

Heywood Consolidated School School Starters Handbook 2007-2008

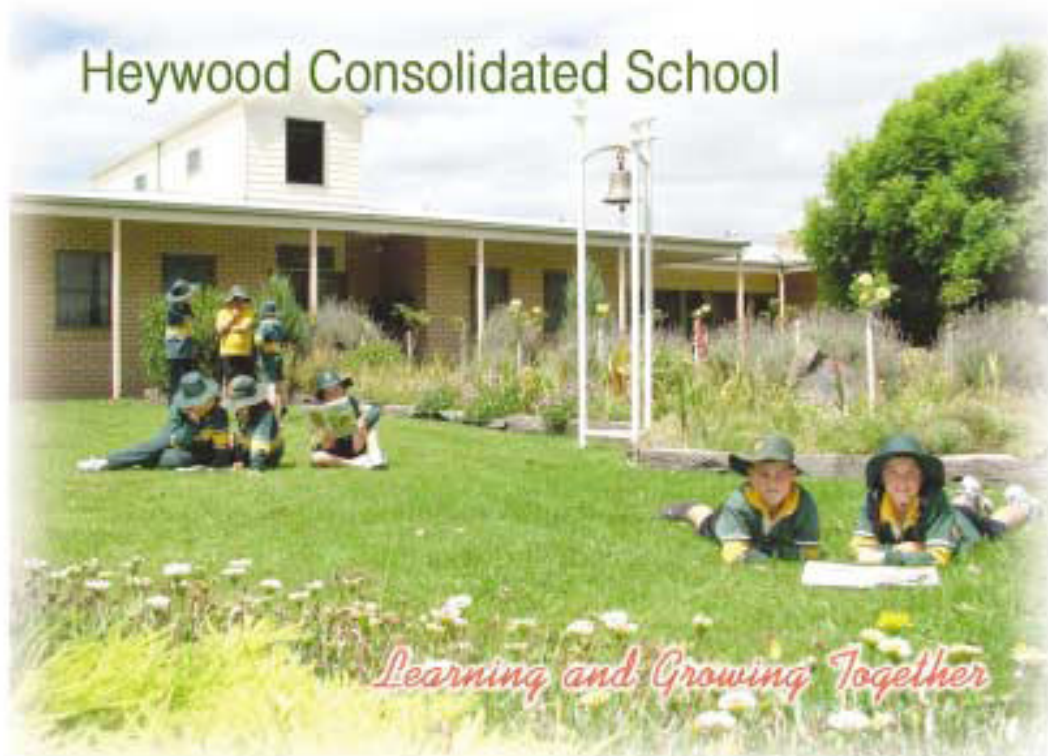


Table of Contents

Who's Who at Heywood Consolidated	3
Times	4
Curriculum	6
Specialist Programs	10
Books & Requisites	12
Health	13
Out in the Playground	15
Food	16
General Information	17
School Uniform	18
Travel	20
Volunteers/Helping	23
Outside Agencies	25
Pre-School to Prep Transition	27
Immunisation Information	

Who's who at Heywood Consolidated

Principal: Tony Curran

Leading Teacher: Leanne Evison

Office Manager: Vicki Donkers

Telephone: 55 271200

Fax: 55 272040

Email: heywood.cs@edumail.vic.gov.au

School Council Members

President: Kirsti Keightley

Secretary: Kylee Mifsud

Treasurer: Gerard Lloyd

Parent Representatives:

Louise Cain

Gerard Lloyd

Lana Lovell

Ron Millard

Nigel Paulet

Kim Sadler

Stephen Uebergang

Tania Butler (Parents Group Rep.)

D.E.T Representatives

Leanne Evison

Ann Hawker

Kylee Mifsud

Parents Group Executive

President: Mandy Maniapoto

Secretary: Wendy East

Treasurer: Vicki Donkers

Term Dates 2008

Term 1: 29th January – 20th March

30th January (Students start)

Term 2: 7th April – 27th June

Term 3: 14th July – 19th September

Term 4: 6th October – 19th December

Times

What's the time Mr. Wolf?

When does school start?

