

Parent Information Booklet 2022

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Aubin Grove
PRIMARY SCHOOL

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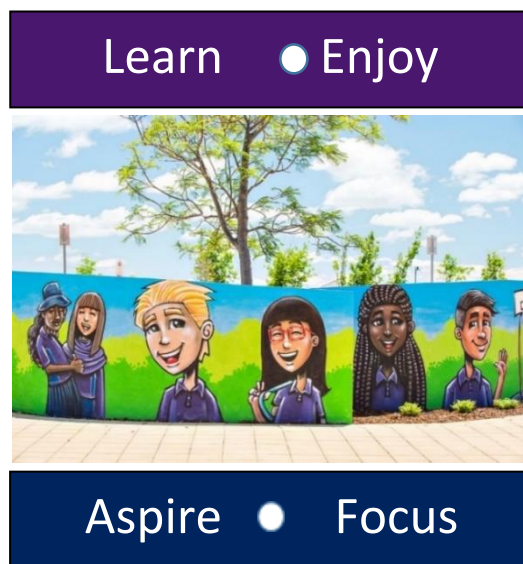
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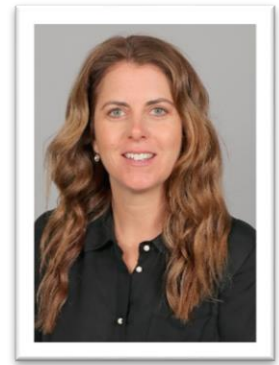


Welcome from the Principal

Dear Families

It is with great pleasure that I welcome and congratulate you on your decision to enrol your child at Aubin Grove Primary School.

As the Principal of a school with vibrant, supportive, eager, engaged students and a high calibre, dedicated staff, I know that you will be pleased with your decision.



Our Background

We first opened in February 2011 as a state of the art public primary school for students from Kindergarten to Year 6. From the outset, our planning has been clearly focussed on ensuring that your child will learn in a contemporary and inclusive learning environment, designed to maximise success for all. Our excellence in all areas has been acknowledged by the Department of Education and the Western Australian Government, who granted Independent Public School status to us, commencing in 2012.

Our school is committed to implementing “a thinking curriculum” for our students. We aim to build your child’s critical and creative thinking abilities, while maintaining a clear focus on the explicit teaching and learning of core literacy and numeracy facts and concepts.

From the outset, our community has been devoted to working closely with the school to support the achievement of positive outcomes. Aubin Grove is characterised by the strong partnership that exists between families and school. We welcome and eagerly seek the vital contributions made by families in our school.

Vision

Our vision is to be a learning community where all students, staff and families exhibit and are committed to, our four ideals of: *Learn Enjoy Aspire Focus*.

Our Curriculum

At Aubin Grove we place a strong emphasis on the key curriculum areas of Literacy, Numeracy, Science and Humanities. Your child will be offered a well-rounded curriculum experience based on the West Australian Curriculum and the Early Years Learning Framework. We place a strong focus on the explicit teaching of the “basics” but also offer opportunities for children to explore and reach their potential in all other curriculum areas.

Our programmes have been carefully chosen and designed to provide your child with the opportunity to study a comprehensive range of subjects including Music, Physical Education and the Visual Arts.

Your child will learn Japanese and be eligible to learn a musical instrument and participate in the Junior and Senior choirs, as well as playing interschool sport and taking part in various arts activities, exhibitions and competitions.

Our highly skilled teachers will engage your child in learning programmes that are adjusted to suit their learning needs. They will provide appropriate intervention strategies for those requiring additional help, as well as challenging and stimulating programmes for academically talented students. Our Academic Extension Program (AEP) includes students from Years 1 to 6.

Resources

Equipped with the latest in computer technology to facilitate student learning, your child will learn to use contemporary information and communication technologies including interactive Smart Boards, desktop computers, notebooks and iPads that will support their learning and provide them with unprecedented access to information and contemporary models of learning.

Our school buildings are modern and attractive, featuring highly practical and flexible learning and teaching spaces. Complementing our general purpose classrooms is our modern and highly functional Early Childhood

Education precinct; a well-appointed and resourced Library; music room; purpose built art/craft room; an enclosed under cover assembly area/gymnasium; state of the art canteen and administrative and collaborative staff facilities. Our school also boasts extensive grassed play areas, hard courts for tennis, basketball and netball and cricket nets and stimulating playgrounds that provide challenging and enjoyable recreation activities for all students.

