

OAKLEIGH PRIMARY SCHOOL 1601

20 Warrigal Road, Oakleigh 3166
(cnr Logie Street & Warrigal Road)

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Oakleigh Primary School Kindergarten 9568 6315

PRINCIPAL *MS CHERYL SANDERS*
ASSISTANT PRINCIPAL *MS MICHELE NOLAN*
ADMINISTRATION *MRS JANE McCLELLAND*
MRS SANDRA NEBL

SCHOOL HOURS

School opens	8.50am
Morning session	9.00 - 11.00am
Recess	11.00 - 11.30am
Morning session	11.30 - 1.00pm
Lunch	1.00 - 2.00pm
Afternoon session	2.00 - 3.30pm

TERM DATES

	Year 2009	Year 2010
Term 1	28 th January – 3 rd April	27 th January – 26 th March
Term 2	20 th April – 26 th June	12 th April – 25 th June
Term 3	13 th July – 18 th September	12 th July – 17 th September
Term 4	5 th October – 18 th December	4 th October – 17 th December

NOTE: Dismissal is at 2.30 at the end of terms 1 - 3.
Term 4 – As announced

CURRICULUM DAYS

Children do not attend school on these days.
Dates will be notified to all parents via newsletters & notices

Four days each year are set aside as Curriculum Days in all Primary Schools.

The purpose of the Curriculum Day is to enable the participation of all teachers and members of the School community in the development and review of the Educational Policy and Curriculum of the school.

**OAKLEIGH PRIMARY SCHOOL
INFORMATION BOOKLET**

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WELCOME TO OAKLEIGH PRIMARY SCHOOL

We welcome you and your child to Oakleigh Primary School. From the outset we would like you to be aware of our desire to work in co-operation with you so that together we can do everything possible to make your child's school days happy and successful. Co-operation between parents and school is essential if your child is to feel secure and develop academically, socially and emotionally.

You are welcome to come to the school at any time to discuss matters concerning your child. If you would like to have an interview with your child's teacher please request an interview time. This can be done via the "home book" or over the phone. Short discussions can often be conducted on the spot. 3.30pm is the best time for informal discussions.

Due to safety regulations, all parents and visitors to school are required to go first to the Office to sign a Visitor's Book and collect a badge. Toddlers must also be recorded in the book. All visitors need to sign out when leaving the school.

We encourage all parents to become involved in the school's activities: Friends' Groups, School Council, Parent/Teacher Interviews, School Council Committees, Working Bees, and Parent Information Sessions. Classroom assistance is welcome in the areas of: reading, computing, PMP, science/technology and practical mathematics.

Oakleigh Primary School is an outstanding government school providing excellence in learning and teaching. We are committed to providing learning and development opportunities that meet the varied intellectual, creative, emotion, physical and social needs of our students. Students are assisted through a nurturing and supportive environment where resilience is promoted and risk taking with learning is encouraged and valued.

From prep to year 6 students are encouraged, supported and challenged in their development towards becoming resilient, optimistic learners and tolerant productive citizens. Learning is ongoing and lasts a lifetime.

We certainly hope your child will enjoy the experience.

ORGANISATIONAL DETAILS

The Working Philosophy of the School

Our school philosophy ensures that we cater for a broad range of social and cultural expectations that are apparent in our multi-cultural community. It is based on the firm belief that each student will:

- have a strong sense of self esteem
- strive to reach their full potential
- develop high standards of personal conduct
- develop social skills that enable them to work co-operatively with others

The staff at Oakleigh have created an atmosphere of warmth and friendliness and we are extremely proud of our open door policy as it applies to the school community. The school believes that education is a shared responsibility and works in partnership with parents to promote a supportive, caring environment for all children.

School Buildings

Oakleigh Primary School No.1601 was established in 1875. The lower school work in a beautifully renovated building (first opened in 1914). The new modern building was opened in 1977. All rooms are fully carpeted with wet areas accessible to all rooms.

We have two multi-purpose rooms, an art/craft room, physical education facilities, library, toy library, computer room, reading rooms, technology room and canteen.

School Grounds

Gardens surround the school and are maintained proudly by the children and parents. Quiet courtyards are dotted about the school with direct access to learning areas. Play facilities include an adventure playground, netball and volleyball courts and the use of the football oval. Three tennis courts are available for parent/pupil use.

STUDENT WELFARE

Student Code of Conduct

Oakleigh Primary School believes that children learn best in a secure, happy, non-discriminatory environment in which the rights of the individual are respected and within which personal responsibility and self-discipline can be developed.

The code of conduct for children at Oakleigh Primary School has been formulated within and is consistent with Department of Education guidelines and regulations.

Children at Oakleigh Primary School have the following rights

- The right to be safe
- The right to be treated with respect
- The right to work, learn and play without interference

School Rules

There are 5 basic school rules:

1. Move and play safely.
2. Care for yourself, others and property.
3. Resolve problems calmly, sensibly and fairly.
4. Respect others through your speech and manners.
5. Work as well as you are able and allow others to do the same.

