We take this opportunity to welcome your child to the school community at Aitken College in 2016.

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 values the involvement of families in the College community.

The Preparatory School is a very exciting setting for young learners. It provides the opportunity for individual exploration and guided learning. These Prep years are crucial; they ensure that the children utilise the appropriate strategies to develop skills in Literacy, Numeracy, Integrated Studies and Thinking Skills. The teachers in the Preparatory School support and encourage the children and provide many opportunities for their curiosity to be stimulated.

The curriculum focuses on the children’s educational and individual needs, respecting their differences. Learning experiences occur in the classroom, on the school grounds, and during excursions. The children also learn from each other; they share their cultural and personal experiences. Their interaction within the College focuses not only on learning experiences, but also on their active role as a valued community member. The community spirit is an essential component of our pastoral approach to learning experiences and social interaction. The children are supported and challenged in all aspects of their educational and social needs.

We see the parent’s role as a partnership with the College, working towards meeting the child’s educational development and needs. Parents develop this partnership through their work in the classroom and most importantly at home. The Preparatory School respects and appreciates the assistance that parents contribute to the classroom and the valued impact it has on the children.

The Preparatory School welcomes new parents to the College and looks forward to developing a successful and enjoyable partnership.

Ms Kerrie Neophytou
Head of Fairview
Preparatory School

Email: kneophytou@aitkencollege.edu.au
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 at both a local and global level.

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.
FAIRVIEW - THE PREPARATORY SCHOOL

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:

- Fairview ....................................................... Prep to Year 2
- Cumberland ................................................. Year 3 to Year 6
- Dunhelen ..................................................... Year 7 to Year 9
- Brookhill ...................................................... Year 10 to Year 12

The Year 1 and 2 year focuses on providing an active learning program, promoting the development of:

- A comprehensive English and Mathematics Program
- Inquiry based Integrated Studies Program
- Life Skills Program
- Thinking and Problem solving skills
- Independent and appropriate learning behaviour
- Self-esteem and confidence
- Co-operative work habits
- Respecting individual and cultural diversity

FAIRVIEW CURRICULUM

A broad comprehensive curriculum program is offered. Programs are integrated as much as possible ie. a number of learning areas are brought together as an Integrated Studies 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 Early Years Literacy and Numeracy Program focuses on student growth, delivering a differentiated program supporting individual needs and capacity for experiential and investigative learning. Importantly, scaffolding students learning process, building upon a foundation of understanding in skill and strategy development.

The Learning areas are English, Mathematics, Integrated Studies (including Design and Technology, Science, Humanities and Social Science, The Arts, Health and Physical Education), Languages other than English (LOTE) – French, Performing Arts, Visual Arts, Physical Education/Health and Religion and Values Education. Specialist teaching is provided in Performing Arts, Library (which includes Information Technology), Visual Arts and Physical Education.

Classes are run on the basis of five daily one-hour sessions. Chapel and Assembly have a shared one hour block per week, timetabled every Monday at 9.00am.

English includes reading, writing, speaking and listening. Activities are based on the Early Years Literacy Program. One session per week is spent in the Library.

Information and Communication Technology focuses on the basic skills necessary to use computers. Software and programs are appropriate for each year level, and progress with the focus of skill and knowledge development.
Years Prep - 2 Subject Allocation:

<table>
<thead>
<tr>
<th>SUBJECT</th>
<th>PREP</th>
<th>YEAR ONE</th>
<th>YEAR TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>9</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Integrated Studies</td>
<td>3</td>
<td>3.5</td>
<td>3.5</td>
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<tr>
<td>Performing Arts</td>
<td>.5</td>
<td>1</td>
<td>1</td>
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<tr>
<td>Languages other than English (LOTE)</td>
<td>0</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education and Perceptual Motor Program</td>
<td>2</td>
<td>1.5</td>
<td>1.5</td>
</tr>
<tr>
<td>Religion and Values Education</td>
<td>.5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lifeskills</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Chapel/Assembly</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Library</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>TOTAL</td>
<td>25</td>
<td>25</td>
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</tbody>
</table>

**SUBJECT OUTLINES**

**English**

English includes the areas of reading, writing, speaking and listening. The conventions of language usage are applied – oral language, punctuation, grammar, spelling and handwriting. The English program includes one scheduled period in the Library per week.

**Mathematics**

Children are led to think mathematically about the real world. Skills developed include number, space, measurement and data, problem solving, estimation, classification, reasoning and strategies. A Maths Task Centre is available for higher year levels.

**Information and Communication Technology (ICT)**

The session is facilitated by the homeroom teacher and has three focus areas; English, Mathematics and Integrated Studies. The students also access iPads in which the above subject areas are supported. All ICT sessions focus on safe and secure habits, which reinforce and develop sound ICT knowledge and skills.