8.45 am	Classrooms open
9.00 am	Classes begin
9.00 - 11am	Language block
11 - 11.20am	First recess
11.20 - 12.20pm	Maths
12.20 – 12.30	Students have lunch in the classroom
12.30 – 1.10pm	Lunch recess
2.10 – 2.20pm	Afternoon recess
2.20 - 3.20pm	Final session
3.20pm	Home time

What time can my child arrive at school?

It is recommended children arrive at school from 8.45am because that is when there is a teacher on yard duty. Some bus travellers may arrive earlier but be aware that until 8.45 children are not allowed into classrooms and there is no teacher in the schoolyard.

What is a Late Pass?

If your child arrives at school after 9 am they need to go via the front office to collect a late pass. It is most important children arrive before 9 am to hear their initial instructions for the day.

Why does the bell ring twice in the morning?

The first bell rings at 8.45 am and students are then allowed to enter their classrooms. There is also an announcement that the canteen is open for children to take their heat ups for lunch. The second bell is to line up and be ready for their teacher.

Sometimes music is played, what does this mean?

The music is to give children time to get to class. The music plays for 2 minutes before the bell to start school at 9 am and at the end of first recess, lunchtime and last recess. When the music begins students should stop playing and make their way to their classes. By the time the bell rings the children should be in class or their grade line.

What if my child is too sick to attend school?

Sick children need to be home – not at school. This will ensure a quicker recovery for them to return to school. If your child has missed school, please send a note explaining the absence when they return, or telephone and leave a message. Our class roll is a legal document and we need this explanation.

Curriculum

The 3R's

Programs

As a parent you are your child's first teacher. You can continue your valuable role by sharing in the learning and teaching that is happening in your school.

As you would have noticed at home, children develop at different rates. Similarly, at school children progress uniquely, picking up some things quickly, needing more time than others to develop and mature. When learning new things children need the conditions to be right and they need to be ready.

In each classroom, teachers will be fostering a safe and happy environment where students are valued, praised and encouraged to take risks or 'have a go'. In Early Years classrooms, play is an important part of the curriculum. School learning is related to real life learning as children are encouraged to make sense of the world around them through real life experiences.

What subjects will my child be taught?

At Heywood Consolidated School, we follow the Victorian Essential Learning Standards. This is the curriculum planning framework set out by the Department of Education for Victorian schools. It sets out 14 main areas of learning. Primary schools usually present these areas of learning in an integrated way rather than as separate areas.

Heywood Consolidated School presents its programs in the following way:

- English (Literacy)
- Mathematics (Numeracy)
- L.O.T.E. (Language Other Than English) – Indonesian
- Physical Education
- The Arts – Music and Art Craft
- Integrated Studies – Science, Health, Civics and Citizenship, Humanities.

Teaching children thinking skills and using computers as a tool in learning goes across all these learning areas.

How are Students Assessed Against the Standards?

The Victorian Essential Learning Standards provide a clear set of standards for assessment of student achievement. Students achieve the standards by successfully completing a whole range of learning and assessment activities. The activities include writing, performing, creating and responding to a range of tasks and tests.

How are the Standards Reported?

A new reporting system based on state-wide standards was introduced in 2006.

Student reports will include comments on achievement in relation to the standards on a five point scale of A to E. "C" indicates that students are on track and at the expected level of achievement for the time of the year. "A" indicates that students are well above the expected level of achievement for the time of year. Parents can assess information about VELs and the reporting process on www.education.vic.gov.au

How is my child taught to read and write?

Early Years Literacy Program

Children participate daily in an uninterrupted two hour literacy block from 9:00-11:00. During this time children are taught to read and to write and their speaking and listening skills are further developed. **School Entry Assessment** tasks to find the starting points for teaching each child are administered early in the year and are conducted in a one-to-one 'play' atmosphere by the Prep teacher. You will be given an interview time soon after school begins.

Reading:

Children are encouraged to read for enjoyment and with understanding. Children work in small groups with the teacher, with a parent helper or independently. All activities during this session are planned to develop children's reading abilities. Children are encouraged to change a 'take home' book daily and to read these with an adult at night.