At the beginning of each year teachers will establish a set of classroom rules for their own grades that are consistent with the whole school rules. School and class rules are displayed prominently around the school.

Strategies

At Oakleigh Primary School we have a consistent approach to behaviour that will foster a school climate where personal responsibility and self-discipline are developed. We are committed to the following strategies:

- Giving positive reinforcement to improve self-esteem, for example sport and performing arts awards, Pupil-of-the-Week.
- Acknowledging student achievements at whole school assemblies and in the newsletter.
- Encouraging friendships.
- Requiring children to accept responsibility for their actions.
- Providing adequate supervision in the school grounds.
- Encouraging understanding and awareness of the school rules.

- Promoting the values of honesty and fairness.
- Developing pride in the school.

- Conducting social skill development sessions.
- Developing strategies in conflict resolution, peer mediation and assertive behaviours.
- Developing effective listening skills.

Consequences

Children are expected to understand the school's rules and the effect that the breaches may have on themselves and others. This understanding needs to be developed with children having input into the development of the Student Code of Conduct. Inappropriate behaviour will be matched with a logical consequence.

Consequences will include:

- general warning / caution
- discuss action, obtain different points of view and where appropriate have the child write what happened
- written and/or verbal apologies
- use of assertive discipline ie. name on the board as a warning, one tick and the child will receive Time-Out
- withdrawal from a group activity
- lunchtime Time-Out, child documents incident or behaviour and parents are notified
- actively compensate for inappropriate behaviour – community service
- accompanying yard duty teacher
- limited access to school facilities
- referral to area coordinator, Assistant Principal or Principal
- seek advice from external consultants or professionals
- suspension and/or expulsion in line with DE&T Guidelines

Given the above it is recognised that there may be specific occasions when it is necessary to establish temporary or short term rules to ensure the safety and uninterrupted education of the students.

If inappropriate behaviour continues and the education of other students is compromised, formal DE&T Student Discipline Procedures will be implemented.

At Oakleigh Primary School we are committed to promoting positive student behaviour through self-esteem and encouraging and rewarding appropriate social behaviour.

You Can Do It Program

The You Can Do It Program teaches four main keys to success: Confidence, Persistence, Getting Along and Organisation. Through these keys students are able to identify the specific qualities it takes to become a successful learner and consequently gain a greater understanding of themselves.

EMERGENCY PROCEDURES

Emergency Information

On enrolment, information is required in relation to phone, address and names of contact in the event of an emergency situation eg. accident or sudden illness.

It is very important that this information is kept up to date. Changes of work, phone and address should be notified to the Office as soon as they take place.

If Your Child Is Sick

Remember that during the school years your child may become ill. A sick child should be kept at home. Infections spread rapidly and we do not have the facilities or the staff to care for sick children. A phone call to the school is helpful. A written note outlining the reasons for the child's absence is a requirement. A child must be excluded from school if suffering from the following infectious diseases:

CHICKEN POX	Until fully recovered (spots have healed).
VIRAL HEPATITIS	Medical Certificate or until symptoms have disappeared.
IMPETIGO (School Sores)	Until sores have fully healed or sores are properly covered.
MUMPS	Until fully recovered.
PEDICULOSIS (Head Lice)	Until the appropriate treatment has commenced, supported, when requested by a medical certificate from the Monash City Health Department
RUBELLA	Until fully recovered and at least 4 days free from the outset of the rash.

It is important to inform us of any particular physical or emotional problems that your child may have.

All children benefit from regular adequate sleep. Infants especially find school exhausting. As a general rule a bedtime between 7.30 - 8.30pm meets most children's needs. Younger children may require more sleep, especially when faced with a change of routine.

Provide your child with a clean handkerchief for school every day.

Illness/Injury At School

If your child is ill or injured at school, you will be contacted and arrangements made for you to collect your child from the sick bay. Our School Staff will administer basic first aid. Currently, our School has three staff holding Occupational Health and Safety qualifications.

If the injury or illness is deemed serious enough for hospitalisation, an **ambulance** will be used. The cost of the ambulance is to be incurred by the family of the child concerned, consequently we would strongly urge all families to join the ambulance scheme.

SCHOOL MEDICAL & DENTAL SERVICES

A School Nurse visits the school once a year to conduct basic assessments of predominately sight and hearing. This service is available to all Prep children and to other referrals as necessary. We ask that you give them your full co-operation. Their advice is valuable if parents or teachers have any health related concerns.

Parents are advised of appointments (by letter) when the doctor's visit is scheduled. Specific parent or teacher referrals can be organised at any time.

Enquiries and urgent dental treatment can be obtained at Community Dental Services – Eastern Region phone 1300 360 054.

Hearing and Sight

Middle-ear infection is a very common cause of fluctuating hearing loss which may interfere with the child's classroom learning.

Please note and seek assistance if the following points are observed.

