



FIRBANK
GRAMMAR

Aspire • Achieve

JUNIOR SCHOOL
BRIGHTON CAMPUS

**PARENT
HANDBOOK
2018**



Primary Years
Programme

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. In practice, we teach through an inquiry-based, concept-driven curriculum framework, as well as meeting state and national curriculum requirements. The PYP is a wholistic approach and pervades everything that we do as a school.

Detailed information can be obtained at <http://www.ibo.org> or by speaking to our PYP co-ordinator.

School Vision, Mission & Values

Our **vision** is to be a world-class school. To inspire, believe and achieve.

Our **mission** is to provide all our students with an outstanding education, one that inspires them to achieve their personal best and prepares them for the future.

At Firbank, outstanding teaching is the key to successful student achievement. Our core values are Compassion, Courage, Curiosity, Integrity and Respect.

2018 is the Year of Compassion at Firbank.

Our four School strategic themes tie back to our School blueprint:

- Student Achievement - Outstanding teaching is the key to successful student achievement.
- Wellbeing - We create a culture of Wellbeing that is consistent with the School's values.
- A Strong Community - We recognise and value all members of our community.
- A Sustainable Organisation – We observe strategic and efficient use of resources that ensure the future sustainability of our school.

Important Dates

Term Dates

Term 1

Thursday 1 February – Thursday 29 March

Term 2

Tuesday 17 April – Friday 22 June

Term 3

Wednesday 18 July – Friday 21 September

Term 4

Tuesday 9 October – Friday 7 December

Musical

Wednesday 12 September, BGS, 7.00 p.m.

Thursday 13 September, BGS, 7.00 p.m.

Camp Dates

Year Two Camp: 6 September

Year Three Camp: 22 - 24 August

Year Four Camp: 22 - 24 August

Year Five Camp: 5 - 7 March

Year Six Camp: 5 - 8 March



GENERAL INFORMATION

School Times

Staff are on duty from 8.15 a.m. When students arrive, they should leave their bags in lockers or where requested by the teacher and go to the 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 be booked into Before School Care. 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. (pack up) 3.30 p.m. (dismissal)

Students are to be collected from the courtyard area or the school gates. The Middle Crescent and Barkly Street entrances will be supervised until 3:45pm. Students not collected by this time will be taken to After School Care.

Absentees

Students should be kept at home if they are not well.

We ask that all student absences are reported through the 'Absentee Line' by 9.00 a.m. When you call 9591 5141, you will get a number of options, including speaking to Reception and Absentees.

All you need to do is call leaving a message including:
Student Name
Class
Reason for absence
Expected day of return

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 or Anaphylaxis form signed by a doctor, as well as a Management Plan completed by parents and teachers.

Although Firbank is not an 'allergen free school', we do have a strict no sharing policy with 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.

After School Sport

The After School Sport program aims to expose students to a wide variety of team sports, whilst improving sport specific skills and promoting teamwork and sportsmanship. Students participate in a round robin competition, in which they represent their House against students from other houses.

Year 6 : Tuesdays 3.30 - 4.30 p.m.
Years 4 & 5 : Thursdays 3.30 - 4.30 p.m.

After School Sport is an important component of the Sport and Physical Education program and attendance is compulsory for all students. Students who are present at school and unable to participate due to injury or illness are still expected to attend. When a student is unable to attend, a note/email signed by a parent or guardian is required. We kindly request that you try to avoid scheduling appointments for your daughter during this time. Students who attend school but not after school sport, must sign out.

After School Sport runs every week, with the exception of the first and last week of each term. In the case of hot weather or rain, activities will be modified. Students are required to wear their House coloured t-shirt to school on After School Sport days.

Assembly

Assemblies provide a valuable opportunity for the Junior School to function 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 3.00pm 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 be mindful of allergy notices you have received for your daughter's class. If there is an anaphylactic allergy in your daughter's year level, please do not send food with that allergen in the ingredients.

Teachers are happy to 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 Two Camp: 6 September

The girls have an overnight experience at Scienceworks.

Year Three Camp: 22 - 24 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 Four Camp: 22 - 24 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 Five Camp: 5 - 7 March

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

Year Six Camp: 5 - 8 March

Year Six students participate in a 4 day visit to Canberra, ACT to complement their inquiry into government systems, decision making, equal opportunity and social justice.

