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SCHOOL PRINCIPAL'S WELCOME

Dear Parents,

I would like to extend a very warm welcome to you, as you enrol at Heany Park Primary School.

This school is well regarded in the community and we are proud of the stimulating and caring environment we provide for our students. This is because we have clear expectations of each other in the areas of behaviour, quality of instruction, attitudes and performance. Children at this school are expected to behave well and are encouraged to participate enthusiastically in the many and varied activities provided. They are expected to work to their own capacity and are assisted to do so by their teachers and support staff.

As parents, your involvement with the school can further enhance your child's learning environment. Children really enjoy having their parents involved in their school, a partnership which leads to better school performance by the children. Parent assistance also enables us to run programs beyond what we could offer without your additional help.

This school has continued to have an extremely high parent approval and we strive to maintain this level of satisfaction within our school community. I hope that you feel inclined to be involved in at least some of the many activities that are on offer in both curriculum delivery and environmental improvements around the school, and that your association with our school will be a happy and rewarding one.

*Regards,
David Rose
Principal*

HISTORY OF THE SCHOOL

Heany Park Primary School had its beginnings at a public meeting in the gymnasium of Rowville Primary School on Thursday, June 6th, 1991. Convened by the Ministry of Education and attended by representatives from the Ministry of Housing and Construction (who were responsible for planning and supervision of the construction of the school), the meeting allowed the many residents present to learn about this new school to be built in Buckingham Drive.

The actual final design of the school was to be decided in consultation with a local Planning Committee, five members of which were parents who were nominated at the June 6th, 1991 meeting. Those parents were Nola Sargeant, Louise Miller, Helen Kirmond, Malcolm Houghten and Julie Goschnick. The other parties in the Planning Committee were representatives from the Ministry of Education and the Ministry of Housing and Construction, the Principal and two teachers from the neighbouring Rowville Primary School. A budget of \$3.5 million was allocated to build and equip the school.

In December 1991 the site works commenced and the committee looked forward to their plans becoming a reality. Even with the very wet weather experienced in 1992, the building continued on schedule with the framework and brickwork well on the way by May and the gymnasium under construction by June.

Heany Park Primary School is named after Mr. T.M. Heany who was a Clerk of Works and Shire Engineer in the Shires of Ferntree Gully and Mulgrave during the early 1900's.

Heany Park Primary School opened on 26th January 1993 with 131 pupils. This figure was about 100 less than was anticipated.

The school was officially opened by Mr. Hurtle Lupton, State M.L.A. for Knox on 18th May 1993. Also present were representatives of the Department of School Education, Van Driel Ltd - the builders, Ministry of Housing and Construction, local government officials, local principals, parents and friends.

We have 16 permanent classrooms. An administrative upgrade in 2005 allowed us to renovate and extend the office area of the school. With 710 children and a current staff of 60, our enrolment is expected to remain stable over the next few years. We anticipate commencing the year 2008 with around 100 Prep children, which will give us a stable enrolment of about 710.

HEANY PARK PRIMARY SCHOOL'S WELL

As a large number of historic bricks were recovered from the old well site – where the Mobil service station now stands - the school's Planning Committee approached Knox City Council, the Knox Historical Society, and Mrs. Marlene Hobbs, a direct descendant of the Bergin family, for approval to have some of the bricks given to the school. The Planning Committee, in support of the emblem design, decided to have another well constructed as a central feature, on site at the school, using the historic bricks as a rim.

The well acknowledges the early pioneers and settlers of Rowville and the actual historic site once owned by Matthew Bergin.

The well was constructed by the Rowville Apex Club, who donated their labour and some materials. Our official emblem is the well and you will find it on our uniform.

Due to the extensions to our staffroom and meeting rooms the school well was relocated to a position on the paved area near the flagpole, at the front of the school.

YOUR SCHOOL COUNCIL

On behalf of Heany Park Primary School Council I would like to welcome both you and your children to our school. At Heany Park you will find a school that provides a caring and nurturing environment for all children, which strives to help every child reach their full potential on both an academic and a personal level.

Heany Park is a well-established school celebrating its fifteenth year. It is a school that has a very high standard of teaching and administration, and a committed School Council. Its excellent facilities have recently been expanded upon in 2003 with the building of six new classrooms of modern design that complement our school. A proud school community constantly assists in the upkeep and development of all our facilities.

The sense of community is strong at Heany Park and the smooth operation of the school is due to the co-operation that exists between the School, Administration, Staff, School Council and all the parents who donate their valuable time. This hard work and dedication enables our school to grow and maintain its high standards in both education and the facilities provided.