- | | |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HEARING | Ignoring or misinterpreting commands.
Irrelevant answers to questions.
Faulty speech especially lack of variety of pitch.
Mouth breathing, frequent earache or discharging ears. |
| SIGHT | Holding books much nearer or further than the normal distance of about 35 cm.
Frowning, screwing up the eyelids or frequent blinking.
Sore eyelids, repeated sties.
Tilting the head when reading or watching TV.
"Turned eye". |

PARENT/SCHOOL COMMUNICATION

Homebook

When children start school they are issued with an exercise book in which important information can be recorded. We ask the family to cover the exercise book with contact or paper so that your child easily identifies it as his or her own Homebook.

The Homebook is the most practical method of communicating with the class teacher on a daily basis, particularly for working parents who can not easily visit the teacher before school.

Any information for the class teacher can be detailed in this book, which is checked by staff every day in the lower school, or as required in the upper school.

Similarly, the class teacher may write to you via the Homebook, and class notices (for instance, homework details) may be stuck into the book. Please check the Homebook every day.

Interviews

If you have any concern regarding your child, please contact the class teacher or the Principal to arrange an interview. Similarly, teachers may seek your co-operation in attending an interview to discuss any matters of concern.

Parent/Teacher Interviews

Each year parents are informed of Parent /Teacher Interviews and Information Nights. Watch the Newsletter for Parent /Teacher Interview arrangements.

Reports

Written reports are sent home at the end of Terms 2 and 4.

Newsletters

Each Wednesday, the eldest child in each family is given a newsletter. This is our way of keeping the school community informed. The newsletter is also on the School Website www.oakleighps.vic.gov.au or can be sent to you by email.

Periodically, children will also bring home notices on other days of the week, so it is important to check your child's Homebook and bag daily.

Parental Involvement and Assistance

Oakleigh Primary School enjoys strong and active community support. Parental involvement in all aspects of the school is appreciated and strongly encouraged.

Parents are directly involved through:

- classroom helpers – literacy, numeracy, arts and computers
- library support – book covering, mending, reshelving
- school council and committees
- contributing to school policy
- attending school events and evenings

Ensuring a Positive Start to Each Day

Ensure your children are ready for school and learning at the commencement of each day by:

- making sure they are at school on time
- ensuring that they have had enough sleep
- providing a nutritious breakfast, snack and lunch
- checking the take home book
- spending a few minutes to make sure that they have all they require for the day

ATTENDANCE/ABSENCES

Punctuality

Encourage punctuality and regular attendance. All children **must** arrive at school **before** 9.00am each morning and remain at school until dismissal time (3.30pm). If your child is late you need to complete a 'late pass' at the office (see below Late Arrival)

Leaving During School Hours

If your child has to leave school for medical or dental appointments, is ill, or for any other valid reason, please notify the school. The arrangements can be detailed in the Homebook. The parent/guardian must also come to the school office and complete an 'early leave pass'. This pass must be signed at the office then taken to the child(ren)s class teacher. Your child must be collected by you or by someone whom you have authorised.

Late Arrival

If your child arrives late they must obtain a 'late pass' from the office and signed by the parent, guardian or someone you have authorised to bring them to school. This 'late pass' is to be given to the class teacher.

Absence

If your child has been absent, a note must be sent informing the school of the reason. If unable to write in English please write in your own language, we will have your note translated.

Children are not permitted to leave the school grounds at all unless they bring a written request from the parents.

If your child returns home during school hours, please telephone us immediately as we will be anxiously looking for him or her. The child must be brought back to the school.

Never allow a child to remain home unless genuinely ill. It is common for children to periodically want to stay at home throughout their schooling. Parents are not doing their children any favours by allowing them to take days off school.

Please note that children are not to be left unsupervised in the playground. Teachers are not officially on yard duty before 8.50am or after 3.45pm.

A Before and After School Program is available.

UNIFORM

Children at Oakleigh Primary School are required to wear school uniform.

Uniforms avoid a range of problems that arise from time to time, both at home and school, such as the daily dilemma of “What will I wear today?” The uniform is functional, inexpensive and comfortable and is available for purchase from our Uniform Shop,

Oakleigh Primary School supports a Sun-Smart approach and all children must wear a hat in terms 1 and 4, during playtimes and sport. You can purchase a school hat through the Uniform Shop.

The wearing of school uniform is expected when the children represent our school on excursions or in performance.

Winter Uniform

navy blue fleecy unisex track pants
gold/yellow long-sleeved polo shirt, with collar
gold/yellow skivvy, available from major stores
navy blue fleecy bomber jacket or windcheater

Summer Uniform

navy blue pique-knit unisex shorts
gold/yellow T-shirt or short-sleeved polo shirt, with collar
navy blue bomber jacket or windcheater
hat, with peak and neck cover or slouch hat
blue and white checked dress, available from major stores

A long sleeved smock is required for art.

A book bag is required for library. The Education Department sometimes supplies a calico bag to Prep students at the beginning of the school year.

A school bag is available. It is extremely hardwearing and designed to last for the duration of your child’s primary school years.

A T/shirt in house colours will be required for school house events held during the year. House colours are red, green, yellow and blue. Your class teacher will advise you which house your child is in.