Optional Camps

Year Five and Six Ski Trip

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

Year Six Snow Camp

This unique outdoor adventure wilderness experience gives Year Six students the opportunity to challenge themselves by hiking and snowshoeing to the summit of Mt. Stirling. The 3 day (2 night) camp tests every student's strength of character and ability to show grit and resilience. This camp is a popular option for those students completing the Compass Award program.

Milikapiti

This is a unique opportunity open to Year Six students to participate in an Indigenous Cultural Exchange program with Year Six students from Brighton Grammar School to Milikapiti, in the Northern Territory. Three students and a staff member from Turner House spend 9 days being part of the Milikapiti community - working in the school and learning about the Indigenous culture of the area. Students are required to write an application to be part of the program as a participant or as a host family. Applications are made to the Head of Campus, who in turn consults with staff regarding the most suitable applicants.

Canteen

The Canteen is located at the 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 classrooms each day. Breakfast can also be ordered for those students in Years 3-6 participating in before school sport.

Communication

The main mode of communication will be 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.

Whole School newsletters 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.

Community Education

Firbank offers a diverse range of programs for children and adults after school. For more information, see our website.

Formal opportunities to discuss your child's learning

Term 1

Tuesday 6 February

Information Sharing Sessions

Teachers provide information about the curriculum and routines of the classroom.

Tuesday 13 February & Thursday 15 February

Parent / Teacher Exchange

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

Term 2

Tuesday 14 May & Wednesday 16 May

Parent/Teacher Interviews

You can discuss your child's progress and set goals for the following semester.

School Written Reports

These are available online at the end of Term 2 via the Community Portal.

Student Portfolios

A collection of samples of student work, developed throughout the semester will be 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.

Term 3

Dates: Wednesday 5 September

Student Led Conferences

This provides students with the opportunity to share some of 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.

Community Portal

Every parent has login details for the Community Portal. 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. There is also a link that will give you the current Class Contact list of the students in your child's year level.

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 our CareMonkey website. This will be used to inform you of any upcoming excursions and allows you to give your permission in a quick and efficient way. This information will also indicate if parent helpers are required. 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. We strongly encourage girls at all levels to read, or be read to, for a minimum of 15 minutes everyday. In addition, girls in Prep - Year 2 should spend a maximum of 15 minutes engaging with other learning activities assigned by the classroom teacher. Girls in Year 3 - 6 should use Firefly to keep track of their Home Learning requirements, not exceeding 30 minutes each night. All Home Learning requirements will be accessible to parents via the Firefly Year Level Blog.

House System

At Turner House, all students from Prep to Year Six 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 get 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, Swimming, Cross Country Running, Netball, Performing Arts, Dance, Singing and Chess.

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 Resource Centre. Years Three to Six students have personal iPads and must have signed and returned the iPad User Agreement before bringing the iPad to school. Years Three to Year Six students also have remote access at home via the server. All classrooms have Interactive Whiteboards or touch screens which students are encouraged to use. 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 asked to bring a personal set of headphones to school.

Library Resource Centre

The Library is the hub of the school and packed 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. Students in the lower grades are encouraged to bring a library bag, which can be purchased from the uniform shop to protect books being carried to and from School.

Leadership

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

Each year level has a service Focus:

Year Three	Junior Mentors
Year Four	Environment
Year Five	Community
Year Six	Service Leadership Teams which includes: School & House Captains Team, Social Service Team, Wellbeing Team, Mentoring Team, Arts Team and Events Team.

Year Six students may choose to apply for a range of leadership positions and are required to have an interview with the Head of Campus. These positions are all elected by peers in consultation with staff. There are two School Captains appointed and two House Captains selected per House.

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 be and are emphasized 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: Caring, Risk-takers, Inquirers, Balanced, Reflective, Communicators, Open-minded, Knowledgeable, Principled and Thinkers.

Lost Property

Please ensure all items brought to school are clearly named. Lost property is kept in the lost property tub at Reception.

Out of School Hours Program

'OSHClub' is our service provider for Before and After School Care. Before School Care is available from 7.30 a.m. and after school care is available until 6:00 p.m. The Coordinator can be contacted on 0402 673 289. More information is available on the OSHClub website www.oshclub.com.au.