As a governing body the School Council acts as a co-operative group that represents the broader school community and provides guidelines for the operation of the school. All members of School Council take on a share of the responsibilities involved in operating our school and are able to achieve many positive outcomes. The School Council is open to all members of the school community and I encourage you to participate in your School Council and its committees. To be effective the School Council and its committees need people from a diversity of backgrounds who are willing to participate in the development of the school, and share their skills, knowledge and ideas. As a parent you can learn a lot from participating in school activities. It can be enlightening to you and help enrich your child's education.

All School Councillors look forward to receiving feedback from the school community. This allows us to measure the success of the initiatives that are undertaken. School Councillors are also very approachable. Should you have a concern we will endeavour to answer it either ourselves or direct you to the appropriate person who is best able to address your concern in confidence.

Many parents, particularly new Prep parents, may feel that they do not have the experience or anything to offer to School Council or its sub-committees. Nothing could be further from the truth; new parents bring new and bright ideas. You have knowledge and expertise in many areas that could assist with future directions at this school.

School Council and Sub Committees usually meet monthly during each term and are open to all parents. They do not necessarily take up too much of your time and once again can be very fulfilling. If you feel you would like to discuss any aspect of the School Council operations or become involved in your School Council or a sub committee, please feel free to contact any of the School Council members.

The Heany Park School Council's goal is to provide the best educational and physical environment for the staff and children. This goal will ensure that all children who come to Heany Park receive the best education possible in the best possible surroundings.

Once again, we welcome you to our school. I would like to encourage you all to become active members of your school community and help support your school for your children. It is important to remember that successful schooling is a co-operative effort that requires both family and school's involvement and support.

David Kowal
School Council President

SCHOOL COUNCIL SUB COMMITTEES

Enthusiastic parents are important members of all our sub-committees:

- **Policy Committee**

The Policy Committee is a sub-committee of the School Council. Its function is to review and recommend to the School Council the policies that have been formulated by relevant administrative and curriculum committees. The policies are generally reviewed every three years as part of the cyclic review process. Selected policies that have been approved by School Council are regularly published in the school's Newsletter and copies of all policies may be found in the school's Policy Manual. A copy of the Policy Manual is available for perusal upon request. Membership of the Policy Committee is open to both staff and interested parents who meet on a regular basis throughout the year.

- **Finance**

The Finance Committee is responsible for ensuring the financial viability of the school, approving and monitoring the local school budget and determining ways of raising funds.

- **Buildings and Grounds**

The Building and Grounds Committee is responsible for the maintenance of the school buildings and grounds. This committee organises a number of 'Working Bees' throughout the year.

- **Information Technology**

The Computer Committee has the responsibility of ensuring that the school's computing environment is technologically up to date and of ongoing value to students and staff.

PARENTS AND FRIENDS ASSOCIATION (P.F.A.)

This organisation is made up of parents and guardians and anyone else who has an interest in the school. The P.F.A complements the role of the School Council as well as having its own aims and objectives:

- To provide an opportunity for parents to discuss issues concerning the welfare and general education policy of the school.
- To liaise regularly with the Principal and School Council.
- To provide an opportunity for parents to meet and socialise with others.
- To raise and spend funds for the benefit of the school.

The P.F.A hold regular monthly meetings, which everyone is invited to attend. The meetings are constructive and fun and provide an opportunity for everyone to express a point of view and foster new ideas. Members can be financial or non financial. Financial members are able to vote on issues and are asked to pay an annual fee of \$1.00.

The meetings can be a place for making new friends and a way to become involved in the school community. If you are unable to attend our monthly meetings you can still be involved in the P.F.A. We are always grateful for any assistance and quite often you will see requests in the School Newsletter for volunteers. Your offer to help, no matter how small it may seem to you, will be greatly appreciated.

At Heany Park Primary School the P.F.A try to fundraise with a purpose in mind, which will aid the school community in consultation with the School Council. Please give a thought to joining the P.F.A and taking an active role in the events that are organised. New ideas are always needed and the more people involved make the meetings interesting and our tasks easier.

Cathy Meadows
P.F.A. President

OUT OF SCHOOL HOURS CARE (OSHC)

The Heany Park OSHC program is a high quality Accredited Program.

The Heany Park Out of School Hours Care Program offers an essential service to working or studying parents, where their children are looked after in a safe and caring environment. The children participate in age and developmentally appropriate activities.

Only primary school aged children are able to attend the Heany Park OSHC Program. Every child who attends must be enrolled in the program. Enrolment Forms and Information Booklets are available from the Co-ordinator, or the school office.

Heany Park Primary School offers Before and After School Care. We do not offer vacation care, but Rowville Primary School, Lysterfield Primary School, St Simon's Primary School and the Rowville Neighbourhood House offer vacation care during the school holidays.

Every family is entitled to childcare benefit!

All families that use the OSHC program should contact the Family Assistance Office on 13 61 50 and give them all relevant details. An Assessment Notice will then be forwarded to the program so that your fees can be reduced by the correct percentage. To link your children to the OSHC program the Family Assistance Office will require the program's customer reference numbers. Before School Care: 406 959 685T. After School Care: 555 008 219L.

