

Auburn Primary School



School Handbook

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Introduction: A word from the Principal.....

Welcome to Auburn Primary School!



Having recently been appointed as Principal at Auburn PS, I am delighted to introduce you to a friendly, caring school community which highly values its history yet recognises the necessity to equip students with the skills and knowledge to successfully participate in a rapidly changing world. This booklet provides information about the organisation and curriculum at Auburn Primary. Schools are always evolving and changes are sure to occur.

The school newsletter provides up to date information. It is published each week and is distributed to students. It is also available on our web site: www.auburnps.vic.edu.au

Parents are always welcome to phone or email the school, or visit, to find out what the school offers in the way of facilities and curriculum programs.

Auburn Primary School celebrated its centenary in 1989 and is situated in an established, pleasant inner suburban residential area. The majority of the buildings are heritage listed, as are a significant number of magnificent shade trees. Spacious grounds facilitate both active and passive pastimes and the physical amenities include dedicated spaces for specialist teachers as well as two hall facilities.

A balanced, comprehensive program is offered, and the school prides itself on its students' excellent academic and sporting achievements. A full range of specialist teachers all housed in their own teaching areas, offer comprehensive programs in Visual Arts, Performing Arts, Physical Education, Library and LOTE (Chinese Mandarin). There is also support for students for whom English is a Second Language (ESL). These programs support and are supported by the vibrant, relevant classroom programs, which also cater to those students requiring additional assistance and/or extension in particular curriculum areas. Additional staffing is also allocated to support students who may require intervention from time to time. Catering for students with high potential in a given area is also a priority. Information and Communications Technology (ICT) is a priority at Auburn PS and will be a focus of considerable resource allocation over the next few years, as we aim to ensure our students are able to be part of a global community.

The staff at Auburn PS is committed to ensuring a safe, caring environment for every student. We aim to build student resilience through the Bounce Back program. We have clear anti-bullying policies, supported by a comprehensive student leadership program and high expectations in relation to behaviour. Parents are actively encouraged to be partners in the learning process and are vital to the strong sense of community for which Auburn is renowned in the local area.

I am proud to be the leader of Auburn Primary School and invite you to tour our school, discuss your child's needs and see first hand what we have to offer. We hope you decide to join our community.

Marcia Lane

Principal

School Contact Details

School Office Hours	8.30am to 4.00 pm
Office Telephone	9882 7035
Office Fax	9882 9296
Absence notification line	9804 0609
OHSC Telephone	9882 7261
Email	auburn.ps@edumail.vic.gov.au
Website	http://www.auburnps.vic.edu.au
Principal	Mrs Marcia Lane
Vice Principal	Ms Elise Byrne
Business Manager	Ms Lisa Ewan
Office Staff	Ms Debbie Penhallurick
OHSC Manager	Ms Sonia Calvaresi
School Council President	Mr. Mark Hargreaves
School Council Vice President	Ms Kirsty McNab

School Times

School Buildings open	8.45am
First Bell	8.55am
School commences	9.00am
Fruit Break time)	10.00am. (a piece of fruit/a vegetable may be eaten at this time)
Morning Recess	11.00am – 11.30am
Lunch	1.00pm – 2.00pm
School Dismissal	3.30pm
School Buildings closed	3.45pm

OHSC Times

Before School Care	7.30am – 8.45am (including breakfast)
After School Care	3.30pm – 6.30pm (including afternoon tea)
Curriculum Days	8.00 am – 6.30pm
Vacation Care	Available each term vacation and for part of the Christmas Vacation

Map (to incl. Parking & Entry Points, Kiss & Drop Location and Lost Property locations)

Our Philosophy and Aims

Our Purpose

Our purpose is to support our students in becoming lifelong learners who strive for excellence. We also aim to develop personal coping skills and underlying values in our students that are necessary in meeting life's challenges.

Our Values

Friendliness	being receptive and warm to others
Endeavour	being ready to take risks to grow and learn within a supportive environment
Integrity	being honest and fair to self and others
Respect	caring about yourself, others and your environment
Resilience	coping with life's challenges

At Auburn Primary School we aim to offer a balanced and comprehensive learning program building on a strong foundation of literacy and numeracy as well as a broad range of specialist learning areas.