Writing:

The children learn how to correctly form letters at the same time as they are learning the letter names and sounds. Children compose and write a sentence daily from their earliest days at school. This often starts with the child dictating a sentence for the teacher to write for him/her. When they are ready the children will be encouraged to 'have-a-go' at writing the words in the sentence for themselves by saying the words slowly and then writing down the sounds they can hear.

What if my child doesn't learn to read and write in Prep?

Reading Recovery:

The school offers a special program for children in their second year of schooling (Grade 1) who are not underway in reading and writing despite a quality classroom program. The program aims to accelerate the rate of progress of these children to enable them to function and make progress with their peers in class.

The program requires that each student is withdrawn for daily 30 minute sessions with the Reading recovery teacher for up to two terms. If your child is selected for Reading Recovery, please ensure s/he is at school every day as this is a very expensive program.

How does my child learn maths at school?

Early Years Numeracy Program

Each day children participate in an uninterrupted one hour numeracy program from 11:20 -12:20. A special numeracy interview will be conducted by Prep teachers with each child early in first term. This is to find the starting points for instruction for each child. The interview is conducted in a play way so the child has fun and does not feel threatened but the information collected assists the teacher in planning her program.

All aspects of mathematics are taught from the child's earliest days at school. Children work in small groups for instruction. Most tasks are 'hands on' and often maths games will be used to make learning fun.

Interest in your child's work:

If your child is to develop an interest in learning and in school, you, the parents, need to show interest. Talk to your child about his or her school, show interest in and celebrate the paintings, drawings etc. which your child brings home from school.

If a young child is to learn to read, they must know what reading is. They will learn this if you read stories to them at home and if they see you reading books, magazines and newspapers.

Children learn to read, write and become numerate at different rates (just as they learned to walk and to talk). It is important for parents to realise this and not to put pressure on slower developers.

It is NOT helpful to compare your child's rate of development with other children in the class or with their older brothers or sisters.

REMEMBER TOO, THAT ON STARTING SCHOOL, THE YOUNG CHILD HAS ENORMOUS EMOTIONAL AND SOCIAL ADJUSTMENTS TO MAKE AND HENCE, DON'T BE TOO ANXIOUS FOR EARLY EVIDENCE OF FORMAL LEARNING.

Who decides what grade my child will be in?

Your child will be allocated a class according to a number of factors. Teachers take into account: age, maturity, girl/boy ratio, family groupings and pre-school recommendations.

What is a composite grade?

A composite grade is a mixture of students from two different year levels. Your child may be in a grade comprising all Prep children or a mixture of Grade One and Prep children.

Studies have shown that educationally there is no difference between a straight class of children to a mixed or composite class of children. Different ability groups exist and are catered for in every class.

Will my child use computers in Preps?

At Heywood every class has computer access in their room. Children will come into the school with a range of computer skills ranging from no experience up to competent. All children will become familiar with computer use throughout their first year.

Specialist Programs

What other classes will my child go to?

At Heywood Consolidated we have a wide range of specialist programs. Every class attends Art, PE, Indonesian, and Music sessions taught by specialist staff. Religious Education is also offered once per week.

Are Preps involved in school camps?

There are no school camps for Preps. Our camps program begins in Grade 3. The Camping program is an important part of a student's learning experience.

Some examples of recent school camps are:

Grade 2 – Sleepover at school

Grade 3 – Port Fairy

Grade 4 – Bike Hike, Narrawong

Grade 5 – Beaufort & Sovereign Hill

Grade 6 – Canberra

What is the Disabilities & Impairment Program?

This is a government-funded program to assist children with physical or learning disabilities to attend and participate in the school community. Your child may have an Integration Aide in their classroom helping another child. The Integration Aide is of assistance to the teacher and all students in the grade.

Does the school have House Teams?

Our house teams are: Barwon – red, Glenelg – green, Surrey – yellow, Wannon – blue. Your child is allocated a team and if he/she has siblings at the school they are automatically placed in the same team. If you attended Heywood Consolidated and would like your child placed in your house team, just inform us. House teams are used for sporting carnivals and some activity groups.