School Community

From the outset at Aubin Grove, the school staff and local community have worked in close partnership to build a school that reflects the best of contemporary educational practices. School staff, families, and the wider community work together to achieve an outstanding learning environment designed to achieve success for all students.

Community involvement and support at Aubin Grove is characterised by:

- A shared responsibility for the educational outcomes of the students between parents, staff and the wider educational community.
- Positive relationships between staff and community and open channels of communication.
- Parent involvement in whole school decision-making.
- An active P&C that is inclusive of, and accessible to, all parents.
- Parent and community members volunteering assistance in classrooms.

High Expectations

Strong expectations are placed on all staff at Aubin Grove. We understand that the community has high expectations for their school, as do we. We welcome this and are committed to the achievement of high standards of academic and behavioural outcomes for all students.

At Aubin Grove your child is most important to us. All decisions we make are made with our students at the centre of the decision making process and with their best interests at heart. We place children first and as such, are deeply committed to providing your child with the very best possible start to their schooling.

The team of educators who is assembled at this school are vibrant, innovative, hardworking and committed. They have high expectations of themselves and feel a sense of deep responsibility for the learning outcomes of their students.

The Aubin Grove community expects and deserves nothing less.

Yours sincerely

Mesha Steel
PRINCIPAL



Welcome to Aubin Grove



Administration

CONTACT DETAILS

School Name:	Aubin Grove Primary School
Address:	85 Camden Boulevard, Aubin Grove WA 6164
Phone:	6174 6500
SMS Attendance:	0439 512 872
Website:	www.aubingroveps.wa.edu.au
Email:	aubingroveps.reception@education.wa.edu.au
Facebook:	Aubin Grove Primary School

ADMINISTRATION STAFF

Principal	Mesha Steel
Deputy Principal	Rui Tan
Deputy Principal	Lynna Matthews
Deputy Principal	Nicola Batten
Deputy Principal	Kathryn Grzelec
Deputy Principal	Donna Jones
Manager Corporate Services	Dianne Podmore
Business Support Officer	Therese Turner
School Officers	Larna Jones
	Leah Perejuan
	Jodie Russo
	Donna Porteous
Library Officers	Liz Rothwell
	Carly Walters

TERM DATES

Semester 1

Term 1 Mon 31 January – Fri 8 April

Break Sat 9 April – Mon 25 April

Term 2 Tue 26 April – Fri 1 July

Break Sat 2 July – Sun 17 July

Semester 2

Term 3 Mon 18 July – Fri 23 September

Break Sat 24 September – Sun 9 October

Term 4 Mon 10 October – Thurs 15 December

Break Fri 16 December – 30 January

PUBLIC HOLIDAYS

New Year's Day	Mon, 3 January	WA Day	Mon, 6 June
Australia Day	Wed, 26 January	Queen's Birthday	Mon, 26 Sep
Labour Day	Mon, 7 March	Christmas Day	Sun, 25 Dec
Good Friday	Fri, 15 April	Christmas Day Holiday	Mon, 26 Dec
Easter Monday	Mon, 18 April	Boxing Day	Mon, 26 Dec
ANZAC Day	Mon, 25 April	Boxing Day Holiday	Tue, 27 Dec

SCHOOL DEVELOPMENT DAYS – Students do not attend

Thursday, 27 January	Friday, 3 June
Friday, 28 January	Friday, 5 August
Tuesday, 26 April	Friday, 16 December

***School Development Days are correct at the time of publishing, but are subject to change.**

HOURS OF INSTRUCTION

We have staggered start and finish times to assist with a smooth start and finish to the school day for our large student population.

