for the next stage of learning;
- Student Well Being, focusing on the You can Do It Program and Restorative Practices;
- Fostering effective communication and strong partnership within the school community;
- Encouraging consensus decision making;
- Providing equal opportunity for all members of the school community;
- Providing Professional Development to meet the needs of staff, parents and community member;
- Celebrating our successes;
- Participation in a Buddy system between Levels 1 and 4 students;
- Providing Out of School Hours Care and care on curriculum days.

At Albany Rise Primary School the curriculum is based on the Victorian Essential Learning Standards. Learning Technologies is integrated into classroom practice and students have access to computers in all rooms and the Computer Lab, computerised Library as well as extensive peripherals.

Specialist teachers provide:
- Library
- Visual Arts
- LOTE
- Physical Education

Special Assistance (includes literacy and numeracy small group intervention)

To actively support these curriculum areas, the following enrichment programs are provided:

- Inter school/whole school sport
- Swimming
- Outdoor Education/camping program
- Perceptual Motor Program
- House System
- Junior School Council
- Instrumental/recorder groups
- Junior/Senior Choir
- Dance Groups
- Biannual Whole School Production
We have a strong commitment to Student Wellbeing and a Primary Welfare Officer is employed at the school on a full time basis. At Albany Rise Primary School discipline or behaviour management has been redefined as relationship management using a restorative approach to repair harm and rebuild relationships.

The grounds of Albany Rise Primary School are gradually being re-developed with replanting of grasses and garden areas by the Facilities Sub-Committee of School Council. We have three sets of fixed play equipment, shaded and passive recreation areas. The air-conditioned school buildings provide a wide range of facilities, well designed for modern educational practices and the comprehensive curriculum. The learning environment for students and the work environment for staff, developed from the good physical facilities, are stimulating and conducive to effective learning and teaching. Parents are active within the school community and contribute to the development of the school and the progress of students.

Parents and volunteers participate in the life of the school in a variety of ways including:

- membership of the School Council and its committees;
- assisting in the classroom;
- joining staff on camps and excursions;
- assisting with other programs.

There is a strong tradition of student involvement in the decision making of the school through an active Junior School Council, School Captains and House Captains. Students organise Social Service activities as charity fundraising.

The Albany Rise staff has developed strong collegiate networks with staff of neighbouring primary and secondary schools, and teachers participate in shared professional development activities through area network meetings.

Albany Rise Primary School encourages the development of positive interpersonal relationships between students, teachers and parents. The school actively promotes and recognises the value of parent participation in all aspects of the school.

**Committees**

**School Council**

The School Council comprises 12 elected representatives 8 parents and 4 Department of Education (DoE) employees.

Elected members hold office for 2 years. Elections are held annually in March. through its sub-committee structure the School Council oversees the operation of the school.

School Council meetings are held in the staffroom at 7:30pm on the third Wednesday of each month. Parents are welcome to attend as observers.

The Annual General Meeting of School Council is held in March each year. Parents are invited to attend, a copy of the Annual Report from the School Office or is available on the school website.

The current School Council Members are:

**Parents:**

Mr Scott Irving  President
Mrs Michelle Jaga  Secretary
Mrs Jannette Norman  Facilities
Mrs Sally Castle  Treasurer
Mrs Samantha Bailey
Mr Scott Thompson-Whiteside  Education

**Staff:**

Mrs Helen Freeman  Principal/Executive Officer
Mr Steve Richardson  Assistant Principal
Mrs Diane Campisano
Mr Peter Robinson
School Council Sub-committees and Responsibilities

Finance & Administration:
Program Budgets
Administration
Council procedures
Fundraising
Out of School Hours Care
Uniform

Education:
Policy and Program
Assessment and Reporting
Uniforms
Camps
Excursions
AIM Assessment
Victorian Essential Learning Standards
Professional Development
Student Welfare
Junior School Council

Facilities & Resources
Buildings and Grounds
School Bus
Groups Using Facilities

Community Relations:
Publicity
School Functions
Transition Programs
Fundraising

Parents are welcome to join School Council Sub-committees. Meetings are advertised in the newsletter. Council has the final responsibility for decisions and subcommittees of Council are designed to assist them in this work. Sub-committees are an important link in the overall process of school community involvement and also provide opportunities for school community members, who are not members of the School Council, to contribute ideas and expertise to a variety of tasks and projects that Council undertakes. Each subcommittee welcomes parents to participate and this assists Council in making informed decisions on behalf of the whole school community.

