



aitken
COLLEGE
In Mind and Spirit

CUMBERLAND INFORMATION BOOKLET 2018

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We take this opportunity to welcome your child to the school community at Aitken College in 2018.

This booklet has been designed to provide detailed information covering various aspects of the curriculum, with particular reference to the day to day operation of the College.

The College endeavours to ensure that there is open and effective communication between staff, students and parents, and we value the involvement of families in the College community.

Cumberland is our Junior School and is made up of two classes at each year level of Years 3, 4, 5 and 6. The students are under the care of a Homeroom Teacher who is the first contact person for all matters regarding your child's education and wellbeing.

Emphasis is placed on consolidating, building on and extending the skills learnt in the Preparatory School. Through challenging and engaging activities, students work towards more independent learning in small or large groups on a variety of tasks in each of the Key Learning Areas. We acknowledge that children learn at their own pace and, when planning for learning, teachers consider different learning styles and teaching approaches. We strive to differentiate the curriculum to cater for the differing needs of young learners. We support the notion that 'one size does not fit all'. Students bring to school many different experiences. As educators, we aim to make connections with these experiences through the use of various resources and learning platforms.

Students in Cumberland use diaries and the My Aitken website via iPads to manage school events and homework tasks. It is important they all learn to manage their time appropriately and begin to balance school, extra-curricular and out of school activities, and family life. It is hoped that all students want to perform to their best, and using their time effectively and efficiently is a key element for continued growth and success.

The Junior School provides many opportunities to grow and develop leadership skills. Opportunities are varied and include roles such as Class Captains in Year 3 – 6, where children learn about responsibilities, to the Year 6 roles including School, Sports, Performing Arts and Environment Captains, Library and Environment Monitors, and Peer Support Leaders. Class and School Captains form the Cumberland Council and meet on a regular basis.

Within the Christian ethos of the College, students are expected to develop a spirit of co-operation, tolerance and responsibility. It is expected that all parents endorse and support this.

*Ms Karen McArdle
Head of Cumberland
Junior School Years 3 - 6*

AITKEN COLLEGE

Aitken College aims to provide a safe, friendly and purposeful environment in which students are able to value and enjoy learning. The College seeks to create an atmosphere in which students show consideration for the needs of others and a respect for the community and environment from local to global levels.

The College provides each student with activities which promote self-esteem and feelings of self-worth. All students are allowed opportunities for the development of leadership skills within the school and through involvement in community activities.

The College supports and rewards academic achievement across all of the subject disciplines and encourages students to work constructively to achieve their maximum potential.

The College endeavours to ensure that there is open and effective communication between staff, students and parents. It encourages the involvement of parents, and highlights the value of the corporate involvement of many individuals to the College community in its continuing development.

The College actively promotes, through its Religion and Values Education program, and in many other ways, a values system based on acceptance and respect for others, reverence for life and the development of personal honesty and integrity. It creates an environment in which students may develop an understanding of the moral values and philosophies arising from the Gospel and the traditions of the Christian Church.

VISION

The vision for Aitken College is to develop and support a learning community of students, staff and their families in a faith partnership with the Uniting Church in Australia.

MISSION

Building on a foundation of Christian values, the mission of Aitken College is to enable students to become informed and compassionate members of the wider community by inspiring academic achievement and creativity, nurturing self-worth, encouraging environmental responsibility and committing to service with and for others.

AIMS

Aitken College will aim to:

1. Make the Christian faith relevant through an understanding of its major teachings and by encouraging a personal faith journey.
2. Inspire and challenge students to realise their intellectual potential and equip them for lifelong learning.
3. Promote and develop creativity and self-expression.
4. Enable each student to realise their self-worth in a safe, healthy and happy environment that responds to personal and community needs.
5. Encourage individuals and the community to take responsibility for the environment and to act accordingly.
6. Instil in students a sense of service and concern for the needs of others.

CUMBERLAND - THE JUNIOR SCHOOL (YEARS 3 – 6)

STRUCTURE OF THE SCHOOL

The College is divided into the following administrative units, named after some of the original pastoral leases in the local area:

- FairviewPrep to Year 2
- Cumberland.....Year 3 to Year 6
- DunhelenYear 7 to Year 9
- Brookhill.....Year 10 to Year 12

YEARS 3 – 6 COMPREHENSIVE CURRICULUM

A broad general curriculum is offered, building on the foundation skills learnt in the Preparatory School. Programs are integrated as much as possible i.e. a number of learning areas are brought together as an integrated unit to emphasise the links between learning areas and to keep learning meaningful. English and mathematics skills are emphasised through a significant time commitment at all year levels.

The Learning areas are: English, Mathematics, Integrated Studies (Science, Humanities and the Social Sciences, the Stephanie Alexander Kitchen Garden Program and Technology), Music, Drama, Visual Arts, Physical Education and Health, Life Skills, and Religion and Values Education.

Classes are run on the basis of five one-hour blocks of time per day. Students have a weekly assembly, to which parents are invited. Assemblies are led either by a teacher or student leaders, encouraging and promoting leadership.

