Heathdale Christian College

Junior School Handbook

1. Kindergarten
2. Prep to Year 4
WELCOME TO JUNIOR SCHOOL

Our Junior School incorporates Kindergarten to Year 4 students, dedicated and committed Christian staff and vibrant and positive learning environments. We appreciate the many families who partner with us in a variety of ways to provide support for our students.

At Heathdale Christian College, Christian teachers aim to integrate and teach biblical principles and values in the daily educational program. Classroom schedules are developed to enable students to actively engage in learning, build on prior knowledge and develop foundational skills for ongoing learning. Coursework is based on the Australian Curriculum and the Early Years Learning Framework (EYLF), and consistent with the Christian beliefs espoused in the Theological Foundations of our College.

In Junior School, Literacy and Numeracy are integral and necessary parts of our core curriculum. Students also engage in subjects such as Science, Art, Christian Life Studies, Music, Drama, Physical Education (PE), Geography, History, LOTE (Languages other than English), Library and Technology.

Specific Learning Program support (SLP) may include small group work in Literacy, Numeracy and English as Another Language (EAL). SLP staff work alongside class teachers to support student learning and participation in classroom programs. Students work in whole class groups, small groups or one-on-one with staff for a specified purpose and time. The class teacher is responsible for the learning programs of his/her cohort of students and will discuss learning and teaching goals with parents-guardians on a regular basis.

Regular fortnight and term assemblies are held for students to come together to enjoy a time of singing, praying, reading the Bible and celebrating student achievements. Choir, drama and ensemble groups may also be invited to perform. Junior School have a number of events and activities during the year and parents-guardians and extended family members are invited to attend. Excursions, sporting events, concerts and other special days give students and their family’s opportunities to come and participate in College events. Supportive team competition is promoted through our College House system, incorporating four coloured groups based on early Christian missionaries: Carey – Yellow, Judson - Blue, Stanway – Green, Taylor – Red.

Parents-guardians with a current Working with Children Check (WWCC) are welcome to assist in classes during Literacy, after attending our school-based ‘Parents as Partners’ training sessions and being placed on the Reading Roster. Communication between home and school in these early years is essential and is actively promoted through regular correspondence and meetings, College Newsletters, the Junior School Journal, notes sent home and Parent/Teacher interviews. Parents-guardians are encouraged to keep class teachers informed of occurrences that may affect their child at school, by writing a note and if necessary, by contacting the school to make an appointment with the relevant staff member.

We consider it a privilege to work closely with parents-guardians in the important task of educating students and supporting families in these very significant foundation years.

Mrs Lyn Moffett
Head of Junior School
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1. **KINDERGARTEN**  
* A fun place to learn!  

‘All your sons/daughters will be taught by the Lord, and great will be your children’s peace’.  

1. **OUR PROGRAM**  
Heathdale Christian College Kindergarten is a place where every child is respected and supported to develop their skills within the Christian values framework, as promoted in the College prospectus. At all times, Kindergarten staff will encourage productive and active participation in the learning programs. Staff will work closely with families to provide a positive learning environment for all children.  

Kindergarten staff are committed to providing a high quality, play based program, where children can develop foundational learning skills and competencies in a safe, secure and challenging environment. Staff will work closely as a team and all have input to provide a positive educational program.  

The play based developmental program is in accordance with the Early Years Learning Framework (EYLF), which encourages the following:  
- Children have a strong sense of identity.  
- Children are connected with and contribute to their world.  
- Children have a strong sense of wellbeing.  
- Children are confident and involved learners.  
- Children are effective communicators.  

Observations of each child’s development will be recorded individually and communicated to parents/guardians on a regular basis. Objectives will be set up to extend children’s growth, fostering positive attitudes and behaviours encouraged within the context of our Christian philosophy.  

We look forward to working with families to make the first year at Heathdale Christian College a very rewarding one.

2. **REQUIREMENTS THAT GOVERN OUR CENTRE**  
- The Theological Foundations of our College.  
- The Information Privacy Act 2000.  
- The Department of Education and Early Childhood Development (DEECD).  
- Education and Care Services National Regulations.

3. **BEHAVIOUR GUIDANCE**  
3.1. **Procedure**  
Heathdale Christian College is committed to the Christian education, safety and well being of all children in their care. We promote a positive, secure, respectful and safe environment, where needs are catered and planned for individually.  
- We encourage respectful, positive behaviour from adults, staff and children.  
- We value each family and child as an individual.  
- Limits will be set that encourage a safe, happy and secure environment.  
- We will assist children to learn that their behaviours may affect others and may have consequences.
We do this by:
• Ensuring that children receive positive reinforcement for appropriate, constructive and acceptable behaviour.
• Teaching children to develop positive skills in managing negative or inappropriate manner non-violently.
• Assisting children to cooperate and respect parents/guardians and teachers.
• Encouraging children to communicate their needs.

4. ARRIVAL AND DEPARTURE

Our Kindergarten is governed by The Children’s Services Regulations Act 1998. These require parents/guardians to SIGN IN and OUT of the Kindergarten, using the supplied Kindergarten Attendance Book:
• This must include time in, who will collect the child and the time of departure.
• Please use full names, not initials.
• Please do not sign out before the child has been collected.
• No child will be released to anyone who is not authorised by their parents/guardians and/or is under the age of 16. Written permission is required.
• If the person collecting a child is unfamiliar to staff, photo identification such as a driver’s licence will be required to be produced.

