



Information Booklet

For Foundation 2016





2016
Welcome to Dixon's Creek Primary School!

Dear Parents

I warmly welcome you and your child to Dixon's Creek Primary School and look forward to the excitement we will both share as your child grows and develops as an individual and as a member of a classroom group.

The first year of school is most important and together with your support and understanding we can ensure your child finds the experience exciting, challenging and, most importantly, enjoyable. We urge you to read the contents of this booklet. This is designed to familiarise you with the Preparatory program and the matters that will be important in ensuring a smooth transition to school for your child.

Please feel free to approach me at any time if you have any matters you would like to discuss or seek clarification about. By working together as a cooperative team your child will benefit immensely from his or her experiences in the years ahead.

Yours sincerely,

Sharon Walker
Principal



General School Information

Dixons Creek Primary School
Melba Highway Dixon's Creek Victoria 3775
Telephone: 03 5965 2282
Fax: 03 5962 2477

Email: dixons.creek.ps@edumail.vic.gov.au

Web Site: www.dixonscreekps.vic.edu.au

SCHOOL BANK DETAILS FOR ELECTRONIC PAYMENTS ARE : BSB: 063-856
Account: 10018910. Description must be surname and item for payment name

| | |
|-----------------------------------|--|
| Principal: | Mrs. Sharon Walker |
| Foundation/Year 1 teacher | Mrs Richelle Hoogeraad |
| Year 1/2 teacher | Mrs Kylie Schabel |
| Year 3/4 teacher | Miss Melanie Jacobs |
| Year 4/5 teacher | Miss Hayley Bawden |
| Year 5/6 teacher | Mrs Sandra Hannagan |
| Integration Aides | Mrs. Jody Crawford and Mrs. Kirsten smith |
| Teacher Aide | Mr. Ryan Walker |
| Art/PE/Indonesian teachers | Amanda Hull / Andrew Deviser/Rebecca Johnson |
| Business Manager | Mrs Kerrie McMurray |
| Financial Controller | Mrs. Marilyn Brown |

Term Dates 2016

Term 1: 27 January to 24 March

Term 2: 11 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

Normal School hours:

9.00am – 11.00am lessons
Recess 11.00am – 11.30am
11.30am – 1.30pm lessons
Lunch supervision (1.30pm – 1.50pm)
Play 1.50pm – 2.30pm
2.30pm – 3.30pm lessons

Please note that all children are to be collected from the classrooms by parents at 3.30pm. If special needs necessitate that a child must walk out to the car park to be collected, please make arrangements with the teaching staff.

SCHOOL FEES in 2016 are \$220.00 per child

Message from the Dixons Creek School Council

Welcome to Dixons Creek Primary School. I am sure that your child's time at this school will be a happy and rewarding one that you as a family can all share and enjoy.

The education of your child should be a shared experience between parents and teachers. At Dixons Creek Primary School, parent participation is both welcomed and encouraged in many ways.

- Directly in activities such as literacy groups, reading mums, classroom activities, excursions and parent education courses in literacy and numeracy
- Indirectly by participation in school activities such as working bees, membership of the Parent Club, standing for School Council or joining one of the sub-committees of the School Council

The School Council Annual Elections are held in March each year as half of the School Council retires each year (that is three or four members.) It meets twice a term to determine issues relating to the implementation of the School Strategic Plan, policy, property and finance.

Becoming a member of the School Council is a great way to model the importance of education to your child.

In recent years, enormous changes have been implemented by the Department of Education, giving the School Council self managing responsibilities in many areas. The School Council, as the decision making body for our school, plays a vital role in articulating the needs of the school community, devising school policy and applying the available resources to achieve our shared objectives. This is being done through the School Strategic Plan and accountability frameworks provided by the department.

The aim of Dixons Creek Primary School Council is to provide a safe, caring, constructive and enjoyable environment, and to provide learning programs that will enhance our children's total development. These aims are further encouraged by the provision of enrichment programs such as MARC Library, Instrumental Music, Visual Arts, Physical Education and Sport, Computer and Indonesian language lessons.

As School Councillors, we have the responsibility to liaise with, and foster a working relationship between, all members of the School Community. We are all working together for the benefit of our children and we invite you to take part and join us to ensure we continue to achieve these goals. Dixons Creek Primary School is proud of its achievements and continues to value parental involvement in all aspects of the school's initiatives. All offers of assistance are welcome, particularly as a member of School Council or the Parent Club.