Years 3 – 6 Time Allocation:

SUBJECT	Lessons (Per 2 week cycle)			
	Year 3	Year 4	Year 5	Year 6
English	16	16	14	14
Mathematics	10	10	10	10
Integrated Studies	7	7	8	8
Physical Education and Health	3	3	2	2
Religion and Values Education	2	2	2	2
Performing Arts (Music & Drama)	2	2	2	2
Visual Arts	2	2	2	2
Library	2	2	0	0
Life Skills	2	2	2	2
LOTE (Spanish)	2	2	2	2
Chapel and Assembly	2	2	2	2
Sports	0	0	4	4

SUBJECT OUTLINES

Students are taught by their homeroom teacher for the majority of class time. Students are escorted to and from specialist lessons.

English

The English curriculum is built around the three interrelated strands of language, literature and literacy. Teaching and learning programs balance and integrate all three strands. Together, the strands focus on developing students' knowledge and understanding of, and skills in listening, reading, viewing, speaking, writing and creating. Learning in English builds on concepts, skills and processes developed in earlier years, and teachers revisit and strengthen these as needed.

- **Language:** knowing about the English language
- **Literature:** understanding, appreciating, responding to, analysing and creating literary texts
- **Literacy:** expanding the repertoire of English usage
(<http://australian-curriculum.org/english/structure>)

Mathematics

Mathematics follows the Australian Curriculum strands of Number and Algebra, Measurement and Geometry and Statistics and Probability.

The proficiency strands *Understanding, Fluency, Problem Solving* and *Reasoning* are an integral part of mathematics content across the three content strands: *Number and Algebra, Measurement and Geometry, and Statistics and Probability*. The proficiencies reinforce the significance of working mathematically within the content and describe how the content is explored or developed. They provide the language to build in the developmental aspects of the learning of mathematics.

Integrated Studies

During Integrated Studies classes, students explore Australian Curriculum topics in the areas of Geography, History and Science. Students learn about the physical and social world they live in through a number of hands-on activities. The Aitken College site is used extensively to reinforce classroom activities. Excursions to places such as Sovereign Hill, Scienceworks and the Melbourne Museum give students the opportunity to explore interactive exhibits. Students develop research skills in a carefully scaffolded program which teaches them to frame their research questions and evaluate the usefulness of information sources.

Information and Communication Technology (ICT)

Information and communication technology is used to enrich and enhance all areas of the curriculum. Students have access to desktop computers and iPads to support their learning. ICT use is embedded in all areas of the curriculum. Students have access to class sets of iPads to further enhance and strengthen literacy, numeracy and creativity skills. Students use software and apps that are age appropriate.

Stephanie Alexander Kitchen Garden Program (SAKG)

The Stephanie Alexander Kitchen Garden program supports our integrated studies and operates in Years 4 and 5 classes for one semester each. This program provides the students with wonderful cooking experiences and opportunities to work in small groups, take responsibility for growing and preparing food and develop their cooking skills. They are encouraged to develop their taste buds, try new foods and learn about different cultures. The Kitchen Garden program has a positive impact on the students' learning and helps them gain a stronger understanding of the importance of healthy eating.

The smooth operation of this program relies heavily on parent participation. At the beginning of each semester, we ask for parent volunteers. It is a requirement that all volunteers have a current Working with Children check. Please ensure your registration is current.

LOTE

Students in Years 3 – 6 will learn Spanish for one period per week. The study of this language, where possible, is linked to the Integrated Studies units. This allows students to not only study a language, but also cultural diversity.

Library

Students in Years 3 and 4 attend a weekly library session where the librarian focuses on developing wider reading interests. Students in Years 5 and 6 visit the library during English classes when appropriate.

Life Skills

Life Skills focuses on strengthening children's ability to cope with emotional, moral and ethical issues. Topics include Rights and Responsibilities, Cyber safety, Healthy living and Self Esteem. Developing a Growth Mindset is a core aim of this program.

Drama

Students engage with a range of stimuli, styles and scripts to experiment with voice, movement, improvisation and performance. Once a year, the students will have the opportunity to showcase their performing arts talents in the 'Cumberland Concert'.

Music

Through listening, composing and performing students learn about music from a range of cultures. Students use their voices, instruments and digitally generated sounds to create small group performances to communicate their ideas and concepts through music.

Physical Education and Health

Students are encouraged to participate in a variety of mostly non-competitive activities, ball games and skill development activities. Swimming is part of the curriculum and is taken off campus. Students also participate in House Swimming, Cross Country and Athletics Carnivals.

Religion and Values Education

The Religion and Values Education program is integrated with the weekly Chapel service and aims to provide students with a values system as they move out into the wider community.

Students are encouraged to ask questions and think about life-related issues such as relationships, justice issues, the environment, and a range of social issues. Issues are studied from a Christian perspective, as outlined by the Uniting Church. Students attend a Chapel session each week.