For safety and well-being, all children should wear appropriate footwear, especially for sport. Uncovered toes are not advisable in the playground.

Children from grades 5 & 6 compete in Inter-School sports and will require appropriate sports uniform as detailed by the sports teacher.

NOTE: School is not an appropriate place for children to wear high fashion or eccentric clothing.

- shoulders should be covered, tank tops and singlets are not to be worn
- thongs are not allowed at anytime
- high heeled shoes and long earrings are not suitable for school

Uniform Shop

The Parents' Association operates the Uniform Shop. New items may be ordered via the Office, or families are welcome to come to the shop during specified hours.

If you have any uniform item for sale a notice can be put in the weekly Newsletter.

All uniforms are sold from our Uniform Shop which is opened by volunteer parents. The price-list is available from the Office. New uniforms incur GST.

Shop Hours

Mondays	8.45am – 9.15am
Wednesdays	3.15pm – 3.45pm

GENERAL INFORMATION

Personal Belongings

It is not advisable for children to bring to school “precious items” such as toys, sports equipment, jewellery, radios, walkmen, calculators, etc. These are all too easy to lose or misplace.

It is normal for children to exert pressure on parents to be allowed to show personal items to friends and teachers. Whilst we do not encourage students to bring such items to school, it is inevitable that it will happen on some occasions.

All items of personal property should be clearly labelled with the child’s name and grade. On no account should personal belongings be left unattended or be given into the care of other children.

Web Page

Oakleigh Primary School’s home page address is: www.oakleighps.vic.edu.au
This site has information regarding our school environment and calendar.
Please check for updates and changes.

House System

All students are allocated to Houses with the students from the same family placed in the same House. The four Houses are McMillan – Red; Moresby-Green; Nelson-Gold; and Logie-Blue.

Visitors

All visitors are to report to the office to sign the Visitor’s Book and collect a badge for identification.

Lost Property

All clothing must be clearly marked with your child’s name. Encourage your child to be responsible for his or her belongings. If property is misplaced, a lost property area is kept in the corridor area opposite the Library. This is available for inspection by parents before and after school.

Lunch Arrangements

Children eat play lunch and lunch in the classrooms or outside in assigned grade areas under the supervision of their teachers.

Food may be brought from home or purchased from the school canteen. It is suggested that Prep children have home cut lunches for the first few weeks, as any confusion with lunch orders tends to be upsetting. Parents can assist by ensuring that:

- The child's food is packed in a clearly marked lunch box.
- Play lunch (a snack eaten at recess time) is wrapped separately from Big Lunch (sandwiches or similar eaten at lunch time)

Drinks should be in plastic or cardboard containers, easily managed by the child. **PLEASE DO NOT SEND BOTTLES OR CANS.** In summer, water is the best drink and is always available from the outside drinking fountains.

Please do not give your child lollies.

Canteen

The Canteen is open every day for lunch and play lunch orders.

Food is prepared in the Canteen and delivered to the grades at recess and lunch times.

There is a menu for winter and summer, and this is sent home via the eldest child. All prices quoted are inclusive of GST. Additional copies are available from the school office.

When ordering lunch from the canteen please ensure the correct money is enclosed in an envelope or paper lunch bag, or in a pre-printed lunch bag (available from the Canteen [\$5.00 for 100 bags), with the order listed on the envelope or bag:

Bart Simpson Grade 3/4D

Play lunch:	Fresh Fruit Salad	2.00
Lunch:	1 Ham & Salad Wrap	1.70
	1 Orange Juice	<u>1.20</u>

\$4.90 enclosed

A co-ordinator manages the Canteen, assisted by volunteers. A roster is made up for each term, so those parents only able to help occasionally can still put their name down for a specific date. The children love to see mum, dad or their grandparents in the canteen. Volunteers are always needed, please contact the School Office or drop into the canteen and meet some of the mums, dads and other helpers.

Student Banking

Each year the school organises to open Savings Accounts (YouthSaver) on behalf of students with the Commonwealth Bank, Oakleigh. Money can be sent to school each Tuesday, with the appropriate deposit book. Notice will be given early in Term 1 re: starting of Prep accounts.

Collection of Money

If your child is to bring money to school, please seal it in an envelope with the child's name, grade amount enclosed and what the money is for, written on the front.

Jane Simpson Grade Prep
 Donation to State Schools Relief Fund
 \$3 enclosed

School Council

School Council is responsible for the maintenance and welfare of our school. The role of the Council in decision making and the running of the school is of growing importance and responsibility. There are 12 members on our School Council, 7 parents, 3 members of staff, 1 co-opted community member and our Principal.

Elections are held each year in March, when half the Council are due for re-election. Counsellors are elected for a two year period. Parents are welcome to attend the monthly meetings to observe or voice their opinions when invited to do so during the meeting. However, only School Council members are able to cast a vote.

Volunteers

There are opportunities for parents to directly participate in school activities such as Canteen, Excursions, School Event, assistance with maths and reading programs and participation in environment groups and subcommittees of School Council.

