
Birthday Celebrations

As birthdays are a special event in students' lives and they enjoy celebrating their birthday at school. Due to current Victorian Government Legislation changes (Anaphylaxis Management Act 2008) the school is required to have an anaphylaxis management policy in place. The purpose of this is to provide minimum safety standards for children that are diagnosed at risk with anaphylaxis (severe reaction to allergies). Part of the College's management plan is that parents cannot bring food treats to school such as cakes or lollies for birthday celebrations. However, the teaching staff will celebrate your child's birthday with the class to make it a special day for them.

Booklists

All items on the booklist are required so your child can fully participate in the classroom program. These items may be ordered from the College supplier; Landmark School Supplies. It is recommended that you check your child's belongings periodically to ensure items are replenished.

At the commencement of the year, please send all items from the booklist to school with your child at the time of their Assessment Interview. Items not needed at the commencement of the year will be stored by the classroom teacher for use as required.

Items such as glue sticks are only approximates of the yearly requirement. Your child's class teacher will notify you if additional supplies are required.

Classes

Parents will be informed of their child's class for the following year at the end of each year. The process of organising classes is given careful consideration and planning to ensure students move up with friends and that classes are well balanced. Because of these factors and others, parents should not request particular classes/teachers or changes that would inevitably affect other students and jeopardise the equity of the class placements.

Classroom Assistance

Classroom assistance is an integral part of the Junior School. It is popular with parents who wish to be involved in their children's education, whilst at the same time fulfilling their Family Contribution. Parents assist in such programs as Reading, Literacy Activities, Art, Maths/Science, PMP and Physical Education. Parent help is advertised in Whispers and a parent coordinator's name listed for you to contact to advise of your availability. Your name will be taken and you will be advised of your starting date, if applicable. It may take 2-3 weeks to commence classroom work in Term 1 (timetables must be organised first) so we ask you to be patient.

Classroom assistance positions are regular weekly commitments. They are ongoing throughout the year and the coordinator is to be notified should you no longer be able to fulfil your commitment in order for the position to be re-advertised. Throughout the year, special events will arise which will require parent help, i.e.: excursions, sports days and camps. These events are also advertised in Whispers.

Although the majority of classroom assistance takes place at the Junior School, parents are encouraged to apply for positions advertised throughout the College. There is no guarantee that parents will work in their child's year level. Each teacher has the choice of using parents in their classroom and it is their prerogative to choose not to have a parent working in their classroom if they feel a student is unsettled or may not work well with their parent in the room. The role of parent volunteers is vital and requires their full attention to the task. Therefore, younger siblings are not to accompany parents on classroom assistance duty. Children absent from school due to illness, are also not to accompany their parent on duty to prevent the spread of illnesses.