Visual Arts

The program allows children to develop their creativity, to express themselves through a variety of media in 2 and 3-dimensional artwork, and to try out new skills. Some activities are related to the Integrated Studies units.

ASSESSMENT AND REPORTING

Assessment at Aitken College is used in two ways: formative and summative assessments.

Formative assessment, usually in the form of a short test or task, enables teachers to monitor student learning and enables them to adjust their programs to provide targeted teaching during the learning process. This enables a more differentiated program of learning for students, catering to their range of learning abilities. Formative assessment can occur a number of times throughout a unit of work, providing a number of opportunities for teachers to monitor progress and give feedback to students. Student feedback is important in informing students of areas of strength and addressing those requiring improvements with strategies on how to improve.

Summative assessment is used to evaluate student learning at the end of a unit of work. The rubric, usually in the form of a matrix or grid, makes explicit through a brief description of the knowledge and skills required, the level at which a student is achieving. Feedback on students' overall performance accompanies summative assessments. Penalties may occur for work handed in after due date. Assessment takes many form such as projects, minor tests and class workbook.

Continuous feedback is provided to students and parents throughout the school year, giving details about student achievement levels, feedback on assessment tasks and areas for future improvement. This is accessible on My Aitken. A summary report is accessed via the Community Parent Portal at the end of each semester. The report includes the student's achievement level, descriptions of their attitude to learning and a homeroom teacher comment. Parent teacher interviews are conducted during Term 1 and Term 3.

Parents may also request information about their child's quartile result (1 to 5). The quartile is derived from the student's ranking within the year level at Aitken College. For example, a quartile band of 2 means that the student's overall score in the subject places them in the second 25% of scores at that year level. This information is not printed on the semester report, but it may be obtained from the relevant Head of School.

All students in Cumberland participate in annual PAT (Progressive Achievement Tests) Testing. This testing provides teachers with valuable standardised data relating to student academic achievement in Mathematics and reading comprehension. It also enables teachers and parents to track learning growth.

EXTRA CURRICULAR ACTIVITIES

A wide range of co-curricular and extra-curricular activities complements the academic program at the College.

These include:

- Aitken College Music Academy (Band or Strings) – small group tuition on musical instruments and membership of a beginning ensemble
- House Activities – athletics, swimming, orienteering, cross country, performing arts, lunchtime sport, maths and spelling
- Choirs and Ensemble groups
- Musical and Drama productions
- Family Science Night
- Interschool Sports
- Community Service
- ROC (Reach Out Community)

NATIONAL ASSESSMENT PROGRAM

All Year 3 and 5 students sit National Tests in Literacy and Numeracy each year. The results of these tests will be sent home as a separate report. Further details regarding NAPLAN testing can be found at www.vcaa.vic.edu.au under Literacy and Numeracy Testing.

SCHOOL PROGRAMS

DISCIPLINE

A discipline framework enables students, teachers and parents to recognise where student behaviour is or is not at an acceptable level and provides a procedure to rectify this. The unified efforts of parents and teachers are effective in successfully modifying children's behaviour.

Students will be encouraged at all times to be responsible for their own behaviour and will be positively rewarded for successfully achieving high standards of acceptable performance. The discipline framework of the College has been established to allow the best possible scope for students to develop qualities of self-discipline, which they will carry through into their later lives.

EDUCATIONAL SUPPORT PROGRAM

The Learning Support program in Cumberland is offered for students with specific learning needs. These programs encourage students to strive to do their best and encourage an inclusive and supportive environment. Support is offered as small withdrawal groups and in class support. Eligible students are identified by their teachers and referred to the specialised staff in the Learning Centre. The College is committed to support academic progress and individual needs of students. Withdrawal groups will occur during LOTE lessons so that foundational knowledge and skills acquired in English and Mathematics lessons are not affected.

EXTENSION PROGRAM

The Extension Program provides opportunities for highly able students to be challenged academically in areas of specialty. Invitations to join particular extension activities are offered by the Head of Extension Programs. These may include competitions (such as Science Talent Search or Tournament of Minds), in-school extension programs and one-day excursions for inter-school activities.

LEADERSHIP TRAINING PROGRAM

A number of leadership positions are available to students to become involved in the College and contribute to school life in a meaningful manner. The leaders are involved in a series of training sessions such as how to run a meeting, public speaking and team building exercises, in preparation for their roles.

PASTORAL CARE

Every school community faces the need for providing students with a safe and happy learning environment. Each student has the right to enjoy their school experience. No student should fear school life. Pastoral Care at Aitken College starts at this point, teaching young people how to relate to each other in a positive manner. Aitken College teaches a values system which holds high *truth* and *compassion, love* and *kindness*. As students grow through the College, they will learn to practise these values and to deal with a wide range of 'life skills', which include study skills, self-esteem, ethics, social responsibility, bullying, loss and grief, goal setting, harm minimization, racism and conflict resolution. Homeroom teachers have the primary responsibility for the teaching of Life Skills units.