Please Note: the fees listed below are the base rate before your CCB% has been deducted.

BEFORE SCHOOL CARE

Hours of operation: 7.00 am to 9.00 am.

Fees: \$10 per child per session

Children are served a nutritious breakfast consisting of toast with a choice of spreads, a choice of cereals, yoghurt, water or milk. We have the occasional treat of raisin toast, baked beans, scrambled eggs, etc. Breakfast is served at 8.00 am.

Activities offered to the children include: ball games, board games, drawing, simple craft activities, construction toys.

Children are encouraged and taught to help themselves, with a little bit of assistance if necessary. They pour their own cereals and milk, spread their own toast and clear up their place when they have finished eating.

AFTER SCHOOL CARE

Hours of operation: 3.30 pm to 6.30 pm

Fees: \$12 per child per session

On arrival the children are provided with a nutritious afternoon tea of fresh and dried fruits, fresh vegetables, cheese, biscuits and a large variety of sandwiches. Water is available to drink throughout the session.

Activities offered range from art/craft, cooking, board games, Phys Ed. Games, TV, Computers, Free Play, etc. Craft activities are offered for special celebrations and occasions.

CURRICULUM DAY

Full day care is offered on curriculum days if there is a sufficient number of children.

Hours: 7.00am to 6.30 pm on these days.

Fees: \$35 per child per session – (Early bird special -\$29)

STAFF

Before School Care

Sue Houghten Co-ordinator
Lois Thorp Assistant Co-ordinator

After School Care

Sue Houghten Co-ordinator
Kaushi Senanayake Assist. Co-ordinator
Lois Thorp Support Worker
Chelsey Van Den Broek Support Worker
Kaye Van Den Broek Relief Worker
Anne Donovan Relief Worker

For further information ring Sue Houghten on 0418 587 460. You may also leave a message at the school on 9764 5533.

Sue Houghten

After School Care Co-ordinator.

CURRICULUM: Victorian Essential Learning Standards

A Whole School Curriculum Planning Framework

Teaching and learning programs at Heany Park encompass the three core interrelated Strands outlined in the Department of Education's, "*Victorian Essential Learning Standards*" framework. Each of the Strands has a number of components called Domains which are listed below:

- i) Strand 1: Physical, Personal and Social Learning
Domains: i) Health and Physical Education
ii) Personal Learning
iii) Interpersonal Development
iv) Civics and Citizenship
- ii) Strand 2: Discipline based Learning
Domains: i) The Arts
ii) English
iii) Languages Other Than English
iv) The Humanities (Economics, Geography History)
v) Mathematics
vi) Science
- iii) Strand 3: Interdisciplinary Learning Strand
Domains: i) Communication
ii) Design, Creativity and Technology
iv) Information and Communication Technology (ICT)
v) Thinking

As students progress through Primary School, they move through various levels. Preps have their own level, whereas the curriculum content for Grades One to Six is covered over a two year cycle:

- Level 1: Prep
Level 2: Grades One and Two
Level 3: Grades Three and Four
Level 4: Grades Five and Six

Parents receive two written reports each year, the first in June and the second at the conclusion of the school year in December. Student progress and achievement in each of the Strands is measured against state-wide standards using an A to E scale. The reports also provide:

- clear information about their child's strengths and areas for improvement
- an indication of progress over the previous twelve months
- a plan outlining how the school will support the student's future learning
- advice on how parents can support their child's learning
- the student's own reflective comments on their own learning

Individual Learning Plans are prepared by the classroom teachers to cater for students who are progressing quickly through a level and for students who require more time to consolidate concepts and skills.

SPECIALIST AREAS

Our school takes pride in the quality and range of Specialist programs that are offered. Students participate in weekly Physical Education, Indonesian, and Music sessions, with Art and Library being available for three out of four terms.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

ICT refers to the use of computers in the classroom and the school's ICT Program outlines the direction for 2006-2008 (inclusive).

Computing skills are acquired at Heany Park PS through the integration of appropriate software packages in relation to all key learning areas, particularly Literacy and Numeracy. Here are some further examples of how computers are being used across the school from Prep to Year 6.

