



FIRBANK
GRAMMAR

 FIRMAMENT RESPECT

2020

2020

JUNIOR SCHOOL
BRIGHTON PREP TO YEAR 6
PARENT HANDBOOK

6-5-4 STRATEGIC INTENT

Domains

6

5

Values

Pillars

4

Our Motto

'Vincit qui se vincit'

One conquers, who conquers oneself.

Our Vision

Firbank students embody our motto – conquering themselves, their challenges and embracing possibilities.

Our Purpose

Firbank provides more than exceptional education. We care about our students and offer a breadth of experiences, knowledge and skills that equip them to be continuous 'conquerors of learning' and ready for life.

Our 6 Domains



RELATIONSHIPS

Firbank students develop strong relationships in any environment. They are taught the skills to build networks that will support them, open doors to new possibilities and provide them with a sense of belonging.



CONSIDERATION

Kindness and consideration are woven into the fabric of life at Firbank. Students are made aware of the world around them. They are encouraged to think beyond themselves and to promote positive change.



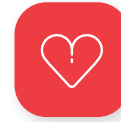
RESILIENCE

Challenge is ingrained in Firbank's curricular and co-curricular activities. Resilience is developed and cultivated. Firbank students are taught to be capable, mentally strong and independent.



CONFIDENCE

At Firbank, promoting a sense of self-worth and inner strength creates confidence in our students: confidence in themselves and their abilities and confidence to develop and express their point of view.



PASSION

Firbank students are supported to find and follow their passion. They are encouraged to have determination and purpose in their actions and to celebrate their accomplishments.



ADAPTABILITY

Firbank students are encouraged to embrace and adapt to new and challenging situations. This enables them to be successful and at the forefront in a rapidly changing world.

Our 5 Values



COMPASSION

We will act on our feelings of empathy and show kindness and forgiveness.



COURAGE

We will show strength of character. We are committed to speak and act from our hearts. We are brave.



INTEGRITY

We will practise our values and do what we know is right, even when it is difficult.



CURIOSITY

We will investigate, ask questions and be creative. We will look forward to challenge.



RESPECT

We will treat others with care, courtesy, and politeness. We will include and value each other.

Our 4 Pillars



STUDENT ACHIEVEMENT

Firbank provides an inspiring, balanced and progressive learning experience which enables students to meet their potential.



WELLBEING

We know, value and care for our students; Wellbeing is at the heart of everything we do.



STRONG COMMUNITY

The Firbank family is a highly engaged community with a culture of inclusion, empathy and action.



SUSTAINABILITY

We manage our School in a responsible manner to ensure a sustainable future.

THE IB MISSION STATEMENT

The International Baccalaureate Organisation (IBO) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the IBO works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

THE PYP - PRIMARY YEARS PROGRAMME

The Junior School, Brighton Campus, is an authorised International Baccalaureate Primary Years Programme (PYP) World School. Our rigorous international program places emphasis on a balance of guided inquiry and personalised learning approaches in conjunction with explicit instruction. Content descriptions and achievement standards are determined by the guidelines of the Australian Curriculum. Detailed information can be obtained at <http://www.ibo.org> or by speaking to our PYP Coordinator.

OUR STRATEGIC INTENT

Firbank Grammar School is committed to providing an education for students that is contemporary and progressive. The School motto, 'Vincit qui se vincit' - commonly translated as 'One conquers who conquers oneself' - is a reminder of the ability that all Firbank students have to strive to achieve their best and the responsibility they have to make a commitment to society.