The Director of Chaplaincy, through the Deputy Principal, is responsible for the coordination of the Student Services Program. Homeroom teachers in the first instance monitor personal progress of students in their care. They are the first point of call for parents. 'Students at risk' are monitored in consultation with the Head of School. Matters pertaining to students at 'significant risk' will be referred to a member of the Student Services Team so that appropriate care can be given. At times, this may involve referral to outside organisations who can give specialist care and advice. Students are encouraged to speak with Homeroom teachers, Class teachers, Heads of School and members of staff on the Student Services Team to discuss any issues they feel need resolution.

PEER SUPPORT

The Peer Support Program links Prep and Year 1 students with Years 5 and 6 students who have had leadership training to assist students in the transition into school, its routines and processes, as well as helping them with their learning, both academically and socially. This program runs during Life Skills classes. Peer Support is an educational program committed to improving the quality of life for young school students through positive peer group interaction and influence.

The program at Aitken College aims to help students:

- Develop leadership skills
- Develop responsibility and self-confidence
- Learn way of relating positively to others
- Contribute to a spirit of community
- Understand the importance of values which relate to their daily lives.

The program is designed to provide support between trained Years 5 and 6 leaders and groups of Prep and Year 1 students. By applying the student-help-student principle, it taps the energies of the most valuable resource a school has – the students. The empowerment of young people in this way encourages them to grow in confidence and responsibility.

The Years 5 and 6 Peer Support Leaders undertake a training course to prepare them for the responsibilities and duties of being a leader. The Leaders run sessions with their buddies in small groups. During these sessions, the older students engage the younger ones in activities which develop their self-esteem and co-operative skills.

GENERAL INFORMATION

TERM DATES 2018

Term 1

Term 1 commences for Prep - Year 7 and Year 12.....Friday 2 February
 Term 1 commences for Year 8 - Year 11.....Monday 5 February
Cumberland School Information Night **Monday 19 February**
 Labour Day Holiday..... Monday 12 March
 Term 1 ends Wednesday 28 March

Term 2

Term 2 commences..... Monday 16 April
 ANZAC Day Holiday..... Wednesday 25 April
 Queen's Birthday Holiday.....Monday 11 June
 Term 2 ends Thursday 21 June

Term 3

Term 3 commences..... Monday 16 July
 Professional Learning Day (Student Free Day)Friday 17 August
 Term 3 endsFriday 21 September

Term 4

Term 4 commences.....Monday 8 October
 Mid Term HolidayMonday 5 November
 Melbourne Cup Holiday..... Tuesday 6 November
 Report Writing Day (Student Free Day)Friday 23 November
 Term 4 ends Wednesday 12 December

TIMETABLE AND BELL TIMES

Students have a two-week timetable, which requires more careful attention to make sure everything is at school when required (eg. PE gear). Days 1 to 5 – Week 1 and Days 6 to 10 – Week 2.

Homeroom Assembly	8.45 am – 9.00
Period 1	9.00 am – 10.00
Period 2	10.00 am – 11.00
Recess	11.00 am – 11.20
Period 3	11.20 am – 12.20
Period 4 (including 10 minutes supervised Lunch for years 3 - 5)	12.20 pm – 1.20
Lunch	1.20 pm – 2.10
Period 5	2.10 pm – 3.00
Homeroom Assembly	3.00 pm – 3.05

Students have a supervised lunch inside the classroom at 1.10 pm.

ABSENCES

If a student is going to be absent from school, parents are required to telephone **9333 1866** before 8.45 am and leave a message, stating the student's name, reason and duration of absence.

Requests for permission to leave early must be in writing and should be brought to the Homeroom teacher at the beginning of the day. When students leave early, a parent is required to sign the Early Leaver's book held at the front office. Students who leave the College during the day, but return later that day, must sign the Temporary Leave Book.

ALLERGIES AND ANAPHYLAXIS

A number of students at the College have severe allergies that can be life threatening. Triggers for these allergies include some foods (e.g. peanuts, eggs, milk, wheat, and fish), insect bites, medications and latex. We ask that parents support the College in minimising the risk to these students.

BOOKLIST

Campion Education (Aust) Pty Ltd provides all the necessary resources your child will require. It is crucial that you order from Campion Education, as they will supply you with the appropriate pencils, books and correct edition of textbooks. Please ensure that you buy the correct books (including lined exercise books), pencils etc.

Please label all books with your child's given and family name. The name should appear on the front cover.

BIRTHDAYS

Children love to celebrate birthdays. For your child's birthday you are able to bring in a cake (preferably cupcakes) for the children. If you bring a cake, please provide small plates and spoons and be mindful of allergies and food intolerances. Please speak with your child's teacher to clarify any uncertainties.

CANTEEN SERVICES

A canteen service operates daily. Students place their orders in a tub, which is found in their classroom. Orders must be in by 9.00 am. Your child's name, year level and order are recorded on a paper bag with the correct money. Please do not send a large amount of money for your child to spend at the canteen. A list of prices is published each term. Canteen orders can be made online; details are on the College website.