Parent Involvement

There are 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 Brighton Junior School 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, including the Mother's Day Luncheon, PATH Summer Picnic and the Father's Day Breakfast, have all been very successful in both friend-raising and fundraising. PATH is able to contribute towards items to enhance student experiences both on the playground and at special events.

Sun Care

During Terms 1 and 4, and days where the UV rating is high, 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 might like 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 like 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 microfibre shorts must be worn when travelling to and from school.

In line with our Sunsmart Policy, all students must wear a Firbank or House coloured hat in Terms 1 and 4. Prep - Year Four students are required to wear a bucket hat whilst Year Five and Six students have the option of a cap. The green Firbank hat/cap must be worn when attending an excursion off campus. Years Three to Six students participating in After School Sport or House Events should wear their sports uniform with House shirts and House coloured hats.

Once hair reaches the shoulders, it should be tied up using Firbank coloured bands or ribbons. 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. Simple stud earrings and watches may be worn but other jewellery items are not permitted.

Specialist Program

Specialist teachers take the students for Art, Music, Physical Education, Information Literacy, Religious Education and Mandarin. Library and ICT specialists work with classroom teachers to develop appropriate skills, in the context of the curriculum.

Specialist time allocation:

Physical Education	90 minutes per week
Art	60 minutes per week
Music	60 minutes per week
Mandarin	90 minutes per week
Religious Education	60 minutes per fortnight

Wellbeing

Turner House is committed to providing a safe and nurturing learning environment that recognises and caters for the different 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.

Social and emotional Wellbeing underpins effective student learning and positive behaviour management. Student Wellbeing is everyone's responsibility and a shared concern. A positive school culture and classroom environment ensures that students feel valued and cared for, and can effectively engage with their learning. The school aims to develop social competencies through pedagogy, curriculum, behaviour management, shared expectations and values. To support our commitment to Wellbeing we have become a trial school for the Resilience, Rights and Respectful Relationships program, developed by a team from the Youth Research Centre at The University of Melbourne.

At Turner House, every class, with their teachers, develop an Essential Agreement that guides the behaviours and attitudes expected of each student and staff member. The Essential Agreement sits at the heart of what we do and embeds the Learner Profile Attributes and PYP Attitudes. 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.

JUNIOR SCHOOL STAFF 2018

Head of Campus	Ms Kim Wheeler	Year 3M	Mrs Gillian Mclroy
Deputy Head of Campus	Mr Jonathan Kemp	Year 4P	Mrs Stephanie Pontifex
PYP co-ordinator	Mrs Melanie Smith	Year 4S	Mrs Nicole Spence
Director of ELC	Ms Leanne Sunarya	Year 5H	Mrs Jocelyn Hartley
Receptionists	Ms Megan Rapp Ms Francesca Procter	Year 5V	Ms Michelle Worth
Language Team Leader	Mrs Gillian Mclroy	Year 6C	Mr Paul Ciempka
Mathematics Team Leader	Mrs Jocelyn Hartley	Year 6N	Ms Janet Nieuwenhuis
Wellbeing Team Leader	Mr Simon McKean	Year 6R	Ms Amy Russell
Early Years Team Leader	Ms Leanne Sunarya	Art	Mrs Emily Ramsden
ELC 3	Ms Mary Beth Strandlie	LOTE Mandarin	Ms Sicheng Li
ELC 4	Ms Jane Turner	Music	Ms Margot Leighton
ELC Atelierista (Art, Music, PE)	Mrs Airlie Shergold Ms Bronte Cullis	Physical Education	Mrs Laura Sheffield Mr Simon McKean
ELC Co-educators	Ms Tracey Willis Ms Charlotte Baranger	Religious Education	Mrs Danielle Gratz
Prep D	Mrs Julia DiPietrantonio	Perceptual Motor Program	Mrs Laura Sheffield
Prep S	Ms Rachel Sutherland	eLearning Coach	Mr Andrew Dobbyn
Year 1N	Ms Eleisha Neilson	Information Literacy	Mrs Kate Blaich
Year 1W	Ms Nicole Waycott	Library Technician	Mrs Amber Dowd
Year 2CC	Mrs Chantelle Cella	Differentiated Education	Mrs Beth Watson Ms Lisa Drum
Year 2KC	Mrs Kathy Chapman	English as Additional Language	Ms Kate Georgiades
Year 3K	Mr Jonathan Kemp	Psychologist	Mr Glenn Fitzpatrick
			Ms Georgina Coombs



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