Parents/guardians are asked to ensure that they are on time to collect their child as children often get upset if they think they have been forgotten and our staff need time to prepare for the next session and attend to College duties.

4.1. Late Collection

If a child has not been collected ten (10) minutes after the end of their Kindergarten session and their Parent/Guardian HAS NOT contacted the Centre, the staff will:
• Ring the parents/guardians; OR
• Ring the emergency contact numbers provided.

A late fee may be imposed to cover the cost of the salaries of the two (2) staff who stayed with the child. This will be charged at the discretion of the Head of Junior School.

5. COLLEGE INCURSIONS

From time to time, activities may be planned so that our Kindergarten children can share in the resources of the College, for example the Junior School Library or the asphalted areas. Upon the acceptance of the offer of a place in Kindergarten, parents/guardians are asked to complete and return a General excursions Form to cover such events.

Parents/guardians will be notified of such an activity prior to the day and must acknowledge in writing to the Kindergarten Staff that they have received this notification and give permission for their child(ren) to attend.

6. EXCURSIONS, SPECIAL EVENTS AND INCURSIONS

Parents/guardians will be asked to attend excursions, special events or incursions when available. Children cannot travel in private cars unless transported by their own parent/guardian. Buses with seatbelts will be requested for College excursions.

Parents/guardians will be notified in advance in regards to the educational purpose of the exercise and the cost will be deducted from the Curriculum Support Levy (CSL).
7. **STUDENT FREE DAYS**
On designated student free days, our Kindergarten staff will:
- Attend staff meetings and/or training.
- Plan for the term.
- Complete administration tasks.
- Conduct kinder readiness and orientation sessions.

8. **FAMILY SUPPORT**
Assistance is available through consultation with the Kindergarten Coordinator. The College can assist in Pastoral Care matters, through the Head of Junior School. Program Support Group (PSG) meetings enable staff and families to discuss issues with regard to the child’s progress in the sessions. As necessary, a Pre-School Field Officer and other specialist Children’s Services workers may attend. The Kindergarten Coordinator will notify parties of planned meetings.

9. **HEALTH**

9.1. **Accidents and Illness**
In the event of a serious accident or illness, staff will notify parents/guardians immediately and urgent medical attention will be sought. Any serious accidents will be reported to the Department of Early Education and Childhood Development (DEECD) within 24 hours, as per Regulations. In the event of minor accidents or illness, staff will report these to parents/guardians at the end of the session and they will be asked to read and sign an ACCIDENT/INJURY/ILLNESS FORM that has been filled out by Kindergarten staff.

If a child becomes ill during a Kindergarten session and the parents/guardians have sought medical attention, Kindergarten staff MUST be informed as they are required to report it to the DEECD.

9.2. **Medication**
According to Regulations, staff cannot administer medication to any child without written permission from their parents/guardians. Verbal authorisation may be given in an emergency, but must be followed by written confirmation as soon as possible. Parents/guardians must give permission in writing if medication is to be administered, using the MEDICATION RECORD FORM available from the Kindergarten Coordinator. The medication must be given to a staff member on arrival at Kindergarten and must never be left with the child’s belongings. Parents/guardians are required to fill in the MEDICATION RECORD FORM or medication will not be administered.

9.3. **Infectious Diseases**
Children who are suffering from illnesses that are infectious must be kept home from Kindergarten and follow the advice of their doctor.

9.4. **SunSmart**
It is compulsory that children wear their school sunhats while outside, especially in Terms 1 and 4 to comply with the College’s SunSmart Policy. Parents/guardians are encouraged to apply sunscreen to their child(ren) prior to each session.

30+ sunscreen will be reapplied as required.

9.5. **No Smoking**
A ‘No Smoking’ policy applies to all Kindergartens. The College has a ‘No Smoking’ Policy on all their campuses, which extends to incursions, excursions and other special events such as Presentation Nights.
10. **NOTICES FOR PARENTS/GUARDIANS**

Information will be regularly communicated via the College newsletter and other notices which will be put in the child(ren)’s pocket and posted on the board at the front entrance of the Kindergarten.

11. **PARENT/GUARDIAN INVOLVEMENT**

Parents/guardians play an important role. They can assist in the program and provide feedback, in the following ways:

- Through the daily roster, available on the sign in table for parents/guardians to indicate when they would be available to assist.
- Fill in a **PARENT COMMENT FORM**.

If parents/guardians cannot come to visit Kindergarten during the day, staff can provide other ‘jobs’ that can be done at home, if required.

All families with Kindergarten only students will be debited monies in January in lieu of 10 hours of volunteer service to the College during the year. Families are invited to ‘work off’ this levy by contributing to the life of the College. Families will be provided with a **LOG OF FAMILY HOURS OF SERVICE FORM** in the annual Supplementary Package to keep and complete each time they serve the College during the year.

