Information Booklet for 2015 Prep Parents

Glen Iris Primary School
Glen Iris Primary School, established in 1865, is a family orientated school with a long and proud tradition of serving families in Glen Iris, Ashburton and Malvern areas. This year we have 415 students enrolled in the school and we expect to maintain this number in 2015.

School Purpose Statement: “At Glen Iris we aim to develop the students’ life skills through learning with fun and creativity whilst encouraging friendship, connecting with others and celebrating our successes together.”

The beginning of 2013 saw the commencement of our new Strategic Plan. This is a document that our whole school community has collaborated on, ensuring that the needs of our students are identified and strategically planned for. The Strategic Plan is part of a four year review cycle.

As always our focus has been on improving our spelling, reading and mathematics. Although already above State average, we aim to further increase student learning resulting in even higher outcomes. Continual reflection of teacher practice and increased use of data to drive teaching programs will support this process. Other areas of focus are: an increase in engagement in learning, participation and decision making for all students, further developing our students as global citizens, and building strong community links.

The staff members are caring professionals who are committed to maximizing each child’s potential by developing skills, good working habits and a genuine enjoyment of work and play through stimulating educational programs.

Additional programs and enrichment activities are organized to challenge and extend the children and to address specific needs. In 2014 we have students involved in performance assemblies, Enrichment and G.A.T.E.WAYS programs, leadership development programs, Choir, Maths Talent Quest and Tournament of Minds. Intervention programs such as Reading Recovery and Maths Intervention are available as well.

The school has an active and supportive School Council and Parents’ Association. Our community is very supportive of the school and parent participation is a strong feature. We promote a friendly and caring atmosphere where all parents are encouraged to be involved in school and community activities.
WHAT ARE THE TERM DATES FOR 2015?

Term 1: 28 January - 27 March
Term 2: 13 April - 26 June
Term 3: 13 July - 18 September
Term 4: 5 October - 18 December

WHAT DATE DO CHILDREN START SCHOOL NEXT YEAR?
All children will start school on Friday 30 January (TBC).

WHAT TIME DO CHILDREN START?
Prep children usually start school on the first day at 9.30am. This allows us to get the older classes started and then we can focus on our youngest students. After the first day, children will commence school at 9.00am daily. A “Bag Bell” rings at 8.55am for children to get organized for the day.

DO THE CHILDREN STAY ALL DAY?
Prep children will finish school at 12.30pm on the first few days and will then stay at school all day (until 3.30pm), however they do not attend school on Wednesdays in February. This will be their rest day instead of finishing early each day. Parents can expect to be invited to bring their children in for an approximately one hour Prep assessment on one of these Wednesdays. From early March, children attend all day, five days per week. These dates and times will be confirmed before the start of the school year.

WHAT ARE THE SCHOOL TIMES?
School starts with the Bag Bell 8.55am
Morning recess 10.40 – 11.10am
Children eat lunch 12.50 – 1.00 pm
Lunch play 1.00 – 1.50pm
All children are dismissed at 3.30pm

CAN THE CHILDREN BE MINDED BEFORE AND AFTER SCHOOL?
Our Before and After School Care Program is run by Camp Australia. The program takes place at the school. It is very well organized and offers a stimulating range of activities. The fully supervised program is available to parents who would like to have their children minded before and/or after school. It is also available for occasional and emergency use. Special programs are generally available on Curriculum Days and through the school holidays at a neighbouring school.
**HOW WILL I KNOW HOW MY CHILD IS GOING AT SCHOOL?**
If your child is happy and keen to go to school, then he or she is probably progressing well. If the teacher has concerns, the teacher will contact you about them.
If parents have any concerns at all, they are encouraged to discuss them with the teacher.
Parents will receive written reports in June and December and there will be other opportunities for formal discussions. We aim for a strong Parent/Teacher relationship. The education of your child is a partnership thus we encourage informal communication throughout the year.

**ARE PARENTS ABLE TO HELP IN THE CLASSROOM?**
Parent participation is encouraged in all of our classrooms. Teachers will communicate with you about this involvement. Children love having their parents assisting and this can occur in many diverse ways.
Please be aware that we have a “Working With Children Check” policy that requires any parent volunteer to have this. A copy of this policy is on our website.

**WHAT WILL CHILDREN BE DOING IN THEIR FIRST YEAR AT SCHOOL?**
Children will generally focus on Literacy and Numeracy learning activities in the first three hours of each day. Other lessons during the week will involve Integrated Studies, Health and Phys Ed, and the Arts (Art, Music, Drama).

**DO PREP CHILDREN HAVE SWIMMING LESSONS?**
Our Prep students have a semi-intensive series of lessons over three weeks during Term 3.

