Contents

1. School Organisation
2. Supervision Structures
3. Resources
4. Support Structures
5. Student Welfare Programs
6. Curriculum
7. Assessment
8. Technology
9. Gifted and Talented Programs
10. Library
11. Sport
12. School Parliament
13. After School and Vacation Care Facilities
14. Breakfast Club
15. Communication
16. Attendance
17. Parent Involvement at School
18. School Organisation
19. Class Names
20. Staff
21. School Term Calendar
22. School Routines
23. Bus Travel
24. Assembly
25. Scripture
26. Library Timetable
27. Home Reading
28. Teacher Parent Information Sessions
29. Reporting
30. Canteen
31. School Newsletter
32. P & C Association
33. School Fees
34. Student Class Requirements
35. Lost Property
36. Sport
37. Late Arrivals to School/Early Departures from School
Our school caters for students from Kindergarten to Year 6. We currently have 237 students at the school in nine classes.

1. School Organisation
   - A great deal of planning goes into organising classes each year
   - We utilise staff expertise and skills across the school
   - Currently we have nine classes
   - Staffing allocation (averages)
     - 20 Kindergarten students – one teacher
     - 22 Year 1 students – one teacher
     - 24 students in Year 2 – one teacher
     - 30 students in Years 3-6 – one teacher
     - These are state averages

2. Supervision Structures
   - 3 Assistant Principals – Mr Ross Weightman, Mr Colin Pratt and Miss Christine Maloney
   - Supervision Teams are organised into Stage groups (K - Year 2 and Years 3 - 6)
   - Support Structures – staff meetings (K-6, Stage and Curriculum meetings)
   - Collegial programming across classes within each stage

3. Resources
   - Classroom – exercise books, pens, pencils etc are provided. Teachers may ask for additional items
   - Rooms are very well equipped
   - All classes are air-conditioned
   - 4 x computers are in each classroom
   - A new technology room consisting of 30 computers and outlets for 34 computers has been extended to our library
   - Library has recently undergone a complete renovation
   - New Senior Toilet Block
   - Refurbishment of existing Junior Toilet Block
   - All classrooms are accessible with covered walkways
   - Extensive school grounds and gardens
   - New Administration Block

4. Support Structures
   - Teacher/aide support – based on need
   - Integration of students with special needs – disabled bathroom
   - Learning Support Program – support for students who are experiencing learning difficulties. Significant funds (teacher time) are allocated to this program
   - Support Teacher Learning Assistance - Literacy and Numeracy - Mr Col Pratt
   - Reading Recovery Program (Year 1) – Miss Tasha Kerle
   - School Counsellor – Mr Robert Browne
   - Speech and Occupational Therapists provided programs
   - District Integration/Learning Support teachers support the school
5. **Student Welfare Programs**
   - School Discipline Policy
     - Whole school community involved in the review of the previous policy and the development of the new policy.
   - Positive Welfare Programs are in place
   - Yellow merit cards are given out over five levels culminating in a silver badge.
   - Achieving three silver badges results in a gold badge being presented
   - Fortnightly class assemblies
   - School Parliament
   - School Rules
   - Consequences of Behaviour
   - Positive Planning Place
   - DET Policies
     - Child Protection Policies and Procedures
     - Complaints and Allegations Against Employees

6. **Curriculum**
   - Improving students’ literacy and numeracy is our primary focus
   - Integrated curriculum – across all six Key Learning Areas:
     - English
     - Maths,
     - Science & Technology,
     - Personal Development, Health & Physical Education
     - Creative and Practical Arts
     - Human Society and Its Environment
   - Syllabuses are set out in Stage Outcomes e.g. Kindergarten – Early Stage 1, Years 1 & 2 – Stage 1, Years 3 & 4 – Stage 2, Years 5 & 6 – Stage 3

7. **Assessment**
   - Crucial to know where students are at with their learning and where they need to be
   - Teachers use a range of tests/observations and assessments
   - In 2008 the National Assessment Program in Literacy and Numeracy (NAPLAN) was introduced for Years 3 and 5
   - Continually assessing students’ progress throughout the term
   - Benchmarking for reading continually throughout the year
   - Reporting to Parents through written student reports – twice a year
   - Parent-teacher interviews are held at the end Term 2
   - Other formal and informal meetings with parents and teachers occur during the year

8. **Technology**
   - Recent upgrade of the school’s computer network systems
   - Currently - Computers in classrooms (38 including 2 School Pads, three laptops)
   - In the Computer lab in library of 32 computers
   - Three laptops for staff/student use
   - Technology room (extension to the library) provides the space for approximately 34 computers
9. Gifted and Talented Programs
   - Activities are part of class teaching and learning programs
   - Specific school programs include:
     o Writing
     o Maths
     o Art and craft
     o School concert
   - Music – Mrs Debbie Booth teaches individual instrument lessons (violin) and conducts the school and community band. Miss Jody Wilkinson teaches individual flute lessons. Debating and Public Speaking is part of the school’s curriculum