For information concerning the Hours of Service Program and other opportunities of involvement, please refer to the **WHOLE SCHOOL HANDBOOK**, under the Finance section.

When families have completed 10 hours, the form is to be handed into the Main Administration Office so that the monies can be credited to the account. Alternatively families may wish to keep the form and contribute up to a further five (5) hours, which will attract a further credit. All forms need to be submitted by 30th November of the given year for the credit to be recorded.

12. **PARKING**

Our Early Learning Centre (ELC) car parks are for short term parking only.

Park the nose first car in a designated parking space, **DO NOT** reverse into a parking space.

**DO NOT** cross the double lines, but proceed to the round-a-bout as necessary.

For further information, please refer to the **WHOLE SCHOOL HANDBOOK**, under Traffic Safety.

Kindergarten students must be accompanied by an adult to and from each Kindergarten session along safe routes. No toddlers should be left unattended in cars at any time.

13. **PROGRESS REPORTS**

Parents/guardians are asked to make appointments with Kindergarten staff during their administration time.

- Staff will endeavour to give families regular evaluation on what each group has been working on and the objectives set.
- The proposed Kindergarten program will be on display for parents/guardians and updated according to the children’s interest.
- There will be the availability of Parent/Teacher interviews twice a year.
- Appointments may also be arranged with the child’s teacher at a mutually suitable date and time.

13.1. **Transition to School Learning and Development Statements**

These are completed by our Kindergarten staff and discussed with parents/guardians, before being sent to the child’s Prep teacher. If requested, a copy can also be given to the parents/guardians for their records.
14. **SNACK/LUNCH TIME**

Due to longer sessions, children will need to bring both a snack and lunch on some days. These need to be clearly named and labelled in separate containers. Kindergarten staff will provide further information about this at the start of each year.

Please consider our environment and use appropriate, easily managed containers.

14.1. **Food**

We all play an important part in teaching children about good eating habits. Therefore our Kindergarten will:

- Encourage healthy foods.
- Discourage unhealthy foods. We strongly recommend that parents/guardians do not send these types of food.
- Encourage children to drink water.
- Encourage children to consider our environment, by asking parents/guardians to use appropriate packaging and/or easily managed containers.

Please be aware of the following food restrictions we have in place:

- Popcorn is deemed an inappropriate food due to the risk of choking.
- Our Kindergarten promotes a ‘nut free’ environment, therefore any foods containing nuts are NOT to be brought for snack/lunch, for example peanut butter or nutella.

Due to allergies, if parents/guardians wish to provide a special treat for their child’s class to celebrate their birthday, please ensure that it is not food based. Stickers, pencils, balloons and party blowers are good alternatives.

In keeping with the healthy food theme of the College, parents/guardians should provide a small nutritious snack and/or lunch, in an EASILY OPENED AND LABELLED lunch box for each session. A child needs to be able to open their own lunch box without help.

Parents/guardians are asked to please select from the following foods:

- **FRUIT**: a small piece of fruit that is easy to eat, such as tomato, strawberries, plum, apple, orange (already cut), banana, mandarin or a small portion of dried fruit.
- **CHEESE**: pieces, slices or sticks.
- **SANDWICHES OR WRAPS**: with healthy fillings.
- **VEGETABLES**: celery, carrot, cucumber.

Please note that any meat and dairy products need to be stored in the fridge. Parents/guardians are asked to place this type of food in the fridge upon arrival.

At some times of the year there may be special celebrations so the above would not apply for that session. Kindergarten staff will let parents/guardians know when this is to happen.

14.2. **Food Allergies**

If a child has a special dietary need or food allergy please let Kindergarten staff know immediately. A **ALLERGY FORM** is also required to be filled out and an ACTION MANAGEMENT PLAN from the child’s Doctor must also be provided.

If some children have allergies that are life threatening, families will be asked NOT to bring that particular food to their child’s kindergarten sessions. Staff will notify parents/guardians of this.

14.3. **Drinks**

Parents/guardians will be asked to provide a named drink bottle containing water only and take them home at the end of each session. These water bottles will be accessible during snack and lunch times and whenever a child asks for a drink.

There are drinking fountains outside that are accessible to the children.
15. SPECIAL CELEBRATIONS
At Heathdale Christian College, we celebrate Christmas and Easter from the Christian biblical foundation.
If parents/guardians would like to celebrate their child’s birthday at Kindergarten, they are asked to see our Kindergarten staff for procedures.

16. KINDERGARTEN UNIFORM
The Kindergarten uniform is runners with plain navy blue tracksuit, navy blue shorts or skort for girls, and house coloured short or long sleeved polo shirt. A child’s house will be allocated to them upon the offer of a place.
Alternatively parents/guardians may elect to purchase the College sports tracksuit and shorts which can then be worn when the child progresses into Prep.
As we are a SunSmart school, the school sunhat must be worn during Term 1 and Term 4.
During the colder weather of Autumn and Winter, please ensure that your child has a suitable coat for outside activities. Navy blue beanies may also be worn in Terms 2 and 3.
Although protective clothing is provided for messy activities, children’s clothes may still get soiled. Children should also bring a spare set of clothing in case of accidents.
ALL of a child’s belongings, including their hat and bag, MUST be clearly labelled with their first name and surname.
Cotton Kinder bags may be obtained from the Uniform Shop. While these are not compulsory they are easily manageable for children and are suitable for storage in their lockers.
2. PREP TO YEAR 4

‘Whoever receives one of these little children in my name, receives me; and whoever receives me, receives not me, but Him that sent me’.
Mark 9:37.