<i>Photostory 3</i> <i>Microsoft Word 2007</i> <i>Creative Writer</i> <i>Kid Pix Deluxe Studio</i> <i>Wiggle Works</i> <i>Typing Tournament</i>	Writing and recording stories through photos Multitude of uses, beginning with word processing. (P-6) Story writing, letters, posters, greeting cards. (P-3) Story writing and drawing program for junior students. (P-2) Reading, writing, interactive program with sounds and images. (P-2) Touch typing skill development (P-6)
<i>Microsoft Excel 2007</i> <i>Ultimate Maths Invaders</i> <i>Maths Works Challenge</i> <i>Numbers Up!</i>	Data bases, spreadsheets. (P-3) Process work in addition, subtraction, division, multiplication. (P-6) Problem solving across all Maths areas. (P – 6) Problem solving across all Maths areas (P – 6) Problem solving across all Maths areas (P – 6)
<i>Microsoft PowerPoint 2007</i> <i>Microsoft ExpressionWeb</i> <i>Microsoft Publisher</i> <i>Kahootz3!</i>	Presentations, displays, demonstrations. (3-6) Web Page creation, from Year 1 (with assistance) through to Year 6 Multitude of uses, beginning with word processing. (P-6) Multi Media program covering all curriculum areas.
<i>Carmen San Diego</i> <i>Zoombinis</i> <i>Magic School Bus</i> <i>World Book 2005 Encyc.</i> <i>Encarta Encyclopediadia</i>	Research, problem solving and word attack skills. (P-6) Problem solving. (2-5) Excellent science units. (1-6) Excellent research tool (3-6) Excellent research tool (3-6)
<i>Internet</i> <i>Intranet (via Internet Explorer)</i> <i>E-mail – Netspace</i> <i>Edublogs/Wikis</i>	Ultimate information and communications tools. (3-6) 'In-house' Internet, for ALL students to safely browse (P-6) with useful links in all curriculum areas. For correspondence, with teacher supervision, with year level email addresses. (P-6)

Teachers at Heany Park PS use the VELS documentation as a concise guide in their lesson planning in conjunction with Department of Education documents. By integrating computers into the curriculum, the students are able not only to learn how to use the computer, but also how the computer is used for specific tasks in our changing society. The ICT Learning Centre is now fully operational with specialised ICT classes Prep - 6

There are approximately 140 computers at our school with a ratio of 1 computer to 5 students across the school. A bank of computers is situated in the Library for research and book searches, and in the Music room to the support the program.

Heany Park PS is also using ICT to reach out in the community. We have an Internet web site at: <http://www.heanyparkps.vic.edu.au> featuring a wide range of information about our school, from its history and current Strategic Plan through to student work and links to other educational web sites. At www.heanyparkps.vic.edu.au/reptile.html you'll find the school's Reptile Atrium Project.

If parents wish to attend Parent PDs in ICT in the lab during school hours you are welcome to attend – see newsletter for details

Lisa Hill
eLearning Leader 2008

PUPIL REPORT FORMS AND INTERVIEWS

We have a computer generated Pupil Report Form and our Pupil Report Form is issued twice a year at mid-year and in December. Parent/Teacher/Student interviews are held at the beginning of the year and at mid-year. December interviews are at the request of either the parent or the teacher. Parents and teachers can request interviews at any time by writing or telephoning for an appointment.

COMMUNICATIONS

Communication between parents and the school is an indicator of an effective school. Newsletters are sent home with the pupils or e-mailed, on a weekly basis and they contain information about forthcoming events, and reports on previous events, including School Council decisions. Please contact the office if you would like the newsletter emailed to you. Quite frequently you will be asked your opinion on issues or programs, so please take every opportunity to make your views known. These questions may be in the form of surveys.

An Annual Parent Survey is distributed to a random sample group of families each year and this forms the basis of our evaluation of the school's performance and helps us to plan programs and generally improve our school. If you are selected to complete this survey please take it seriously and answer the questions honestly.

SCHOOL TIMES AND TERM DATES 2008

Term 1	Wednesday 30 th January to Thursday 20 th March (Preps commence on Thursday 31 st January 2008) (Labour Day Monday 10 th March) (Easter break – Friday 21 st March – Mon 24 th March)
Term 2	Monday 7 th April to Friday 27 th June (Anzac Day Friday 25 th April) (Queens Birthday Monday 9 th June)
Term 3	Monday 14 th July to Friday 19 th September
Term 4	Monday 6 th October to Friday 19 th December (Melbourne Cup Tuesday 11 th November)

Children need to arrive at the classroom at 8.50am. This allows time for students to put readers, lunch orders, notes, bags etc away and be marked off the roll before 9.00am. The school has a policy in place stating that classes will not be interrupted during class time by announcements, messages etc. We seek your support in minimising interruptions to valuable learning time by ensuring that your child arrives on time, ready to start school.

Children need to attend school on a regular basis. Holidays and 'days off' are to be avoided during the term. We understand that children do become sick, but if your child is not sick please ensure they come to school.

PREPS ONLY

Day 1	Thursday 31 st January 2008 10:00am to 1.30 pm finish
Day 2	Friday 1 st February 2008 8.50am – 1.30pm Normal playtime: 11:00 am - 11:30am with extra supervision by Prep teachers.