Please see Mrs Helen Freeman (Principal) or the President of School Council for further information.
## STAFF LIST

### Administrative Staff
- Principal: Helen Freeman
- Assistant Principal: Steven Richardson
- Business Manager: Carolyn Boyd
- Office Manager: Janine Wilson

### Teaching Staff - Classroom

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Room 4</td>
<td>Judy Hoareau</td>
</tr>
<tr>
<td>Prep</td>
<td>Room 3</td>
<td>Ninette Paolucci</td>
</tr>
<tr>
<td>1/2</td>
<td>Room 8</td>
<td>Di Campisano</td>
</tr>
<tr>
<td>1/2</td>
<td>Room 5</td>
<td>Kerry Marrinon</td>
</tr>
<tr>
<td>1/2</td>
<td>Room 6</td>
<td>Lisa Kirton</td>
</tr>
<tr>
<td>1/2</td>
<td>Room 7</td>
<td>Rebecca Rundle</td>
</tr>
<tr>
<td>3/4</td>
<td>Room 10</td>
<td>Ros Fauvel</td>
</tr>
<tr>
<td>3/4</td>
<td>Room 2</td>
<td>Kimberly Altmann</td>
</tr>
<tr>
<td>3/4</td>
<td>Room 9</td>
<td>Christine Moon</td>
</tr>
<tr>
<td>3/4</td>
<td>Room 1</td>
<td>Liz Carlse</td>
</tr>
<tr>
<td>5/6</td>
<td>Room 2 MYLC</td>
<td>Rebecca Jensen</td>
</tr>
<tr>
<td>5/6</td>
<td>Room 1 MYLC</td>
<td>Tamara Taylor</td>
</tr>
<tr>
<td>5/6</td>
<td>Room 4 MYLC</td>
<td>Peter Robinson</td>
</tr>
<tr>
<td>5/6</td>
<td>Room 5 MYLC</td>
<td>Lynn Wadeson</td>
</tr>
</tbody>
</table>

### Specialist
- Art: Glenys McKenna
- Music/Indonesian: Jenny Lang
- Physical Education: Trish Johnston/Allison Mastromanno
- Lit Support: Lyn Danby, Jane Parry-Felder
- Library Technician: Debbie McMillan
- Specialist: Margaret Smairl

### Curriculum Support
- Integration Aides: Carol Bjorkman
- Support Staff: Pat Dixon
- Trish Gibson

### Out of School Hours Care
- Sharon Pietrykowski
- Elaine Cook
- Barbara Blair
- Daniel Middlemiss
- Daniel
- Tina Icaro
- Loretta Mangan

### ICT
- Special Programs Coordinator: Daniel
- Speech Pathologist: Tina Icaro

### Guidance Officers
- Religious Education: Kate Richardson
- Cleaners: Des Daffney
- Miriam Leeson
- Browner McCoy
- Luisa and Mercedes
Plan of the School
School Times

Term dates 2008

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

Public Holidays

Australia Day  Monday 28th January
Labour Day  Monday 10th March
Good Friday  Friday 21st March
Easter Monday  Monday 24th March
Anzac Day  Friday 25th April
Queen's Birthday  Monday 9th June
Melbourne Cup Day  Tuesday 4th November

School Hours

8:50am  Bell for children to bring in their bags
8.58am  Music indicates line up time
9.00am  Roll Call
10.30am  First morning session
11.00am  Recess
1.00pm  Second class session
1.00pm  Lunch (students eat lunch in classrooms)
1.10pm  Lunch Recess
1.57pm  Music (students assemble)
2.00pm  Roll Call
3.30pm  Afternoon session
3.30pm  Dismissal

Pupil Free Days
The Department of Education, allocates four professional development days for staff.
Students do not attend school on these days. Our Out of School Program operates on these
days.
The following dates were ratified by School Council:
Tuesday  29th January  (Set by DEED)
Thursday  28th August
Friday
Curriculum

As educators in the new millennium our task is to engender in children the love of learning and teach them how to learn. With great technological advances occurring continually, the world will be their workplace. At Albany Rise we take on the responsibility of relevant curriculum delivery to ensure the best preparation of your child for the future.

All children are given the opportunity to develop their potential through sequential programs in the eight key learning areas:

English
Mathematics
Technology
Science
Health and Physical Education
Studies of Society and the Environment
LOTE - Indonesian
The Arts

Victorian Essential Learning Standards

The Victorian Essential Learning Standards (VELS) is taught in all Victorian school is set out in Levels 1-7 from Year Prep to Year 10.
The following is a guide of the VELS taught during the Primary School years.

<table>
<thead>
<tr>
<th>Level</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prep</td>
</tr>
<tr>
<td>2</td>
<td>Years 1 and 2</td>
</tr>
<tr>
<td>3</td>
<td>Years 3 and 4</td>
</tr>
<tr>
<td>4</td>
<td>Years 5 and 6</td>
</tr>
</tbody>
</table>

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

Physical, Personal and Social Learning

A curriculum designed to equip students for the challenging world of the twenty-first century needs to ensure that students develop as people who take increasing responsibility for their own physical wellbeing, their own learning, their own relationships with others and their role in the local, national and global community.