1. CONTACTING THE COLLEGE

In Junior School teachers and parents/guardians may communicate by note or by using the homework book or alternative communication book. However, should there be issues parents/guardians wish to discuss with the College; the first contact person should be the staff member involved, such as the class teacher. If that is not possible, the next appropriate contact is the Year Level Coordinator.

Teachers must give their full attention to their classes and therefore we ask that parents/guardians DO NOT engage a teacher in discussion at the beginning of the school day. It is also important that parents/guardians understand that quite often staff have meeting commitments after school and are therefore unavailable for impromptu appointments.

Appointments with College staff should be made via the Junior School Office, which is attended between the hours of 8.30 am and 4.30 pm; or a note may be written directly to the staff member.

If there is an issue that needs immediate action, please write a letter and forward it to your child’s teacher. Alternatively you may see the Junior School Coordinator in the Junior School Office.

Our Term 1 Parent/Teacher interviews are compulsory for ALL Junior School families, so parents/guardians can meet their child(ren)’s teacher and discuss their learning goals for the year. We look forward to meeting with all parents/guardians at this time.

2. BEGINNING OF THE SCHOOL YEAR

2.1. Prep Students

One (1) week prior to the start of the school year, there will be an afternoon information session for Prep parents/guardians to explain our reading and homework routines and expectations. Details will be provided closer to the event.

2.2. Before School Begins

On the last Friday of the Summer holidays, Prep to Year 4 students are welcome to visit the school between 2.30 pm and 3.00 pm to find out their class for the coming year. There will be a notice board displaying class lists and children and their parents/guardians are invited to visit the appropriate classroom and meet the teacher.

2.3. The First Day of Semester 1

Junior School students should line up in front of their classrooms prior to commencement of the school day. Class lists and campus maps will be prominently displayed advising students of rooms. If you have any difficulty, please call in to Junior School Office for assistance.

2.4. Prep Transition Timetable

It has been our experience that Prep children become very tired. Early nights and a good sleep are recommended! The College has implemented a special transition program for our Prep students:

- **Week 1:** For the first two (2) days of school, Prep children will attend in smaller groups, with each group attending half a day. The Prep students will then have Wednesdays off to rest at home before returning for full days with the whole class group on Thursday and Friday. Parents/guardians will be advised which smaller group their child has been allocated and on which half days they will attend.
• **Weeks 2, 3 and 4:** Full days on Monday and Tuesday. Wednesday is a rest day at home. Full days on Thursday and Friday.
• **From Week 5 onwards:** Full days every school day, including Wednesday.

All Prep children require a snack, drink AND lunch each day. Please note that the Canteen ordering system is NOT available for Prep children, until further notice. Dependant on demand, our Out of School Hours Program (OSHP) may be available to Prep children of working parents/guardians on the Wednesday, during our four (4) week transition program. Please note that there will be a cost involved and availability would be determined through feedback from parents/guardians prior to their Prep children commencing at the College. Please refer to Out of School Hours Program Child Care in this Handbook.

2.5. **Morning Tea Invitation**

During the first week of the new school year, parents/guardians of our ‘new’ Prep to Year 4 children are invited to attend a special morning tea. Details of the event will be advertised early in the New Year, so please mark it on your calendar.

Come along and introduce yourself to others joining the Heathdale Christian College family. We look forward to meeting you.

3. **SCHOOL HOURS**

3.1. **School Commencement**

For Years 1 to 4 the school bell is at 8.25 am. For Prep students it is at 8.40 am. Parents/guardians are requested to ensure that children arrive at school in good time, but they should not arrive before 8.10 am, as no staff member is on yard duty prior to this time.

Lateness is always disappointing and requires significant adjustment and catch up time on behalf of the child and teacher. Please see that students arrive at the College by the appropriate time.

Please note that the Junior School playground is closed to all children at the beginning and end of each school day.

3.2. **Arriving Late**

Whilst arriving late is not encouraged, we acknowledge that sometimes it is inevitable. All students who arrive at the College after the 8.30 am bell, must sign in as being late.

If a Junior School student arrives late, but *before 9.15 am*, they should be taken straight to their classroom. Parents/guardians must collect a late pass from their child(ren)’s teacher and take it to the Junior School Office immediately.

If a Junior School student arrives *after 9.15 am*, they must be signed ‘in late’ at either the Main Administration Office or Junior School Office, before being taken to their classroom.

Please note that all late arrivals must provide a note from their parents/guardians, except in the cases where our school buses have run late.

A detention may be given to a child in Years 3 or 4 if they are late three (3) days in a row, without an explanation.

4. **ATTENDANCE AND ABSENCES**

Details of requirements regarding absence from school and leaving school early are outlined in the **Whole School Handbook**, under Attendance and Absences.

In the event of an emergency, the College must be able to account for everyone on site. Students must not leave the College grounds without written permission.