Pre-primary to year 2 classes

Doors Open	8.25am	Class Commences	8.37am
Recess	10.45am	Middle Block	11.15am
Lunch	1.15pm	Afternoon Session	1.45pm
End of School Day	2.50pm		

Years 3 to 6

Doors Open	8.30am	Class Commences	8.44am
Recess	10.45am	Middle Block	11.15
Lunch	1.15pm	Afternoon Session	1.45pm
End of school Day	3.00pm		

Kindy 'A' Group (Mon, Tues, Alt Wed)

Doors Open	8.25am	Class Commences	8.37am
End of School Day	2.50pm		

Kindy 'B' Group (Thurs, Fri, Alt Wed)

Doors Open	8.30am	Class Commences	8.37am
End of School Day	2.50pm		

Staff are required to be in the school fifteen minutes before the siren sound at 8.25am. Prior to that time, adequate supervision of children cannot be reasonably guaranteed. Parents are asked to be aware of this and **not allow children to arrive at school prior to 8.25am.** *Should you need to bring your child to school before 8.25am you can access the School's OSCH service. Please see the section on Out of School Hours Care in this book.*

The school gates are closed each morning at 9.00am and re-open each afternoon at 2.40pm. This is to ensure the security and safety of your children. Access to and from classroom between these times is only through the Front Office.

ENROLMENT REQUIREMENTS

Enrolment applications for Kindergarten, Pre-primary and Years 1 to 6 are not complete until an original Birth Certificate, Immunisation History Statement (no more than two months old), visa documents if required and relevant proof of address have been supplied. All enrolments are processed at the school's Administration Office.

Note: Children must be enrolled under their legal surname. That is the name as stated on their Birth Certificate, or if changed, the original Name Change Certificate, which must be sighted.

LEAVING AUBIN GROVE PRIMARY SCHOOL

When children are about to leave our school and transfer to another school, parents are asked to contact us at **least a week** or more beforehand. This will provide adequate time to enable the staff to ensure that all records, books, medication, reports etc have been completed or checked prior to the child's departure. It also allows us to farewell our students and wish them all the best for their new school. Please contact both your class teacher and the school office.

STUDENT RECORDS/INFORMATION

It is important that you advise the school as soon as possible as to any change of address, telephone emergency contacts, medical details or visa status. Your continued cooperation and consideration in this area will help to ensure your child's welfare will receive the highest priority, especially in times of emergency.

Note: If your child's visa or immunisation status changes, you must supply a copy of relevant documents to update in our system.

VOLUNTARY CONTRIBUTIONS

While the Department of Education provides the basic school essentials, it is necessary for all schools to ask parents/carers to make a contribution towards their child's educational costs to assist the school in providing resources. The amount that a school sets for its Voluntary Contribution is decided annually by the School Board and cannot exceed \$60 for primary schools.

Information regarding these charges is communicated to families towards the end of each year or are provided to parents/carers at the time of enrolment of their child.

We encourage you to support your children's education by making this contribution as early in the school year as possible. **Voluntary contributions are \$60.00 per child for 2021.** In 2022 the money collected from the voluntary contributions payments is used exclusively to purchase resources, facilities, programs and equipment that have a direct impact on the students.

While the 2022 Voluntary Contributions for Aubin Grove is \$60, parents can choose to pay more in the form of a donation if they wish. This is a very generous gesture and would be gratefully received by the school.

MONEY COLLECTION

If money is sent to school for any purpose, please place the money in an envelope, write your child's name, classroom number and the purpose and place it in the letterbox provided at the rear of the Administration building labelled 'SCHOOL'. Money collected on behalf of the P&C follows the same procedure, but is placed directly in the letterbox in the same location, labelled 'P & C'. Alternately payments can be made by EFTPS at the office or Direct Deposit via the following:

BSB: 016 016
Account: 4401 20903

Note: Cash payments only for the P&C

Community Involvement

PARENTS AND CITIZEN ASSOCIATION

P&C Meeting are scheduled on a monthly basis. They always take place at 7.00pm in the school library on a Tuesday in weeks 2 and 8 during the school term.

SCHOOL BOARD

Aubin Grove Primary School Board consists of parent and staff representatives, a member of the P&C, staff representatives and the Principal. Members of the community may also be co-opted by the Board for specific duties as the need arises. The Board meets regularly during the year. Both the P&C and School Board are vital components of our school and we strongly encourage you to become involved and play an active, rewarding role in your community.

The Board is responsible for:

- Determining priorities and objectives for the next planning cycle
- Endorsing the school's Business Plan and Delivery and Performance Agreement
- Endorsing the Budget associated with the Business Plan to see that it is consistent with the priorities set
- Reviewing the Business Plan based on the analysis of student outcomes
- Reviewing the Annual School Report
- Reviewing the Schedule of Fees and Charges

PARENT - TEACHER CONTACT

We are very keen to work closely with families of Aubin Grove Primary School. There will be many opportunities for you throughout the year to meet all staff of the school. We encourage you to join us on these occasions. The school staff may communicate with you in many ways including:

- Email or phone call about a child's success or concerns during the day.
- Information sessions or open day when families can see children engaged in learning activities.
- Classroom and Admin Connect notices will provide you with information about forthcoming events and opportunities for family participation, and convey important information to you. You will also find copies of all forms required for parents.
- The school website provides current information.