Toy Library

The Toy Library was established in 1988 and offers resources that encourage language and problem solving skills within the home.

Games and toys for borrowing are housed in a small room within the library. The Toy Library is not open for borrowing when it is raining, to protect the toys. The children may borrow one game at a time. Weather permitting, borrowing times are between 3.30pm - 3.45pm on Fridays. Toys are returned the following Monday mornings between 8.45am - 9.00 to the Library. Grades 1 - 6 borrow all through the year and Preps from towards the middle of Term 3.

All games and toys are checked on their return for missing or broken pieces and penalties are incurred.

Parenting Books/DVD's/Videos

Available for borrowing on Friday afternoon at the Library.

PARENT FINANCIAL COMMITMENT

We offer an extensive curriculum program that is partly funded by the Government but requires a financial commitment from parents to ensure that all children receive as broad a range of programs as possible.

The school will ensure that no family or child will be discriminated against due to financial hardship and parents experiencing any difficulty with payment are expected to contact their child's teacher or the Principal in order to discuss the matter.

Charges cover all incursions, excursions, swimming, other sporting and camping programs for the year.

Parents are given the option of paying for the full year up-front or first term instalment by mid February, then 3 equal instalments due in the first week of each term thereafter.

Periodically a reminder note indicating overdue monies will be sent home to parents. This is done to assist parents with their family budgeting and is not meant to cause any embarrassment.

CURRICULUM

School curriculum programs relate to the guidelines provided in the Victorian Essential Learning Standards (VELS).

English

The overall aim of our English program is to develop the skills needed to ensure all children become effective communicators. This is achieved by teaching children to receive language through listening and reading as well as being competent in expressing themselves through speaking and writing. English is an integral part of the whole school curriculum. From the first day at school we provide all children with experiences and the opportunity to talk, listen, read and write. A whole language approach using meaningful and real life experiences is used where possible. The Early Years Program is used as the basis of our literacy program. Uninterrupted 2-hour morning blocks are devoted to literacy in the junior school. English skills are taught in the context of children's own writing, reading, listening and speaking and computers are used to promote these skills. Our program is a developmental process that actively involves student's experiences and interests, fosters communication and cooperation in learning and encourages problem solving, risk taking and learning from errors. We promote confidence and competency in English and provide a range of experiences that will promote a love of English. A Reading Recovery program is offered at the Year 1 level to help those children who need extra support with reading and writing. Our aim is that by the end of primary school all children should be literate - able to read independently, to write and express their meanings effectively and to have confidence in their oral communication.

Maths

Our Mathematics program covers the five areas of Mathematics: Number, Space, Measurement, Chance and Data and Reasoning and Strategies.

Throughout the school we encourage the manipulation of a range of concrete materials to foster understanding of mathematical concepts. Mathematics through literature, which leads into thinking and using mathematics in real-life situations and problem-solving are key features of the program.

Mathematics is part of the daily program and where possible is integrated with other curriculum areas.

Library

Our library is large, bright and airy and full of interesting books catering for our children's diverse needs and interests. The children have library lessons focussing upon literature and research skills. Our library is computerised for improved management and this allows access to the latest library technology for children, teachers and parents.

Art & Craft Program

The aims of our Art and Craft program are to:

- Develop in children a growing awareness of the world around them through the study of line, texture, pattern, colour and shape.
- To enable children to communicate their feelings and ideas through a variety of media.
- To develop skills, originality, imagination and confidence in using different materials.
- To develop an awareness of art in cultures around the world as seen through their eyes.

Activities for all children are planned mainly in the following areas.

drawing	clay modeling
painting	textiles
print-making	constructions

Language Other Than English - (LOTE)

Our LOTE is Japanese. The program operates from Grade 3 to Grade 6 and involves children in cultural studies of Japan as well as studies of the Japanese language. Class teachers work in conjunction with the Japanese teacher to provide varied learning experiences across a number of other curriculum areas.

Health & Physical Education

Health, Physical Education and Sport have a high profile in our school, with the allocation of a specialist teacher to implement the program that is generously funded to enable all children to have maximum skill practice and access to quality resources.

Whole school planning enhances learning in the areas of safety, nutrition, sexuality, drug education and health issues. A comprehensive program is followed so that children are exposed to all aspects of physical education: ball handling, minor/major games, athletics and cross country, gymnastics, fitness, orienteering, swimming and water safety and P.M.P.

Parents and members of the community sporting groups are encouraged to participate in and help with aspects of the Health & Physical Education Program.

Children need to be suitably dressed for physical education. This includes shorts or tracksuit pants, T-shirts, runners, and hat and sun-screen in the summer months.

A T-shirt in the house colours is required for house school sports held during the year.

Students will require complete school uniform when competing in inter-school sports.

During the lunch break our sports store is open for the children to borrow equipment. All equipment must be returned at the end of that session.

Perceptual Motor Program (PMP)

Preps participate in a sequential movement program that is designed to develop motor skills, perceptions and language concepts which are all important pre-requisites for formal learning.