Children to bring **playlunch and lunch**

8:50 am START

The first bell each day rings at 8:50am when students enter the classroom to unpack their bags, deposit lunch orders, notes for teachers, library books etc. At 9:00am the second bell rings, at which time all students should be present and ready to start the first session of work. Parents are asked to ensure that children are at school by 8.50am ready to make the most of instruction time. We have a full specialist program and time is very precious.

LATE PASS

Children who arrive at school after 9:00am must report to the office for a late pass which is completed by one of our office staff. If your child is late please do not go directly to the classroom before collecting a late pass from the office, as teachers will require this form. Frequent lateness needs to be avoided as it is very disruptive to the establishment of fluent classroom routines. Students who frequently arrive late will be referred to the school's administration for further follow up action.

FRONT DOOR

Students are not permitted to use the front door to the school, unless for a late pass, or as an early leaver with a parent.

PARKING

Due to the dangers involved, and a large number of staff cars, parents are requested to drop off and pick up their children on Buckingham Drive and the rear car park and **not to enter the school car park**. A 2-minute "Drop off Zone" is located behind yellow lines in Buckingham Drive. Longer term parking is not permitted in this zone by order of the Knox Council.

Parents are asked to be very careful during afternoon and morning pick up times as many younger children have not yet developed the necessary road sense. We have two manned crossings operating and children are expected to cross at those two points. It is also important to dissuade children from the dangerous practice of climbing the school fences to get to your car.

BICYCLES

Students may ride their bicycles to and from our school. The bicycles are located in an enclosure during the day. Students are not permitted to ride around the school grounds before and after school. For legal and safety reasons **students must wear bicycle helmets while riding to and from school**. The school does not, however, take responsibility for bicycles left at school during the day or overnight. Students are encouraged to chain their bicycles to the bicycle racks.

INFORMATION BOOTH

We have an Information Booth located near the Library where you will find information on social issues, educational topics, copies of previous Newsletters and other community information. Feel free to take any documents from this booth.

EXCURSIONS AND CAMPS / EXCURSION LEVY

The formal Camping Program commences at the Grade 3 level.

Teachers take into account other activities that are planned for the school before making decisions on camps and excursions. Most Prep excursions occur in the latter half of the year to allow time for the Prep children to settle in.

We have an optional Excursion Levy that has proved to be popular with parents. It is payable by the first excursion in each year. This allows parents to make one easy payment to cover the many excursions that occur throughout the year. Some additional activities e.g. Camps, Swimming, Religious Education etc. are not included in this levy.

SWIMMING

A Swimming Program operates for Grades Prep, One and Two, and it is held at Monash Aquatic Centre. Qualified instructors from the swimming centre take ability groups for their lessons. Generally the program runs during the second half of the year, during Term 3.

HOUSES

Students at Heany Park are placed into one of 4 houses when they are in Prep: Wurundjeri (Green), Bunurong (Blue), Kurnai (Yellow) and Kurung (Red). Where possible they are placed in the same "house" as any siblings. These houses are named after aboriginal tribes that lived in the area. A house competition runs across the school for the whole year, with students earning points in class and sports competitions. Students enjoy the excitement and school spirit of belonging to a house, and join in the applause when house points are announced at Monday assemblies.

SUITABLE CLOTHING FOR WEATHER AND SPECIALIST PROGRAMS

Please ensure that your child has the required clothing to match the weather conditions. In an attempt to protect clothing and footwear parents need to ensure that their children are suitably attired for Art, Physical Education and P.M.P. Shorts or tracksuits are appropriate wear for both boys and girls.

We have a policy in some buildings of the school that requires children to remove their shoes before entering. Students are encouraged to bring slippers to wear in the classroom.

We are a Sun Smart School and so hats are worn every day during recess, lunch breaks and during outdoor activities in Terms 1 and 4.

LOST PROPERTY

We have Lost Property tubs located near the handicapped toilet. All clothing with names printed on the labels is returned to the owner, so please name all articles of clothing and check periodically to make sure that the name is still legible. Initial enquiries should be made at your child's classroom but you are free to check the Lost Property tubs at any time. There is a tendency for some people to rip tags off where the tag contains the name of the owner. It is wise to write the name in another inside part of the garment with a laundry marker. Some families have had their family name embroidered on their jackets/windcheaters in order to keep track of them.

SCHOOL BANKING

The Commonwealth Dollarmite Banking System operates at this school thanks to parent helpers. Our branch is the Stud Park branch and we receive a small commission for each deposit made by the children. Friday is our present Bank Day.

HIRE OF GYMNASIUM

As you probably know we hire our gymnasium out for community use, including dance and marital art groups. Please note however, that the gymnasium is not hired to the community for social events. We also hire out our Library on Saturdays for church services and at other times for special meetings. Our staff room is also hired out from time to time.

YARD DUTY

Four teachers – wearing bright orange jackets for easy identification - are on yard duty during morning recess and lunch breaks. One teacher is on duty before school and one after school. Encourage your children to report any matters of concern to the yard duty teachers immediately. “Fighting your own battles” is not considered appropriate at our school.

