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Highton Primary School Community:  
Beliefs

We believe that each child is an individual and requires a challenging education suited to his or her own unique learning style.

We believe that students should be encouraged to do their best and that curriculum should be relevant and diverse.

In the area of physical environment, we believe safety is a priority.

We believe that the community should work in partnership with the school, communicating views and ideas through consultation.

In the area of home/school partnerships, we believe that there should be a shared responsibility for reinforcing school values. These emphasise understanding and respect for a range of perspectives and approaches.

We believe that a happy environment encourages self-esteem and respect for self and others.

We believe that our teachers are professional, caring and open minded towards individuals.

Priority is given to literacy and numeracy where students embrace risk taking and strategies, not just learn facts.

In implementing school discipline, we believe all students should be treated equally, fairly, honestly and with positive outcomes.

Core Values:

Caring
Respect
Tolerance
Honesty
Positive attitudes
**Highton Primary School is an International Baccalaureate World School**

**A Guide for Parents**

**How is the curriculum developed?**

The PYP (Primary Years Program) holds regular meetings to which authorized schools send representatives. These representatives serve on curriculum committees which develop the curriculum for individual disciplines, in the context of a coherent, central framework. The work of these committees is coordinated by a steering committee. Since the early stages of its development the PYP has also worked closely with consultants and teacher trainers from different national systems.

**What will my child be learning?**

The PYP has designed a transdisciplinary curriculum which draws the individual disciplines together into a coherent whole, while preserving the essence of each subject.

Your child will:
- Develop a deep understanding of important concepts
- Conduct research into knowledge which has local and global significance
- Acquire and practise a range of essential skills
- Be encouraged to develop positive attitudes towards learning, the environment and other people
- Have the opportunity for involvement in responsible action and social service

**How will I know how my child is performing?**

The PYP promotes the use of a range of assessment strategies which are designed to give a clear picture of your child’s progress. This progress will be reported to you regularly, both orally and in writing. You are encouraged to play an active role in supporting your child’s learning.

**How can I support my child’s learning?**

The PYP sees learning as a partnership between student, parent and school. The degree of parental involvement may vary from school to school but the fundamentals of parental support remain the same.

You can help your child by:
- Maintaining regular contact with the school
- Sharing books with your child
- Supporting your child’s mother tongue
- Assisting your child with research projects
- Attending curriculum information sessions at school and parent/teacher conferences
- Providing an appropriate setting and structured routine for doing homework
What next after the PYP?

The International Baccalaureate (IB) sees the PYP curriculum as an excellent preparation, but not a prerequisite, for the IB’s Middle Years Program (MYP) for 11 to 16 year olds. Both curriculums place a focus on critical thinking, personal responsibility for learning, student inquiry and social service. Similarly the MYP is seen as an ideal foundation, but again not a prerequisite, for the IB’s Diploma Program for 16 to 19 year olds. The IBO’s Diploma Program is regarded by many as the finest pre-university curriculum available.

Will the PYP help my child fit into another school?

Although no school or curriculum can guarantee a perfect fit when children transfer to a new school, particularly in a different country, parents may be reassured by the following points.

Transfer to schools following a national curriculum
- Close attention is paid to a range of national curriculums when developing the PYP curriculum
- Students transferring from international schools usually have no trouble with the standards of national schools

Transfer to other schools offering the PYP
- Students in other schools implementing the PYP curriculum will have common learning experiences in terms of conceptual development, skill acquisition, positive attitudes and meaningful action. There will be less uniformity of specific content in certain areas, since schools will naturally wish to reflect the unique nature of their own locations.
- The PYP is working towards agreement on a common set of assessment, recording and reporting strategies which will facilitate the transfer of students

What shall I do if I still have questions?

Professional educators can sometimes inadvertently explain curriculum issues in ways which are not clear to parents. While we see parents as our partners in the learning process, we recognise that parents are also our clients. You have an obvious right to know about the educational program in which your child is engaged. If you have any further questions, please ask – you will find the school only too willing to discuss the PYP curriculum with you.
The School Council consists of 12 members:
* 7 elected parent members.
* 4 elected Department of Education and Employment (DEET) members.

The School Council is responsible for:

- the development of the school’s charter
- developing the school’s education policy within statewide guidelines
- overseeing the school’s finances
- developing the school’s Student Code of Conduct
- assisting in the selection of the school principal when a permanent vacancy occurs, and making a recommendation about the appointment to the Director of Education
- employing non-teaching staff
- reporting on an annual basis to the community on its achievements
- developing and maintaining school buildings and grounds

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**MEETINGS:**

**THIRD MONDAY OF EACH MONTH**

**TIME:**

7.00 p.m.