**DO PREP CHILDREN USE COMPUTERS?**
The school has a networked computer system which children use regularly as part of their classroom program. Laptop computers are used at all grade levels. Recently the school has embarked on an iPad and tablet buying plan and these are now becoming an integral tool in all classrooms. Teachers often access the laboratory of computers in the library to teach children computer skills or to introduce them to new programs. Children then work on their classroom computers to enhance their learning. All classes use interactive whiteboards as an instructional tool for learning.
WILL MY CHILD BE SUPERVISED IN THE PLAYGROUND DURING RECESS AND LUNCH TIMES?
There are always staff members on duty in the schoolyard during recess and lunch times. When our Prep children first start school, they will play in their exclusive play area and will be supervised by their teachers. As they are ready to venture to other areas of the playground with their friends, they are supervised by the staff members on duty. All teachers keep a close look out for our youngest students.

WHAT IS THE BUDDY SYSTEM?
Children in Year 6 join their allocated buddy in activities such as having lunch together, reading stories and art activities from the beginning of the year. The relationship is ongoing. Teachers plan appropriate activities throughout the year. Prep children really look up to their buddies and enjoy a smile and a quick hello whenever they see each other in the schoolyard.

WHAT SPECIALIST PROGRAMS ARE THERE FOR PREP?

WILL MY CHILD BE IN A CLASS OF ONLY PREP CHILDREN?
This year we have three classes at the Prep level. We anticipate a similar number in 2015.

HOW WILL MY CHILD FIT INTO THE SCHOOL ROUTINE?
Enrolled children will be invited to join in our November “Take Off” program. This is a series of four sessions tailored to settling the children into a Prep classroom, familiarizing them with the school and introducing them to some “real school lessons”. They meet a Year 5 buddy (Year 6 in 2015). This fosters a smooth and confident transition at the start of their school year.
HOW WILL I KNOW MY CHILD IS SAFE?
At GIPS we have zero tolerance for any type of behavior that results in any child feeling unsafe. We develop an understanding with all children that there are certain expectations of behaviour and when this does not occur students are managed in a firm and fair manner. Depending on the circumstances this also involves parents. The school has an Anti-Bullying Policy where victim, offender and bystanders are all counselled. This process aims to reinforce a common understanding of unacceptable behavior and the role of the bystander. The process also ensures that the victim in any incident feels safe within the school community.

WHAT OTHER THINGS SHOULD I KNOW ABOUT GLEN IRIS PRIMARY SCHOOL?
• Parents are very welcome to attend Friday afternoon school assemblies held fortnightly.
• Classroom awards are presented at assembly to selected members of each grade. All children will receive awards during the year.
• There are many opportunities for classes and individuals to perform such as the concert, soirees and assemblies. Parents are invited to attend.
• Children in Years Prep - 6 participate in the school camping program. This may include experiences of meals at school, night time activities, sleepovers and camps.
• It is compulsory for students to wear the school broad brimmed hat from the beginning of September until the end of April.
• Our Language Other Than English (LOTE) is French. This year our Prep children have a weekly French class.
• An instrumental music program offering tuition in piano, guitar and strings is offered to children in Years Prep - 6 during school hours. Families pay the teachers directly. The children have opportunities to perform in musical soirees.
• Children in years 3 – 6 can join the School Concert Band. Musicorp provides the teacher and hire of instruments for this program. Children join classes for their instrument after school while band practice is held at the end of the day.

HOW MUCH ARE THE SCHOOL VOLUNTARY CONTRIBUTIONS?
This year the School Curriculum Materials Levy was $160 per child. The Library/Technology Fund was $200 per child and the Building Fund $90 per family. These funds are tax deductible.
EDUCATION MAINTENANCE ALLOWANCE (EMA)
The EMA is a payment made by the Federal Government to assist families with education costs. To be eligible for EMA, parents and guardians are required to have a valid Health Care or Pension Card. More information is available from the school Office.

HOW DO I ENROL MY CHILD?
To enrol, please complete an enrolment form and return it to the school as soon as possible. Office staff are required to sight your child’s original Birth Certificate. Immunisation certificates also must be provided to the school office before your child starts school. The provision of these documents is a legal requirement for enrolment.

WHEN DO I NEED TO ENROL MY CHILD?
Enrolments for 2015 are now open. As the school structure and organization for the next school year depends on the exact number of Prep enrolments, it is most important to enrol as soon as possible. Enrolment forms should be submitted by 31 August 2014.

ONCE I ENROL, WHAT HAPPENS THEN?
Families receive a letter acknowledging receipt of the child’s enrolment. Families will be informed of the success of their enrolment as soon as possible and certainly no later than the end of the September of the year prior to starting school. For more information on enrolment, refer to the Enrolment tab on the school’s website.

In October, families receive a letter containing the details of our Prep “TAKE OFF” program. It is held the first four Friday mornings in November. Information sessions for parents are run concurrently.

PREP 2015 INFORMATION EVENING
Monday 26 May, 2014
7.00pm - 8.00pm

OPEN DAY SCHOOL TOURS
Thursday 22 May, 2014
9.30am - 10.30am & 2.00pm - 3.00pm
For further information please contact:

**Rose Gropel/Kathy Jacobs** - Enrolment Officers
**Robyn Floyd** - Assistant Principal
**Meredith Carracher** - Principal

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