Within the Physical, Personal and Social Learning strand the learning domains are:

Health and Physical Education

A healthy, physically active lifestyle is conducive to more effective participation in all that society has to offer and greater levels of success within and beyond school. This requires students to develop the knowledge, skills and behaviours that enable them to:
* maintain good health and live a healthy lifestyle
* understand the role of physical activity in ensuring good health
* engage in physical activity.

**Interpersonal Development**

In our highly interconnected and interdependent world, students must learn to work with others by:

- building positive social relationships
  - working and learning in teams
  - managing and resolving conflicts.

**Personal Learning**

As students progress through school they need to be encouraged and supported to take greater responsibility for their own learning and participation at school. This involves developing as individual learners who:

- acquire self knowledge and dispositions which support learning
- can learn with peers, including by seeking and responding appropriately to feedback
- increasingly manage their own learning and growth including by setting goals and managing resources to achieve these
- recognise and enact appropriate values within and beyond the school context.

**Civics and Citizenship**

Students need to develop the knowledge, skills and behaviours that enable them to take action as informed, confident members of a diverse and inclusive Australian society. They need to understand the political and legal systems and processes and the history that underpins them.

This involves a focus on students:

- understanding their identity and roles in their community
- knowing their rights and responsibilities as citizens
- appreciating Australia’s role in the global community
- having the knowledge, skills and behaviours to participate in society and take responsible action in relation to other citizens and the environment at a local and broader level.

**Discipline-based Learning**

The domains within the Discipline-based Learning strand form a body of knowledge with associated ways of seeing the world and distinct methods of exploring, imagining and constructing that world.

Broadly in line with academic literature and consistent with practice in many schools, the Victorian Essential Learning Standards identify the Arts, the Humanities, English and Languages Other Than English, Mathematics and Science as the disciplines for the curriculum over the stages of learning from Prep to Year 10.

Within the Discipline-based Learning strand the learning domains are:
The Arts
English
Humanities (Economics, Geography, History )
Languages Other Than English (LOTE)
Mathematics
Science

Students who develop a deep understanding of the concepts contained in the
discipline-based domains are able to apply their knowledge in many different ways.
The degree to which they are able to transfer their knowledge depends largely on the
degree to which students have achieved mastery over Physical, Personal and Social
and Interdisciplinary learning.

Research suggests that students develop deeper understanding of discipline-based
concepts when they are encouraged to reflect on their learning, take personal
responsibility for it and relate it to their own world. These approaches are explicitly
defined in the Physical, Personal and Social Learning domains such as physical
education and personal learning.

Students are better able to develop, demonstrate and use discipline-based
knowledge and skills when they are able to employ knowledge in Interdisciplinary
Learning such as Communication; Thinking; Information and Communications
Technology; and Design, Creativity and Technology.

Interdisciplinary Learning

The Interdisciplinary Learning strand identifies a range of knowledge, skills and
behaviours which cross disciplinary boundaries and are essential to ensuring
students are prepared as active learners and problem-solvers for success at school
and beyond. This strand focuses on ways of thinking, communicating, conceiving and
realising ideas and information. It assists students to develop the capacity to design,
create and evaluate processes as a way of developing creativity and innovation.
Within the Interdisciplinary Learning strand the learning domains are:

Communication

Communication helps to construct all learning and is central to the capacity to
demonstrate and convey what one has learned in different contexts and to different
people. This domain assists students to understand that language and discourse
differ in different disciplines and that there is a need to learn the particular literacies
involved in each.

Design, Creativity and Technology

Students develop the knowledge, skills and behaviours related to investigating and
designing using appropriate planning processes and design briefs; creating and
developing ideas, applying information, and seeking and testing innovative
alternatives; producing, including the selection and safe use of appropriate tools,
equipment, materials and/or processes to meet the requirements of design briefs;
analysing and evaluating both processes and products including, where relevant, any
broader environmental, social, cultural and economic factors.
**Information and Communications Technology (ICT)**

The knowledge, skills and behaviours in this domain enable students to use ICT to access, process, manage and present information; model and control events; construct new understandings; and communicate with others. Students use ICT and strategies to monitor learning patterns, to process data to create solutions and information products that demonstrate understanding, and to share their work with others in ethical, legal and respectful ways.