Will my child go swimming?

Our Swimming Program is conducted at the Heywood Pool, in February for Grades Prep – 6.

Swimming lessons are conducted by approved CASA swimming teachers. Parents are invited to attend swimming lessons to observe and assist in the smooth organization of the program. Information relating to all aspects of the program will be relayed to parents well prior to the start of swimming.

Children have approx. 10 sessions of 45 minutes and a bus transports them to and from the pool. Prep children change into swimming gear and back into their clothes at pool. Children are asked to come prepared for swimming EVERY DAY. Judgement regarding suitability of weather, can only be made mid-morning each day.

Do the preps compete in the Swimming or Athletics Carnivals?

The Athletics Carnival is a sports day to finish up the athletics program. The children participate in 7 events: Sprint (50 metres), Distance (200 metres), High Jump, Long Jump, Accuracy throw, hurdles and standing jump. Children rotate around events and earn one, two or three points for each event and every child earns a ribbon at the end of the day. It is usually early Term 2.

A Cross Country event is conducted in Term 2. It is a fun activity designed to help each child's fitness level. Prep children will run about 750 metres in this event.

Books & Requisites

School costs

What do my school fees pay for?

School fees are used in the following way:

Student supplies - stationery eg: pens, pencils, exercise books, rulers, reader covers etc.

- Art
- PE
- Music
- Library
- Photocopying
- Computer discs, paper etc

Minor excursions, Cultural Performances, Artist in Residence

The School Council has set the 2008 school fees at \$120 per child. A family discount operates if you have three or more children at school. This information will be forwarded to you the first week of school in 2008.

Am I entitled to EMA (Education Maintenance Allowance)?

Parents or Guardians who hold a current Pensioner Concession or Health Care Card are eligible for a Department of Education rebate of \$200 per student per year to help with school costs. EMA is paid in two half-yearly instalments. Half of each instalment is paid to the parents in a cheque; the other half is paid directly to the school. The school will notify parents when the cheque arrives.

Application forms must be completed in February or if new to the school during the year then at the start of Term 3. Watch the newsletter. Contact the office for more details if you are unsure of eligibility.

What do I pay for the swimming program?

Bus travel, pool entry costs and CASA teaching staff need to be paid for. All information re this will be forwarded prior to commencement of our swimming program.

What books or pencils do I need to buy my child before school starts?

The majority of the school fees at Heywood are allocated to our "Bulk Buying Scheme". Student requisites are purchased in bulk by the school and distributed to students throughout the year. You should not need to purchase anything further for your child. It is the parent's responsibility to pay for these items through the school fees.

Prep students share pencils, textas, and scissors. These are allocated to tables and not marked with children's names. These items always remain at school.

Health

Healthy bodies, Healthy minds

Why do you need the immunisation certificates?

It is a legal requirement of the Health Act 1958 that: “a parent must present an Immunisation status certificate to the person in charge of each primary school.....before the child first attends that school”. It is important that schools ensure an appropriate immunisation certificate is collected from all children enrolling in primary school.

I can't find my child's immunisation information. What do I do?

You will need to contact the Glenelg Shire offices who can help with local immunisation information. Or you may need to contact other Council offices if any immunisation was carried out elsewhere. A statutory declaration can be requested if a certificate is unavailable.

Do the Prep children come to school every day?

During February at Heywood Prep students will have every Wednesday off. This allows for a sleep in day. The first month can be very demanding and tiring for your child. If you feel your child is overly tired a day's rest may be needed; this could be discussed with the teacher.

Assessment

During these Wednesdays in February children will be allocated an interview time to undertake some maths and literacy assessment. These sessions are conducted to establish starting points for teaching. Parents will be notified of their individual times.

What do I do if my child doesn't want me to leave them at school?

It is hoped the Transition program will make settling in at school easier. The teacher will help your child and you feel comfortable. Children rarely take long to settle once a parent has left.

What happens if my child is hurt at school?

If your child suffers a head injury, the parent is called immediately. This is also true if there is a back injury or vomiting. Sometimes a child may need a short rest in the sick bay, which is opposite the office, before returning to the classroom. If a child is extremely upset, a parent may be called. All care is taken to assess the child's needs and apply the appropriate treatment. We have a number of staff with Level 2 First Aid qualifications.