Activities are carefully planned to provide experiences which aim to improve the child's balance, locomotion, eye-hand and eye-foot co-ordination, fitness, body image and control, laterality, directionality, space awareness, body rhythm, visual and auditory memory skills, problem solving skills and confidence.

The program, that operates on 2 days a week, is dependent on parent assistance to help teachers with the small group activities.

An information session for parents is held to explain the program.

Disability/Impairment Program

The needs of students with disabilities, impairments or problems in schooling are catered for in the school Integration Program. This program also caters for children with a range of other "special needs" which may be related to cultural background, socioeconomic factors or giftedness. The class teacher in conjunction with school support staff and integration aides is responsible for the development, implementation and assessment of this program.

Science Program

The Science education program develops students' abilities to ask questions and find answers about the natural and physical world. A hands-on science program works effectively in every grade area. Children use many science materials to investigate the way the world works around them. Questioning and further research are encouraged to develop interest and greater understanding. A science and technology centre has been developed and is utilised by all children.

Performing Arts Program

All children are taught music exploring rhythm, pitch, tone colour, dynamics and style through singing, moving, playing and creating.

Our school choir rehearses weekly and performs regularly. An instrumental group also operates. The children have opportunities to perform at school concerts, assemblies and outside performances.

A Tutor Music Program is in place, whereby parents may elect for their child to receive music lessons during school hours. Lessons are available for a variety of instruments including piano, keyboard, drums, guitar and flute. A fee is payable for this tuition by music professionals. For more details, please request the Tutor Music Program brochure from the school office.

English As A Second Language (ESL)

Special programs are offered to those children with little or no English. A teacher works with small groups of children to supplement their class work and offer intensive oral practices.

Reading

All teachers are grateful if parents are willing to listen to children read. Please check with the grade teacher as to the best time for you to help. Our Early Years Coordinator runs "Parents as Classroom Helpers" sessions for anyone interested in becoming a classroom helper.

Computers

A networked computer laboratory has been set up which houses 15 IBM compatible computers, all with CD ROM, printers and Internet access. All children from Prep to Year 6 attend a computer session each week. Parents are welcome to attend these sessions to assist the teacher or to view that program in operation. Four networked computers are also in all classrooms allowing children to use them as an integral part of their learning program. Our parent education program operates to develop computer skills in parents that will enable them to assist their children, both at home and in the school computer program.

School Policies

The school is continually reviewing its policies and programs to meet the needs of students and in line with Department of Education and Training initiatives and requirements. These policies provide an important framework for establishing a quality educational environment.

DIRECT EXPERIENCE PROGRAM

The School program provides experiences that will enrich the children's total development. These include excursions, cultural incursions, camps and physical education.

Excursions & Incursions

The direct experiences through excursions and incursions provide a nucleus around which the curriculum program is enriched and extended. Every attempt is made to inform parents at the beginning of the year of the excursions and incursions that will take place later in the year.

Camps

Oakleigh Primary School has a developmental camping program that operates from year 3 to year 6. The venues may differ from year to year. As well as being of great value in the area of social development, the camps are an integral part of the school's educational program and the activities on camp serve to enrich many areas of the curriculum.

Swimming

All children receive swimming instruction at Ashburton Pool & Recreation Centre and Waves in Highett each year. The cost of this program is met by parents and all children are encouraged to attend in order to become confident and competent whilst in the water.

OUT OF SCHOOL HOURS PROGRAM

A funded Out of School Hours Program is conducted at the school every school morning and afternoon. It is held in permanent premises in the old infant building, and has ducted heating as well as air conditioning. Other facilities include indoor toilet access, food-making facilities and various other activity resources.

Varied activities are planned for each day. Quiet homework time and access to computers can be also arranged.

The service is also available on all Curriculum Days and Teacher Strike days from 7.00am - 6.00pm.

All children *must* fill in a registration form at the beginning of the school year, whether or not it is intended to use the service. In case of emergencies when there is no one to collect your child from school, he or she will be sent to OSHP and the form must have been completed.

BEFORE SCHOOL CARE

Times	7.00am - 8.45 am (Breakfast is included in the cost)
Cost	\$9.00 for session

AFTER SCHOOL CARE

Times	3.30pm - 6.00pm
Cost	\$15.00

After school snack is included in the cost

Fee Relief is available and all families are encouraged to apply.
Prices subject to review.

Children *must* be collected by 6.00pm
Late fees apply at a rate of \$1.00 per minute after 6.00pm, to cover staff wages.

Further information can be obtained during program hours on 9568 2983.
Outside of these hours please contact the school office.

STARTING PREP

Age of Entry

A child must be five years of age by 30th April in the year of admission. Evidence of the child's date of birth must be supplied by way of a Birth Certificate or an Extract of the Birth Certificate.

Prep Orientation

To assist newly enrolled Preps to adapt to school, we hold four orientation sessions in Term 4 of the year prior to their attendance at school.

Am I Ready For School?

Children who have a happy and successful first year of school develop an important foundation for future learning and a positive school experience.