WET DAY PLAYTIME SUPERVISION

On very wet days the children stay in their classroom at recess and lunch times, and are supervised by class teachers and specialist teachers. Although we try our best at keeping children out of the mud, at times they seem to be drawn to it. If your child has been given a change of clothes at school, you are asked to wash and return the change of clothes to the office as soon as possible.

IDENTIFICATION BADGE PROGRAM

In an attempt to prevent undesirable strangers from frequenting our schoolyard or buildings we have a badge system that requires registration at the office for those adults who are not staff members but who are helping or working around the school. The children are asked to report any adult or youth who does not have a badge, who is either in the building or in the yard, during school time.

YOUR RIGHTS

Your child has the right to feel safe and be protected whilst at school, so we ask that you report any concerns to your child’s teacher or directly to the school’s administration. Please note it is not your right to question or discipline any other child while they are within the grounds or buildings of this school. Any action of this sort will only result in further problems with the parents of that child, the school, and at times, the Police.

HOW CAN YOU BECOME INVOLVED?

Heany Park Primary School encourages parental participation and involvement in many aspects of the operation of our school. After reading the preceding pages you will now have some idea of the number of committees, sub committees and other groups who help around the school. All school meetings are open to the public, so feel free to come along. In addition, a significant number of parents help with classroom activities such as reading, writing, P.M.P., computer etc. Please watch the Newsletter for invitations to help from the principal, the teachers or the various committees. We are always open to new ideas and offers of assistance from community members. New members of our community are encouraged to put themselves forward as “helpers” at Heany Park.

NEIGHBOURHOOD SCHOOL POLICY

Due to a very large number of students in Rowville, the schools in the Rowville Cluster with direct support from The Department of Education, have established agreed zones for attendance at Rowville Cluster schools. The Rowville Cluster includes: Heany Park P.S, Rowville P.S, Rowville Secondary College, Karoo P.S, Park Ridge P.S and Lysterfield P.S. There is an expectation that children will attend their designated neighbourhood school, thus enabling students and their parents to feel a part of an educational community. The Heany Park zone includes all students living on the east side of Stud Rd and the south side of Wellington Rd. Students living in this zone are eligible for enrolment at Heany Park. In this way our school is better able to cope with a large pupil population.

AGE OF STARTING

Although in Victoria children may enter Prep Year as young as four years and nine months, they are not legally required to attend until they turn six. Parents may like to think about the age at which they would like their child to start school.

For any number of reasons, for example illness, it may sometimes be in a child's best interest to start school at the older age. Research has shown that repeating a grade at primary school usually has a negative impact on the child's performance at school and on their self-esteem. It is the parents' right and responsibility to make - within the stated limits - the decision about the age of entry to school of their child.

If parents would like information or advice about their child's readiness for school, they could consult:

- the child's pre-school teacher who may refer the request to their pre-school adviser
- our Assistant Principals or Prep. Co-ordinator who may then refer you to other consultants if this seems appropriate.

THE PREP YEAR

When your child enters school for the first time he/she will have begun to make discoveries of and to inquire about the world at large. He/she will be keen to seek new learning experiences, to encounter different learning environments and to socialise on a wider and differing scale.

We seek in the first weeks of school to make the transition from home (and pre-school in most instances) as relaxing, secure and interesting as possible. Many activities, both familiar and new, are presented to the children to help foster a co-operative learning environment.

The Prep Year is the first in your child's formal education. Throughout these years we assist your child to extend his/her knowledge and to develop the processes of learning through an integrated curriculum.

Your own and our encouragement and interest in the child is of utmost importance. Most children during their Prep Year are keen to discuss their day's activities when they come home. However, do remember all children are individuals and some may take a little longer to express themselves - some even prefer to keep their experiences to themselves for a while.

No specific standards of readiness are mentioned in this section because children develop at different rates and so start school with different levels of skill. Teachers take this into account when planning their programs and activities.

Home activities, family outings, board and card games are all a part of your child's total learning environment. These will all assist, complement, extend and sometimes initiate your child's school experiences. The child, the parents, the teacher and the school all work together as a team.

Opportunities will be provided for you to talk to your child's teacher. An Information Evening, an introductory interview, a mid-year interview and many informal opportunities are offered. If you would like to speak to your child's teacher please make an appointment by either ringing the school or seeing the teacher after school.

We hope to make the Prep year the first of many enjoyable, stimulating and productive

years at Heany Park Primary School.