Junior School students who are to leave the College during school hours must bring a note from their parents/guardians and give it to their Home Room teacher at the beginning of the day.
Parents/guardians will need to collect their child from their classroom and sign them out in the folder located in either the Main Administration Office or the Junior School Office.

4.1. Becoming Unwell at School
In circumstances where a student becomes unwell or suffers an injury during the course of the school day, they are to inform the appropriate teacher, who will send them to First Aid Room if necessary.
First Aid Staff will assess the situation, and if it is decided that the child needs to go home, parents/guardians will be contacted to collect their child.
Students should be picked up from the First Aid Room and signed out at the Main Administration Office.

5. COLLECTION OF CHILDREN
Parents/guardians are responsible for the collection of their child(ren) after school. If there are changes to the 'normal' collection routine, please inform the child(ren)’s class teacher(s) via a note.

5.1. Waiting for Parents/Guardians at Home Time
At home time, Junior School children should be waiting for parents/guardians in designated supervised areas.
Parents/guardians stopping in the College car parks must escort their children to and from the car; as children are not to walk through any car park unescorted at any time.

5.2. Waiting for Siblings
Junior School students waiting for Middle and/or Senior School siblings are required to do so in designated supervised areas until they are met by their siblings.
Staff supervision is provided until 3.40 pm and all children should be picked up prior to this time. Junior School children not picked up by this time should go to the Junior School Office so that action can be taken.
The Junior School playground is out of bounds to ALL children after school.

5.3. Bus Travellers
Junior School bus travellers are required to wait in designated supervised areas until they board the bus and leave the campus.

5.4. Delayed at Home Time
Parents/guardians who are delayed for any reason on a particular day or unable to pick up their child(ren) because of an unforeseen emergency, MUST contact the Junior School Office, preferably before 2.45 pm.
Parents/guardians unable to pick up their Junior School child(ren) must inform their class teacher(s) in writing of any alternative arrangements that have been made.
Parents/guardians of Prep to Year 6 students who cannot collect their child(ren) on time are encouraged to avail themselves of the Out of School Hours Program. We recommend that all primary students be enrolled by completing an OUT OF SCHOOL HOURS PROGRAM CASUAL FORM so that, in the case of an emergency, children will be adequately cared for until their parents/guardians arrive.

5.5. Traffic Safety and Car Park
Further details regarding traffic safety and car park issues are outlined in the WHOLE SCHOOL HANDBOOK, under Traffic Safety.

6. CURRICULUM
Our Curriculum is based on the Australian Curriculum and is underpinned with the College’s Christian foundations. It is reviewed regularly and is regulated by the Departments of Early Education and Childhood Development (DEECD) and the Victorian Curriculum and Assessment Authority (VCAA). As a Christian school we endeavour to connect curriculum with the theological foundations of our College.
6.1. Christian Life Studies
Christian Life Studies (CLS) underpins all that we do and each in Junior School and is founded on the Bible (God’s Word) and the truths it contains. As part of our CLS program, children participate in daily Bible reading, prayer, singing and activities that will enhance and broaden their understanding of biblical principles and lifestyle.
Please note that this is a compulsory subject for ALL year levels.

6.2. English
English is organised into three interrelated strands that support students’ growing understanding and use of Standard Australian English (English). Together the three strands focus on developing students’ knowledge, understanding and skills in listening, reading, viewing, speaking and writing. The three strands are:
• Language: knowing about the English language.
• Literature: understanding, appreciating, responding to, analysing and creating literature.
• Literacy: expanding the repertoire of English usage.
Junior school students receive weekly instruction from a Specialist teacher to become familiar with texts, reference material and digital resources appropriate to their year level. Students are permitted to borrow Library books and enjoy relevant take home books on a daily basis to support their reading.

6.3. Mathematics
Mathematics provides students with essential mathematical skills and knowledge in Number and Algebra, Measurement and Geometry, and Statistics and Probability. It develops the numeracy capabilities that all students need in their personal, work and civic life, and provides the fundamentals on which mathematical specialties and professional applications of mathematics are built. A high priority is placed on the memorisation of number facts in the early years.

6.4. Geography, History, Civics and Citizenship and Science
Geography, History, Civics and Citizenship and Science gives children opportunities to understand and care for God’s created world. The curriculum supports students in developing the knowledge, understandings and skills within a Christian framework. Science provides opportunities for students to develop a broad understanding of important concepts and processes, the practices used to develop scientific knowledge, of scientific contributions to our culture and society, and its applications in our lives.
Subjects in Humanities and Social Sciences develop an awareness of students’ place in society and gain an understanding of themselves and others within a Christian context.

6.5. The Arts
The Arts have the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging them to reach their creative and expressive potential. Specialist art and music classes, along with drama and dance, provide opportunities for students to learn how to create, design, represent, communicate and share their imagined and conceptual ideas, emotions, observations and experiences.

6.6. Technologies
Technologies describes two distinct but related areas:
• Design and Technologies in which students use design thinking and technologies to generate and produce designed solutions for authentic needs and opportunities.
• Digital Technologies in which students use computational thinking and information systems to define, design and implement digital solutions.
Computers, interactive whiteboards, iPads etc. are useful tools to aid learning and are readily available.
Specialist lessons provide students with the opportunity to develop particular skills which are then applied within the classroom.