Our Values

As a School, we value:

- Compassion
- Courage
- Curiosity
- Integrity
- Respect

Each year, the School highlights one of these values as a lens through which to focus. 2020 is the Year of Courage. Driving our educational philosophy are **four School strategic themes:**

- Student Achievement - Balanced and progressive learning experiences which enable students to meet their potential
- Wellbeing - We know, value and care for our students; Wellbeing is at the heart of everything we do
- A Strong Community - A highly engaged community with a culture of inclusion, empathy and action
- Sustainability - Management of our School in a responsible manner to ensure a sustainable future

RELATIONSHIP & ENGAGEMENT COMMITMENT

Firbank's relationship and engagement commitment is underpinned by our five Values and is the expression of our Vision and Purpose. Through a culture of care and support that fosters resilient relationships, we can be our best. We work in partnership with members of our community and we are committed to ensure that all relationships embody trust, forgiveness, integrity, hope and compassion.

Our Responsibility

It is our collective responsibility to model the behaviours we wish for our community. We are committed to being educative rather than punitive when working through a challenge.

We will:

- Have strong respectful relationships
- Act with kindness and consideration
- Practise resilience
- Foster self-worth and self-compassion
- Encourage passion, determination and curiosity
- Support adaptability
- Support the policies that exist to protect children as the safety and wellbeing of students and our community sits at the heart of Firbank

Our Communication

Kind and resilient relationships are fostered through sharing our thoughts, feelings and ideas in a respectful way.

We will:

- Communicate with care and courtesy
- Respect the ethical, moral and legal rights of all members of our community
- Apply this to all forms of communication: verbal, written and online

Our Relationships

A culture of care and support enables students to feel safe, take responsibility and learn from their mistakes.

We will:

- Use relationship reparation to work through challenge, conflict and disagreement. It begins with forgiveness, builds trust, encourages integrity, shows care and fosters positive relationships
- Be reflective and listen to each other
- Accept the impact of our behaviour
- Apologise and forgive
- Be accountable and take action to repair relationships

IMPORTANT DATES

TERM DATES

Term 1

Tuesday 1 February - Friday 8 April
(Monday 14 March - Labour Day)

Term 2

Wednesday 27 April - Friday 24 June
(Friday 10 June- Curriculum Day)
(Monday 13 June - Queen's Birthday)

Term 3

Wednesday 20 July - Friday 16 September
(Monday 22 August - Mid Term Break)

Term 4

Tuesday 4 October - Thursday 8 December
(Monday 31 October - Mid Term Break)
(Tuesday 1 November - Melbourne Cup Day)

CAMP DATES

Year 2 Camp: to be announced

Year 3 Camp: 12 - 14 August

Year 4 Camp: 12 - 14 August

Year 5 Camp: 26 - 28 February

Year 6 Camp: 10 - 13 March

Turner House Art Show

Wednesday 11 November
Official Opening at 7.00 p.m

Thursday 12 & Friday 13 November
Open to the Community

GENERAL INFORMATION

SCHOOL TIMES

There is a staff member on duty in the Sails playground from 8.15 a.m. When students arrive, they should leave their bags in lockers, or where requested by the teacher, and return to the Sails playground where there is a teacher on duty. Students should not be in a classroom when there is no teacher present. Students who arrive before 8.15 a.m. must present to Reception. Please ensure your daughter arrives at school on time. Punctuality is valued and expected; it shows respect for the teacher and other students and ensures a smooth start to each day. Students arriving late or leaving early for any reason must sign the registers at Reception.

First Bell	8.50 a.m.
Recess	11.00 - 11.30 a.m.
Lunch	1.30 - 1.45 p.m. (supervised eating) 1.45 - 2.15 p.m. (play)
Dismissal	3.25 p.m. (Prep dismissal) 3.30 p.m. (Years 1 - 6 dismissal)

Students are to be collected from the courtyard area or the school gates. The Middle Crescent and Barkly Street entrances are supervised until 3.45 p.m. Students not collected by this time will be taken to Reception.

At 4.00 p.m., remaining students will join Club Turner after school program. Parents will be charged accordingly.

ABSENTEES

Students should be kept at home if they are unwell.

We ask that all student absences are reported to Turner House Reception by 9.00 a.m. by phone or email.

In cases of prolonged absence, it is essential to keep the school informed.