What if I am unable to be contacted?

On enrolment you are asked to list at least two emergency contacts. They will be the next people to be contacted. It is vitally important that the contacts are kept up to date and are able to be contacted easily. Mobile numbers would also be appreciated to enable better contact.

My child is an Asthmatic and needs Ventolin. Who looks after her/his/their puffer?

An Asthma plan is requested to help deal with your child's asthma. Students are asked to give any medicines to their teacher or Mrs Donkers in the office so the medication may be kept in a safe place. We are an accredited "Asthma Friendly School".

My child has medication to take, how is this arranged?

Please leave details with Mrs Donkers in the Office and she will make sure your child receives their medicine. We need written advice detailing dosage/permission. All medication is stored and administered from the Office.

What do I do if my child is absent?

A note explaining the absence is essential when your child returns to school. A phone call could also be made to the office and the teacher will be notified.

Help! My child has head lice!

Head Lice is not an indication of uncleanliness and at Heywood we take measures to help deal with the problem. A child who has head lice should be treated immediately. Unless treatment is given a child may be asked not to attend school. Sometimes treatment may need to be repeated. At times the school arranges for Heywood Rural Health to come and check for head lice outbreaks. Information on head lice and treatment is available at school. It is up to each family to check regularly – it is not the schools responsibility. We will support families but ultimately each family needs to maintain their own regular hair checks. The School Nurse conducts an information session for parents on request.

Out in the Playground

If a child needs help during playtimes, who can they go to?

Two teachers are outside during recesses and lunchtimes to provide visible supervision of your child at play. They devote considerable time ensuring the Prep children are secure, comfortable and enjoying their “playtime” in the yard.

For the first month of the year only Prep – grade 2 children use the playground equipment.

Your child will be supervised at all times while inside school buildings. At recess and lunchtimes children are asked to stay out of the buildings unless they have a note from home if they are unwell.

I worry about bullying. How is it dealt with at Heywood Consolidated?

Unfortunately sometimes children engage in physical and verbal mistreatment of other children. This is dealt with immediately by teachers and such behaviour will not be tolerated.

If your child feels as if they are being bullied or mistreated, please contact the classroom teacher and then if it continues notify the Principal.

We are very diligent on such matters and believe every child should be free of any emotional, verbal or physical harassment at school. In grade 3-6 we conduct a survey to identify bullies and bullying behaviour. Counselling will then follow if necessary.

You Can Do It

The You Can Do It program is a whole school approach to develop values to support student success, well - being and positive relationships.

These are:

- Confidence
- Persistence
- Organisation
- Getting Along
- Resilience

These five foundations will be taught in classroom lessons for all classes Prep to Grade 6 and will form the basis of our whole school values system. It will be introduced fully over the next two years and will become a common “language” for teachers, children and parents.

Food

Munch and Crunch

Where does my child eat lunch?

All children eat their lunch in the classroom supervised by their teacher. The first bell, at 12.20, indicates it is lunchtime and the second bell, 10 minutes later, signals the end of lunch and time to go out for a play.

For the first week or two Preps start eating lunch before 12.20. This allows plenty of time for lunch to be eaten.

What should I pack in my child's lunch box?

A variety of healthy snacks are best for young children. A snack and drink at recess are important. Limit lollies and sweets to occasional treats. Practice tightening lids on drink bottles with your child if this is what they will use. Some suggestions: fruit, sultana packets, fruit box, cheese slice, carrot sticks, dry biscuit, muesli bar.

In hot weather pop a half-filled drink bottle in the freezer, leave overnight and in the morning fill further. This will be lovely and cold at recess and will unthaw even more by lunchtime. (Wrap in a plastic bag though to catch condensation). Bus travellers sometimes need an extra snack if they are on the bus for an extended time.

What is a "heat up"?

A heat up is a service provided by the school for lunch but only for items of food that can be placed in the pie warmer. It is suggested the item be wrapped in alfoil, placed in a brown paper bag marked with the child's name and grade. This will be then put in your child's canteen tub at lunchtime and taken to the classroom. There is a charge for a heat up.