CHAPLAINCY

The Chaplaincy Department is responsible for the running of weekly Chapel services and other significant religious services such as the annual Easter and Carol Services. In addition, the Chaplaincy staff, play a role in addressing pastoral care issues such as those which relate to loss and grief and families under stress. The Chaplaincy Department is responsible for the oversight of ROC, (**Reach Out Community**) which meets weekly as a worshipping congregation at the College. ROC is involved in children's ministry and other special events which encourage students to explore their faith.

CHILD SAFE POLICY

Aitken College is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making with zero tolerance for child abuse.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and those from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in the College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

DISCRIMINATION, SEXUAL HARASSMENT AND BULLYING POLICIES

Aitken College aims to create an inclusive school culture that fosters acceptance and respect for diversity. In doing so, we seek to deepen understanding and knowledge, promote student and staff wellbeing and help everyone achieve their full potential. This school is enriched by and celebrates the diversity of our whole school community. That is why discrimination, harassment, vilification, bullying and victimisation will not be tolerated at Aitken College under any circumstances.

Aitken College is committed to ensuring that the working environment is free from discrimination, harassment, bullying, vilification and victimisation.

This school acknowledges that in society some people are treated unfairly or unfavourably because of irrelevant personal characteristics such as their sex or race. The whole school community is encouraged to support this policy and the principles and practice of equal opportunity, inclusion and respect for diversity that it articulates.

This policy covers the whole school community, including staff, students, parents, school council members, contractors and volunteers.

This policy applies to:

- education (e.g. teaching and learning, enrolment, student management, student services, curriculum development and delivery)
- the provision of goods and services (e.g. extra-curricular activities, camps, parent–teacher interviews, access to facilities)
- school sport
- employment at the school (recruitment, allocation of duties, employment conditions, access to benefits such as training, promotion and leave).

EXTENDED ABSENCES

Parents are required to send a letter to the Cumberland Head of School requesting permission for an extended absence from school. Extended absence from school can have a detrimental effect on your child's education. Full payment of fees will still be required to hold the place.

FIRST AID

First Aid is available for students who become unwell or are injured during school time. Students will be sent home after contact has been made with a parent or an emergency contact that is able to care for them or take them to the doctor.

Children are only permitted to stay in the First Aid room for 10 minutes; they will then be sent home.

FRIENDS OF THE ARTS

The role of the Friends of the Arts is to foster, nurture and encourage the Arts in the College community. This encompasses both the Visual and Performing Arts. The Arts are an important part of the curriculum and an avenue to nurture creativity and encourage imagination. Parents who are interested in joining Friends of the Arts should leave their name with Reception.

HOMEWORK

All students are expected to spend some time doing homework each night. Some children are happy to settle down to homework as soon as they arrive home, while others need 15 - 30 minutes to have a snack and play before settling down. Recommended times for homework are: Year 3 – 30 minutes, Year 4 – 40 minutes, Year 5 – 50 minutes and Year 6 – 60 minutes. Children are expected to spend some time reading as well as completing set tasks. The ability to develop time management skills in Years 3 - 6 is essential.

It is important that students develop regular study routines and that each student has a quiet workplace at home. The My Aitken website records homework details; parents are encouraged to monitor it closely.

HOUSE SYSTEM

All students are placed in one of our Houses: Brodie (blue), Cameron (green), Clarke (gold) and Millar (red). A variety of activities including swimming, athletics, language and maths make up our inter-house competitions. ACE cards are awarded to students for demonstrating behaviours reflective of our core values.



For demonstrating effort and hard work.



For demonstrating team work and cooperation.



For being kind and caring.



For excellence in work, play and performance.

Each ACE card awarded adds one point to the house tallies which are announced at the weekly assembly.

ID CARDS

All students in Years 4 – 12 are issued with ID Cards. This card can be used to borrow books from the library, for photocopying, for printing and internet usage. Lost cards must be reported immediately. A fee will be charged for a replacement card. ID Cards remain the property of the College and must be returned when a student leaves the College or when the card is re-issued.

ILLNESS

Parents are asked to keep a sick child away from school as infectious diseases, colds, etc are easily transmitted to other children and teachers.

If a child contracts an infectious disease or illness, the College should be notified. On return to school, a medical certificate which indicates freedom from infection must be supplied. The minimum periods of exclusion from school for the most common infections are listed.

INFECTIOUS DISEASE EXCLUSION TABLE	
Chicken Pox	5 days or until lesions have healed
Conjunctivitis	Until discharge from eyes has ceased
Hand, Foot and Mouth	Until blisters have dried
Head Lice	After appropriate treatment has commenced
Impetigo (School Sores)	3-4 days, return once on medication and sores covered by clothing
Measles	4 days after onset of rash
Mumps	9 days or until swelling goes down
Rubella (German Measles)	4 days after onset of rash

IMMUNISATION

New enrolments are required to supply a School Entry Immunisation History Statement. Certificates are obtained from the Department of Human Services (Children Immunisation Register) or Medicare.