Alternately you can contribute to the home-school partnership by:

- Informing staff about significant events in your child's life, especially if the changes are likely to be distressing for your child.
- Asking questions, talking to staff, writing an email and/or sending a note about anything that's concerning or interesting you.
- Checking your child's school bag daily for notes and forms. It is important to read these and respond when necessary.
- Making sure to connect with Connect or the 'Connect Now' app.
- Where possible, attending school and class events, assemblies and exhibitions. If you are not able to attend, why not consider sending another family member along?
- Joining one of our family groups – it is a good way to meet others in the school community.

Class teachers will organise a class meeting for parents/carers before the end of Week Three in the first term.

Teachers are always happy to talk with you about your child's progress, however, should you wish to talk for an extended period of time, we request you make an appointment. This ensures teachers can provide you with their undivided attention, while enabling learning programs to continue without interruption.

Should you wish to speak to someone in Administration about any issues, please contact the office for an appointment.

CONNECT

As Aubin Grove Primary School aims to be environmentally sustainable our preferred method of communication with families is via Connect. Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. Check out the short video clip on Connect at <https://vimeo.com/connectwa/welcome>

Once your child commences, you will be given your own secure login to Connect via email. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to log into Connect on any internet-connected device, you may also receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called Connect Now can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications. You can find 'Connect Help' on the home page of Connect.

SMS COMMUNICATIONS

Aubin Grove Primary School has implemented SMS communications to build on existing attendance procedures and to ensure that parents are notified as soon as possible if their child is absent from school without an explanation. This system has been shown to assist in making schools (and parents) more aware of where students are and improve student attendance. These factors will enhance learning opportunities for all students and contribute to their safety. Please note that SMS is used for attendance messages only.

REPLYING TO AN SMS MESSAGE

When you receive an SMS about an absence, reply to the number and make sure that your text includes the student's name, date of absence and reason for absence. Do not call the number, as it is an automated system, using a virtual number, which is not manned by a person.

Sample SMS Reply Message: Jane Citizen, 11 Feb, Sick

NOTIFYING THE SCHOOL USING SMS

You can also use this system to notify the school of your child's absence to avoid receiving a text message. The school can be contacted by texting 0439 512 872 and leaving a message, once again, containing the following: student's name/date of absence and reason for absence (eg Jane Citizen, 11 Feb, Sick)

FACEBOOK

Our Facebook page is called 'Aubin Grove Primary School'. We encourage you to sign up as a further way of staying in touch.

Please note the Facebook page "Mummies of Aubin Grove" has no connection to, or status in our school. It is not recognised or used by the school and parents are advised to be careful of engaging with anything written on the page.



Student Services

ABSENCE AND LATE TO SCHOOL

Punctuality and regular attendance are essential to a student's progress. However, if your child is unwell in the morning, it is advisable to keep him/her at home. A child who is not feeling well cannot learn properly and may infect other children.

As we take our care of your child very seriously and value their safety, please inform the school via SMS, phone or email when your child is unwell before school. If your child becomes ill during the day, we will telephone you on the numbers you have provided us. If we are not able to contact you, we will phone the emergency contacts. If your child will be away for an extended period of time due to illness or holiday, please inform the school.

If it is necessary for a child to be late or absent, a brief written explanation is required containing the following information:

- Date of absence.
- Child's name.
- Child's class.
- Reason for absence.
- Signature of parent or guardian.

Alternatively, you can register an absence on SMS 0439 512 872.

The school will notify via SMS when a student is absent and no reason has been given. All attendance data is recorded and reported on each semester report. The school is required to have attendance data targets and report to the School Board and the Department of Education on an annual basis.

COLLECTING STUDENTS DURING SCHOOL HOURS

Parents, carers or an authorised person wishing to collect students during school hours must go to the Administration Office first to be issued with an authorisation leave docket. This will ensure that appropriate adults are collecting children from the school. This authorisation docket is then handed to the child's teacher when picking them up from their classroom.