10. Library
   - Mrs Emily True is the teacher librarian.
   - Students are allocated an hour for library on a particular day
   - K-2 learn to use the library
   - Years 3-6 focus is on Information Skills

11. Sport
   - Sport Day is on Friday for all students
   - All students participate in the school’s athletics and cross country carnivals
   - Students from Years 2-6 participate in the school’s swimming carnival
   - The school has a girls’ and boys’ soccer and cricket team. The teams play in a district competition.
   - Students have the opportunity to compete at district, regional and state level in a number of sports
   - The school has an outstanding golf program which is run by Mr Ross Weightman and the golf professional from the Hawks Nest Golf Club
   - The school’s intensive swimming program is held at the end of each year for students across the school who are non swimmers or poor swimmers

12. School Parliament
   - This is an outstanding system for developing students’ leadership skills
   - The school parliament has been in place for nineteen years and is run on the Westminster System
   - Year 6 students are the Ministers/Prime Minister
   - Year 5 students are the Shadow Ministers/Leader of the Opposition
   - Years 3-6 make up the Parliament and meet every fortnight
   - K-2 can put forward motions for the parliament to vote on

13. After School and Vacation Care Activities
   - After School Activities are available at the school from 3-6pm each school day.
   - Vacation activities are held every day of the school holidays except for public holidays
   - The activities are run by staff from the Great Lakes Council
14. Breakfast Club
- The Red Cross runs a Breakfast Club on Tuesdays, Wednesday and Thursdays at the school canteen
- The cost is 20c donation

15. Communication
- Between home and school is extremely important
- The School Newsletter goes home every Monday
- The school has articles published in the local newspaper (NOTA)
- If you are worried talk to us!!!!
- We do want to know about your concerns/questions/issues
- We also like to hear the positives as well!

16. Attendance
- Critical
- We need an explanation if your child is absent, either a written note, or verbally
- Approval is required to seek to take children out for extended periods
- Home School Liaison Officer – support for schools and parents

17. Parent Involvement at School
- We really are a ‘Community School’ – a wide range of people are involved at the school
- Amazing support!
- This is a strength of the school
- People help with:
  - Class programs
  - Reading (Grange Grannies and Grandpas)
  - Specific school programs – Creative Arts
  - Canteen
  - Sport
  - Special events e.g. Grandparents and Grandfriends Day, the School Concert, Book Week, Education Week
  - P & C
- Your children love you to be involved!
- Seven years of primary school goes by very quickly!

18. School Organisation
Each year it is a major task organising classes. We need to comply with the designated small class numbers in the K-2 area and ensure the 3-6 classes are kept to a reasonable size. All our classes are parallel groups of students, with a range of abilities and skills. Our two Kindergarten classes have been formed by parallel groups by age. As at today we have 230 students at Tea Gardens Public School.

19. Class Names
Each year the teachers enjoy choosing names based on a theme. 2012 is the “International Year of Reading” which has been chosen as the scientific focus of the United Nations. Therefore the class names reflect books and characters in books.
20. Classes

**Early Stage 1**
Cuddlepies (Kindergarten) - Mrs Green/Mrs Ingram
Hobbits(Years 1/Kindergarten) - Mrs Bowman

**Stage 1**
Aladdins (Year 1/2) - Mrs Andrews
Goosebumps (Year 2) - Miss Kerle/Mrs True

**Stage 1/2**
Monsters(Years 2/3) - Miss Maloney

**Stage 2**
Phantoms (Year 3/4) - Mr True

**Stage 2/3**
BFG’s (Years 4/5) - Mr Weightman

**Stage 3**
Gizmos (Years 5/6) - Mrs Edwards
Deltoras (Years 5/6) - Ms Benton

**Support Programs**
Reading Recovery, Class Teacher – Miss Kerle
Support Teacher Learning Assistance –
Literacy and Numeracy, Teacher release – Mr Pratt
Library – Mrs True

**Student Learning Support Officers**
Mrs Evans
Mrs Baker
Mrs Markham
Mrs Smart
Mrs Searle

**Office & Administration**
Mrs Hammond
Ms Cameron

**Grounds/Buildings**
Mrs Turnbull
Mr Russom
Mr Nagle
Mr Treharne
First Day of Term 1, First Day of Term 2, First Day of Term 3 and Last Two Days of Term 4 are set as Student Development Days (Pupil Free)

### 2012

<table>
<thead>
<tr>
<th>Term 1 for students (Eastern division)</th>
<th>Monday, 30 January 2012 - Thursday, 05 April 2012</th>
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<tbody>
<tr>
<td>Term 2 for students (Eastern and Western division)</td>
<td>Tuesday, 24 April 2012 - Friday, 29 June 2012</td>
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<tr>
<td>Term 3 for students (Eastern and Western division)</td>
<td>Tuesday, 17 July 2012 - Friday, 21 September 2012</td>
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<tr>
<td>Term 4 for students (Eastern and Western division)</td>
<td>Monday, 08 October 2012 - Wednesday, 19 December 2012</td>
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**School development days** occur at the beginning of Terms 1, 2 and 3 and the last two days of the school year.