**PLACE**

MULTI MEDIA CENTRE

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**CURRENT OFFICE BEARERS**

**PRESIDENT:**

MARK NICHOLLS

**SECRETARY**

SUE BETTANIN

**EXECUTIVE OFFICER:**

JENNI GARLAND

**TREASURER:**

DAVID JIRIK

Members of the School Community are always welcome to attend School Council Meetings.
PARENTS' CLUB

Meets monthly at times notified in the school newsletter.
Parents' Club is a forum for parents where matters of interest are discussed.
The Parents’ Club primary function is to organise fund-raising and social events. A report of these is presented to School Council for their ratification and information.
The Principal is in attendance and gives an overview on issues around the school and general organisational news.
As well as activities that are directly supportive of the school and students, the members also run general interest and social functions.
All parents are invited to join and take part.

The Annual Meeting is held in March.

MEETINGS: FIRST WEDNESDAY OF EACH MONTH
TIME: 7.00 P.M. alternating 9.00AM
PLACE: STAFFROOM (MAIN BUILDING)

OFFICE BEARERS: (Until annual General Meeting in March)

PRESIDENT: STACEY LITTLE
SECRETARY: MAXINE EATON
TREASURER: DEB LUDOWYK
SCHOOL HOURS

ARRIVAL TIME: 8.50 a.m

DISMISSAL TIME: 3.30 p.m.

FIRST SESSION: 9.00 a.m. to 11.00 a.m.
MORNING RECESS: 11.00 a.m. to 11.30 a.m.
SECOND SESSION: 11.30 a.m. to 1.30 p.m.
LUNCH RECESS: 1.30 p.m. to 2.30 p.m.
THIRD SESSION: 2.30 p.m. to 3.30 p.m.

INITIAL PREPARATORY GRADE TIME VARIATION

Normal school hours on Monday, Tuesday, Thursday, Friday. Wednesday will be a rest day for children and preparation and initial assessment time for teachers, until notified in the newsletter.

SCHOOL ASSEMBLY

A full School Assembly is held each Friday afternoon at 3.10pm in the Hall

2011 SCHOOL CALENDAR

TERM 1 - 4th February to 8th April**
TERM 2 – 27th April to 1st July
TERM 3 – 18th July to 23rd September
TERM 4 – 10th October to 22nd December

**Teachers work on Tuesday 1st February, 2011. Students in Grades Prep to 6 return to school on Friday 4th February. Preps have Wednesday 9th February off and every Wednesday off in Term 1

ENROLMENT REQUIREMENTS

Children to be admitted to Highton in January 2011, must be at least five years old on or before 30th April, 2011.
PUPIL ABSENCES

The Department of Education requires parents to supply the school with a WRITTEN Explanation for the absence of any child. The school has produced a proforma for parents to complete and these are available at the office and copies are also circulated through the newsletter.

Highton Primary School Notice of Absence

Student Name: ____________________________________________ Year Level: _______

I wish to advise that the:

☐ Absence ☐ Late Arrival ☐ Early Departure at

On _ / _/ 2011 was due to ___________________________________________________________

Parent signature:_____________________________________ Date: ______________________

Subsequently this information is recorded in the attendance roll.

Please note that dismissal time is 3.30pm.

APPOINTMENTS DURING SCHOOL HOURS

If your child has a dental, medical or speech therapy appointment during school hours, please collect him/her from the classroom.

Prior notification and early dismissal form to be completed at the office and advise the class teacher.

Parents are again requested to complete the proforma for early dismissal or late arrival. These are available at the office.

VISITORS

All visitors to the school must sign in at the office and collect an identification badge.

MONEY SENT TO SCHOOL

As any money to be banked must be in the General Office before 9.30am., please make sure it is sent in the morning to your child’s class teacher and that your child knows it is in his/her bag.

SCHOOL BANK ACCOUNTS

All children are given the opportunity to open an account with the Commonwealth Bank. Bank day is Thursday. Bank Books are collected before 3.30 on Wednesday and given back to the child on Thursday.
# SCHOOL UNIFORMS

**GIRLS**

**Summer**
- Green and white check gingham dress
- Green jersey knit shorts or culottes
- Gold or green polo shirt, with 2 opposite stripes in collar

**Winter**
- Green kilt or green tracksuit pants.
- School windcheater, rugby top or bomber jacket
- Gold or green polo shirt, with opposite stripe in collar

**BOYS**

**Summer**
- Gold or green polo top, with 2 opposite stripes in collar
- Green jersey knit shorts

**Winter**
- School windcheater, rugby top or bomber jacket
- Green tracksuit pants
- Gold or green polo top, with 2 opposite stripes in collar

**SPORT**
- Yellow or green polo shirt with logo
- Green shorts/skirts
- Sneakers

**FOOTWEAR**
- Thongs and shoes with built up heels are not suitable for school wear.

**HATS**
- It is compulsory for children to wear broad brimmed hats in the Highton P.S. colours in term 1 and term 4 for protection against the sun.