A canteen committee oversees special food days each Friday. Order forms and information will be in the newsletter each week.

General Information

Who, what, why and when?

How do I know what's happening at the school?

Every Thursday a school newsletter is given to the eldest child in your family. The newsletter has a Principals report, notes from teachers, stories or poems from students, parents group news, canteen news and roster. It is very important to read the newsletter to be informed of important events or dates.

Is there a school assembly?

Every Friday afternoon at 3 pm is the whole school assembly. The national anthem is sung and then designated teachers address the students. Awards may also be handed out then children's sports reports delivered, or other staff may have an item to mention. Parents are welcome to attend to share in the celebration of the week. Award recipients are published in the newsletter prior to Assembly, which gives parents a chance to watch the presentation. Each week a class is rostered to present some work, song, play or activity, and will be responsible for conducting the assembly.

If I need to talk to my child's teacher, when is the best time?

Ideally it is best to make an appointment time with the teacher. Teachers are willing to spend some time discussing your child but during class time is not the best time to do this. Ring the Office or speak to the teacher first to set up a suitable time.

Are the Parent Teacher Interviews for Prep Students?

Formal interviews or conversations between teachers and parents are held for all children in the school. Exact information regarding time and format will be sent out next year.

School reports are issued formerly twice a year, in June and December. If your child is showing signs of making slow progress, you may be invited to work with his/her teacher on an Individual Learning Improvement Plan, which sets out specific learning goals for the child and includes ways you can help.

My child wants to bring a favourite toy to school. Is that ok?

It is recommended that expensive or favourite toys not be brought to school because of the possibility the item may be lost or broken. A teacher may be willing to take care of the toy for the day especially if it is a "show and talk day" but no responsibility can be taken. **Toy guns or weapons of any sort are strictly forbidden.**

Mobile phones, IPODS or other electronic gadgets are not permitted at school.

If you have any further queries please contact the school at any time.

School Uniform

Where did you get that hat?

Has Heywood Consolidated a Uniform Policy?

School Council has formulated a school uniform policy. Our school uniform colours are green and gold. A rugby style jumper is an optional part of the uniform. The full uniform list is included in this booklet.

What about hats?

Heywood Consolidated is a SunSmart School and we have a “No hat, No play” policy during term 1 and 4. A green wide brimmed, bucket or legionnaire style hat must be worn when outside, or the child must sit in the shade area.

My child still cannot tie his shoelaces yet, is this important?

If your child is having problems with laces, pull on boots or shoes with a Velcro strap are excellent for Prep children. If they can do up own laces they experience some independence and do not have to wait till their teacher helps everyone with their laces.

I have heard the children remove their shoes. Is this correct?

The school buildings have carpeted hallways and rooms and students are asked to remove their shoes inside. Students may bring slippers to wear inside.

What if my child loses a jumper or a toy?

Label all items of clothing with the students name so they can be returned. A Lost Property cupboard is found near the front office. Favourite or expensive toys should NOT be brought to school. At the end of each term the Lost Property is cleared and items are donated to the local Opportunity Shop.

Does my child need “special” clothes for PE or Art?

When your child has PE, loose fitting clothes e.g. track suit pants/shorts rather than tight trousers are appropriate and running shoes are best to allow better movement during lessons.

Parents Club has provided smocks for all children to wear in the Art Room.

HEYWOOD CONSOLIDATED SCHOOL SCHOOL UNIFORM

Girls:

Summer Green and white checked dress or green or black shorts with gold polo shirt.
School rugby top.
Green wide brimmed or bucket hats.

Winter Bottle green/black track pants or black trousers.
Gold skiwy/polo shirt.
Bottle green windcheater.
White/black/green socks.
School rugby top.

Boys:

Summer Green/black shorts.
Gold skiwy/polo shirt.
School rugby top.
Green wide brimmed or bucket hat (no caps).
White/black/green socks.

Winter Green/black trackpants or black trousers.
Gold skiwy or polo shirt.
Bottle green windcheater.
School rugby top.
White/black/green socks.