BEGINNING SCHOOL

As the time gets close for your child to start school, there are a number of things which parents can do to help their child settle in easily. Here are some ideas:

- Walk with your child to school so that he or she knows the way even if you plan to drive him/her most days.
- Point out the different school buildings and playground areas.
- Discuss the enjoyable things your child will participate in at school. Be cheerful and encouraging. A child who enjoys school will be more likely to learn. Try not to make your child feel guilty by asking 'Did you miss me?' or saying 'I missed you today'.
- Once school starts, make sure your child knows where to meet you. If children are to feel secure, it is important that they are met on time. On all days the children will be dropped off and collected from the outside door of the classroom unless it is raining. Your class teacher will let you know alternative arrangements.
- Label all your child's clothes and things such as lunch boxes and school bags. A ribbon or special key ring on the school bag can help your child identify his/her bag easily. Show your child what you have done.
- Talk about how long the school day will be in a way that your child can understand. "It's as long as pre-school but you'll have your lunch after that, and perhaps then some stories and then I'll come and get you".
- Talk about the difference between playtime and lunchtime. Show your child what food you have packed each morning and say when you expect it to be eaten. Make sure your child can easily open the lunch box, wrappings and drink container, and be able to eat/drink the contents without help. Yoghurt tubes are not appropriate at school.
- Ensure that your child has a nutritious and sustaining breakfast. Your child's first opportunity to eat after school has started is not until 11.00am. Lunch is from 1.15pm. A good breakfast will help your child concentrate and be better able to learn.

WHAT YOUR CHILD SHOULD BRING ON THE FIRST DAY

1. School Bag (named)
2. Lunch in a lunch box (named) and drink in a insulated pop top container (named)/fruit box (no cans please)
3. Play lunch packed separately in the front pocket of the bag for easy access eg. sultanas, cheese or fruit etc. A water bottle (pop top) to keep on their table so they can drink whenever they feel the need.
4. Art smock (Named). This can be made from an old shirt with the sleeves shortened and elastic at the wrist, or it is possible to purchase a waterproof art smock from the uniform shop.
5. Spare underwear. Children should have spare underwear along with shorts or pants in a plastic bag, clearly labelled with the child's name for use in an emergency.
6. A large box of tissues
7. A Library Bag (minimum size 25cm x 35 cm)
8. A Reader Bag (blue bag purchased through Uniform Shop)
9. A Jumbo Colouring Book to be used on wet days
10. 2 rolls of hand towel – one for the Art room and one for the classroom
11. All children should be in full school uniform.

PLEASE MAKE SURE THAT ALL CLOTHING THAT MIGHT BE REMOVED IS NAMED

(e.g. jumpers, jackets, coats, etc.) Small children often have difficulty recognising their own clothing, particularly if it is similar to that worn by other children. A ribbon or special key ring on the school bag helps to minimise time in the bag areas locating lunches etc.

It is recommended that you print your child's initial and surname on the inside band of their

jacket/jumper.

HOW YOU CAN HELP YOUR CHILD

Before your children start school you can support their development by:-

- spending time with them - participating in, and discussing, many activities
- providing opportunities for them to explore the world of home and community
- reading and writing yourself so that they can see these are important and valued activities. Whenever you are writing for your children show them the **lower case** as shown on the attached cursive writing sheet
- reading stories *to* and *with* them;
- telling stories
- taking them to the library to select book
- playing board and card games to develop mathematical thinking
- providing materials such as books, paper, crayons, pencils, paints, toys and games of a manipulative nature, including letters of the alphabet that will allow them to explore early literacy and numeracy

PREP ENTRY ASSESSMENT PROCEDURE

The Department of Education and Training has introduced the School Entry Assessment procedure. Teachers carefully assess each child individually using Department of Education supplied testing materials including the Early Years Numeracy Interview. The main purpose is to improve students' learning and the quality of the learning programs. The individual interviews will occur on Wednesdays during first term.

PREP BUDDY PROGRAM

Each Prep child is paired with a Year 5 or 6 students who will assist them with some activities in the classroom and playground, and explain school procedures in the first weeks to help the Prep children settle into school life. Occasional Buddy activities are held at various other times during the year.

FROM THE PARENTS' POINT OF VIEW

The emphasis in this booklet has been on preparing a child for school, but parents have to be prepared too: prepared for the fact that they may miss the child greatly. No longer will they be the main source of wisdom in the child's life: the teacher will have some influence too.

Most parents accept this as part of a long-term process in helping the child move from total dependence to independence. They accept any mixed feelings about their child's independence and may even find that they have some time for new activities.

ABSENCES

If you wish to take your child from school between 9:00 am and 3:30 pm the "Early Leavers Sign Out Book" must first be signed at the office where a slip will be issued for you to present at the classroom. If anyone other than the child's parent is to collect the child the school must be informed of this arrangement, either by phone or letter. These rules are for the protection of your child and will be strictly enforced.

A written note of explanation is required for each absence. This is the responsibility of the parent, and we ask for your co-operation in this matter. For every unexplained absence our computer generates an absence form which parents are required to complete and return promptly.