Our teaching and learning philosophy encourages children to:

- take responsibility for their behaviours and a pride in their achievements
- develop an awareness of the learning strategies which enable them to become independent, lifelong learners
- develop effective decision making, problem solving and critical thinking skills
- be socially connected and develop acceptable social skills
- learn to operate effectively as a part of a team
- undertake leadership roles through a variety of whole-school and classroom responsibilities and opportunities, and
- strive to perform to the best of their abilities

The Learning Environment

Within an enthusiastic, caring, friendly, child-centred learning environment our school strives to ensure that all children will

- become confident, successful, self motivated, independent life long learners
- have high, but realistic expectations of themselves and others
- be literate, numerate and confident to take their place in a complex technological world
- be responsible learners empowered to make decisions that positively affect their lives and society
- work co-operatively with their peers and other members of the school community
- be tolerant, respectful and appreciative of people and their differences

Auburn offers a balanced and inclusive program in line with the Victorian Essential Learning Standards. The curriculum consists of sequentially developed programs from Prep to year 6 to develop knowledge, skills and behaviours in **Physical, Personal and Social Learning**, including Health and Physical Education, Personal Learning, Interpersonal Development and Civics and Citizenship; **Discipline-based Learning**, including The Arts, English and Languages (Chinese Mandarin at Auburn), The Humanities, Mathematics and Science; and **Interdisciplinary Learning**, including Communication, Design, Creativity and Technology, Information and Communication Technology (ICT), Thinking.

Spelling is an essential component of the English curriculum. Learning to write well involves learning to spell, as writing creates the need for spelling. Auburn PS has adopted a whole school approach to spelling.

The spelling program "Now I Can Spell and Read Better Too" by Jan Roberts teaches spelling in an explicit and systematic way. This program is implemented across the school to ensure continuity in the development of each student's knowledge. It is a balanced program which involves understanding spelling. Students learn to correctly spell and use words appropriate to their stage of development through generalisations or rules, visual memory, phonetic knowledge, morphemic (letter patterns) knowledge and etymological (word origins) knowledge.

Students participate in 3 (X 20 minute) spelling sessions per week. Each session focuses on an aspect of spelling and features a 'workshop' teaching group working on specific needs and independent tasks which provide fun ways for students to practise correct spellings.

At Auburn, this comprehensive curriculum is delivered while ensuring a strong emphasis on the development of literacy and numeracy skills across a range of applications. Programs are provided through a mix of classroom and specialist teaching and are well supported by our Library, Art Room, Music Room, Chinese Room and extensive grounds.

Learning programs are active, relevant, engaging and purposeful, catering for individual needs and levels of development. These basic tenets are reflected in our integrated curriculum approach and in our commitment to access and equity for all students.

The school also operates on the premise that learning occurs all the time and close links need to be maintained with families to ensure optimum social and academic development. We are always looking for ways to improve our students' learning to ensure it is meaningful.

Supporting our core curriculum are numerous programs designed to enhance and extend learning through hands-on experience. These include:

- ❖ Reading Recovery
- ❖ Extension / gifted education programs
- ❖ Excursions and In-school visits
- ❖ Interschool Sports for Senior School Students
- ❖ Perceptual Motor Program for Prep Students
- ❖ Human sexuality programs for 5/6 students participation
- ❖ Sports clinics e.g. tennis, soccer, hockey etc
- ❖ School Band evenings
- ❖ Instrumental Music Tuition
- ❖ Visual Arts extension programs
- ❖ Middle Years (Yrs. 5-9) focus
- ❖ Junior School Council
- ❖ Lunchtime Chess Club
- ❖ RACV Breakthrough
- ❖ Out of School Hours Care - Before School Care, After School Care, Holiday Care program
- ❖ Active After School via OSHC
- ❖ Before and after school sports opportunities
- ❖ Additional Assistance / Intervention
- ❖ Gateways (for highly talented students)
- ❖ Life Education
- ❖ Swimming
- ❖ Access to Family Life classes
- ❖ Athletics and cross country
- ❖ School Choir
- ❖ Friends of Music performance
- ❖ Artists in residence
- ❖ Biennial Arts festival
- ❖ Lunchtime Clubs
- ❖ School Camps (Years 3-6)
- ❖ Prep and Yr. 5/6 buddies

BOUNCE BACK

The school adopts the BOUNCE BACK classroom resiliency program. This program includes thought provoking and fun ways of developing strategies to cope with life's challenges. There are ten classroom units of work at the appropriate year levels. These are:

- ❖ Core values
- ❖ People Bouncing Back
- ❖ Looking on the Bright Side
- ❖ Relationships
- ❖ Bullying
- ❖ Elasticity
- ❖ Courage
- ❖ Emotions
- ❖ Humour
- ❖ Success

Bounce Back works in tandem with a strong anti-bullying policy to ensure that students feel safe and happy at school.

Information and Communication Technology (ICT)

All our classrooms have between 4 and 6 networked multimedia computers with access to both the Internet and e-mail. Students in the Junior School use the computers to help develop Literacy and Numeracy Skills, basic word processing skills, and basic PowerPoint skills for presentations. Senior student usage focuses more around collaborative projects, multimedia authoring, programming, spreadsheets and research using both the World Wide Web and reference CD ROM's. Senior students also create their own video productions that involve specified content, scripts, props and editing. Every student creates their own annual Digital Portfolio as a record of some of their work over the course of the year and this is taken home at the end of the year. We are currently budgeting to install interactive whiteboards and digital projectors in every classroom.