"The Prep year is when children learn to see themselves as being able to achieve. Whether they do or don't matters. Children who are performing well at the end of first year tend to maintain that".

Dr Christine Ure, Associate Dean, University of Melbourne's Faculty of Education

Experience indicates that children starting school should display the following competencies:

<p>Social</p> <ul style="list-style-type: none"> • Play co-operatively with other children • Co-operate with adults other than family • Initiate conversations with others • Display age appropriate behaviours 	<p>Emotional</p> <ul style="list-style-type: none"> • Separate easily from parents • Express own needs verbally • Pay attention in a group situation • Concentrate on a task (5 minutes) • Persevere with a task that they find difficult • Have confidence in their own ability • Accept rules
<p>Physical</p> <ul style="list-style-type: none"> • Go without sleep during the day • Use the toilet unaided/Wash and dry own hands • Take own clothing on and off <p>Manage own lunch box items and drink</p>	<p>Find Motor Draw a Recognisable Person or Object</p> <ul style="list-style-type: none"> • Cut with scissors • Copy recognisable shapes
<p>Academic</p> <ul style="list-style-type: none"> • Recognise own name • Attempt to write own name • Enjoy listening to stories • Identify basic colours • Show an interest in print eg names and signs • Recite familiar rhymes and jingles, including the alphabet • Recognise some numerals 	

Attendance For Preps

The First Day

Prep children start school as a grade on Monday, 1st February 2010 and attend from 9.00am to 3.30pm for Monday, Tuesday and Thursday and Friday for the month of February. Children need to bring a snack and lunch. Prep children do not attend school on Wednesday's as a group but are given interview/assessment times to attend.

On the first day of school, tears may well be in the eyes of both child and parents. The children will be comforted and encouraged by the teachers. Once your child is admitted to class, we would like to welcome your company on this first day into the Staff room for comfort, a cuppa and a chat.

During February

Prep children will attend on the following days and times;

Monday, Tuesday, Thursday and Friday – 9.00am to 3.30pm

Wednesday – Prep children do not attend school during February

Normal School Attendance

Commencing Monday, 1st March, Prep children will attend school every day at normal times.

The ideal time for all children to arrive at school is ten minutes before school begins at 9.00am, to enable them to settle in with friends and prepare for their day. Music plays at 8.50am for the children to line up prior to entering the classroom, ready for 9.00am start. Monday morning begins with a whole school assembly held in the Prep area.

It is preferable not to be in the school grounds before 8.45am as teacher supervision is from 8.45am to 3.45pm.

- The new setting in the classroom is probably the most “demanding” situation that the child has yet experienced both in time and attention – socially, emotionally and physically
- A combination of paying attention, listening, sitting still and keeping quiet at appropriate times can be very hard work for a small child
- Some children suffer fatigue due to over stimulation and excitement of the day's program. This applies less to the child who has had preschool experience
- School begins in the most trying time of the year as far as the hot weather is concerned

Parents can expect some children to be cranky, bad-tempered and badly behaved when they get home, and yet the teacher might insist that the child has been perfect all day. Both statements can be true because almost all children exhibit a different social behaviour, particularly in new situations, to that shown mostly at home. It is also the case because the children try so hard to work on their learning, at pleasing the teacher and making friends that they are worn out come home time, just as we adults are after a hard day at work.

Ignore, rather than punish, after school crankiness. Welcome the child home – home is a very special place. Have a cool drink waiting then have a quiet chat about the day. Show your child that you are interested and encouraging.

Make sure that your child arrives at school on time. Late coming often leads to a worried child and emotional disturbance. Additionally, a hurrying, worrying child can be a likely candidate for an accident.

Some children settle into school life amazingly quickly but then, after a few weeks, suddenly cry and perform at the prospect of school. There can be a number of reasons for this. School is the biggest step your child has taken yet and it can be bewildering and tiring. Sometimes the realisation that school is “every day” is overwhelming. Again, be positive! Give words of encouragement and support. Try not to notice the tears and don’t show that you are upset.

Occasionally children may wet the bed during the early part of the first school year. This is possibly an anxiety reaction and as such requires a moderate approach. Don’t draw undue attention to it, for bed wetting is often extended by parental anxiety.

Children coming into contact with numbers of other children can often pick up swear words. These seem to have a magic attraction for some children and they often repeat the words to show off. Other children do not understand that these words are not appropriate. The best approach is to say that sensible children do not use such words, and add simply that YOU and the teacher do not want them to be used.

Before School Starts

As well as supporting the development of the competencies listed in the section “Am I Ready For School”, the following understanding and skills provide a strong start to school:

Words to help Develop Concepts:

About Space			About Quantity		
stop over between towards centre right below far	go under through next to side left alone forward	inside outside away from middle corner above near space	some whole as many as as small as as heavy as as long as	few half not many most least none	a little a lot equal zero every as big as
About Maths			About Time		
length end small wide narrow	width same long large half	shape size different short quarter	before last never tea time play time school time	after end sometimes bath time home time	First always beginning bed time lunch time

HOW CAN YOU HELP?