**Thinking**

This domain encompasses a range of cognitive, affective and meta cognitive knowledge, skills and behaviours which are essential for effective functioning in society both within and beyond school. The study of thinking enables students to acquire strategies for thinking related to enquiry, processing information, reasoning, problem solving, evaluation and reflection.
School Strategic Plan

In 2005 Albany Rise Primary School undertook a school review. Following the successful review we developed our School Strategic Plan 2008 -2009. This will focus on three areas:

- Student Learning
- Student Pathways and Transition
- Student Engagement and Well Being

Each year we will develop an Annual Implementation Plan which will assist us to ensure that we reach our goals in our School Strategic Plan. A copy of the 2008 Annual Implementation Plan is available to parents on request from the Office.
Information A to Z listing

Assembly
School Assembly is held each Friday morning in the hall from 9.00am. Each week special presentations are made by classes, and individual and group achievements are recognised. Parents are welcome to attend.

Banking
A school banking scheme operates with the Commonwealth Bank. If you would like your child to have an account, please collect a form from the school office and return this form for processing. The bank will supply a plastic envelope, which contains pay-in slips and a plastic pocket to put the money in.
This banking service is available on Tuesdays only. The bank books are collected by the classroom teachers on Tuesday mornings.

Books Requisites and Curriculum Contributions
Books Requisites and Curriculum Contributions forms are distributed in December. The cost this year will be $125. This covers the purchase of all books, pencils etc for your child's use and also contributes to the purchasing of curriculum resources for example art supplies, library books, computer software, P.E. equipment.

Book Club
Scholastic Book Club is an opportunity for your family to purchase books at bargain prices. Book Club is usually run once a term. You will receive pamphlets advertising the books and the date the order must be returned by.

Buddy System
Each new Prep child will have a Grade Six child as their buddy. Throughout the year the children will complete activities together. The Prep buddy is a familiar face the prep can go to at recess or lunch play if they feel a little overwhelmed or need assistance with something.

Camping Program
The school camping/outdoor education program commences in Year 2.
Year 1 Dinner at School November approximate cost $5
Year 2 Sleep-over at school March cost $6
Year 3 /4 Briars Camp (2 nights) March cost $185
Year 5 /6 Ballarat (4 nights) March cost $285
Full details pertaining to each program will be forwarded to parents/care-givers prior to each camp.

Canteen
The canteen operates and provides lunches Monday to Friday. Snacks are available for purchase from the canteen at recess time.
The canteen have special lunch days when a separate note will going home advertising this
When sending a lunch order, please write the student's name and grade clearly on the outside of a paper bag (available for 10 cents each). Write the order and the cost and, if possible, please include the correct money.
A current price list is distributed to children throughout the year.
The canteen is run by a private operator who are contracted by the School Council.
Car Parking
Safety of all students is our paramount goal. Parents/care-givers are requested to observe parking regulations and use common sense when dropping off and collecting students. Parents/care-givers are NOT to park in the Staff car parks. Many students use the Zita Street exit. Drivers are requested to be on the watch for children crossing Zita Street. Children using exits at the front of the school should all be using the crossing.

Choir
The school choir is conducted by Mrs Jenny Lang. Students from Year 3 onwards are eligible to join the School Choir. Students who join the choir give a commitment to attend one weekly rehearsal and to participate for the entire year. The Choir performs at School Assemblies and public appearances such as Education Week during the year.

Christian Religious Education
Weekly Christian Religious Education lessons are conducted for all classes. The program is conducted by volunteers and Dr Des Gaffney is the CRE Coordinator. The program is set by the Council for Christian Education in Schools and focuses on values, morals and ethics.

Classroom Helpers
Classroom helpers are always welcome. If you are able to assist with class groups, excursions and activities, this is greatly appreciated, not only by the school, but also by your child. Children love to have mum, dad and grandparents participating in the school. Please do not hesitate in offering your services if and when you’re available. Talk to your child’s teacher about times that are most suitable for you, and your area of passion or expertise.

Communication
A sense of community is strengthened by open communication.

You are more than welcome to give short messages to the class teacher before or after school. Please do not expect the teacher to spend time speaking with you when he/she has a class. If the matter needs discussion, please make an appointment either directly with the teacher, or through the school office.

Teachers cannot take telephone calls during class time, messages will be relayed. If you wish to speak with the class teacher by telephone please call between 8.30 and 8.50am on 9547 1146

If you wish to discuss a matter with the Principal, Assistant Principal or Specialist Teacher, please call at the Office.

A weekly newsletter is sent home with the eldest child in the family every Thursday. It contains information about coming events, news from the principal, stories written by the children, reports from school committees and other items of interest. It is important to read this each week as it provides an important communication link between school and home.

A newsletter is given to the eldest child in each family.

All notices regarding excursions/incursions and upcoming events are issued in plenty of time to enable consent forms etc. to be returned on or before the due date. Where possible we do try and send these notices out on Thursday.
Information nights are held early in Term One for year levels and subjects or are arranged as necessary to meet current needs. Information nights are not to discuss particular students, but rather to discuss a particular area or areas of the curriculum.