INSTRUMENTAL MUSIC TUITION

Aitken College has a large Instrumental Music Program, which provides private tuition on woodwind (flute, clarinet, alto saxophone, tenor saxophone), brass (trumpet, trombone), strings (violin, viola, cello), and contemporary-popular (voice, piano, guitar, bass guitar, drum kit) instruments. The program is open to all students in Years Prep to Year 12.

The Instrumental Music Program at Aitken College is an ensemble-based program. Students are required to attend regular rehearsals of an ensemble(s), which they are placed in, either through their tutor's recommendation or by audition. Rehearsals are held weekly and are rarely, if ever, cancelled. They start soon after the beginning of the school year and recommence the first week of each term.

Enrolment in instrumental music tuition is on a yearly basis, with eight weeks' fees payable, in full, at the commencement of each term. Note that no refunds will be given in the event that a student wishes to discontinue their instrumental tuition during the year unless notice is received by the dates specified.

Aitken College Music Academy

The Aitken College Music Academy is an extra-curricular program, dedicated to providing the very best in instrumental music tuition. This exciting venture allows students to enrol for a group music lesson and ensemble rehearsal in an intensive, fun environment.

Strings Academy (for students in their first or second year of learning an instrument)

Students in Years Prep to Year 4 are invited to participate in a group lesson and orchestra rehearsal after school each **Wednesday** from 3.15pm - 4.30pm. Parents of students in Prep or Year 1 are encouraged to attend the Academy each week with their child to help facilitate their learning and ensure that continued progress is made. Instruments available are Violin, Viola and Cello.

Band Academy (for students in their first or second year of learning an instrument)

Students in Years 4 and up are invited to participate in a group lesson and concert band rehearsal after school each **Monday** from 3.30pm - 5.00pm. Instruments available are Flute, Clarinet, Saxophone, Trumpet, Trombone and Percussion.

The aim of the Academy is to create an opportunity for the students to develop musical skills for performances and to represent the College in music activities. The core curriculum allows students to have a "taster" experience to try an instrument, but it does not allow the instrument to go home. With the Music Academy, students get the opportunity to hire the instrument and take the instrument home to practise and progress at a rapid pace.

The Academy offers a group lesson followed by full ensemble experience each week with specialist music tutors. Students have the opportunity to perform at Eisteddfods, Festivals, Concerts and Workshops throughout the year and can represent Aitken College in the wider community.

The cost for the program will be \$350 for the entire year and this will contribute towards the cost of lessons and hire of the instruments. The Academy will commence in week 2 of Term 1 and run on Mondays (Band) and Wednesdays (Strings) throughout Terms 1 to 4.

Applications forms for private tuition and the Music Academy are available from the College or by emailing music@aitkencollege.edu.au

IPADS AND ELECTRONIC DIARY

The iPad is a classroom learning tool and personal organisation tool for all students in Cumberland. Students on Years 3-5 are allocated a school-owned iPad for use at school. Students in Year 6 are required to use their own iPad, brought to school each day, charged and ready to be used. A separate booklet will address a range of matters concerning iPad use. Students will use an electronic diary and a file management system on My Aitken. Parental supervision of the student's iPad at home is encouraged and expected.

LATENESS

Students who are late to school must report to Reception and sign the Late Book. A Late Slip will be issued, which must be given to the Homeroom Teacher.

LIBRARY

The Aitken College Library supports and enriches the teaching/learning program of the school. The library is open to students before school from 8.05 am until the morning Staff meeting at 8.30 am and at lunchtime, and after school until 4.00 pm for school work only.

The Library uses 'Infiniti', a library system which allows students to access the catalogue and other library resources from any internet connection (e.g. home). There is a hub of 8 computers in the library making available to students Internet and Intranet resources. Students are also welcome to bring into the library their own devices for use. Access to wide online services and other electronic facilities provide the most current resources for student research. Students will be assisted to develop the skills they need to find and select useful information. Other library resources include fiction, non-fiction, reference, graphic novels and magazines. The library subscribes to The Age, Herald-Sun and The Australian.

Borrowing limits and loan periods for Years 3 to 5 are two books for two weeks, whilst for Year 6 students the limits are four books for two weeks. Please take note of the loan periods; books may be renewed if required. Year 5 and 6 students are required to read a specified number of books from a thematic list as part of a joint English/Library program. All students in Years 3 to 4 are required to have the Aitken College library bag in order to borrow.

A lost book should be reported as soon as possible to the library staff. If after a thorough check, the book cannot be located, the students will be responsible for the cost of replacement.

The library is a working area and students are expected to work quietly and to respect the rights of others.

LINES OF COMMUNICATION

Pastoral Care and general administrative issues should be directed in the first instance to your child's homeroom teacher or subject teacher. If necessary, the matter can be referred to the Head of School. Subject co-ordinators should be contacted about any issue related to curriculum. Issues relating to day-to-day management of the College should be referred to the Deputy Principal.