If parents require a friend or relative to collect their child on their behalf, a signed note to this effect is required. This form should then be given to the classroom teacher. This only applies at the end of the school day.

Teachers are not permitted to release students unless this procedure has been followed.

HEALTH OF STUDENTS

Children's health needs are supported by a team of qualified professionals. These include:

- A registered nurse attached to the Health Department who makes regular visits to the school to conduct health checks.
- A school psychologist who provides a range of services to children, parents and teachers.
- A Chaplain who works with individual students, groups and families.

NB: Teachers wishing to refer a child will contact the parent prior to a referral.

ADMINISTRATION OF MEDICATION – POLICY & PROCEDURES

In line with Department of Education policy staff will not administer medication or oversee students taking their medication without written parental permission. NO ASPRIN or PANADOL can be administered to school children unless the school's medication action plan has been signed by a parent and the parent has supplied the medication.

If a child is under medication from a Doctor then the teacher, if required and agreeable, will supervise the dosage, provided that the request is made on the appropriate form that is available from the office, setting out – the dosage, when it is to be given and including a medicine glass or spoon.

If your child has an ongoing medical condition or a condition, which may require attention from time to time, a MEDICAL ACTION PLAN must be developed. Please advise the school whether such a plan needs to be developed so the appropriate procedures can be put in place.

ACCIDENTS/SICKNESS

Accidents and sickness are inevitable, no matter how careful we are. In the case of minor accidents or illness during the day, parents will be contacted to take their child home.

Important: PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF THEY ARE SICK. If your child may be (or is) ill with any infectious condition, including colds and stomach ailments, they should not attend school and they should only return to school when they have fully recovered.

COMMUNICABLE DISEASES

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood.

Parents are asked to note the exclusion periods for particular diseases. For more information on exclusion period please use the Health Department's following link:

https://ww2.health.wa.gov.au/Articles/A_E/Communicable-disease-guidelines

Note: In the case of a serious accident or apparent serious illness, immediate medical attention will be sought without approval of parents. *Parents will be notified of any action taken.*

FOOD ALLERGIES

We have several students who have severe food allergies. This is a growing issue for many schools, as the incidence of food allergies in the general community has increased significantly over the last few years. The most common food allergies are peanuts, tree nuts (walnuts, almonds, cashews etc), cow's milk, soy, seafood and eggs. Many children will "outgrow" their food allergies, however reactions to nuts, seeds and seafood may be lifelong. The symptoms of food allergy range from mild to life-threatening, with anaphylaxis the most severe form of allergic reaction.

Why is it important that our school becomes allergy aware and allergy friendly?

- In Australia, more than 90% of fatal reactions to foods have occurred in children aged 5 years and older.
- Of those who have died from anaphylaxis, 90% have been allergic to nuts, the exposure was accidental and usually away from the home (including at school).
- We need to accept that food allergies are serious and that food allergies can be fatal.

What is our school community's responsibility?

It basically comes down to a shared sense of *duty of care*. This means that we need to make every reasonable effort to minimise the risk of exposure to known allergens within the school environment. School staff, the parents of the student with the allergy, parents of the student's classmates, the student themselves and their peers all have responsibilities to ensure the risk of an allergic reaction is minimised. We also need to make sure we manage this issue in a sensitive and appropriate way.

How can we minimise the risk?

Firstly, we ask that parents DO NOT provide food for their children at school that contain nuts. Whilst we cannot prohibit this, we appeal to parents' sense of fairness and respect to those in this unenviable situation. Please remember that for some children this can be a matter of life or death.

As a school, we can minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.
- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Avoiding food that contains nuts and/or traces of nuts where possible.
- For further information: <http://www.allergy.org.au/pospapers/anaphylaxis.htm>

DENTAL HEALTH

The School's Dental Service operates from Honeywood Primary School. There are no charges for inspection and simple level treatments. However, we must have a consent form from parents before children can participate. Parents must also arrange transport. For further information, please telephone the Dental Service on 6173 6118.

PARENTING PLANS

Parents and carers are reminded that the School Education Act 1999 obliges parents to inform schools of any parenting plans, Family Court Orders or other orders which are applicable to their children. All details are treated in the strictest confidence.

All new Family Court Orders, or amendments, are important information for us. Please arrange to make an appointment with the Principal to talk through them.