1. Be enthusiastic. Children like to be praised for their efforts.
2. Read to your child regularly. Encourage them to try reading as they are ready. Draw your child's attention to signs and writing on packets.
3. Inform the school of any physical or emotional problem your child may have.
4. Check school bags/home books daily for:
 - newsletters, notes and circulars
 - lunch box, drink bottle
 - all clothing that left home
 - articles that do not belong
5. Encourage your child by admiring, discussing and displaying the work brought home.
6. Realise that all children are individuals and develop in different ways and at differing rates and should not be compared mentally, physically, socially and emotionally with other children.
7. Remember that your child's first year at school is a year of preparation. Do not become over anxious or expect too much too soon. A great deal of preliminary work must be covered before children read, write and spell.
8. Do not hesitate to arrange to talk to the teacher if your child is having any problems.
9. On weekend trips encourage your child to take back things to discuss in the class room.
10. Talk about the maths that the family uses daily. For example, counting things, measuring, days of the week, time (two or more sleeps to your birthday, half an hour to tea time), concepts such as more, less, heavy, light, recognising coins.
11. Name the letters of the alphabet. Encourage your child to write messages.
12. Be involved in the activities of the school. If you are able, be parent helpers in programs such as Fundamental Motor Skills and Literacy groups.
13. When your child has settled into school you will be invited to take part in various school activities and to attend parent/teacher interviews.

You are encouraged to talk freely with the class teacher, however if you wish to discuss an issue with your child's teacher, please arrange an appointment at a mutually convenient time so that there is sufficient time to attend to you properly. It is unsatisfactory to try and talk to a teacher who is taking a grade. You may make an appointment by seeing the teacher briefly before or after school, writing a note or by ringing the school.

One of our main methods of communication is the School Newsletter. The Newsletter come home weekly on Wednesdays. When necessary, special notes are sent home containing information that may pertain to your child. These are placed in the homebook.

YOUR CHILD AND HEALTHY EATING

Good nutrition is an important part of preparing your child for school. Your child has the opportunity to eat at breakfast time, at morning recess break (11.0am) and lunch time (1.00pm). It is very important that you plan meals that cater for their needs over the day.

Breakfast – a smart start to the day

Beginning your day without a healthy breakfast is a bit like going on a trip without putting petrol in the car. Children who skip breakfast:

- Lack energy
- Have poor concentration
- Are missing out on essential nourishment
- Feel down
- Are more likely to fill up on junk food

A bowl of high-fibre cereal with milk and some fruit (eg fresh or tinned) is one simple way to provide a healthy start to the day.

Snacks at Recess Time

Active growing children need to snack during the day to get the energy they need. The snacks chosen should provide nourishment as well as energy.

Children also need to drink plenty of water each day but they need to limit the amount of drinks that are high in sugar.

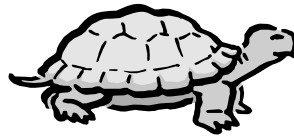
Planning Smart Lunches

- Plan ahead so that you have the ingredients available.
- Ensure that a variety of foods is included in children's lunchboxes
- Involve children in the selection of foods from the five different food
- Give children a choice in what they eat to reduce the number of uneaten lunches. If possible, involve children in preparing their own lunch.

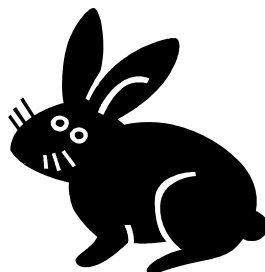
Oakleigh Primary School / Kindergarten

3 year-old & 4 year-old groups

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.45-11.45am (3 hours) Orange Group 4 year-old	9.00-3.00pm (6 hours) Purple Group 4 year-old	8.45-11.15am (2.5 hours) Yellow Group 3 year-old	9.00-3.00pm (6 hours) Purple Group 4 year-old	9.00-3.00pm (6 hours) Orange Group 4 year-old
12.45-3.15pm (2.5 hours) Yellow Group 3 year-old		12.15-3.15pm (3 hours) Orange Group 4 year-old		



Enquiries welcome - Phone 9568 6315



Oakleigh Primary School / Kindergarten

Oakleigh Primary School Kindergarten is unique in our local community. We are the only school to be offering a Kindergarten program for 3 & 4 year-old children. The Kindergarten which commenced operation in February 2005, was purpose-built and is a separate building within the school grounds.

ORANGE GROUP - 4 year old

12 hours per week (Two 3 hour sessions and one 6 hour session)

PURPLE GROUP - 4 year old

12 hours per week (Two 6 hour sessions)

YELLOW GROUP - 3 year old

5 hours per week (Two 2.5 hour sessions)

Enrolment Procedures

1. Contact the Kindergarten to arrange a suitable time for a tour.
2. 3 and 4 year-old Enrolments - Complete a yellow City of Monash "Central Registration Application for Preschool Enrolment" form (available from the Kindergarten, School or the Monash Council).
3. If you have any enrolment enquiries please contact the Enrolment Officer on mobile: 0488 771 709

Appendices