Please be aware that if an issue requires lengthy discussion, you are required to arrange an appointment with the relevant staff member.

MEDICATION

When a child requires medication at school and the parent/guardian is unable to administer it, the school requires the following:

A letter outlining the child's name, the medication, dosage, time to be taken and stating clearly who will administer the medication (class teacher). The parent/guardian must sign the letter and record their name clearly (print). If the letter is not signed the medication will not be administered. The medication must be given to the teacher by the parent/guardian and must be in its original container with the original label.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

Mobile phones are not permitted to be used at school between 8.00 am and 3.30 pm and may be confiscated to be retained by the Head of School until the end of the day. If a mobile phone is brought to school, it must be handed to the homeroom teacher in the morning. In Year 6, they are stored in the student's locker. Students given permission to make phone calls are requested to do so through their Head of School.

The College cannot take responsibility for the loss of mobile phones and other electronic devices. The taking of photographs at school is not allowed unless given permission by the Head of School or classroom teacher.

MY AITKEN LEARNING PLATFORM

Electronic diaries and cloud storage will fall under the My Aitken banner. Teaching staff use our Learning Platform, My Aitken, to help their students organise homework, and create and access resources from anywhere where they can access the internet. Students can access interactive learning materials, tests, quizzes, blogs, forums and much more from their iPads or desktop computers whilst in the College and from home. They are also able to submit work electronically, either through a web portal or directly from their iPads.

Parents have access to the same material as their children so they are able to help their children with their learning. Students can hand in documents, photos, videos and more, which teachers can then annotate, mark and return to their students. Students also have access to a student planner app on their iPad to enable them to check timetables and submit their work. Parents of our younger students will have access to the class blog to keep up to date with what is happening in the classroom and communicate with staff.

The My Aitken Dashboard brings together everything that teachers, students and parents need to know in one place. The dashboard displays upcoming homework, timetables, the school calendar, bookmarks, bulletins and much more.

The My Aitken Parent Portal provides parents access to study material as well as targeted content for them and information about their children including timetables, homework, and attendance. Parents are able to complete forms online and easily keep up to date with life at Aitken.

Parent information sessions will be held in Term 1 to assist parents with accessing the system and understanding how to use My Aitken.

NEWSLETTER

Parents and students are kept informed about upcoming events, important dates and student achievements through the College newsletter. The College newsletter is published fortnightly and on the first and final week of each school term. It is distributed by email and is also available to be downloaded from the College website on www.aitkencollege.edu.au.

OUT OF SCHOOL HOURS CARE

Kelly Club manages the College's Out of School Hours Care program. It offers Before School Hours Care from 7.00 am – 8.45 am, After School Hours Care from 3.05 pm – 6.30 pm and a School Holiday Program from 7.00 am - 6.00 pm. Please refer to <http://kellycluboshc.com.au> or call 9384 2204 for the pricing structure and program details.

PARENTS AND FRIENDS ASSOCIATION

The role of the Parents and Friends Association is to encourage active Parents and Friends interest in the College. This includes working towards supporting the school in the implementation of various programs and to assist with fundraising, as well as the planning and organising of functions associated with the social, cultural and educational life of the school community.

Activities and meetings will be advertised in the College newsletter. To indicate your interest, please email the Association at: pandf@aitkencollege.edu.au.

PARENT HELPERS PROGRAM

The College offers parents the opportunity to partake in the parent helpers information session. It will outline the program requirements and how parents can actively be involved in College life. Parents who do not attend the session cannot assist in the classroom. The session is offered during Term 1.

PARENT PORTAL

All parents have access to an Aitken College Community Portal; via the College website www.aitkencollege.edu.au (click on Community Portal) or <http://communityportal.aitkencollege.edu.au>. Parents receive a personal login which includes a username and password.

PHYSICAL EDUCATION

Students in Prep to Year 6 come to school in their sports uniform on days they have sport.

SCHOOL FUNCTIONS

It is compulsory for all students to attend Chapel Services, sports carnivals, special activity days, excursions and camps, the Easter and Christmas Services and Presentation Night.

SPECIALIST REPORTS

Parents are advised that all specialist reports should be given/sent to the Head of Cumberland and not the homeroom teacher.

The reports are filed in the official school records and copied to the Learning Centre, if there is a need to make modifications or accommodations to support the student's learning needs.

The Head of Learning Support will then summarise the documents for all relevant teaching staff and recommend the strategies for implementation.

This process ensures the regulatory, educational and intervention needs are addressed through efficient and effective procedures.

SPORT

To further develop skills learnt in the swimming and PMP (Perceptual Motor Program) programs offered by the Preparatory School, we have modified the Sports program.

During Term 1, students in Years 3 and 4 will participate in an eight-week intensive swimming program. The aim of this program is to revise and extend skills learnt previously. We believe revisiting these skills are important with regards to water safety and in preparation for the Year 5 House Swimming events. Students will be taught by qualified swimming instructors and Aitken College staff will be present during each session.