Integrated Curriculum

Humanities subjects such as History, Geography, and Economics are integrated with Science, Technology and Health and focused on a particular key concept or topic area as an overlay to each term's activities. Each year level undertakes a different study area each term. The topic is then interlinked with the key literacy and numeracy skills as well as the Specialist programs so that core learning is made more meaningful through application. Details of topics are made available in the Term 1 Curriculum handouts.

Literacy & Numeracy

Literacy and Numeracy form the core of our Curriculum at all Year Levels at Auburn.

In the Junior School a two hour Literacy Block usually occurs each morning, from 9-11am. A two hour literacy block is also timetabled across the Years 3-6 classes. All classes schedule an hour for numeracy each day.

We pride ourselves on the achievement of academic excellence in Literacy and Numeracy and our student learning achievement results bear this out. Please ask the Principal for the latest AIM data if you would like more details on these results.

Library

The aim of the library program is to provide the opportunity for children to develop an appreciation of the different types of literature and a love of books. Library skills and research techniques using computers and books are taught in conjunction with classroom teachers. The aim is for the children to become independent researchers who are able to locate, understand and analyse information.

All students have a weekly Library lesson of 45 minutes and the Library is open on some lunchtimes for the changing of library books, reading, researching or quiet games.

For borrowing purposes students are asked to provide a Library Bag and borrowing is usually undertaken on a weekly basis when the previous weeks book is returned.

LOTE (Chinese Mandarin)

Auburn Primary School recognises that learning a language other than English is an important vehicle for cultural and cross-cultural understanding. We are proud to offer as our Language Other Than English (LOTE), Chinese Mandarin. As China is a close and important neighbour to Australia we believe the opportunity to learn Mandarin is an excellent one for our students. We have an exceptional Mandarin teacher and children have one 45 minute LOTE lesson per week.

The Chinese program is designed to develop an awareness and appreciation of both the Chinese culture and language. The four language skills (listening, speaking, reading and writing) are taught and oral skill is strongly emphasised.

Our philosophy is to introduce Chinese in a meaningful and interesting form. This involves the use of a variety of materials and activities such as songs, language games, poems, stories, role-play, cooking and origami.

Physical Education and Sport

The Physical Education Program is based on the fundamental motor skills, which 'are the building blocks for the more complicated sport and movement skills that are common to the community.' These skills include catching, kicking, running, vertical jumping, overhand throwing, ball bouncing, leaping, dodging, punting, forehand/backhand striking and two hand side arm striking. Other areas covered include athletics, aquatics, gymnastics, sports skills, basic movement, outdoor adventure, games and dance.

All our students participate in our Physical Education Program at their weekly lessons as well as at various ancillary programs such as the 2-week Swimming Intensive and the School Sports Day.

Prep students undertake a Perceptual Motor Program (PMP) designed to develop and refine their co-ordination skills as well as their regular PE lesson in their first 2 terms. All students from Prep to Year 2 are coached in fundamental motor skills to build sound coordination and competence in different sports endeavours.

Students from Year 3 are encouraged to participate in minor and major games. **Years 5 and 6 students are involved in summer and winter interschool sports. Year 4, 5 and 6 students have a chance to represent the school in cross country and athletics.**

The swimming, water safety and survival programs are organised in Term 4 for all students.

Visiting sports people from Australian rules clubs and various sporting bodies representing soccer, European handball, athletics and tennis enrich the program for the students.

Reading Recovery

A comprehensive program is available for Year 1 children who need an intensive intervention to develop their Literacy Skills. Reading Recovery is a one to one program delivered by our Literacy specialist teacher.

Religious Education

Parents are given the option of whether they would like their children to receive religious instruction and will be asked to fill in a form at the start of each year to this effect. Religious Education takes place once a week and is based on a Christian philosophy. It is delivered by approved Council of Christina Education tutors and teachers are always present during classes.

The Arts

Performing Arts

Performing Arts gives students an outlet for the communication of ideas, feelings and beliefs. The program at our school provides opportunities for students to participate in a range of activities in the areas of singing, movement/dance, listening, playing and creating. Activities are often, but not always, linked to the work being studied in the integrated studies unit in the classroom. Students in Years 3 – 6 are also given the opportunity to be involved in the school choir and band.

Visual Arts

Visual Arts is a branch of The Arts domain. Classes are conducted by a specialist Visual Arts teacher, each class has one 45 minute Art class each week. The art program is comprised of painting, drawing, sculpture, modelling, threads and textiles, art appreciation, construction. An Art Club operates as an extension opportunity for identified students. To protect their uniforms children are asked to provide an Art Smock for these classes. Parent assistance is welcome in the art room.