We urge parents to take holidays only during term break. If there is a foreseeable absence, notification in writing must be sent to the Head of Campus.

ANAPHYLAXIS & ASTHMA

According to the Firbank policy, students with Asthma or an allergy are required to have the official Asthma and/or Anaphylaxis Action Plan signed by a doctor. It is the parent's responsibility to update all medical information on Consent2Go.

Although Firbank is not an 'allergen free school', we do have a strict no sharing policy in regards to food. Parents are advised to be cautious when sending food for parties and celebrations and to list ingredients of any food sent into school for this purpose. We will advise families of students who have allergies in the class and ask that you avoid sending food for lunch or a snack that contains the allergen.

Firbank Grammar's Anaphylaxis and Asthma Policy can be found on the School website.

ASSEMBLY

Assemblies provide a valuable opportunity for the Junior School to celebrate as a whole community. Assemblies also provide excellent opportunities for student leadership. During Assembly, students showcase their learning, present items of interest and take part in musical or dramatic presentations.

Assemblies are held each Monday at 2.45 p.m. in the SMAART Centre. Parents and friends are welcome to attend.

BIRTHDAYS

Parents sometimes like to send along a small individual treat to help celebrate this special day with the class. Please contact your child's teacher at least two days prior to the event to ensure the needs of all children are met. Teachers will distribute birthday party invitations if all children in the class are invited. If the party is to involve only a few children, please distribute the invitations out of school.

SCHOOL CAMPS

Our camping program is designed to encourage the development of social skills and self-management skills as well as giving students the opportunity to try new activities and explore new environments.

Year 2 Camp: to be advised

The girls have an overnight experience at Scienceworks.

Year 3 Camp: 12 - 14 August

The venue for this camp is Waratah Beach Camp, Waratah Bay. An introduction to Outdoor Education including team building is integral to this camp.

Year 4 Camp: 12 - 14 August

The Year 4 camp provides an opportunity for the girls to revisit Waratah Beach Camp, Waratah Bay. This camp builds on the teamwork, initiative and communication skills from previous years, with girls participating in a variety of outdoor activities.

Year 5 Camp: 26 - 28 February

The girls visit Phillip Island Adventure Resort, Phillip Island where they participate in a community experience combining basic bush camping, team building, outdoor adventure and environmental education.

Year 6 Canberra Tour: 10 - 13 March

Year 6 students participate in a four day visit to Canberra, ACT, to complement their inquiry into government systems, civics and citizenship, decision making, equal opportunity and social justice.

Optional Camps

Year 5 and Year 6 Ski Trip: 2 - 5 August

This is an opportunity for students to participate in a skiing experience that caters for all levels and abilities of skiing.

Milikapiti: 11 - 18 June

This is a unique opportunity open to Year 6 students to participate in an Indigenous Cultural Exchange program with Year 6 students from Brighton Grammar School to Milikapiti, in the Northern Territory. Three students and a staff member from Turner House spend 8 days within the Milikapiti community working in the school and learning about the indigenous culture of the area.

CAFETERIA

The Cafeteria is located at Senior School and is open every day. To order lunch, log in to www.flexischools.com and register your account. Lunch is delivered to the playground eating area each day. Breakfast can also be ordered for those students in Years 3 - 6 participating in before school sport. The Cafeteria is not available for snacks at Recess time.

COMMUNICATION

There are a variety of modes of communication.

Student learning is showcased through the year level blogs firbank.fireflycloud.net.au. Each year level has a blog which is published online and includes details of what is happening in class, resources for parents and updated information regarding events relevant to your daughter.

Regular updates are sent by the Head of Campus via email and on the School App. Whole School newsletters (eNews) are emailed to parents each Friday.

All classroom and specialist teachers are available for appointments during the term. The most efficient way of contacting each teacher is via email. Teacher emails can be accessed through the class blogs.