As president of our School Council, I encourage and welcome your support as parents. Participation in activities that are held is important, as your child will see that you are there for them as they develop and learn during the years to come.

Mr. Mark Hull
President Dixons Creek Primary School Council

Dixons Creek Primary School Uniform List

The wearing of school uniform is compulsory at Dixons Creek Primary School. If your child cannot attend school in uniform please send a note to their class teacher. All students are expected to wear the Dixons Creek hat in Terms 1 & 4, and as required throughout terms 3&4 (on days with a UV index greater than 3). Children without a hat cannot play in the grounds and are required to sit in the shade of the library veranda if a spare hat cannot be found by staff.

School uniform is as follows:

Girls:

Summer

Red and white check dress with button through front, back pleat and white collar
Black shorts
Red bomber jacket with contrasting trim and logo
Red crew neck windcheater with logo
Red polar fleece vest or jacket
Red slouch hat

Winter

Red bomber jacket with contrasting trim and logo
Red crew neck windcheater with logo
Red polar fleece vest or jacket
Red skivvy
Black track pants

Boys:

Summer

Black shorts
Red T-shirt with logo
Red bomber jacket with contrasting trim and logo
Red crew neck windcheater with logo
Red polar fleece vest or jacket
Black track pants
Red slouch hat

Winter

Red bomber jacket with contrasting trim and logo
Red crew neck windcheater with logo
Red polar fleece vest or jacket
Red skivvy
Black track pants
Red slouch hat

Sunglasses are encouraged.

For both boys and girls, shoes should be black school shoes. Obviously foot ware such as thongs or high-heeled shoes are not permitted. Earrings must be small studs and jewellery should be kept to a minimum and be worn under clothing. Make up is not permitted unless required for medical reasons.

Uniforms may be ordered at any time, with payment enclosed, via the office or note return box. Ask for an order form from the office. Hats, school bags and book bags are also available in the school.

Foundation – The First Week

All children enrolled for 2016 will start school at 9.00 am and finish at 3.30pm. Parents are to bring their child to the classroom. Please assist with the following:

- 1/ Locate your child's peg and place bag there
- 2/ Change home reading books before the start of lessons and place in tub
- 3/ Place any notes in the 'Note Return Box' outside the office
- 4/ Say goodbye quickly and firmly to children so they may separate easily

Term One Attendance Dates for Foundation

Foundation students will attend school from 9.00am – 3.30pm on Monday, Tuesday, Thursday and Friday for the first term of school. They will therefore not be required to attend school on Wednesday for the eight weeks of the first term.

This practice is common to all government schools. The break on Wednesdays enables your child to adjust to the routines of school and to rest for the second half of the week. We also schedule English and Mathematics testing on these days. You will be asked to fill in a roster of attendance for this testing that will take around an hour.

Children must be collected from the classroom by a parent or nominated adult. Under no circumstances will a child be permitted to leave the school grounds alone. If parents are going to be late, could you please inform the school, as children can become distressed if parents are not there at dismissal time. Children who leave the school part way through the day must be signed out in the office. The school requires a phone call, or note, to be submitted for every occasion a child is absent from school. A reason for the absence must be stated, and recorded, by the school.



Health and Wellbeing

Your child's health is very important and if your child is ill he / she should not attend school.

In the case of infectious diseases below is the official guide to assist you. Medical knowledge of infectious diseases has increased dramatically in recent years. This is reflected in the changed treatment and attitudes towards many diseases.

Chicken pox Until fully recovered. Some remaining scabs are not an indication for continued exclusion

Rubella (German Measles)
Until fully recovered and at least five days from the onset of the rash.

Impetigo (School Sores)
Until sores have fully healed

Viral Hepatitis Until medical certificate of recovery is produced, or on subsidence of symptoms but not before seven days after onset of jaundice.

Measles For at least seven days from the appearance of the rash or until a medical certificate of recovery is produced. Other members of the family to be excluded for 13 days after the last contact unless medical documentation of prior infection or immunisation is provided.

Mumps Until fully recovered

Head Lice Until effectively treated – Checks are made routinely at this school. Infected children must be isolated and picked up from school.

Ringworm Upon medical certificate

Any other information can be obtained from the school.