STUDENT REQUIREMENTS LIST (BOOKLIST)

Parents need to provide all personal items used by their child at the commencement of the school year. These articles are used continually and will need to be replenished as the year progresses. Please look regularly in your child's desk tray, bag and pencil case or speak to your child's teacher to determine their needs.

Booklists are available from the office or on Connect for each year level as required.

UNIFORMS

The school strongly encourages children to wear uniforms to school. These can be purchased from the Uniform Concept's Jandakot Super Store, 26 Solomon Road, Jandakot. Phone number 9270 4650.

Jandakot Super Store is open:

Mon, Tue, Wed, Fri	9.00am to 5.00pm
Thursday	9.00am to 6.00pm
Saturday	9.00am to 1.00pm

Faction monogrammed shirts are permitted to wear on Friday's and Faction Carnival for Pre-primary to Year 6's. Further information and a full list of uniform and prices is available on Connect or via the below:

<http://aubingroveps.wa.edu.au/blog/information/uniforms/>

****Please ensure all items of removable clothing (eg. jackets, hats) are clearly labelled as they are often mislaid.***

SCHOOL DRESS CODE

Footwear must be worn at all times. Thongs, reef sandals, massage sandals, heeled dress sandals and scuffs are not permitted. Please see following list of approved footwear:

- School Sandals.
- School Shoes.
- Sneakers or Joggers.

WEARING OF SUN HATS

The dangers of skin cancer are well documented. Wearing of hats whilst involved in outside activities is compulsory throughout the entire year. We have provided sun safe hats for all students to wear as part of the uniforms provided in the uniform shop. Sun visors, caps, beanies and hoods are not adequate protection.

We encourage students to wear the school hats.



Canteen: The Snack Shack

The Aubin Grove Primary school canteen, the Snack Shack, complies with the requirements of the Department of Education *Healthy Food and Drink* policy. Our school has a P&C canteen committee with representation from the whole school community. The committee participates in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc. The canteen menu exceeds the DoE *Healthy Food and Drink* policy by offering a 'green' menu. Menus are available from administration the canteen or online.

The canteen is open from Tuesday through to Friday for recess and lunch. Lunch and recess orders may be made online at www.flexischool.com.au or via a lunch order bag that can be placed in the purple letterbox located next to the canteen window.

Curriculum and Programs

INFORMATION TECHNOLOGY

The school has access to excellent information technology resources with quality networked computers, iPads, interactive whiteboards and appropriate software to assist students and staff to enhance learning and teaching across the curriculum. All computers throughout the school have internet connection and students enjoy ready access from their classroom through the provision of computer banks.

INTERNET

The community at Aubin Grove Primary school are advised that the Department of Education's mandatory policy – "Students Online", governs all computer usage on our school premises. This policy also incorporates the use of photographic and DVD materials.

This means that through the Department of Education, Aubin Grove Primary will make every reasonable effort to provide safe and secure online learning experiences for students when using the Department's online services. Parents will be provided with, and are required to complete, with their child, a consent form each year to ensure that our students understand the importance and privilege of using the on-line services available to them at school. This form needs to be returned to our school at the commencement of the school year so that the teaching and learning program can incorporate the use of many interactive technologies.

HOMEWORK (HOME LEARNING PROGRAMME)

Home Learning Programmes help students create study work habits and time management skills that will assist them to become lifelong learners. In line with the school's expectations, each classroom teacher has their own approach regarding homework and this will be shared with you in the teacher's classroom policy. Our Home Learning Programme focuses on the revision of concepts covered in class or the reinforcement of work already completed and the completion of work, where appropriate from class.

There may be times when your child will require assistance, however they should be able to complete most tasks independently. Teachers have an expectation that homework will be completed. If required, your child's teacher will inform you if your child is repeatedly neglecting to do homework. If you have any queries regarding homework please arrange a time to speak with the teacher.

Our Home Learning Programme also includes your child engaging in various online programmes introduced by the school and appropriate to their age and level of development. These programmes are not compulsory but are strongly encouraged and will attract a small cost. The cost is outlined in the Summary of Contributions and Charges sent home to all families at enrolment and at the beginning of each year.

LIBRARY

Aubin Grove Primary School has a fully automated library. A wide range of books and resources are available for both students and staff along with access to up-to-date computer equipment including Internet facilities.

All students and staff are issued with a borrowing card, which remains in the library.

Children wishing to borrow a book must provide a waterproof library bag.