OPPORTUNITIES TO FIND OUT ABOUT YOUR CHILD'S LEARNING

TERM 1

Parent Information Evening

Tuesday, 4 February

The Head of Campus provides an overview of learning throughout the year and teachers share specific information about the curriculum and routines of the classroom.

Parent / Teacher Exchange

Mon 10 or Thurs 13 February

Parents have the opportunity to let the teacher know of any background information that may have bearing on their child's learning.

Parent/Teacher Interviews

Tues 24 or Thurs 26 March

Student achievement and progress is communicated with families.

TERM 2

School Written Reports

Written reports provide a summary of achievement throughout Semester 1. They are available online at the end of Term 2 via the Parent Portal.

Student Portfolios

Portfolios are evidence of student learning developed throughout the semester.

Prep - Year 2: Portfolios are sent home at the end of Term 2 for sharing and returned to school Day 1 of Term 3 for continued use throughout the year.

Years 3 - 6: Digital Portfolios are ongoing and accessible to families through Firefly.

TERM 3

Student Conferences

Tuesday 15 or Thursday 17 September

This provides students with the opportunity to share their learning experiences in the classroom setting. This is a highly organised, planned and rehearsed process, where the students discuss and demonstrate their individual learning strengths, needs, successes and challenges. The Conferences give students an opportunity to reflect on their progress.

TERM 4

School Written Reports

These are available online at the end of Term 4.

Student Portfolios

A collection of samples of student work, developed through the year and sent home at the end of the school year for you to keep.

PARENT PORTAL

New parents are sent a link via text message once enrolment is confirmed. This link provides details for logging on to the Parent Portal and includes a step-by-step process to help finalise portal access. Through this Portal, you are able to access your daughter's current and past school reports, your financial statements, information regarding absences and medical information as well as being able to update your records online.

EXCURSIONS / INCURSIONS

Excursions and incursions are planned when the teachers see opportunities for connections to the curriculum. Parents are required to enter all relevant, up to date medical and emergency information onto Consent2Go. Consent2Go will be used to inform you of any upcoming excursions and allows you to give your permission in a quick and efficient way. When on excursions, all teachers have access to the emergency information you have provided.

All parents and helpers are required to have an up to date Working with Children Check.

HOME LEARNING

Home Learning is designed to complement and reinforce the learning that takes place in the classroom. It provides students with an opportunity to become responsible for their own learning and to develop age-appropriate organisational skills. Home Learning also supports partnerships with parents by connecting families with the learning of their daughter. Our classroom programs are differentiated to suit individual needs and therefore Home Learning requirements may also vary between students.

All students are required to read for a minimum of between 15 - 30 minutes daily. Reading does not necessarily have to be from the books sent by the School. Parents should help their children choose books that are interesting and engaging. The best reading practice at home is through oral reading and sharing, even with older children.

For other Home Learning tasks, teachers tailor tasks and timings to suit the year level.

HOUSE SYSTEM

At Turner House, all students from Prep to Year 6 are allocated to a House. The four Houses are: Brailsford, Hartwell, Ryan and Stephens. The purpose of the House System is to provide opportunities for the girls to be involved in a variety of multi-age activities whilst building community and team spirit. Some of the House activities include but are not limited to: Athletics, Chess, Cross Country Running, Diving, Netball, Performing Arts, Singing and Swimming.

INFORMATION & COMMUNICATION TECHNOLOGY

All computers and devices at Turner House are fully networked and your daughter can access computers in the classroom as well as the Library. Students in Years 4 to 6 students have personal iPads and must have signed Technology Guidelines Agreement in the Student Guidelines before using their iPad at school. Years 4 to Year 6 students also have remote access at home via the School server. Please see the School Website for more information regarding the Internet and computer use policies. Parents are encouraged to have a switch off time at home and charge devices outside the child's bedroom. Students are required to bring a personal set of headphones to school. Class sets of iPads are supplied for use by Prep - Year 3 students.