Parents will always be contacted when a child becomes sick at school or meets with an accident. In some emergencies it may be necessary for the school to seek medical opinion and / or treatment for children. If deemed necessary by staff, an ambulance will be called for emergency transportation to hospital. Such a trip would be billed to the parents of the injured child. **We strongly encourage all families to be members of the ambulance service.**

Please let us know of any physical disabilities, allergies, emotional needs, home factors, etc that may affect your child's health, school or social relations. Such information is treated confidentially and can be most helpful to us in understanding and / or attempting to overcome an abnormal situation. All children with life threatening conditions must provide to the school a current management plan prepared by a doctor. This information is displayed for all staff to refer to.

Please ensure that your current phone number is available at the office and that you have appropriate people with phone numbers to collect your child in an emergency.

A Message from the Dixons Creek Parent Club

At Dixons Creek Primary School we have an active Parent Club.

The main objective of the club is to enrich the lives of our children by providing richer experiences and schooling opportunities. We work closely with the School Council, parent body and the teachers.

We commit financially to the school budget and these funds assist in supporting ongoing programs.

Our activities fall broadly into two categories:

- Social
- Fundraising

Socially we provide activities for the children that may include: special lunch days, family BBQ's and activities to support the curriculum. The horizon is always changing and we strive to encompass all families and give them a sense of a supportive community environment.

Fundraising monies come from special events such as the 'Trivia Night,' School Fair, Yarra Glen Craft Market car parking duties, Shopping Tour, raffles and special drives such as the toy catalogue. We aim to provide variety of events throughout the year whilst also recognising the increasing financial burden placed on families by fundraising.

So how do you contact us? To stay 'in touch' read our messages in the school newsletter. We will publicize forth-coming meetings and activities. Our meetings are always open to everyone. Currently meetings are the Friday before the School Council meetings which occur on the last Monday of each month. You can also contact us by leaving a message at the school office.

You can support your child's education by simply being involved. We recognise that many families today have both parents working, or single parents carrying the full load. Being involved might simply mean having a 'cuppa' and getting to meet some new people.

We look forward to meeting you and welcome you to join us for our regular monthly meetings. We are a small committee who take on an enormous workload for the benefit of all our children.



Cassie Ralis
On behalf of the Parent Club

Preparing Your Child For School

Starting school is a momentous event in your child's life. It is an exciting time. School usually means some big changes in your child's life – separation from family, new feelings, new friends, independence and new experiences.

It is important to get off to a good start.

Getting off to a great start takes a *joint effort*.

As a parent you have assisted your child to learn many things such as walking and talking – you are your child's *first* teacher. At Dixons Creek we encourage you to continue your valuable role in learning and teaching. Parents can do a great deal to support their child and ease the transition from pre-school to school.



Before School Starts

- Visit the school with your child. Dixons Creek offers an extensive transition program with many opportunities to visit. Visit the playground during weekends so they become familiar with different areas. Drink from a bubble tap.
- Let your child practise the things they will need to know to survive socially such as unwrapping lunches, asking for help, putting shoes and socks on, sticking to a schedule, getting along with others and learning to listen.
- Show your child how to recognise their belongings- by name, colour etc. A key ring on your child's bag may be helpful.
- Let your child try on their uniform and show relatives.
- Teach your child to be safe. Try to make them familiar with their name, address and phone number.
- Give a new lunch box or school bag as a Christmas present.

The First Day

- Try not to overload your child with things to remember as it will add to their anxieties. The teachers at school will remind them so don't worry.
- Take your child in and meet the teacher.
- Try to leave cheerfully and QUICKLY. It is vital to say a quick goodbye – maybe a few photos and then come to the staffroom for a cuppa.
- Some parents leave something personal behind to give their child an added sense of security.
- If your child is worried about how sad you'll be without them, tell them what you'll be doing, so they know you are okay.

The Foundation Year – Level 00

A Brief Outline

Dixons Creek Primary School Values

At the base of every environment is a set of values that determines how people behave towards each other. These values create the framework and set the tone of the organization and culture. When the relationship between a child and a teacher is a healthy one, usually the child is more willing to participate in a learning experience. Mutual respect is at the core of our philosophy. Bullying will not be tolerated – there is zero tolerance of this behaviour – from children, teachers or parents!

What do Foundation students learn?