Books and resources are borrowed for up to seven days and may be renewed after that time. Parents are asked to pay the replacement cost for any damaged or lost items.

Due to the number of resources and books purchased we also need parents to assist with book covering. If you are able to assist, please contact Mrs Sinclair in the Library. Your help will be gratefully accepted.

ASSEMBLIES

Assemblies are held on Tuesday afternoons at 1.45pm. Assemblies will alternate weekly between Years 1&2, Years 3&4 and Years 5&6. The dates of assemblies are published on the Term Planner via Connect. During each assembly one class will be highlighted. This class will present reports, displays, plays or musical items. Honour Certificates are awarded to various children for their efforts or contributions in class.

Parents of award winning students will be notified in advance to allow them to ensure they are present. All parents and friends are welcome to attend.

FACTIONS

Upon enrolment, students will be allocated to one of four factions: Blue, Gold, Red or Green with siblings allocated to the same faction. The school officer and class teacher are able to advise you of the faction your child has been allocated. Faction T-shirts are available for purchase through the uniform shop. Children can wear their faction shirts on Fridays.

IN-TERM SWIMMING

Each year children are offered swimming lessons held during term time. No tuition fees are charged for these lessons although bus transport and pool admission charges must be met by parents.

Department of Education swimming classes will be available for all children from Pre Primary – Year 6 for two weeks during the year.

The school takes the strong view that all students should attend unless medically unfit to do so as we regard in-term swimming as an important part of our Physical Education programme.

PHYSICAL EDUCATION

At Aubin Grove we have a high quality Physical Education programme and specialist teachers who provide all students from Pre-Primary to Year 6 with a comprehensive programme.

In line with Commonwealth Government policy, all students will receive a minimum of 120 minutes of physical activity comprising of fitness sessions, physical education lessons and weekly sport as well as Fundamental Movement Skills sessions for children in the early years.

Children are encouraged to be suitably dressed for all Physical Education activities including the wearing of suitable footwear.

LOTE (Language Other Than English): JAPANESE

Children from Pre-Primary to Year 6 are taught Japanese as our Language Other Than English (LOTE). We believe that students are most receptive to learning a new language when they are young.

Our specialist Japanese teachers provide stimulating lessons including foci on the learning of the Japanese language and the understanding of the culture. Students will take part in one class of 60 minutes each week.

MUSIC

Music will be taught to all Pre-primary to Year 6 students by our specialist music teachers. Students will take part in one music class of 60 minutes each week and will be eligible to participate in the School's Choirs.

Students in Years 5 and 6 will be eligible to try out for our instrumental programme conducted by teachers from the School of Instrumental Music (SIM). Students are assessed for their suitability for the SIM programme towards the end of Year 4.

Policies and Procedures

SMOKING

The school grounds are a smoke free zone and we prohibit smoking anywhere in the school, including the playground and oval. As a health promoting school, we believe adults have a role modelling responsibility and as such we also request that you also not smoke in the area immediately around the school.

PARENT PARKING

Parking for families is available in the car parks on Lyon Road and Camden Boulevard and in the Southern carpark behind the Early Childhood area. Parents are also encouraged to use the Community Centre carpark. When parking on the streets around the school please be respectful of the rights of the residents who live around the school. We strongly encourage students and families to walk or ride to school to help reduce the pressure on parking. Our controlled children's crossings on Lyon Road and Camden Boulevard make this a safe, enjoyable, healthy alternative.

DOGS ON THE SCHOOL PREMISES

Dogs of any size are **not** allowed anywhere on school grounds, even when on a leash or being carried.

School grounds is defined by:

- The playgrounds, courts and carparks.
- The school oval between the hours of 8.15am and 3.15pm.
- The verge or the school side of Lyon Road and or Camden Boulevard.



BICYCLES / SCOOTERS / SKATEBOARDS

The following rules apply to students riding bicycles to school:

(Children under the age of 8 years **MUST** be accompanied by an adult)

- Bicycles are not to be ridden on school grounds.
- Suitable safety helmets must be worn by all cyclists.
- Bicycles must be kept in the racks provided.
- Cyclists must provide a suitable locking device to secure bicycles.
- Students must walk their bicycles across the road.
- Bicycles should be fully equipped with bell, brakes, reflectors etc and be maintained in good order.
- For easy identification, the engraving of an appropriate drivers licence number on the frame is advised by the Police Department.