If your child is ill please keep him / her at home to avoid the illness being spread to other students and teachers. Please notify the school at the time **only** if your child is to be away

for an **extended period** of more than 2 or 3 days. Of course, a note following the absence is still required.

HEALTH AND MEDICATIONS

If your child suffers from a serious medical condition (including asthma), which could require emergency attention, or requires ongoing medication, please notify the school. Parents of these children should complete a Management Plan authorised by their parent or their doctor. Forms are available from the school office. Written permission from parents must accompany each medication. Medication Permission Forms are available from the Office. Any medication must be supplied in a dosette box, clearly labelled with:

- child's name
- name of medication
- time for the medication to be taken by your child
- dosage required

Parents also need to ensure that:

- written authorisation for the teacher to be handed to the office first
- medication is current - expired medication will not be accepted
- their child is aware of when they must take their medication (training them to take some responsibility for this)
- they provide a bowl/tube/mask if requiring access to the school's asthma pump (for acute care only)

We would like to suggest that if your child is taking medication and requires a dose in the middle of the day that you give this to them when they arrive home from school. This will allow a better coverage and will mean that these drugs are kept in a safe and hygienic environment and not left accidentally at school. Medications sent to school for the student to take during the school day are kept in a locked cupboard in the First Aid room.

If you have doubts about your child's health it would be worthwhile obtaining a medical opinion before your child starts school.

During the Prep Year the children will be checked by the school nurse. The school can also refer students to a number of support services and will obtain permission and information from you before doing so.

Behavioural optometrists can be accessed by parents who are concerned about sight and reading progress:

- Howell, Croucher & Associates Heathmont - 9729 5822
- Norman Russo & Associates Dandenong - 9792 3077

Knox Audiology Clinic 230 Mountain Highway Wantirna 3152 can be accessed if your child seems to have a hearing problem.

Parents are encouraged to keep sick children at home. If a child becomes ill the class teacher or Admin staff will contact a parent or the parents' other contact person who will take responsibility for the child. The First Aid Room will only be used as an interim measure or where no emergency contact can be made. Parents will be informed of any significant treatment their child has received via a slip sent home or a phone call.

AMBULANCE COVER AND INSURANCE

If students require transportation by ambulance, it is the responsibility of parents to cover the cost incurred. This may be very costly if parents do not have Ambulance Membership. Schools are not able to provide cover for this. Enrolment forms request parents to indicate their acceptance of this responsibility. Similarly, students are not insured for injuries at school, and medical expenses are not covered. Parents are invited through the School

Newsletter to take out very reasonably priced personal injury/accident insurance for students at the commencement of each year.

INFECTIOUS DISEASES EXCLUSION TABLE

When a child suffers from an infectious disease, the DoE sets out precisely how long the child and any possible contact (eg. siblings) should be excluded from school. Please note that regulations require the parent or guardian to inform the Principal as soon as practicable if the child is infected with any of the diseases listed in the following table or has been in contact with an infected person. In cases of diphtheria, typhoid and paratyphoid fever exclusion and determination of recovery are up to the municipal Health Officer. See attached table.

Communicable Diseases

Published by the Communicable Diseases Section, Victorian Government Department of Human Services — February 2004

Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).

MEDICATIONS : Please keep for future reference

In line with our Drug Education and First Aid Policies we must ensure that when medication is to be taken by Students during School hours written permission has clearly been given by parents. Parents are required to:

- sign a permission slip at the Office when handing medication to teachers or school staff
- ensure clear labelling :
 - the name of the medication - including cough mixture
 - the child's name
- remind your child of when they must take their medication – training them to take some responsibility for this
- provide your own bowl/tube/mask if requiring access to the school's asthma pump (for acute care only)
- students receiving medication for ADD/ADHD need a locked box in which to store the medication e.g. one week's supply

Expired medication will not be given to children.

Antibiotics that require 3 doses per day are best given at home :

1. before school
2. after school
3. later in the evening

Attached is a copy of the medication permission slip for your future use – also available at the Office.

<u>MEDICATION PERMISSION FORM</u>	
<u>Student Name:</u> _____	<u>Grade:</u> _____
<u>Class Teacher :</u> _____	
I give permission for the Staff of Heany Park Primary School to supervise the administration of medication for my child during School Hours	
<u>Name of Medication:</u> _____	
<u>Dosage of Medication:</u> _____	
<u>Times and Dates of Medication dosage:-</u> _____	

<u>Signed :</u> _____ (parent/guardian)	<u>Date :</u> _____

Please encourage your child to recognise his/her name in Cursive Script.

Lower Case

Lower case letters are used for all writing other than when a capital letter is required for correct punctuation.

a b c d e f g h i j

k l m n o p q r s t

u v w x y z

Upper Case

A B C D E F G H I J

K L M N O P Q R S

T U V W X Y Z

When showing your child how to write their own name please use lower case letters:

Christopher Kate Surname