The children begin to:

- speak to a variety of audiences and to listen when others speak
- read and write
- develop and master mathematical concepts and skills
- explore the natural world in which they live
- express themselves through drama, art and music
- participate in regular exercise and develop good health habits
- understand values, roles and responsibilities



English

At least 2 hours a day is devoted to English activities. The children work in small group and whole class activities.

Reading

Reading begins at home. A child's ability to read depends to a very large extent on the quality of experiences they have enjoyed at home before commencing school. Some children will be able to read when they start school, others need more than a year at school before they begin to read.

Reading is the process of getting meaning from print.

In the Foundation classroom children are encouraged to make sense of print by:

- using the title and illustrations in books to predict text
- drawing on personal experiences
- looking at the flow of language to predict words
- calling on their memory of shapes of words
- applying their knowledge of letter sounds

To Help Your Child With Reading

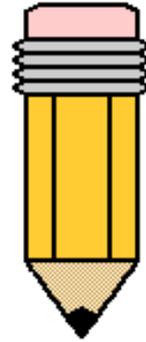
- ❖ Read to your child everyday. This is one of the best ways of developing lifelong positive attitudes to reading and an understanding of print and books.
- ❖ Praise every effort in reading, especially if confidence is low. Don't compare your child's performance with that of friends and relatives. Children grow and learn at different rates.
- ❖ Be seen as a reader yourself. Take the family to the local library. Help in selecting books but resist the temptation to impose your own choices.
- ❖ Give books as presents and show how to care for them.

A Growing Child
A parent plants the seed...
A good teacher enriches the soil...
And only the child can decide when they
are ready to GROW...

Handwriting

The children aim to develop:

- fine motor control
- correct pencil grip and posture
- correct lower case letter formation



Written Expression and Spelling

Most children come to school wanting to write. Children can only learn to write by writing. Foundation children are encouraged to compose little statements or stories even before they can write words. Children often commence writing by scribbling or placing random letters on the page. The children then move on to using initial sounds, main consonants and then conventional words. The children are encouraged to 'have a go' when writing their own stories. Lots of praise and encouragement is needed.

The children become aware that each letter has different sounds. This is called phonetics. The Letterland, Cued Articulation and THRASS programs are used to help with the learning of letter sounds. You will become familiar with the Letterland characters throughout the year.

Not all words are learnt by sounding them out. Many common words or high frequency words (the, is, to etc.) are recognized because we see them so often. We will be learning these words through various games and activities.

To Help Your Child With Writing

- ❖ Let them see you write – letters, shopping lists and messages.
- ❖ Display writing in the home – reminders, lists of things to do, messages of congratulations, postcards from friends.
- ❖ Give presents associated with writing – pens, pencils and paper.
- ❖ Be an interested listener and reader. Talk over writing ideas and encourage the reading aloud of work.



MATHEMATICS



Numeracy is a very important area in the curriculum. We aim to devote an hour a day to activities. Activities revolve around number, space and measurement. The children develop concepts through the manipulation of concrete materials and discussion.

We strive to develop an *understanding* of concepts so that Mathematics can help us make sense of the world around us.

Parents incidentally prepare children for Mathematics by:

- ❖ counting objects at home- buttons on a coat, plates on the table
- ❖ talking about time – “2 sleeps until your birthday”
- ❖ allowing the child a few coins to spend
- ❖ encouraging sand and water play

Integrated Studies

At Dixons Creek PS we integrate subject areas such as Science, Information Technology and Humanities into thematic enquiry units of work.

The main themes studied in Foundation change each year but often include:

- ❖ Family History
- ❖ My Body
- ❖ Change
- ❖ School Organisation
- ❖ Where I Live



Lines of enquiry are enhanced by excursions, visiting speakers, whole school fun days and displays.

Science

Foundation children begin Science by investigating the world around them. The children are encouraged to ask questions and find answers. Simple experiments and investigations are carried out.

Technology

Technology involves the children generating ideas, building models and testing them.

Information and Communications Technology

Information technology is an integral part of the modern classroom. All children in Foundation have access to computers, software and multimedia. The children develop basic computer skills so that they can enhance their work with presentations created with an array of equipment.

Teachers also use a variety of media to present information to students in a meaningful and stimulating way. Every classroom has an interactive whiteboard, banks of both tablet devices and desk top computers.