Check with your school, as schools may vary some of these dates.

Use the [school locator](http://www.schoolatoz.com.au) to find contact details.

Check out School A to Z - practical help for parents on homework, child wellbeing and technology use.
22. School Routines

School Bells
8.55am Commencement of School Day
10.55am-11.10am Lunch in rooms with class teacher
11.10am –11.3am First Half Lunch
11.35am – 12.00pm Second Half Lunch
12.00pm – 1.30pm Classes
1.30pm – 1.55pm Break
1.55pm – 2.55pm Classes
2.55pm End of School Day

Parents are asked to wait at the front of the school in the area under the trees to collect their children. Please do not wait outside classrooms as this can distract some children.

Parents are asked to cross the road at the designated crossing area to collect their children.

Children riding bikes or walking to and from school are dismissed by the teacher on bus duty after the first two buses depart from the school. They must not leave the school grounds until then.

23. Bus Passes
Early Stage One and Stage One children are eligible for a bus pass. Stage Two and Stage Three children are only eligible for free bus travel if they reside outside a 1.6km radius of the school. Regular bus travelers will always be sent home on the usual school bus unless they have a note from their parent/carer stating otherwise.

24. Assembly
School assembly is currently held on Friday twice a term. K-2 combined and Yr 3- Yr 6 combined. Children share work and stories and received award cards.

25. Scripture
Scripture is held each Tuesday after lunch and commences mid term one. Roman Catholic scripture and ecumenical Scripture lessons are held.

26. Library
The school library is staffed by a part-time librarian three days a week. Mrs True is our library teacher and she is supported one day a week by a casual library assistant for administrative purposes. Children have Library once a week.
Library Timetable

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<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>12.30 - 1.30</td>
<td>Mrs Andrews (Aladdins)</td>
<td>Mrs Bowman (Hobbits)</td>
<td>Mrs Edwards (Gizmos)</td>
<td>Ms Benton (Deltoras)</td>
</tr>
<tr>
<td>1.55 - 2.55</td>
<td>Mrs Green (Cuddlepies)</td>
<td>Mr Weightman (BFGs)</td>
<td>Ms Maloney (Monsters)</td>
<td>Miss Kerle (Goosebumps)</td>
</tr>
</tbody>
</table>

27. **Home Reading**
Children will be given class books to take home each day to read. Please try to set aside 10 minutes a day to read these with your child. This is especially important for children under 8 years of age. Reading time should be a happy positive time, so see your child’s teacher for any special strategies or advice.

28. **Teacher Parent Information Sessions**
All classes will hold parent information sessions within the first 5 weeks of Term 1. These meetings will cover:
- Classroom procedures
- Class curriculum
- The role of directed play
- Assessment
- Timetables
- Helping in the classroom

In Terms 2 and 3 a class newsletter will inform you of major topics of study, excursions, equipment needs etc.

29. **Reporting**
Student learning portfolios will be sent home each term and parents will be asked to comment on their child’s progress.
Mid Year parent teacher interviews will be held in June. Children’s learning portfolios will be discussed at these individual interviews.
Written reports will be sent home in December.
Parents requiring additional interviews must make an appointment with the class teacher.

30. **Canteen**
The school canteen operates on Mondays Wednesday and Fridays for lunch and every day for afternoon recess.
Lunch orders should be written on a bag stating name, class and order with the correct money (if possible). Each class has a canteen box. Orders should be placed in these boxes as soon as children go to class.
Children need a nutritious lunch and morning tea. Be wary of giving them too much to eat. Please keep the amount of money you children bring to school to a minimum, as it is easily lost.
31. School Newsletter
Each week this newsletter is sent home with the youngest child in the family on Mondays. The newsletter contains information about the school, special information about each class, information on visiting shows, up-coming events and student work samples. It is very important to read it.

32. P & C – Parents and Citizens Association
Meetings are held in the school library commencing at 7.00pm Dates for 2012 are held on the third Tuesday of each month.

33. School Fees
The school fees are set by the Parents and Citizens Association and are $50 per family per year. Families are asked to pay what they can as soon as possible after school commences. These funds are a source of funding for computer equipment.

34. Your Child Needs
- Paint shirt/apron
- School bag
- Library bag
- All belongings and clothes should be clearly labeled with name and class
- Money should be sent in an envelope with the child’s name, class and reason clearly marked on the front.
- HAT – It is school policy for children to wear a hat at all times then they are outdoors. The P & C gives every child new to the school a school hat when they commence school.
- Class room equipment – glue stick, pencils, textas, ruler, eraser, pencil case.

35. Lost Property
If your child has lost something, come to school and look through the lost property box outside the Senior toilets.

36. School Sport
All students need to wear Sport uniform on Friday of each week.

37. Late arrivals to School/Early Departures from School
When students arrive late for school or depart before home time, parents need to attend at the office for a pass. All late arrivals and early departures are recorded in a register which parents are required to sign.

Sue Estens
Principal