School Council

School Council, within the framework of overall state policy guidelines, develops systems and processes that best suit our students. Council is responsible for policy making, the planning, maintenance and upgrading of the buildings and grounds, budget approval and the accounting of all monies provided to the school, employment of the principal and other new staff, community participation in the school, the use of school buildings by outside bodies and selecting the administrators for the Out of School Hours Care program.

Whilst overall policy is determined by School Council the day to day programs and operation of the school are the responsibility of the principal and staff.

The operation of School Council is assisted by a set of principles and procedures, called Standing Orders and Role Statements.

Composition of Council

School Council is structured to represent the joint interests and responsibilities of teachers and parents for the education of children. Each school council decides on their composition and the numbers of representatives in each category. Our council consists of thirteen members in total: nine parent members and four DoE members including the principal.

Sub Committees

The following sub committees have been established to assist in the operation of School Council.

Finance Buildings and Grounds Education Parents' Group
Various project groups meet as required

Membership of these sub committees is open to parents and teachers. All sub committees include teachers and at least one School Council representative.

Whilst School Council has the ultimate decision making responsibility the sub committees initiate improvements, make recommendations and lead the implementation of plans.

Involvement

The School Council does not act in a vacuum. It seeks to involve the whole school community and, where appropriate, the wider community. Important policy initiatives are moulded in the light of wide consultations with parents, staff and where necessary, students.

Our School Council invites all parents to participate in the work and activities of School Council. The council meets at least twice per term, usually on the first Tuesday of the month.

School Council meetings are open for observers to attend, and the minutes of meetings are available through the office. Parents are also kept informed through School Council articles in the school newsletter following each meeting.

We invite all parents to consider involvement in this important governing body of our school. Half the Council is up for re-election each year, prior to March 31. Nominations are called via the school's newsletter and official nomination forms are available via the school office. Elections, involving the whole school community, are held if the number of nominations exceed the number of vacancies on Council.

Access to School

Wherever possible we like to encourage our students to be physically active so encourage children to walk, ride or use a scooter to come to school. There is a Bike Rack located in the Senior School to keep bikes and scooters secure throughout the day and supervised Pedestrian Crossings near the school. Provision of additional bike racks is planned and we are in discussions with Boroondarra Council re an official Walking Bus.

For those arriving and leaving school by car there is both a "Kiss and Drop" area on Rathmines Road as well as access from Condor Street (& Harcourt Street). **If you are using the "Kiss and Drop" area on Rathmines Road please do not park or leave your vehicle unattended in this area at any time.**

Parking restrictions apply around all these points of entry and crossing and it is imperative these are observed as children's safety can be otherwise compromised.

Admission to School

A child must be at least five years of age by April 30 in the year of admission. Evidence of birth must be supplied by way of a birth certificate, Health Centre book, etc. An Immunisation Certificate, obtained from the local Council, or Council's immunisation data base, must be presented at enrolment.

AIM - Achievement Indicator Monitor

AIM is an Education Department testing program which involves monitoring and reporting on student progress. Students in years 3 and 5 sit for 'test' exercises that are set by the Victorian Board of Studies. Results are sent to parents and teachers.

Assembly

(see also Student of the Week)

A whole school assembly is held in the hall every Friday – in the afternoons at 3.00 pm in term 1 and in the mornings at 9.00 am in terms 2 and 3, except for the last day of term. Classes often perform an item at assembly (advice on which class is performing is via the newsletter). Students also receive awards at assembly. Student leaders host our assemblies. Parents are very welcome to attend.

Attendance/Absences

Regular and full-time attendance is vital if a child is to make appropriate educational, social and emotional progress. Teachers should be informed personally, by phone before 10.00 am on the day of absence (Absence line: 9804 0609) or by note of the reason for any absence that your child may have. If you are unsure that your child will remain well at school please keep him or her at home to avoid any possible problems.

The school grounds are not supervised until 8:45am and students who need to be dropped off earlier are to attend the Before School Care Program. Any students in the playground during this unsupervised period will be sent to the Before School Care Program and the parents billed accordingly.

Bicycles

Students may ride their bikes to and from school. They are housed at the rack near the main building. Additional bike racks are planned. Helmets must be worn and riding is not allowed in the school grounds.

Books, Stationery and other supplies

Books, stationery and other supplies are provided by the school as a part of the book pack but are managed differently between Junior and Senior Schools. For Years Prep – 2 these items are kept at school in the classrooms to be shared amongst all class members. For Years 3 – 6, each child is issued with a take home pack of materials that they bring with them to class for their own use. All students also receive a "Book Bag" for Take Home Readers and School Notices.

Camps

Students in years 3 to 6 attend camps away from school. The 5/6 camp is up to five days long and is usually held in the first half of the year. It focuses on team building, initiative and problem solving. Outdoor activities are featured.

The 3/4 camp lasts for three days and is generally held later in the year. It also aims to develop initiative, self esteem, self management and responsibility.