Skateboards and scooters are not permitted to be used on school premises.

MOBILE PHONE / IPODS – USE BY STUDENTS

Students at Aubin Grove PS are discouraged from bringing mobile phones and iPods to school.

We accept that there may be extraordinary instances where parents require students to have mobile phones on the way to and home from school. In these cases, their use is restricted to **before or after school** only.

For security and privacy reasons, students do not have access to mobile phones during the school day.

Consequently, students who bring mobile phones to school are required to:

1. Bring a parent permission letter to the class teacher.
2. Turn the phone off and give it to the class teacher at the start of the day. Teachers will lock students' mobile phones away until the end of day when they will be returned to students.

The school strictly does not accept responsibility for the loss or theft of the phone.

If a student fails to hand in the phone, by keeping it on their person or concealing it in their desk or bag, and it becomes lost, stolen or damaged the school once again will not accept any responsibility for investigating the incident or recovering the phone.

LOST PROPERTY

All mislaid clothing items are placed in the Lost Property containers located outside the Learning Community Two building. Students and parents are free to check these if an item has been misplaced. Items not claimed at the end of each term will be given to a local charity.

CHILDREN'S PROPERTY

We strongly discourage the bringing of valuables, toys and sporting equipment to school and no responsibility is accepted for loss or damage to students' personal property. If an item is brought in for news, teachers on request, may place it in a safe place for the day. Please also ensure that all property such as books, pencils, rulers etc are clearly labelled so that lost or mislaid items can be returned to owners.

Money brought to the school may be handed to class teachers for safekeeping.

JEWELLERY

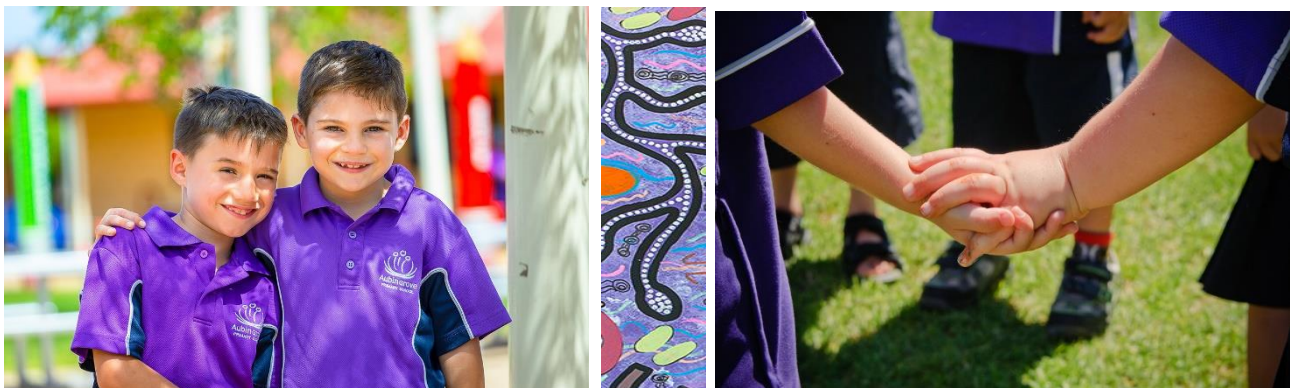
For safety reasons the only items of jewellery considered appropriate while at school are ear studs, sleepers, watches, or medical alert bracelets. Family support in relation to this would be greatly appreciated.

Hair longer than shoulder length must be plaited or tied back.

BEFORE AND AFTER SCHOOL CARE

The school provides both before and after school care through the company OSH Club. This service is on the school site meaning your child does not have to leave the school grounds before or after school reducing the amount of transitions they need to make in a school day. Families who access this service are required to directly contact OSH Club for ALL enquiries.

Aubin Grove OSHClub: 0437 703 803 email, aubingrove@oshclub.com.au. Website at www.oshclub.com.au



KEY:

Kindy – A Group Mon/Tues/Wed 8.37am to 2.50pm (Tues 2.30pm finish)
Kindy – B Group Wed/Thurs/Fri 8.45am to 2.50pm

Pre-primary to year 2 – 8.37am to 2.50pm (Tues 2.30pm finish)

Year 3 to Year 6 – 8.44am to 3.00pm (Tues 2.30pm finish)