FOOTWEAR Black lace up shoes or elastic sided boots. Sneakers are preferable for physical education and sport.

- Rugby tops, hats and school bags are available at the School Office.

All other uniform can be purchased at TruColorz, Heywood or many other department stores.

Travel

Getting to and from School

BUS TRAVELLERS

How do I find out what bus my child will travel on?

The Principal of Heywood and District Secondary College is in control of the bus service in the Heywood area. All children must receive permission to travel on the bus. Please contact the Secondary College on 5527 1303 for further information. We have application forms available here in the Office.

What are the Bus Routes?

The Principal of Heywood and District Secondary College will help with specific bus information but the bus routes are:

Bessiebelle	Heathmere
Dartmoor	Hotspur
Drik Drik	Wallacedale

It is a good idea to introduce yourself to the bus driver so you know who is transporting your child and they also get to know you.

What if my child is worried about going on the bus?

Each bus has two Secondary and two Primary School Captains who are responsible for bus lists and orderly conduct on buses. Your Prep child will be allocated a buddy to assist them from their room to the bus area until they are familiar with the routine. A teacher is also on duty at the bus shelter and has overall control of bus departures each day. If you still have concerns about issues on the bus contact the Principal to discuss them. I will then pass concerns onto the bus co-ordinator at the Secondary College.

My child will not be going home on the bus, what do I do?

If a bus traveller is not returning home on a bus, written advice or a telephone call is most important. All children must be accounted for before the bus is permitted to depart from the school.

Can a friend come home with my child on the bus?

Children who need to travel on the bus on a casual basis must have written permission from their parent/guardian or a telephone call must be made to the office so a Bus Pass can be issued.

CAR TRAVELLERS

Where do I park my car when I collect my child?

Parking spaces begin from the driveway entrance to the school back down Kentbruck Road. DO NOT PARK ON THE OPPOSITE SIDE OF THE SCHOOL. The end of school causes a very busy traffic flow and it can be dangerous for children crossing the road. Please observe the NO U TURN, NO STANDING and 40kph and 60 kph signs.

If I can't do a u-turn, what do I do?

To assist traffic flow, parents are asked to circle the school grounds – via Rowbottom's Road – Righetti Road – Beavis Street and then on to the main part of town. DO NOT use the bus area because of buses and pedestrian activity.

BIKE RIDERS

Is my child allowed to ride their bike to school?

It is a Bike Education recommendation that children in Preps or below Grade 4 **do not ride** their bikes to school without adult supervision.

Bicycles can be stored in the Bike Shed and are not to be ridden in the school grounds. While all care is taken, the school takes no responsibility for their security.

COLLECTION OF CHILDREN

Do I get my child from their room?

Parents can collect children from their classroom by waiting in the corridor outside their room or you can wait for your child at the gate near the bike shed. You will see this is where most parents collect their children.

It is a busy time for teachers dismissing the class so please let the teacher take care of notes, messages, books etc and wait until the bell goes and the children can be dismissed in an orderly manner.

I have to collect my child early, is that allowed?

If you need to take your child early send a note to the teacher or contact the office and we will pass on the message. Your child can then be prepared for early dismissal. Just knock on the door, show yourself and the teacher will send your child out. For safety reasons children are not sent out to be collected at the gate. They can be collected at the front Office.

Where do children wait if it's raining?

If it is raining your child may be waiting outside the library under shelter with the teacher on duty. Drive up closer as parking bays become vacant.

What if I am running late to collect my child from the gate?

A teacher is on duty at the gate and will not leave until all children are collected. If your child is not collected after a reasonable time they are taken to the office to wait and parents or emergency contacts are notified if necessary.

Volunteers / Helping.

Helping Hands at Heywood.

How can I help in the classroom?

Parental help is very much appreciated at Heywood Consolidated School. Parents can help students with their readers or assist the teacher in the classroom with reading groups between 9 am & 11 am. Within the first week or so notices will be sent home detailing the help required. Each year we will be conducting a parent helper program to assist parents who wish to offer classroom assistance.

I would like to help when the Swimming Program begins.