Class Structures

With the exception of the Prep Year Level, the classes at Auburn are structured on a multi-age/composite basis as 1/2, 3/4 and 5/6. Research demonstrates that socialisation is significantly enhanced in this structure and the continuum of developmental learning is planned for and addressed by teachers more effectively in this structure. All students are individuals who have strengths to be nurtured and areas of their learning that require further focus and development. Teachers work towards providing each child with an individualised learning pathway.

Communication with Teachers

Staff are more than happy to discuss aspects of student learning, as well as any factors that might affect a student's happiness. There are two formal opportunities for parent, teacher discussions as well as other times throughout the year negotiated with the teacher.

Community Involvement and Initiatives

Auburn Primary school has an excellent reputation for strong community involvement with Parent's Group facilitating a number of activities to enhance community bonds, and staff welcoming parents into the school to lend expertise, support and assist in programs and activities. A few "highlight" activities are listed below and your involvement is most welcome!

Tuckerbox

An integral part of our Parents Group is Tuckerbox. Set up to provide meals on an as needs basis to staff and parents, Tuckerbox is an important way of helping support members of our school community at times when they most need it.

Berry Street

Berry Street is an organisation supporting families in need and as a school we have chosen to support them each year at Christmas via the provision of hampers of food and gifts. Each class is assigned a family and invited to contribute to the hamper if they would like to do so.

Café Auburn

Café Auburn provides an informal opportunity for parents to meet over a cup of coffee one Friday morning early each term. Parents' Group organises this important social function.

Welcome Picnic/Welcome Families

Early each year Parents' Group organises a Welcome Picnic evening which is held at a local park. New families can also be linked with an existing "Welcome Family" to ensure they feel part of the Auburn community.

Prep Cocktail Evening

A parent evening for Prep parents is held each year where people renew or make new acquaintances over a friendly drink in a relaxed atmosphere.

Confidential Information

When enrolling a child, or as the occasion arises, parents are asked to inform the principal or class teacher (whoever is more appropriate) of details of any health, emotional, social or other concerns which may, temporarily or permanently, interfere with the child's normal educational progress or conduct at school. Such information is kept confidential and may be very valuable in assisting the school to help your child. Auburn PS processes comply with the Privacy Act.

Cultural Programs

Lucky 8 Chinese Club

As an extension of our LOTE program, in Term 2, the Lucky 8 Chinese Club offers lunchtime activities focussing on Cultural aspects of China. In the past these have included Kung Fu demonstrations, cooking, calligraphy and an introduction to the signs and significance of the Zodiac. This is a very popular club with the children.

Meal Deals

Once a term we offer children the opportunity to purchase a meal from a source different from the usual Lunch Order Menu. These "Meal Deal" days often tie in multi-cultural cuisines and are much anticipated and supported by the whole school community.

Custody/Court orders

It is essential that the school be provided with up to date information (and written proof) of custody orders pertaining to child access. Such information is treated confidentially.

Emergency Contacts

We do our utmost to ensure your child receives the best care and attention. However a child may become ill or be involved in an accident. Therefore it is important that we have up to date information about your child.

Early in the year we will ask you to complete a form with information about your child and emergency contacts. A second form details more specific health information.

Please help us by providing immediate notification of any changes such as phone contacts, change of address, health details etc.

Excursions and In-School Events

Throughout the year in-school activities (presentations, music events, performances and workshops held in school) and excursions are organised. These activities are carefully selected to allow the children the opportunity to learn from a wide range of resources available within the community. It is recommended that all children attend these events, as they form the basis for some of the class work throughout the year. Parents and carers will be notified prior to the event and asked to complete permission forms where applicable.

At the start of each term an Excursion and Activities summary sheet will be sent home requesting a collective payment via our school payment envelopes.

Extra-Curricular Programs

Instrumental Music lessons

Weekly instrumental music lessons are available for your child and take place during school hours. Currently keyboard/piano and guitar are offered, but other instrumental music lessons may become available if there is enough demand.

Tennis

Tennis lessons are offered on Monday afternoons from 3.30-4.30pm and are geared for children of all ages.

Netball

Netball training occurs on our courts for different age groups, at different out of school hours times each week.

Chess Club

A chess club is offered on Tuesdays at lunchtime for interested students.

Sports training

Sports training is available through both the Active After School program and other athleticism programs. Information is available via the school or OSHC staff.

Further information, enrolment forms and details on costs relating to all these programs is available through the Front Office.

First Aid

The school maintains the appropriate number of first aid trained staff to meet the level of care required. If your child requires medication throughout the school day, please obtain the appropriate form from the School Office, which should be completed and left to ensure your instructions are followed. (Asthma medication will be kept in close proximity to the

student.) The sick bay, its supplies and the administration of medication is co-ordinated by our office staff. If your child is unwell or is injured enough to warrant going home, the School Office will notify you. For this reason it is very important that your contact details are accurate. Otherwise a notification slip will be sent home to communicate to you that your child visited the sick bay that day. Any head injuries whatsoever will warrant the school notifying you by phone.