**BAG**
- Green
  - These are available for purchase at A + Uniform Shop in Belmont.
PREP CHILDREN STARTING SCHOOL

Starting school is a big step and you can help your child by getting them used to new or unfamiliar situations before they begin school:

- Eating and drinking without help
- Unwrapping food - glad wrap
- Unscrewing drink containers
- Drinking from different types of taps e.g bubble top
- Using a handkerchief or tissue
- Recognising own clothing and name
- Putting on and taking off a jumper
- Care of own belongings
- Saying his/her name and address
- Going to different toilets and washing their hands when finished. If you have a boy be sure he knows how to use a boys’ toilet - urinal

BEFORE SCHOOL STARTS

- Familiarise your child with the school setting before they begin
- Talk about school in a positive way and answer questions honestly
- Name everything - clothes, bag, lunchbox and anything else they may bring to school

FOOD

- Children need their lunch and play-lunch wrapped separately
- Children eat small amounts on a regular basis
- Food should be healthy and easy to eat

PREP CHILDREN WILL ALSO NEED TO HAVE:

- An Art smock of simple design
- A box of tissues
- A school bag of suitable size
- A container of playdoh
COMMUNICATION BETWEEN HOME AND SCHOOL

Every Wednesday the school issues a newsletter. Communications from School Council and Parents' Club are included. A copy will be given to the children on the basis of one per family.

Please read this publication as it contains items on:

- ORGANISATIONAL MATTERS
- EXCURSIONS
- SPECIAL PROGRAMS
- MEETINGS, etc.

In addition, special notices are issued at regular intervals.

Unfortunately, it is necessary to use young children as POSTPEOPLE, so please ask your child daily if there are any notices.

"WERE THERE ANY SCHOOL NOTICES GIVEN OUT TODAY?"

REPORTING TO PARENTS

There will be written reports and interviews at regular intervals, however, teachers are always willing to speak to parents at any mutually convenient time.

An information evening will be held for all classes at the end of February. This will give parents an opportunity to ask general questions.

SCHOOL STRATEGIC PLAN

Highton Primary School has a School Strategic Plan document that contains the school's profile and future priorities. This document will be reviewed this year and copies made available at the office.

AFTER SCHOOL PROGRAM

Highton Child Care 88-92 Reynolds Rd, Belmont offers an After School Program which includes a pick up service from the school at 3.30pm.
Contact is 5244 0041.

ACTIVE AFTER SCHOOL COMMUNITY

The school offers a free activity program each Monday and Tuesday afternoon (3.30 pm – 5.00 pm). Registrations are essential and expressions of interest are called for through the newsletter.
THE CANTEEN

The school Canteen is staffed by parents on a voluntary basis and offers a variety of nutritional lunches at reasonable prices.

Lunch orders are delivered to the CANTEEN BASKET in the classroom before 9.00 am. each Monday.

ORDERING PROCEDURE:

Name: ..............................

Room: ...............................

Teacher: .............................

Order: ...............................

If a child forgets their lunch or loses the money for the order, the necessary amount will be supplied from the office on the expectation that reimbursement will be made the following day.

Price lists are sent home at the beginning of the year. Extra lists are available from our website www.hightonps.vic.edu.au

LUNCHTIME ARRANGEMENTS

Children who bring lunch to school are not permitted to leave the school grounds unless an explanatory note (dated) is written to the class teacher.

Eating of lunch is supervised by class teachers at 1.30pm. each day and play lunch at 11.00 am.

SUGGESTIONS FOR LUNCH PREPARATION

* Pack lunch in a clearly and permanently marked box

* Wrap play-lunch separately

* Drinks must be in an unbreakable container - named

LOST PROPERTY

Lost property is a constant problem which confronts all primary schools. We ask all parents to carefully label their child’s belongings to alleviate this problem.

At the end of each term unclaimed items are donated to charity.

PLEASE

NAME ALL OF YOUR CHILD’S BELONGINGS CLEARLY AND PERMANENTLY
(INCLUDING SHOES, JUMPERS, LUNCH BOX LIDS).
RELIGIOUS EDUCATION

Religious Education is not compulsory, however the school encourages participation as Accredited instructors give Christian Religious Education during school hours in accordance with an agreed syllabus. Children are not grouped according to denomination but are taught in their usual school classes.

SCHOOL CROSSINGS AND CAR PARKING

Children should use the crossings provided. These are supervised from 8.10 - 9.10 a.m. and 3.20 - 4.00 p.m. each day. Please insist that your child uses these crossings and set a good example by using them also when you approach the school on foot.