6.7. **Language Other Than English**
Languages Other than English assist students in developing skills in understanding the vocabulary, culture and history of these language groups.

Students in Year 4 study Latin to develop skills in understanding the vocabulary, culture and history of this language group.

French (Werribee) and Indonesian (Melton) are currently taught to our Prep students.

6.8. **Health and Physical Education**
Health and Physical Education (PE) teaches students how to enhance their own and others’ health, safety, wellbeing and physical activity participation in varied and changing contexts. Children participate in weekly PE lessons with a specialist teacher, as well as other sports lessons.

In addition to this, children participate in such sports programs as swimming, gymnastics, orienteering and athletics.

6.9. **Teaching Children with Advanced Skills**
Children may be identified by their teacher as having advanced skills or understanding in a specific area of education. Junior School coordinators consult with class teachers, Specific Learning specialist teachers and parents/guardians to discuss achievable goals and learning programs.

6.10. **Specific Learning Programs**
Children requiring small group assistance in Literacy or Numeracy may work for a time with one of our specialist teachers.

6.11. **English as an Additional Language (EAL)**
Students for whom English is not their primary language may receive extra help to develop their English skills. They will have opportunity to join a small group for specific activities that will enhance their English learning.

7. **DISCIPLINE**
To operate a class effectively, boundaries and rules need to be established. Class teachers will begin the year discussing with their students appropriate rules to enable students to function individually and as a group.

There is a need, once established, that rules and boundaries are reinforced, maintained with consistency and with care of the individual, class and the College.

Our discipline procedures are based on the College Student Code of Conduct, which can be found on our College website.

Parents/guardians will be informed should issues arise and invited to participate in establishing positive restorative behaviour.

8. **EXCURSIONS**
Excursions are planned with a particular educational focus and are a valuable tool in children’s learning.

8.1. ‘Walking’ Excursions or Incursions (on campus)
It is very important that parents/guardians sign and return the **General Permission Form** provided in the offer pack, as it allows students to attend excursions that involve walking from the College grounds.

Parents/guardians will be informed via letter of such events; however the onus will be on them to let us know in writing if a child cannot attend a specific event.
8.2. **Other Excursions**
A specific **NOTICE OF EXCURSION FORM** will be sent home before any planned excursion and will need to be completed by parents/guardians and returned before any student will be allowed to leave the College grounds.
If students do not return the necessary **EXCURSION CONSENT FORM**, and no valid reason has been provided, they will not be permitted to attend the excursion, but will remain at school. In such cases, the cost will nevertheless be charged against the CSL.
The **GENERAL PERMISSION FORM** filled out at the beginning of the year will NOT cover children on this type of excursion.

9. **EXTRA-CURRICULAR ACTIVITIES**

9.1. **Swimming**
As part of our PE curriculum, Junior School students attend swimming lessons for eight (8) weeks. These are held at pools in the local area and the children are taught by trained instructors.

*Swimming is compulsory for ALL students*; the only exemption being based on medical grounds, in which case a Medical Certificate will be required. In all other cases, the cost of the program will be allocated against the CSL, whether or not a child attends each session.

It should be noted that these eight (8) lessons once a year may not be sufficient for success. We encourage parents/guardians, if at all possible, to monitor their child’s progress and enrol them for consistent lessons, at least to the stage where they are confident swimmers and confident near water.

9.2. **Special Events**
All Junior School students must be available for special events which are conducted outside normal school hours, such as sporting events, musicals/concerts and Presentation Night.

10. **HEALTH AND MEDICATION**
Further information pertaining to health and medications is provided in the **WHOLE SCHOOL HANDBOOK**, under Health and Medications.
On the offer of a place, families will receive a **FAMILY STUDENT DATA FORM** on which parents/guardians will record things that are important for the College to know. It includes a permission slip for parents/guardians to sign giving authority for the administration of the appropriate remedy in an emergency.
When administered to a student with permission, First Aid Staff will record the student’s name, the date and time.

10.1. **Medications**
The College will not administer any pain relief to a Junior School student, unless in an emergency as outlined in the **WHOLE SCHOOL HANDBOOK**, under Health and Medications.

ALL medication will be held in the First Aid Room and be administered **ONLY by First Aid Staff**. The **ADMINISTRATION OF MEDICATION POLICY** is available from our College First Aid Rooms.

No medication or drugs are to be brought onto the College grounds by any student without our First Aid Staff being informed beforehand.
If a Junior School student is taking a course of medication and needs a dose during the day, it must be provided in its original packaging and have clear written instruction as to its administration.

Parents/guardians of Prep students are asked to hand it to their child’s class teacher and those of Year 1 to 4 students are asked to bring the medication to the First Aid Room and hand it to one of our First Aid Staff.
Medications can be collected by a parent/guardian from the First Aid Room at the end of the day, unless a written permission is given for the Year 1 to 4 student to collect it. Parents/guardians of Prep students are to collect it from their child’s class teacher.