Interviews are held early in Term One and in the middle of the year. Parents receive a written report mid year and at the end of the year. There is also provision for another interview at the end of the year, if required, by either the parent or the teacher.

Interviews can be arranged at any other time if required, by notifying either the classroom teacher, the Principal or the Assistant Principal.

Dogs in the School Yard
Dogs are not permitted in the school grounds between the hours of 6:30 am and 6:30 pm on school days unless on a lead with an adult when dropping off or picking up a child.

Early Leavers Pass
If you are collecting your child early from school, the Early Leavers Book at the Office, needs to be signed. Collect an Early Leavers Pass to give to the class teacher.

Education Week
A celebration of Victorian State Education “Education Week” is held annually during May. At Albany Rise P.S. we have an Open Day and Night to showcase Educational Excellence at our School.

Parents and friends are welcome to attend. Additional information will be supplied.

Emergency Evacuation Procedure
Information regarding Emergency Evacuation Procedure is situated inside each classroom (near the door) and evacuation drills are practised regularly.

All parent volunteers assisting with school activities MUST sign in and wear a parent helper/visitor badge. The sign in book is located at the main office.

Excursions/Incursions
There will be occasions throughout the year when children will have the opportunity to learn things first hand. Excursions vary from a walk in the local area, to day trips away. Often visits by experts or artists are arranged at the school as well. If payment is required for an excursion/incursion please make sure that the payment and the permission note is enclosed securely in an envelope marked with your child’s name and grade. All cash/cheques/credit card payments for child related expenses must be given to the classroom teacher. Envelopes are distributed with notes.

Gateways Program (User Pays)
Gateways programs are offered during the year. These are extension programs and G.A.T.E.WAYS is a privately run program (user pays) for highly able students. Albany Rise teachers select students to participate in these specialised extension activities. The activities are run at many different venues in our region.

Guidance Officers
Kate Richardson is our Educational Psychologist, Kate attends on a Thursday and may be contacted through the school office. Kate assists children and parents with educational, emotional and social problems.
Further information, regarding the services of the Guidance Officer, parent permission forms can be obtained from Helen Freeman (Principal)

Head Lice
Head lice is a perennial problem. In recent years the incidence of head lice seems to have risen everywhere. Parents are advised to make a routine inspection of their child’s hair so that immediate steps can be taken should lice or eggs be present. It is important that you let us know if head lice are present, so that if necessary grades can be checked and chances of spreading are reduced. Children are not permitted to return to school until after appropriate treatment has been undertaken. Information from the Department of Human Services on how to treat head lice is available from the Office.

Health Issues
Please discuss any special medical conditions and/or procedures for dealing with them with your class teacher and/or any custodial issues. If circumstances alter after enrolment it is essential that you inform the school. If your child has been attending sessions with a speech pathologist or any outside agency please let the school know.

Immunisation Certificates are necessary for enrollment and must be provided before students start school. These are provided by the Council Health Department. Please refer to appendix regarding Minimum Exclusion from Schools and Children Services Centres for Infectious Diseases Cases and Contacts.

Homework
Home tasks will mainly consist of reading on a daily basis; reading to, with and by parents/caregivers or older siblings and informal tasks which may be given to complement or extend class programs. Explanation of such tasks will be provided.

House System
All students are placed in one of the four Houses, Fraser (blue), Freeman (red), Perkins (yellow), Bradman (green). Siblings are in the same House. Students in grades 5/6 nominate and vote for house captains early in each school year. The main house events are the weekly house point competition which is run in each classroom throughout the school, athletics sports, cross country and a combined house sports competition in Term 4.

Illness/Injury Whilst Your Child Is At School.
If your child becomes ill or is injured at school, we attend to the child, then if deemed necessary we then refer to the information provided on your child’s Confidential Information Form to contact you or the emergency number.
It is the parent’s responsibility to supply the school with current information about their child’s health and emergency contacts for their child. Any changes to this information should be given immediately to the school office as soon as possible to ensure no unnecessary distress is caused in an emergency.

If your child has any type of injury to the head you will be contacted just to explain the situation. This does not automatically mean that you will need to pick your child up from school. It will just mean that you will be informed and after discussion with the teacher you will then be able to decide on what course of action would be most appropriate.

Please inform the office of any medical conditions your child may suffer from i.e.
**asthma, diabetes, epilepsy or allergies.** An Asthma Plan which is designed in consultation with your doctor is required if your child has asthma. If your child requires a puffer for asthma, please ensure that it is kept with them and that it contains the appropriate medication, as outlined in your child's individual Asthma Management Plan.

Any medication required by your child should be clearly labelled with name and dosage and handed to Mrs Wilson in the Office who will be responsible for its dispensing.