LIBRARY

The Library is the hub of the school with resources for students, teachers and parents to use. It also has a bank of computers. Students visit the library regularly and you are welcome to accompany your child in the library before or after school. Borrowing and returning of books can take place if the library teacher is available. Books are borrowed for two weeks and if your child has not completed the book, the period can be extended.

LEADERSHIP

Our approach to leadership is centred around leading self, others and the community.

Year 6 students may choose to apply for a range of leadership positions and are required to have an interview with the Head of Campus. There are two School Captains appointed and two House Captains selected per House. Year 6 students also have an opportunity to be an Area Leader in a variety of specialist areas.

Each class in Years 3 - 6 elects a representative to join the Junior School Council to be the voice of all the students when planning and organising campus events in collaboration with the Head of Campus and the Campus Leadership Team.

Each year level has a service focus:

- Year 3 - Junior Mentors
- Year 4 - Environment
- Year 5 - Social Service
- Year 6 - Service Leadership

The students are provided with opportunities to develop their individual and collaborative leadership skills

IB LEARNER PROFILE

Teachers, students and parents are expected to model and develop the attributes of the IB Learner Profile that characterises an internationally minded person. The Learner Profile attributes are what our learners strive to develop and are emphasised in each program of the International Baccalaureate. Teachers in all areas of the school refer to and model the Learner Profile regularly. We encourage all members of our community to be: Balanced, Caring, Communicators, Inquirers, Knowledgeable, Open Minded, Principled, Reflective, Risk Takers, and Thinkers.

LOST PROPERTY

Please ensure all items brought to school are clearly named. Lost property is kept in the lost property tub located near the Year 6 classrooms.

CLUB TURNER BEFORE AND AFTER SCHOOL PROGRAM

Club Turner is our Junior School's before and after school Club. Designed with input from the girls, it provides a caring and fun environment for students in Prep to Grade 6 who need to be at school early (from 7.00 a.m.) or late (until 6.00 p.m.) any day of the week.

Bookings can be made via the Head of Campus, Kim Wheeler, kwheeler@firbank.vic.edu.au.

PARENT INVOLVEMENT

There are many different opportunities throughout the year for parents to be involved in children's learning. To participate in the classroom or on excursions, parents must have a Working With Children Check (WWCC). The following website can be used to lodge an application <http://www.workingwithchildren.vic.gov.au>.

During the year, we will hold Parent Helper Workshops on a variety of topics. We encourage parents and helpers to come along to these sessions to gain some insights on how they can contribute to the teaching and learning program at Turner House. These workshops are advertised in the Newsletter and on the Turner House Blog firbank.fireflycloud.net.au.

Parents are also encouraged to share their expertise with us. An important aspect of the Primary Years Programme (PYP) is to connect learning to adult life to give it meaning. So, by sharing what you do and what you know with the students, it helps us to make those connections. We encourage parents to look at the Programme of Inquiry (POI) and if your work is in any way connected, let the school know and we would be happy to have you present to the group or be contactable via email, should the students need to ask an expert.

PARENTS' ASSOCIATION OF TURNER HOUSE (PATH)

The Parents' Association of Turner House (PATH) is the parent group for the Junior School, Brighton Campus. All parents at Turner House are welcome to attend PATH meetings and to assist with PATH events.

Through the Class Representatives, PATH takes pride in welcoming new parents. Our annual community events, have all been very successful in both friend-raising and fundraising. PATH is able to contribute towards items to enhance the students' experiences in School activities and at special events.

The 2020 PATH Co-Presidents are Anna Beynon and Sally McLean- path@firbank.vic.edu.au

SUN CARE

From mid August to the end of April, and days where the UV rating is at 3 or above, all students are required to have a School hat to play outdoors. Firbank has a Sun Smart Policy of NO HAT, NO PLAY. This means that students without a hat need to stay in a shaded area. It is also advisable to apply sunscreen before school, particularly in the summer months.