Food at School

We encourage student to make healthy eating choices. The 10.00am fruit break gives an opportunity to "recharge" the energy levels, with fruit or vegetables consumed in the classroom. As some students have life-threatening nut allergies please bear this in mind if bringing special treats for a class group.

Friends of Music

This group will commence in 2007 to promote student involvement in music performance opportunities. Activities will centre on musical performance evenings. Musicians of all standards, child and adult, (from Hot Cross Buns to Bach) are welcome to perform at soirees held once a term.

Gifted and Talented

Teaching staff all work within and across teaching teams to cater for students with high potential. This may involve cross-age buddying, acceleration for specific subject areas or a range of other strategies to meet these students' needs.

Individual students may participate in a shared school program called GATEWAYS which is designed to extend exceptional students and takes place on a rotating basis between schools monthly.

Homework

Homework is considered an important part of school life at Auburn as it helps develop good study habits from an early age. However we also recognise the importance of other after school activities such as physical activity, play and the pursuit of other interests, so our Homework Policy is set to reflect what we believe are reasonable and appropriate expectations. As a guide:

Year Prep	Take Home Reader each night
Years 1 & 2	Take Home Reader each night Weekly homework of spelling and basic maths to take no more than 10 minutes per night One project per term to take no more than 2 hours to complete
Years 3 & 4	15 minutes of Homework Monday to Thursday Diary to be signed weekly? One Project per term to take no more than 3 hours to complete
Years 5 & 6	30 minutes of Homework Monday to Thursday Diary to be signed weekly? One Project per term to take no more than 4 hours to complete

If you have any concerns about your child's homework, we encourage you to talk to your child's teacher.

Leadership Opportunities

Leadership opportunities are available in each class as part of regular routines. Monitors assist with various classroom tasks. Class experts are identified in various aspects of learning and opportunities are shared so every child has the experience of leading at some time during the year. This is important to build self esteem.

All classes from Year 1-6 elect a Junior School Council representative. JSC meets regularly to identify school improvement areas and to decide on charities to support.

The Prep / Year 5/6 buddy program provides another important opportunity for modelling and leadership and is eagerly anticipated by the older students.

We have official leadership opportunities for our Year 6 students. Through expression of interest, students indicate their wish to be considered for the positions of School Captains and House Captains. Role statements have been developed for these positions and students deliver speeches, after which all Year 5 and Year 6 students complete a voting form. Teachers then have the opportunity to provide input to the process. Announcements and congratulations occur at a school assembly soon after. We do rely on our Year 6 students to lead a variety of responsibilities and our Year 5 students also assist in undertaking senior duties from time to time.

Lost Property

To save the time and expense, please label all property clearly.

Please check the lost property cupboards in the Junior and Main building for any missing items. Unclaimed articles are eventually given to a charitable organisation or sold as second hand items.

Expensive toys and electronic equipment are best left at home. The school will not take responsibility for such items.

Lunch

Students eat their lunches under supervision, from 1.00 – 1.10 pm. The school has organised a local lunch service provider who sends out menus and price lists each term. Orders are collected in the classroom each morning and are forwarded to the School Office and then collected by the provider. Lunches are then delivered back to the school by 1:00pm. The student's name, class and order should be clearly written on an envelope containing the correct money.

Mobile Phones at School

All mobile phones are to be named and handed to the office at the beginning of each day. This ensures safety of equipment and allows students to focus on their learning and socialising without the interference that this technology can bring.

Money Sent To School

Please send any money in the ENVELOPE provided, with YOUR CHILD'S NAME (including the surname), GRADE and AMOUNT and THE PURPOSE FOR WHICH IT IS SENT. This makes it much easier for the office to ensure that each amount is correct. Credit card facilities are available.

Train your child to hand the money to his/her teacher and not to leave it on a desk or in a school-bag. Loose change at school is often lost. If a child brings their own money to school the class teacher may be asked to take care of it.

Newsletter

The school newsletter (The Oracle) is published weekly and issued on Wednesdays to the eldest in each family. It is also available on our web site (see address below). It is a vital means of communication within the school community. Please try to read it each week.

Any notices for the newsletter must be handed in to the office by 1.00pm Tuesday. School community notices are permitted to be placed in our newsletter free of charge, but any articles which are to do with advertising businesses are charged a fee.

Music (see Performing Arts)

Out of Hours School Care Program (OHSC)

Details of our Out of School Hours Care Program are available on a separate brochure that can be obtained from the Front Office. Hours of operation are detailed at the start of this handbook. The OSHC program is both a popular and well regarded part of our school community.