**Interschool Sport**
All students in CSF Level 4 have the opportunity to participate in Interschool Sport. We participate in the Monash District.
*Winter Sport (Fridays Term 2). Games played: Football, Soccer, Netball, Volleyball and T-ball.*
*Summer Sport Round Robin Day (Term 4) Games played: Cricket, Basketball, Volleyball, Bat-tennis and Softball.*
*District Athletics (Term 1) and Cross Country (Term 2).*
Winning teams and individuals from District competitions proceed to Zone competitions and if successful to State competitions.
Mrs Trish Johnston coordinates the school's Interschool Sport Program.

*‘It's Not OK To Be Away’*
It is vital that your child attends school on all school days and is on time for school. Regular attendance is essential to make sure learning is not disrupted. Regular learning provides building blocks for the future. Attending school helps children to develop important social skills, such as friendship building, teamwork, communication skills and a healthy self-esteem.

Your child is not expected to attend school if they are sick or injured and in some circumstances when a genuine, acceptable reason for the absence is given.

Please do not allow your child to stay at home for minor reasons. For example, a personal shopping trip or to celebrate a birthday.
If your child is absent from school a note of explanation is required.

**Joining In**
Please do not hesitate to join in any activities at the school. There are Information Nights, Sports Days, Incursions and Excursions, a Musical and many other opportunities throughout the year.

**Junior School Council**
Each class from Level 4 elects a 2 representatives to participate in the Junior School Council. This groups meets once a week and is a forum for students to communicate ways to suggest improvements. Student suggestions are discussed at staff meetings or forwarded to the relevant School Council Sub-committees. The Junior School Council take a pivotal role in organizing the School Assembly and major fundraising activities including the discos.

**Late Book**
If your child arrives late for school, then the late book at the Office needs to be signed before the child goes to class.
Medication
If medication must be taken at school, written instructions must be attached, clearly stating the time and amount to be given. The medication must be given in at the Office for administering and safe keeping.

Middle Years Innovation Project
Albany Rise Primary School is part of a state wide Middle Years Innovations Project and is in the Wellington Cluster with Wellington Secondary College, Brandon Park and Clayton North Primary Schools and Monash Special Development School. The project, involving teachers and students from Years 5 to 8, is developing ways to enhance student learning and improve educational outcomes in the middle years of schooling. Mrs Lynn Wadeson will coordinate the Project for Albany Rise in 2007. Lorraine Spiteri who is the Cluster Educator is based at our school also and both Lynn and Lorraine would be pleased to provide parents with additional information.

Mobile Phones
Albany Rise Primary School has a policy governing students bringing mobile phones to school. Before a student brings a mobile phone to school, parents/care-givers are required to make a written request for their child to bring a mobile phone to school. A copy of the mobile phone policy is available from the school office.

Name All Items
A reminder to name all items that are brought to school, (hats, jackets, coats, books etc) this is so important to ensure that items are able to be returned. If an item belonging to your child does not return home, check the classroom and then check the lost property which is situated in the Sick Bay.

Office
The Office is a hub of activity and a great place to get information. If you have any questions regarding organisation and/or payments please do not hesitate to call in or ring on 9547 1146.

Out Of School Hours Care
An Out of School Hours school activities program operates in the Community Room, every morning from 6.30a.m. and every afternoon until 6.15 p.m. Care is available to all school aged children, either on a permanent or occasional basis. Activities include cookery, crafts and games. Occasional care must be booked through the Office.

The Before School Care cost is $6.50 per child, per session and the After School Care cost is $10.00 per child, per session. Fee relief is available on application for Before and After School Care. Specific enquiries regarding the program can be made to the Coordinator of the Out of School Hours program. Application forms must be completed before students commence in the Out of School Hours Care Program. An Information Booklet and forms are available from the school office.

Daily arrangements can be made by contacting the Office on 9547 1146

Parent Education
There will be opportunities to learn more about Literacy and Numeracy during parent workshops throughout the year. Albany Rise Primary School is committed to developing literacy and numeracy partnerships with parents.
Questions
If you have questions about any aspect of your child's schooling please do not hesitate to ask your child's teacher, Helen Freeman the Principal or Steve Richardson the Assistant Principal.

Restorative Practice
At Albany rise Primary School our focus on restorative practices involves a positive approach to classroom behaviour management that is participatory and democratic and focused on problem solving.

Restorative practices are innovative ways to:
- Build caring communities around students whilst not accepting harmful behaviour. In other words, supporting people taking responsibility for their actions and repair any harm that has been done.
- Recognise and encourage the contributions that staff, parents, carers and the community make in promoting great relationships that enable better behaviour and better learning at school.
- Involve all those affected by the conflict to find a way forward, reducing anger and resentment.

How does it work?
- The students involved agree that a conflict or argument has taken place and try to fix things up.
- All those involved have a chance to tell their side of the story.
- Each student has a chance to say how things can be fixed up.
- An agreement is reached.
- It may still involve discipline procedures
- Relationships are healed wherever possible.