Parents are invited to assist with swimming lessons or with helping children change for lessons. Parents are most welcome to come along to observe and support their children at the pool.

How can I help on Special Canteen Days?

Special Canteen Days require some coordination prior to the day and some helpers on the day. Our Canteen Committee oversees our Special Days and will call for offers of assistance at the start of the year. They will also outline their role during our information session.

What is Parents Group?

Heywood Consolidated Parents Group not only raises funds but assist in a variety of ways at the school. Parents Group members cater for school activities; organise a disco and have fun fund-raising ideas. They also provide feedback on issues to the Principal.

A Parents Group member is allocated a position on School Council allowing for Parents Group to have input into School decisions. Mr Curran attends meetings to keep the Parents Group up to date with school issues.

Parents Group meets once per month usually in the staffroom at 1.30 p.m. Pre school children are welcome and they would love to see some new faces. Watch the newsletter for dates and times.

What is a Koorie Educator?

Dianne Bell is shared between the Primary School and Secondary College and provides support for Koorie students and their families. Dianne works with all children in various classrooms. Dianne can be contacted regarding all Koorie matters and can provide more information about services that the Winda Mara Corporation provides.

What does School Council Do? How Can I Get on to School Council?

The School Council comprises both parents and staff to oversee the organization of our school. We have 13 members of School Council and each year, in March, 4 parent and 2 staff members are up for re-election.

School Councillors can offer advice to parents or bring matters to the School Council table. If you are interested in becoming a School Councillor please contact the Principal for more information into their roles and responsibilities. Watch out for info in the Newsletter.

Outside Agencies

Those little extras

Who looks after the school grounds?

Private contractors maintain the school lawns and ovals. A sub committee of School Council oversees development of school grounds.

Parent working bees may be called to focus on developing certain areas. Parents are most welcome to come and maintain garden areas at anytime.

Is there a school cleaner?

Mrs Pam Parker is the school cleaner. Logical Property Services has a contract with School Council to clean all class rooms daily.

School Nurse

Each year our district school nurse visits the school and offers all children in their first year of school a health assessment (with parental consent). Parents will be sent information about the visit before they occur and any follow-up information needed. The nurse is available to discuss any health concerns you have re your child.

This assessment includes:

- ❖ Information provided by a parent/guardian recorded in the questionnaire;
- ❖ Information from teacher, where there are school concerns;
- ❖ Testing of vision and hearing;
- ❖ Clinical observations and examination where indicated.

Dental Van

The School Dental Service previously visited all schools once every two years. This is a free service for Health Card holders or a small fee for a dental check-up and general treatment for other families. It is an optional service. The Dental Health Service has a clinic in Hamilton that can be accessed. We haven't heard of any proposed visits to school so the Hamilton Clinic is the best option.

School Photos

These are usually held between March and July. Individual and grade photos are taken as well as a whole school photo, which is then displayed at the school. All children are requested to wear school uniform for the photos. Brochures are sent home with details of packages that may be purchased.

School Bank Books

The Commonwealth Bank offers school bankbooks and our school receives a commission on the deposits. Banking day is Tuesdays. A promotional pack from the Commonwealth bank will be sent home at the start of the school year. If you already have a Dollar mite account, just send them along on Tuesdays.

What is R.E.?

R.E. is Religious Education. A 30-minute session per week is provided by approved Department of Education Christian Education instructors. It is non denominational and uses activities and stories to develop values and attitudes to life.

Pre-School to Prep Transition 2007

Dates for School Visits 2007

- | | |
|---------------------------------------|-------------------|
| 1. Thursday 23 rd August | 9.15am to 10.15am |
| 2. Thursday 6 th September | 9.15am to 10.15am |
| 3. Friday 14 th September | 9am to 10am |
| 4. Friday 12 th October | 9am to 10am |
| 5. Friday 26 th October | 9am to 10am |
| 6. Friday 9 th November | 9am to 10am |
| 7. Friday 23 rd November | 9am to 10am |
| 8. Friday 30 th November | 9am to 11am |
| 9. Friday 7 th December | 9am to 12.30pm |