10.2. Soiled Clothing
In the event that a child’s clothing becomes soiled or dirty, the First Aid Room has a selection of spare uniform items for the child to change into. A note will be sent home with the soiled clothing, stating which uniform items have been borrowed. Parents/guardians are kindly asked to wash and return the items to the First Aid Room as soon as possible. Any items not returned, will be charged to the family account.

No student will be left in soiled or dirty clothing. If a child is unable to get changed themselves a member of our First Aid Staff will assist them. If parents/guardians do not wish their child(ren) to be changed with assistance from a staff member, they must notify the First Aid Room in writing.

11. HOMEWORK
Homework in the Junior School is designed to assist children’s learning by having them practise skills and revise concepts that are being taught at school. It provides a means of involving parents/guardians in the education process, thereby reinforcing the link between the family and the school. Parents/guardians have the opportunity to see what their child is doing and the progress made.

It is College practice to encourage children to develop good revision and study habits at an early age. The following homework guidelines have been established:

- Prep: 5 minutes per night
- Years 1 and 2: 10 minutes per night
- Years 3 and 4: 20 minutes per night

Please note that reading is always encouraged and is not part of the above time allowances.

If a Junior School child is unable to complete homework on a given night OR, even though focused on the task, is consistently taking much longer than the stipulated time to complete homework, a note to their class teacher is required.

12. CANTEEN
The College canteen operates five (5) days a week during term time as a service to students and their families, as students are not permitted to leave the College grounds to buy their lunch. Please note that the canteen ordering system is NOT available for Prep students, until further notice.

Junior School students may order lunch and/or a snack through our classroom canteen ordering system. This is done by writing the child’s name, class and order on a brown paper bag and including appropriate money to cover the order. Lunch and snack orders must be done on individual bags.

This is the only method by which Junior School students may access canteen items. They are not permitted to bring money from home to buy food themselves from the canteen. This includes both before and after school.

Whilst it is not the College’s responsibility to provide a child’s lunch, we recognise that in the event a child loses or forgets their lunch or lunch order, it is important that the student has adequate food and drink throughout the day.

If a child comes to school without provision for lunch, the procedure is as follows:

- The child informs their class teacher.
- The parent/guardian is phoned to confirm the missing lunch.
- The parent is asked to bring lunch in from home OR if not convenient, an emergency lunch will be provided. Parents/guardians are informed of the cost of the emergency lunch via a note sent home with the child.
Money for the lunch is required to be returned to the student’s class teacher or the Junior School Office the next school day. In the event that payment is not made within one (1) week, the outstanding amount will be deducted from the Curriculum Support Levy, along with an administration fee.

13. OUT OF SCHOOL HOURS CHILD CARE PROGRAM

13.1. Werribee

The College operates an OSHP between 6.30 am and 8.40 am in the morning and 3.10 pm and 6.00 pm in the afternoon on school days, to cater for our Prep to Year 6 students.

Parents/guardians can enrol their primary aged child(ren) as either permanent or casual bookings. Children must be registered before they are able to access the program and must be re-registered at the start of each school year.

The College suggests that parents/guardians casually register all their primary aged children in case an emergency arises. Please note however, that if the program is full, students may not be able to be accommodated.

Information about our OSHP is provided in our annual Supplementary Package received towards the end of each school year, including a casual enrolment form. Permanent enrolment forms can be obtained by selecting the appropriate box on the FORMS AVAILABLE ON REQUEST page supplied with this Supplementary Package.

13.2. Melton

At time of publication, OSHP services could be provided in conjunction with Melton Christian College, located at 152 to 156 Brooklyn Road Melton South. This OSHP service partners with Camp Australia and run both before and after school sessions.

Please note that transport is not be provided to or from the Heathdale Melton Campus, so families would need to organise for their child(ren) to be dropped off and collected from both venues.

13.3. Student Free Days

OSHP child care availability on student free days and during the transition period at the start of each year for our Prep students will be considered, provided there is enough interest expressed.

Parents/guardians can register their interest via a letter to the Main Administration Office at the relevant campus.

If parents/guardians wish to discuss any issues or concerns, they can contact the OSHP Coordinator between 2.00 pm and 6.00 pm on school days. Alternatively they can speak to Administration staff.

14. PARENT INVOLVEMENT IN JUNIOR SCHOOL

14.1. ‘Parents as Partners’

‘Parents as Partners’ is a Junior School Literacy program where parents/guardians or grandparents within the wider school community are invited to participate in Junior School children’s learning. Parents/guardians are trained, then invited to assist by listening to our students read. Please note the following:

- Parents/guardians involved in ‘Parents as Partners’ are asked not to bring their toddlers/pre-schoolers to school during this time. Unfortunately, they can become a distraction, which defeats the purpose of the program.
- Participants must attend a training session before working in the classroom and if continuing in this capacity, are required to attend refresher training sessions every two (2) years. The training is not difficult and parents/guardians shouldn’t feel in any way threatened.
- Participants are encouraged to make a regular commitment to a one (1) hour session per week.

Parents/guardians are asked indicate their desire to be included as a ‘Parents as Partners’ by completing the required form which is provided at the beginning of the
school year. This form will include training dates and the opportunity to indicate choice of day and class, for inclusion on the weekly reading roster.