Physical Education

Students are involved in a comprehensive and engaging program that includes:

- Fundamental Motor Skills
- Ball handling skills
- Minor games
- Dance and movement
- Fitness skills
- Swimming with qualified instructors at Healesville Swimming Pool



Health

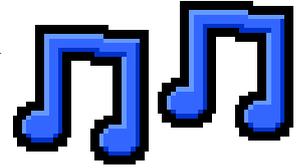
The children discuss feelings, safety, caring for ourselves and others, healthy food, growth and needs of people. The area is enriched with visits from the firemen and school nurse. This school teaches sexual education from the Foundation year using 'Catching On Early' resources. The Life Education Van attends every odd year. Drug education is taught every year. At a developmentally appropriate level.

Visual Arts

The children visit the art room for an hour a week with a specialist art teacher. The children's art work is valued and displayed around the school and local community.

Performing Arts

Children have the opportunity to perform throughout the year. Songs and poems are a daily part of the school timetable. Private instrumental lessons are available. There is a yearly Family Carols Night. Children are encouraged to perform at assemblies. With parent assistance school musicals and productions are held on even numbered years.



LOTE (Languages other than English)

In Foundation the children begin to study the Indonesian language and culture. The children are immersed in the Indonesian language through songs, rhymes and games. The children may also participate in whole school celebrations to develop an appreciation of the Indonesian culture.

Buddies

Buddies help make the transition to school smooth. Your child will be paired with an older child. Early on in the year buddies assist their younger friends in the playground. Sometimes they eat lunch together. More formally throughout the year buddies assist in classroom activities.

Helping in the Classroom

At Dixons Creek we value parental help. Parents are able to help in many ways. In the Foundation year parents assist with reading, literacy and excursions. Parents may also help by covering books or typing children's stories.

Dixons Creek Primary School offers programs presented by teachers such as Parents Learning About School (PLAS). These programs are aimed at giving interested parents the strategies to help their children with literacy at home and in the classroom. These programs will be advertised throughout the year.

Reporting to Parents

As part of the standard reporting process at Dixons Creek Primary School, parent – teacher interviews will be held twice yearly if required, and two written reports will be provided. There will be a 'Meet and Greet' night in February for parents to give information about their child to the teacher. This will be followed by a sausage sizzle for parents to get together.

Further times can be arranged by making an appointment with your child's teacher.



Commonly asked Questions about school

LUNCHES

When do children eat their lunch?

Lunch is eaten in the first ten minutes of the luncheon break. In the first few weeks the eating time is extended for beginners. Lunch times are 1:30 –2:30 pm.

Where do children eat their lunch?

Children usually eat their lunch in the classroom throughout the winter months. They are dismissed at 1.40pm for play.

Often the teacher will take the children outside to eat. If this is the case the children remain seated until they have finished eating.

This ensures the children eat in relatively relaxed and settled surroundings.

Are children supervised while they eat their lunch?

Yes. As a rule teachers will not allow children to throw away food. If your child does not want to finish their lunch he or she will be asked to put it in their bag and take it home. This way you have some indication of your child's eating habits at school. Some children find the initial school experience too exciting and demanding and take time to settle into a regular eating pattern.



In the Playground

Are children supervised in the playground ?

Yes. During all play breaks there is a teacher on duty in the playground. Children are reminded if they have difficulty outside they may also knock on the staffroom door to ask for help. Classrooms are out of bounds during these times as it is dangerous for children to be inside without a teacher.

Areas out of bounds to children at play times include:

The driveway and carpark

All areas adjacent to the driveway

The pine forest in windy weather

Behind the storage shed and portables

Children are not allowed to run through the garden beds or the bordered area surrounding the play equipment

What is the procedure if it rains during recesses?

The children are supervised in their classrooms by a teacher.

Clothing

Will the teacher change my child's clothes if he or she falls in the mud or wets them?

Yes, we do have some spare clothing but please keep spare underwear in your child's bag. (We do not have spare underwear at school.) If your child needs a complete change of clothing and we don't have enough clothes we will call you.

Illness

What is the procedure if my child is ill at school?

If your child complains of illness at school he or she will be seen by the staff member responsible for first-aid and kept under observation inside for a short time. The staff member will then assess whether the child should be returned to the classroom where the teacher can keep an eye on him or her, or taken home. If the staff member decides on the latter course, you will be asked to collect your child.

Will the teacher keep my child inside at recess times if he or she is recovering from an illness?