Sunscreen will be provided for sporting and outdoor activities for reapplication during the day, however, parents are advised to supply specific sunscreen for those children with sensitive skin.

UNIFORM

Please ensure all uniform items are clearly marked with your daughter's first name and surname. Blazers are worn to and from school and for formal gatherings such as Assembly and church services. If the predicted temperature is 30 degrees or above, blazers are not required at school. Full school uniform should be worn when not on the school grounds.

On a day that has a timetabled Physical Education lesson, girls may wear full sports uniform all day. Bike shorts and leggings can only be worn at school. Firbank tracksuit pants or shorts must be worn when travelling to and from school.

In line with our Sun Smart Policy, all students must wear a Firbank or House coloured hat in Terms 1 and 4. Prep - Year 4 students are required to wear a bucket hat whilst Year 5 and 6 students have the option of a cap. The green Firbank hat/cap must be worn when attending an excursion off campus. Years 3 to 6 students participating in House Events should wear their sports uniform (specific House coloured t-shirt) and House coloured hats. Year 6 students regularly participate in Inter-school Sport and are required to wear full sports uniform which includes a School coloured t-shirt, shorts and tracksuit pants & top. Green and gold hair ribbons are worn as part of the sport uniform.

Once hair reaches the shoulders, it should be tied using Firbank coloured hair ties (cream or navy) or ribbons (cream or navy in Years Prep - 5 or gold in Year 6). Long fringes that hang over the eyes are to be held back with clips or a Firbank hair band.

Please ensure that any nail polish or temporary tattoos are removed before coming to school. Plain silver or gold studs and sleepers (earrings) may be worn. For student safety reasons, other jewellery items such as bangles, bracelets and necklaces are not permitted.

Watches and digital devices are permitted. However, mobile phones and all notifications for these digital devices must be turned off during the school day. The School reserves the right to ask any child to remove their personal digital device if it is deemed a safety risk and/or a distraction.

SPECIALIST PROGRAM

Each week, specialist teachers take the students for Art, Music, Physical Education, Information Literacy, Faith & Wellbeing, Chinese, Library and ICT specialists work with classroom teachers to develop appropriate skills, in the context of the curriculum.

Specialist time allocation:

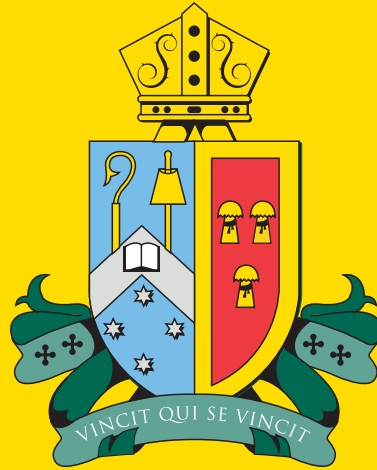
Art	60 minutes per week
Faith & Wellbeing	30 minutes per week
Music	60 minutes per week
Chinese	60 minutes per week
Physical Education and Health	90 minutes per week
STEM Program	60 minutes per week

WELLBEING

Turner House is committed to providing a safe and nurturing learning environment that recognises and caters for the diverse academic, artistic, cultural, health and pastoral needs of students. Our aim is that students from our school will make positive choices and be self-disciplined, resilient, confident, creative, passionate and compassionate individuals who care for each other.

At Turner House, every class, with their teachers, develops an Essential Agreement that guides the behaviours and attitudes expected of each student. The Essential Agreement sits at the heart of what we do and embeds the Learner Profile Attributes and School values. It helps to sustain a positive and safe learning environment in our Junior School, promoting the wellbeing of all.

We have a part-time School Psychologist who is able to work with students, teachers and families. Should you have any concerns regarding your daughter, in the first instance, you should contact your daughter's classroom teacher.



FIRBANK GRAMMAR

VINCIT QUI SE VINCIT
- one conquers, who conquers oneself