The school needs parents!!
You can help us make our school more restorative by encouraging your child/children to:
- Try to see situations from other people’s point of view.
- Pay closer attention to what people say to them and show that they are actively listening.
- Talk to others without sarcasm or putdowns
- Express their feelings more often
- Offer support to other students through friendship.

Restorative Practices help our school by:
- Making it a safer, happier place where our children's talents can be recognised and rewarded.
- Raises attendance
- Reduces bullying
- Provides greater opportunities for support and mediation when conflict occurs.
School Bags
It is recommended that a distinctive key ring is fastened to your child's bag so that it can be easily recognised. Please ensure that the bag is big enough for a reader cover, jumper, hat, homework and lunch box.

School Captains
Students in Year 6 are eligible to be elected as School Captains. One girl and one boy is elected, by Level 4 students and staff, to be the school captains. The school for 2007 are Morgan Hoellfritsch and Elton Lee. The school captains represent Albany Rise Primary School at official events and at school assemblies.

School Council
The School Council is a legal body consisting of 12 elected representatives. These representatives comprise four Department of Education and Training employees (DE ED) and eight non Department of Education and Training employees.

The School Council is responsible for the management of the school, including finances, buildings, grounds and equipment. Much of its work is organised through School Council sub-committees. The School Council reports to parents through a formal written annual report, as well as regular articles in the newsletter. School Council elections are held each year, usually in March. Remember the parents of School Council are your representatives.
The President of the current School Council is Mr Scott Irving.

School Crossing
The school has one supervised school crossing outside the main entrance of the school in Albany Drive. The crossing is supervised from 8.15 to 9.00am and from 3.15 to 4.00 on school days. Parents/care-givers are requested to ensure that children who will use these crossings are instructed in the correct use of school crossings and are aware that the crossings are only operable when the school crossing flags are displayed.

School Dental Service
The School Dental Service is available to all primary school students. For parents with a Health Care Card this service is free. Further information regarding this service can be obtained by ringing 1300 360 054 or contacting the main office.

School Nurse
The Department of Human Services nurse will visit the school to see all prep children and completes follow ups with identified children during the first half of the year. You will be notified and asked for information about your child’s health. The school nurse conducts basic health checks including check of vision and hearing.

School Organisation
The school is organised according to year levels:

Level 4 – Years 5 & 6
Level 3 – Years 3 & 4
Level 2 – Years 1 & 2
Level 1 – Prep
School Photographs
School photographs will be taken on Wednesday 4th June 2008

School Song

We love to sing and we love to play
We talk Indonesian
Surf the internet all day.
We love to kick a ball,
We love to skip and run
We love to shoot a hoop
Everything we do is fun.

‘Cause we’re a great bunch of kids at Albany Rise
The teachers they’re great too.
We’re helpful and friendly at Albany Rise
We’re the jade and navy blue.

We learn to read and we learn to write
We’re shown how to be a friend and we’re taught not to fight.
We learn to work together
We learn to get along
We love our school
That’s why we sing this song.

Repeat Chorus

Spare Clothes
Spare clothes are a good idea during times of wet weather or if you know that your child has particular needs. Items like underwear or socks can be easily tucked into your child’s bag.

Speech Pathologist
Miss Loretta Mangan is our School Speech Pathologist. She is at Albany Rise Primary School fortnightly, on Tuesdays, to assist referred students. Parents/care-givers who have concerns regarding their child’s speech development should, in the first instance, discuss your concerns with the class teacher who may recommend referral to the Speech Pathologist, for which parent permission is required.

Specialists
Specialist teachers will take your child for Art, Music and Physical Education. The classroom teacher will take Library. A library bag will need to be taken to each Library session to enable your child to borrow books. An art smock is required for each Art session.

Student Of The Week
Each week at assembly a child from each grade is awarded with a certificate for Student of the Week. The students’ names are published in the weekly newsletter.
Student Program's Coordinator
Tina Icaro is full time at Albany Rise Primary School. She
- Contributes to the development of a whole school approach to encourage
  student engagement, learning and wellbeing.
- Promotes a positive and secure environment through evidence based
  learning and wellbeing programs
- Develops community partnerships to strengthen student wellbeing
- Works within the whole school community to support students and their
  families
- Promotes greater student and family engagement within the school
- Develops and supports the school's approach to effective student case
  coordination.

There will be lots of opportunities for you to become more familiar with
restorative practice while your child is attending Albany Rise Primary School.

Student Wellbeing at Albany Rise Primary School

Student wellbeing underpins effective student learning and behaviour.