Opportunities for Parent Involvement

The life of our school is greatly enriched by the contribution of parents who share in decision making, policy development, social activities, on excursions, assistance in classrooms and with enrichment programs, coaching sporting teams and fund raising.

School Council

The School Council is the main decision making body of the school and is comprised of both Parents and Staff. Information about Council is detailed earlier in this booklet.

Parents Group

One of the sub-committee's of the Council is the Parents' Group which is responsible for Fundraising, Social Functions, Parent Welfare and Gardening at the school. Parents' Group is very active and performs an essential role in Auburn PS school life.

A detailed brochure on both of these bodies is available through the Front Office and we welcome all parents who would like to become involved.

Classroom & Specialist Support

As well as involvement on Committees there is plenty of opportunity for classroom involvement at Auburn. We encourage parents to be as actively involved in their child's school life as time permits and teachers are always happy to have classroom support.

Parent/Teacher Meetings (see also Reports)

Parents are always invited to speak with their child's teacher and informal opportunities will arise or can be organised throughout the year.

We have a formal parent-teacher meeting early in the year and a student progress meeting in June, following the distribution of the student reports. However, any parent may request an interview at a mutually convenient time. Parents are asked to write, telephone or email to arrange meetings.

Information packages are sent home early in the year to explain to parents the various aspects of the curriculum and the school's operation. Questions are welcome about any of this information.

Parents also receive written reports about their children's progress.

Pastoral Care

For children

First Aid and Sick Bay (See First Aid)

Buddies

All new students will be assigned a buddy to help them settle into their new environment. Prep Students will be assigned a Year 5/6 student with whom they will meet up weekly throughout their Prep year. Students new to other classes are assigned a Year level buddy who can help them to meet others in their class and find their way around the school.

Friendship Tree

Located in the Junior School, our Friendship Tree is a place for our Junior School children to go if they are feeling sad, lost or lonely in the playground. Staff on duty can then help these children to get back into playground activities with others and other children will often approach those who are at the Friendship Tree to ask if they would like to join in their activities.

Anti-Bullying Policy

At Auburn we believe our students have the right to feel safe, happy and to be treated with respect as they learn. To this end a policy has been developed around this rationale. It is available on request and published annually, as well as being available on our web site.

For Families

Services such as a Guidance Officer (educational psychologist) and Speech Pathologist are available at the school upon request to the principal or via the classroom teacher. The principal and assistant principal can also be a link between families and other support services as may be required.

Welcome Family Program

All new families are invited to become part of our "Welcome Family Program". This involves an existing family contacting the new family to answer questions and make the introduction to Auburn an easy and enjoyable one. Details regarding this program are available from the Front Office.

Café Auburn

After the first assembly of each term, we open "Café Auburn" in the Canteen Hall for all parents and carers. This is a free coffee morning catered for by the parents and is a wonderful way to catch up, meet and greet, and establish what's on the agenda for the Term ahead.

Tuckerbox

At difficult times, a meal delivered can be such a welcome relief and this is the aim of our Tuckerbox program. Run by parents for the benefit of both parents and staff at the school this has been an integral part of our Parent Support network and contributes significantly to the sense of community within the school environment.

Peer Support Program

This year we are pleased to provide our Year 6 group with a Peer Support Program.

The aim of the program is to provide our senior students with:

- an understanding of nurturing leadership in self and others
- the opportunity to develop social competencies to deal with interactions between students
- skills in listening and responding to other students and encouraging others to adopt the skills they have acquired

The program will cover the following skills and abilities:

- self awareness
- the effect of positive and negative self talk
- conflict resolution
- peer support
- identifying and responding to the feelings of others
- problem solving
- decision making

Professional Development

A great strength of the school is its visionary leadership and the innovative and knowledgeable teaching teams. Professional training energises and informs staff, allowing them to keep abreast of current trends and initiatives. Staff professional learning takes place at regular after school meetings, on the four Curriculum Days scheduled each year (including the first day of the year), as well as on occasional additional days where a teacher is replaced in their classroom to allow them to attend PD off site.

Reports (see also Parent/Teacher Meetings)

Twice a year written reports are sent home to parents with the children (in June and December). The government's new reporting format will be introduced this year for English and Mathematics reports.

These reports, together with formal parent/teacher meetings (one in February and one in June/July), are aimed at helping parents obtain answers to the following questions:

- How is my child progressing at school?
- What are my child's individual achievements?
- Is my child achieving at a level broadly appropriate to his/her age?
- Has my child particular strengths that should be fostered?
- How best can I help my child?

Parents have the opportunity to discuss the report with their child's teacher at the student progress meetings that follow the distribution of the reports. Students also attend these meetings to discuss the progress they have made towards meeting learning targets they have set for the first half of the year. Parents may also wish to discuss their children's progress with the principal.