Your co-operation in parking correctly is requested. The pick-up zones are not waiting zones (maximum 2 minutes) Left turn only from the School Car Park.

PLEASE DO NOT DOUBLE PARK OUTSIDE THE SCHOOL, OR IN OUR CARPARK, TO DELIVER OR COLLECT CHILDREN. YOU WILL BE FINED.

SAFETY RULES

It is important for his/her own safety and the welfare of others that your child knows their full NAME and ADDRESS and that you train them to:

- Travel directly between school and home
- * Walk on the footpath only
- * Cross at flagged crossings where provided
- * Stop and look both ways before crossing a street
- * Never run from behind parked cars
- * Never accept rides from strangers
- * Not bring articles to school which may cause accidents

Toy weapons of any kind are banned.

Impress on your child that he/she must not go to a friend's place after school without your permission.

Children are not permitted to ride bicycles to school until they are in Year 4.
HEALTH REGULATIONS

INFECTIOUS DISEASES -

REGULATIONS FOR EXCLUSION FROM SCHOOL -

A child must be excluded from school if suffering from any of the following infectious diseases -

MEASLES
For at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.

RUBELLA
(Until fully recovered and at least 4 days from the onset of the rash.
(German Measles)

MUMPS
Until fully recovered.

CHICKEN POX
Until fully recovered. N.B. Some remaining scabs are not an indication for continued exclusion.

WHOOPING COUGH
For four weeks or until a medical certificate of recovery is produced.

RINGWORM
Until the day after treatment has commenced, supported when requested by a medical certificate.

PEDICULOSIS
(Please tie long hair back in a "pony tail" or plaits.)
(Head Lice)

IMPETIGO
Until sores are being treated and kept covered.
(School Sores)

Contacts with any of the above are not to be excluded from school.

Certain diseases such as HEPATITIS and PEDICULOSIS must be reported to the school immediately.

ACCIDENTS AND ILLNESS

An adequately stocked FIRST AID cabinet, for emergency use, is situated in the main building.

FIRST AID is administered by staff only.

In the case of an accident or the sudden onset of illness, the school has the facilities for immediate attention. If further treatment is thought to be necessary, a parent or an emergency contact will be notified.
EMERGENCY CONTACT INFORMATION

There is an information file on computer for each family in the school. This enables contact with the parents or their nominated friend in the case of illness or accident. Parents are asked to advise the office without delay of any changes in their home, work or contact's address or telephone number.

SCHOOL CURRICULUM

There are eight Key Learning Areas that are studied in the Victorian School Curriculum. These are English, Mathematics, Health and Physical Education, The Arts, Science, Studies of Society and Environment, Technology and L.O.T.E. (Language Other Than English). At Highton Primary School the Language Other Than English studied is Italian. Specialist Programs that are currently offered are Visual Arts and Physical Education. Other support programs that Highton offer are:

- Reading Recovery
- Listen to Learn
- Forward Together
- Special Event days such as Special Friends Day
- Regular incursions and excursions
- Science days
- Extensive sporting program
- Gymnastics program for Years Prep, 1 & 2, 3 & 4
- Swimming program for Years 1 and 2
- Preparation for Puberty in Years 5 and 6
- Regular opportunities for students to perform in School Concerts, Geelong Schools Music Festival and other events.
- Music Key boarding Program
- Artists in Residence
- Timetabled sessions in the networked Multi-Media Centre
- Networked computers in classrooms
- Timetabled Library Sessions for borrowing and research techniques
- Buddy System
- Student Awards
- School gardening program
- Peer Mediation

These are a sample of some of the programs that the School offers to enrich the classroom programs. If you have any queries regarding School Programs then please make an appointment to see your child’s classroom teacher or alternatively the Assistant Principal or the Principal.

SCHOOL COUNCIL LEARNING FOR LIFE COMMITTEE

The Learning for Life Committee is a sub-committee of School Council that has an open representation from the School Community, therefore it is not necessary to be a School Council member to participate in this sub-committee.

The Learning for Life Committee writes and reviews the policies for the School Curriculum and support programs on a regular basis. The Learning for Life Committee makes recommendations to the School Council regarding policies and programs statements. The Committee meets the week prior to
School Council on Wednesday nights at 6.30pm in the Staffroom. All new members are most welcome.

**WORKING BEES**

The school conducts 4 working bees per year with all families rostered to attend one. We urge all parents to attend when it is their turn. Working bees are conducted on a Saturday or Sunday morning and run from approximately 9.00am to 11.00am.

**PARENT HELPERS**

The school actively encourages parent helpers to assist in and around the classrooms. The school also assists parents to fulfil this important role by conducting Parent Helpers Sessions that focus on strategies to enhance the learning activities of the students. These sessions are held in Term One.