Year 5 and 6 students have the opportunity to participate in a wide range of sports, both within the school and on an interschool basis. Year 6 students participate in the School Sports Victoria competition which includes summer and winter sports, cross-country and athletics and swimming carnivals.

STUDENT RECORDS

In an emergency, it may be necessary to contact parents quickly. If, during the year, there is a change of home or work telephone numbers or addresses, please advise the College in writing.

SUNSMART POLICY

The aim of the SunSmart policy is to minimise the dangers of excessive UV radiation exposure for both staff and students and to ensure a healthier environment with long term health benefits. Students should always have a hat with them as part of their school uniform. Parents are asked to provide their child with sunscreen which they can put on as required.

TOYS

Toys and swap cards are not permitted at school.

TRANSPORT

The College is serviced by a limited PTV bus system. Details of routes and fares can be obtained from the College or by contacting Tullamarine Buslines on 9338 3817.

Bus route 484 stops in the College in the morning and Education Department buses provide a limited service in the afternoon. Bus route 543 from Roxburgh Park via Greenvale stops in the Providence Estate next door to the College and students can walk to the College access gate.

Chartered bus services operate along five routes servicing Airport West/ Tullamarine/ Gladstone Park/ Gowanbrae/ Westmeadows/ Attwood/ Meadow Heights/ Roxburgh Park/ Oak Park/ Glenroy/ Greenvale/ Mickleham/ Craigieburn/ Sunbury and Bulla. The service is available on a user pay basis.

There are limited places available on these services. Details can be obtained from the College.

UNIFORMS

The school uniform must be worn completely and correctly, and be clean and in good repair. This applies from leaving home in the morning to returning in the afternoon. This helps the College set and maintain high standards and engenders pride in appearance. Each student's appearance indicates his or her attitude to Aitken College. Members of the community will form opinions about the College on this basis.

School uniforms are available for purchase from Schooltrenz, located at Unit 3, 67-73 Garden Drive, Tullamarine. (Telephone No: 9338 1334).

The shop is open from:	Monday	11.00 am – 5.00 pm
	Wednesday	11.00 am – 5.00 pm
	Friday	11.00 am – 5.00 pm
	Saturday	9.30 am – 3.00 pm

Trading hours may be extended during peak times.

Scarves and gloves are not part of the uniform. If students need to wear them, they must be navy in colour and must not be worn in class. Beanies are not permitted to be worn unless a medical reason warrants one, and then only if plain and navy in colour.

Summer uniform is to be worn in Terms 1 and 4. Winter uniform is to be worn in Terms 2 and 3. Students are permitted to wear the summer or winter uniform at the beginning of Terms 2 and 4 depending on the weather conditions at the time.

Please ensure all uniform items are clearly and securely labelled for identification.

Uniform requirements are listed below:

BOYS UNIFORM	GIRLS UNIFORM
Summer	Summer
<ul style="list-style-type: none"> ▪ Dark grey long trousers or shorts ▪ Short sleeved blue chambray shirt with College logo on the pocket ▪ Dark grey College short socks ▪ College jumper and blazer ▪ Flat black lace up leather school shoes 	<ul style="list-style-type: none"> ▪ College summer dress. Length the knee cap ▪ White College socks, worn above the ankle ▪ College jumper and blazer ▪ Flat black lace up leather school shoes ▪ Navy or bottle green hair ribbon if hair is tied up
Winter	Winter
<ul style="list-style-type: none"> ▪ Dark grey long trousers ▪ Blue winter chambray shirt (long or short sleeves) with College logo on the pocket ▪ College tie ▪ Dark grey College socks ▪ College jumper and blazer ▪ Flat black lace up leather school shoes 	<ul style="list-style-type: none"> ▪ College pinafore or slacks. Length to the knee cap ▪ Blue winter chambray shirt (long or short sleeves) with College logo on the pocket ▪ College tie ▪ Navy tights to be worn not sheer stockings ▪ Navy knee-highs to be worn under slacks ▪ College jumper and blazer ▪ Flat black lace up leather school shoes ▪ Navy or bottle green hair ribbon if hair is tied up
<ul style="list-style-type: none"> ▪ School bag ▪ Art Smock ▪ Library bag ▪ College cap or hat ▪ Sports bag 	<ul style="list-style-type: none"> ▪ School bag ▪ Art Smock ▪ Library bag ▪ College cap or hat ▪ Sports bag

Sports Uniform

- Rugby style top and track pants in College colours and with logo.
- Bottle green cotton shorts.
- College sports sock with AITKEN on band.
- House colour T-shirt with House name.

Sports uniform is to be worn in lieu of the College uniform on days when the student has PE and on designated College Sports event days. (Please note students are expected to wear College sports shorts during physical activity, especially in the summer months.)

School Bags

College back pack for books and College sports bag for sport uniform must be used.

Spray Jacket

The winter spray jacket is an optional item of winter uniform which can be worn only during Terms 2 and 3. It is designed to be worn over the blazer. It is not permitted to be worn in class.