Students are better prepared for learning when they are healthy, safe and happy.
We aim to have a safe, supportive and stimulating school environment where:
- Everyone has the right to feel safe
- Everyone has the right to learn
- Teachers have the right to teach
- Parents, the school and broader community work together to enhance
  student wellbeing.

Student safety and wellbeing are embedded in all components of the school's work
and action is taken at four interrelated levels to support student wellbeing.
1. **Primary prevention** strategies include an engaging curriculum and
   supporting programs and philosophies that enhance the social and emotional
   health of all students. A focus is on building resilience and relationships.
2. **Early Intervention** strategies provide support and programs for students at
   risk of social, emotional or physical harm.
3. **Intervention** strategies support at-risk students with on going or severe
   problems.
4. **Restoring Wellbeing (Postvention)** strategies support students affected by
   traumatic or emergency situations.

Swimming Program
A whole school intensive swimming program is conducted at Monash University Pool
Swimming Pool for last two weeks in Term 4. The cost of the program will be
approximately $70 Permission forms will be sent home in early Term 4.
Transition Pre-school to Prep

To facilitate the smooth transition from pre-school to school, a gradual introduction to the school program operates in the year prior to commencing Prep. This program includes the Pre School Club which commences in Term 1, Pre-school visits to Prep classes, a Transition Program held in November. Further information will be forwarded during the year.

Open Days are held during and around Education Week in May. School tours can be arranged by contacting Helen Freeman (Principal) or Steve Richardson (Assistant Principal). Enrolments are welcome anytime.

Transition Year 6 to 7.

Students in Year 6 who will attend a State Secondary School in Year 7 will need to select a Secondary School. The process is:

- April: Placement Information and Enrolment Applications distributed
- May: Enrolment Applications close
- August: Notification of placement
- December: Orientation Day at Secondary School

Toys/Expensive games

Toys and expensive toys are not encouraged at school. It is best to invite your child's friends to your home for them to share their toys and more expensive games. Toys and expensive games are brought to school are your child's responsibility.

Uniform

We encourage all children to take pride in their school by wearing the school uniform. High fashion clothing is discouraged. Thongs are unsuitable for school wear. For health and safety reasons only earring studs are allowed.

Uniform orders can be left at the Office. Orders are filled weekly.

Summer

Albany Rise Primary School is Sun Smart, therefore all children are required to wear a hat in Term 1 and in Term 4.

Boys
- Shorts — navy*
- Polo shirt — green/navy*
- Windcheater / Bomber Jacket - navy*
- Socks - navy or white
- Hat - navy legionnaire/bucket / broad brimmed*

Girls
- Dress - blue and white plaid*
- Navy blue shorts / bike shorts / culottes
- Windcheater / Bomber Jacket - navy*
- Polo shirt – green/navy
- Socks - white or navy
- Hat - navy legionnaire/bucket /broad brimmed*
**Winter**

**Boys**
- Tracksuit pants - navy*
- Leggings- navy*
- Trousers - navy
- Polo Shirt (short/long sleeve)-green/navy*
- green/navy*  
- Skivvy -green/navy
- Windcheater / Bomber Jacket - navy*
- Socks - navy or white

**Girls**
- Tracksuit pants / Boot leg pants/
- Tunic*  
- Polo Shirt (short/long sleeve) –
- Skivvy - green/navy
- Windcheater / Bomber Jacket - navy*
- Socks - navy or white

School Bag*  
Library Bag*  
Art Smock*

All items marked with * are available through the uniform shop.
Please label all items of uniform clearly.

**Visitors**
All visitors must sign in at the Office and wear a visitor’s badge.

**Wet /Hot Weather Timetable**
A special timetable is offered when the weather is either too wet or too hot. Children are supervised while enjoying quiet activities in their classroom.

**Yard Duty**
Teachers are on yard duty, during the following times:
- 8.45 a.m. to 9.00 a.m.
- 10.30 a.m. to 11.00 a.m.
- 1.10 p.m. to 2.00 p.m.
- 3.30 p.m. to 3.45 p.m.

Teachers on yard duty wear a bright fluoro vest and can be easily seen by students in the yard. Students need to go to the teacher for any issues or needs that they may have.

**You Can Do It !**
The school is implementing the You Can Do It Program.
The 5 Foundations or ‘Keys to Success’ of the ‘You Can Do It’ program are:
- Getting Along, Organisation, Persistence, Confidence and Resilience.
The 11 ‘Habits of the Mind’ underpin the Keys to Success and when taught to students, assist them to exert some significant control over their own way of thinking and behaving. This enhances achievement and social-emotional wellbeing.

At Albany Rise P.S we endeavour to integrate the positive habits of the mind into our curriculum and everyday actions.
ZZZZZZZZZZZ!
Please ensure your child has a good night’s sleep by having him/her go to bed on time. Ten to twelve hours is recommended for children beginning school and at least eight hours for the older children.