No. Your child should not be at school until fully recovered.

Do I need to write a note explaining my child's absence?

Yes or you may choose to phone the office or write a note that should be placed in the office box.

Can I send medicine to school?

Yes. You should write a note indicating dose and time to be taken. This will be placed in the 'Medicine Book' in the staffroom.

Toilets

Can my child go to the toilet during class time?

Yes, but they must ask the teacher first. The teacher will then send your child and another child to the toilet. If a teacher notices a child is asking to go to the toilet often the teacher may remind the child that they just went and do they really need to go. Children are always encouraged to go to the toilet at recess times. No child is allowed out of the room without asking.

General Information

Does the school publish a regular newsletter?

Yes. This is published on alternate Thursdays. It can be accessed via email or on the Internet. No hard copies are sent home with children.

What is Book Club?

Book Clubs are run by commercial publishers or booksellers. Your child will receive a brief outline of the books available for that month. There is no joining fee and the company has no record of children's names. If you wish to purchase books send the order form and money back to school on the appropriate date. The school then sends in a bulk order and distributes the books when they arrive.

Can my child bank through the school?

Yes. The necessary forms will be sent home early in the year and you can decide whether or not you wish to use the service. Bank day is Thursday.

Money sent to school

Your child will be required to bring money to school for excursions. Always send money to the office note return boxes in a sealed envelope, stating clearly, its purpose, child's name, teacher's name and enclosed amount. Cash amounts over \$10.00 must be handed to the office staff directly and a receipt obtained.

Problems

What can I do if my child says he /she has no friends?

Many youngsters take some time to find a friend among their new classmates. This generally worries the parents more than it does the child.

In a new situation, your child may prefer to quietly work out what is going on in the new environment before approaching other children. Bear with your child in this. Try not to give him or her extra worries by constantly asking whom he or she played with. If your beginner did not play with anyone in particular he or she will begin to feel that he or she has let you down. Ask about the work, what was enjoyable about the day, or if the day's story was a good one. Wait for information about other children. When your child is ready to make friends you will be the first to be told.



What can I do if my child cries every morning and resists going to school?

The adjustment to school is traumatic for some children. If your child is one who resists leaving you, firstly take heart in the knowledge that this behaviour will pass. Most children settle happily into class activities when you leave. There are three areas you must remain constant.

1. Never, unless the child is genuinely ill, let your beginner stay at home with you 'just this once'.
2. The child must understand as soon as possible that this is a situation where you are not going to give in.
3. Get your child to school on time. Being late is upsetting for all children.
4. Always ensure that you are there to collect your beginner after school if he or she is expecting you. Your child must be able to spend this time away from you secure in the belief you, or someone else he or she trusts, will be there on time when each day is over. If you are going to be late telephone the school so that your child is not unduly distressed.



What your child should bring on the first day

- School bag and book bag.
- Lunch box and drink in a plastic container. Art smock, such as could be made from a shirt with elastic inserted in neck and sleeves that sleeves push up.
- 1 Library bag – minimum size 25cm x 35cm
- Spare underwear.
- School hat. The children are required to wear hats throughout the year when sunny.
- Sunglasses if possible.

**Make sure that *all belongings* are clearly named.
Children often have difficulty recognising their own clothing and belongings.**

THE FIRST WEEKS

- Do give the classroom teacher any vital knowledge concerning your child's: disabilities, allergies, behavioural traits, food requirements, anxiety issues etc
- Expect your child to be tired and irritable after school for a week or two, or even longer. Your child will be using an incredible amount of new physical, social and emotional energy in navigating their way through learning and play at school. Give them a bit of unwinding time after school before you ask about the day. Keep talk positive such as, 'Tell me a great thing about your day.'
- Share the excitement of starting school. Be seen in the classroom. Help with the reading / writing hours, or just come early at the end of the day to look at your child's work or to hear children read.
- Display your child's work at home
- Focus on positive aspects of the school day. It is easy to take notice of children if they mention a negative aspect. This may be the best way to gain your attention!
- Reading every night is vital for a child to practise the decoding skills they learn at school. It is like driving a car – the behaviours do not become automated without practise. Children who do not read every night quickly fall behind in the Foundation year. If your child becomes reluctant to read at home please see the teacher immediately for strategies that may help.



Document updated: by Sharon Walker 09/02/2016