14.2. **Perceptual Motor Program**

Parents/guardians may offer roster system assistance in Perceptual Motor Program (PMP) which is an activity-based program aimed at developing Prep children's gross and fine motor skills.

Through PMP, Prep children develop perceptions about space, environment and their own body, gaining balance, hand-eye coordination and other skills to assist them in the classroom. Please indicate your desire to be included on the PMP Roster by ticking the appropriate box via the **Forms Available on Request** page provided in the annual Supplementary Package.

14.3. **Excursions**

Throughout the year, students attend sporting and musical events, participate in choirs and concerts and attend various educational incursions and excursions. The school will endeavour to give parents/guardians an opportunity to assist on some of these occasions during the course of their child’s attendance in Junior School.

When assisting, parents/guardians are expected to be attentive to the needs of the group and take instruction from the supervising teacher.

- It is recommended that other parents/guardians do not attend the venue without consultation and approval of the teacher in charge.
- If parents/guardians attend as an assistant, the school will bear the cost of entry to the venue and provide a seat on the bus if numbers allow.
- Parents/guardians are asked not to bring younger children on an excursion.
- Kiosks and shops are out of bounds and children will not be permitted to bring money. If at any time, a purchase is part of the educational focus of the excursion, parents/guardians will be notified via the **Excursion Memo**.

**Excursion Procedure**

Each excursion will be dealt with individually and advised by note.

- Excursion Notice will be sent home
- Within two (2) days of receiving the **Notice Of Excursion**, parents/guardians volunteer their assistance by writing their name in the ‘Excursion Book’ located at the Junior School Office or by contacting the Junior School Office to have name entered.
- Parents/guardians invited to attend will be sent home an **Excursion Memo** which must be filled in and returned to the College as soon as possible.
- These nominated Parent/Guardians Assistants are asked to bring their **Log Of Family Hours Of Service Form** so that time can be signed off.

14.4. **Yard Duty**

Another way parents/guardians may assist is through Yard Duty. Parents/guardians come on a scheduled day and patrol the Junior School playground area during lunchtime, reporting any issues to the Yard Duty teacher. Parents/guardians may bring their toddlers.

Parents/guardians can volunteer to help out by selecting the appropriate box on the **Forms Available on Request** page supplied with the annual Supplementary Package.

14.5. **Other**

There may also be from time to time special help needed such as sewing for a musical performance, assistance on sports days, covering books, general administration work and photocopying. Parents/guardians will be notified of these tasks via the Newsletter or Junior Journal as required and invited to assist.

14.6. **Hours of Service Program**
For information concerning the Hours of Service Program and other opportunities of involvement, please refer to the *Whole School Handbook*, under the Finance section.

15. **PERSONAL PROPERTY**

School bags must be zipped up and neatly arranged on the bag racks provided out the front of the students Home Room. On hot days lunchboxes may be kept in the classrooms.

Please ensure all items of personal property, including clothing and books, are appropriately named. Children are encouraged not to bring toys or sports equipment to school. If such items are brought, please ensure they are clearly labelled. If items are lost, while we will do all we can to find the item, the College cannot be responsible for the loss.

If an item is lost, the procedure is to notify the teacher and the Junior School office. The item will be entered into the ‘Lost Property’ book. Normally if an item is found and is appropriately labelled, it will be returned to the owner. If it is not labelled, it will be handed to the Junior School Office and kept for a maximum of one (1) term. If it remains unclaimed after this time, it will be sent to the Uniform Shop where it will either be discarded or re-sold as second hand property.

16. **RESOURCE CENTRE**

Our aim is to provide all students with quality, up to date, curriculum material. Our procedures are designed to ensure the constant availability of needed resources. This is done by encouraging students to borrow and return books correctly and quickly. Parents/guardians can always help with the return of materials, by checking the Date Due slips inside the borrowed books.

16.1. **Borrowing Books**

The College has a large Resource Centre with a collection of books available for use from the second week of Term 1. Years 1 to 4 students will be able to commence borrowing from the School Resource Centre from that time. Prep classes will be able to commence borrowing later in the term.

Care of Resource Centre materials and borrowing in the approved manner is expected from each student. Junior School students must carry books in a library bag. These may be home-made or purchased from the College. A charge may be entered on your school account for damaged or lost books. All procedures used to recover missing books are costly.

16.2. **Overdue Book Procedure for Junior School Students**

- **First Notice [when book is 14 days overdue]**: given to the class teacher to advise the student. Parents/guardians are informed via a note sent home by the class teacher.
- **Second Notice [when book is 4 weeks overdue]**: a letter is sent to parents/guardians advising of the situation and requesting return of the book(s). A replacement cost plus $5 accounting fee is also charged to the family account, at the discretion of the librarian/teacher, if the book(s) is/are not returned within 14 days.

Students are unable to borrow further resources until this is resolved.

The computer system used is user-friendly, but not infallible. If parents/guardians genuinely feel that their child is not responsible for lost or overdue books, please contact our Library Staff so they can clarify the situation.

16.3. **Computer Usage**

Junior School students only use the computers in the Resource Centre during class time instruction.