Our staff believes that if communication between teacher, parent and child has been effective, reporting should only confirm what the three parties already know.

Student of the Week Awards

Every Friday, at assembly, 'Student of the Week' ribbons and certificates are presented to a child from each class. The ceremony involves an explanation of why the child has been given the award. The names are listed in the school newsletter on the Wednesday prior to the assembly. Observers at the assemblies will note the great importance attributed by children to these awards. The award is aimed at improving attitudes, self esteem and pupil behaviour. It is one form of positive reinforcement and public recognition of valued attitudes and behaviours in the school.

The 'Student of the Week' can wear the ribbon until the following Friday, then takes the ribbon home to keep.

Occasionally parents and teachers are presented with ribbons.

Student Safety

The school staff maintains constant supervision of the buildings and grounds. The Buildings and Grounds committee has the responsibility of maintaining the buildings and grounds in a safe condition. Parents can assist by notifying a staff member of any potential dangers they notice. The school also has an Occupational Health and Safety Officer.

So that incidents/accidents and injuries may be avoided:

- All visitors to the school are required to sign in and wear an identification tag
- Children will not be permitted to leave the school grounds during school hours unless they are collected by a responsible person, nominated by the parents, who first signs the collection register.
- Children should come directly to school and return directly to their homes after school.
- Road safety rules will form a part of the Health and Physical Education program in addition to general safety rules.
- It is important that children crossing local roads use the identified and manned school crossings.
- In order to avoid accidents keep well clear of gateways, the school crossing and the bus bay in the car park when dropping off or picking up children by car.
- Children who ride bikes to school must wear an approved safety helmet. Bikes are not to be ridden in the school grounds at any time.
- In the event of sudden illness, parents or their nominated representative will be contacted.
- In the case of serious injury, every effort will be made to advise parents. We will obtain medical attention if the situation is urgent.
- Parents are advised to consider the need for ambulance cover for their families, as ambulances will be used in cases of serious illness or injury.
- The Student Code of Conduct is designed to ensure a safe, harmonious and secure environment both in the classroom and the playground.

It is important that children know their full name, address and phone number. It is essential that all the emergency contact details in the school office are kept up to date.

Student Welfare

Our school's Student Welfare Policy clearly outlines the need for yearly Codes of Conduct to be discussed and created with the students. Each classroom teacher, through these discussions, makes it very clear what our student expectations are, as well as appropriate consequences that could occur if these expectations are not met. We understand that children make mistakes from time to time, however it is important to spend time reflecting on these mistakes and why they occurred. There is a specific format across the school for Codes of Conduct that cover a number of aspects.

Uniform

Our uniform is available from Bob Stewart's, High St. Kew and can be purchased directly from there. The uniform colours are compulsory and wearing a uniform is a demonstration of being part of the Auburn community.

We encourage all students to be neatly presented and ask that girls with long hair wear it tied back, as this will minimise the chance of head lice spreading.

Shoes & Socks

We recommend hard wearing enclosed black school shoes or runners on days when your child has PE. Open toed sandals and the like are not acceptable for safety reasons. We prefer socks to be grey for boys or white for girls.

Hats

We are a SunSmart School and have a "No Hat, No Play" policy so it is essential your child has a hat available for use at all times. To this end we recommend you include a spare hat in their bag. Two school hats are available as a part of our Uniform – one is Broad Brimmed and the other Bucket style. Both are available in Yellow or Green.

The following is a summary of the items that comprise the Auburn Primary School Uniform:

Girls

Summer

Tartan Dress
Green Culottes
Short sleeved Green or Yellow Polo Shirt
Green Bomber Jacket
Green Sleeveless Polar Fleece Vest

Winter

Tartan Tunic
Green Bootleg Pants
Long sleeved Green or Yellow Polo Shirt
Long sleeved Green or Yellow Skivvy
Green Long Sleeved Polar Fleece Jacket

Boys

Summer

Short sleeved Green or Yellow Polo Shirt
Green Shorts
Green Sleeveless Polar Fleece Vest
Green Bomber Jacket

Winter

Long sleeved Green or Yellow Polo Shirt
Green Trousers
Green Track Pants
Green Long Sleeved Polar Fleece Jacket

Additional parts of the Uniform include a School Bag, Rain jacket and Scrunchie.

Visitors to the School

All visitors to the school during school time, including parents, must report to the School Office to register and obtain a visitor's badge. Teachers also wear identification badges. Please assist us in maintaining a safe environment for your child. By the end of 2007 all Education Department sites must comply with the Working with Children legislation.

Working Bees

Working bees are scheduled once per term across the school year. Working bee hours are generally between 10.00am and 1.00 pm on Sundays. Morning tea is provided. Many hands make light work and this is another opportunity to meet community members and contribute to the school at the same time. If every family "donated" three hours per child, per year to working bees it would make a significant difference to our physical surroundings.