**Integrated Studies**

These activities may involve aspects of all of the key learning areas, including Design and Technology, Science, Humanities and Social Science, the Arts, Health and Physical Education; in manageable units with a central theme. A series of simple workshop style activities is used to stimulate thought about natural phenomena, including the human body. Science activities are integrated into the themes at each year level. Environmental awareness is raised by activities which exploit the opportunities provided by the 45-acre rural site.

**LOTE**

The students attend two half hour LOTE - French lessons per week. The focus on the program is the inter-relationship of language, culture and learning to communicate in a meaningful manner within a different context. The language curriculum centres the program on developing knowledge, understanding and skills to support students to:

- communicate in the language they are learning
- understand how they communicate in the language
- make analogy and understand the relationship between language, culture and learning.

The students experience a variety of language-based activities and games to encourage the oral understanding of the French language.

**Performing Arts**

This program for Prep students at Aitken College encourages all children to learn and develop skills through active doing and creating, or “work-play”. Fundamental elements such as beat, rhythm, pitch, expression, coordination, music notation and kinesthetic awareness are discovered through singing, instrument playing, movement, dance and dramatic action.
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 thematic units.

Physical Education and Health
This includes a variety of mostly non-competitive activities, ball games and skill development activities. The Swimming development program also supports the student's lifeskills program and takes place at the Epping Leisure Centre.

Perceptual Motor Program
The program aims to actively involve all children. These structured rotational activities will improve gross motor skills, co-ordination, and challenge to increase skill level, enhance visual and auditory skills, provide children with the opportunity to feel success and promote their self-confidence.

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.

THRASS
THRASS is an acronym for Teaching Handwriting Reading and Spelling Skills. THRASS is an instructive tool which is part of our literacy program. It teaches and reinforces the 44 phonemes (as speech sound) in oral and written language. The 44 phonemes consist of 24 consonant phonemes and 20 vowel phonemes. It also comprehensively outlines the English language’s phoneme/ grapheme relationships, patterns and orthographics. The terminology and language structure are explicitly taught to the students and they are encouraged to use them in all areas of their learning. THRASS is an extremely successful program which provides the students with the knowledge and strategies for developing comprehensive literacy skills.

<table>
<thead>
<tr>
<th>THRASS Terminology</th>
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<tbody>
<tr>
<td>Phoneme</td>
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<tr>
<td>Grapheme</td>
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<tr>
<td>Graph</td>
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<tr>
<td>Digraph</td>
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<tr>
<td>Trigraph</td>
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<tr>
<td>Quadgraph</td>
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<td>*GCA</td>
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</table>

EXTRA-CURRICULAR ACTIVITIES

A wide range of co-curricular and extra-curricular activities complement the academic programs at the College.

These include:

- House Activities including athletics, swimming, orienteering and cross country
- Choirs and Ensemble groups
- Musical and Drama productions
- Science Activities – Family Science Evening
- Interschool Sports – (School Sports Victoria)
- Community Service
- ROC (Reach Out Community)
- Youth Group
- Debating competitions
- Chess competitions
ASSESSMENT AND REPORTING

Assessment at Aitken College is based on goals and the work that students must do to meet those goals. Assessment focuses on what students have achieved and on how they can improve their performance. Assessment is an integral part of teaching and learning, which identifies strengths and weaknesses, and is a continuous process as students work towards well-defined goals.

The students receive a progress report checklist at the end of Term 1; focusing on the current individual needs of the students.

A detailed report is provided via the Community Parent Portal at the end of each semester. The report describes the student’s progress, highlights areas of achievement and outlines any areas of concern. Parent teacher interviews are conducted during Terms 1 and 3.

SCHOOL PROGRAMS

PASTORAL CARE

Every school community needs to provide students with a safe and happy learning environment. Each student has the right to enjoy their school experience. 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 practice 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 minimisation, racism and conflict resolution. The Life Skills program is supported by the Faculty Head of Lifeskills in secondary and Heads of School in Primary who work closely with the homeroom teachers. Homeroom teachers have the primary responsibility for the teaching of Life Skills units.

The Life Skills program in Fairview is based on reinforcing and developing critical and creative thinking, ethical understanding and personal and social capabilities (general capabilities). It provides the children with the opportunity to question their learning, surroundings and circumstances. The program provides children with the skills to develop and explore their thinking and analysis strategies in a variety of situations. The program also supports the importance of tolerance, respect and understanding of individuals in our community.

The Director of Chaplaincy through the Deputy Principal is responsible for coordination of the Student Services Program. Homeroom teachers in the first instance monitor progress of students in their care. They are the first point of contact for parents. 'Students at risk' are monitored in consultation with the Head of School. Matters of 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.

LEARNING SUPPORT AND CUSTOMISED PROGRAMS

Our Learning Support programs are offered to students from Prep through to Year 5. These small customised classes offer intensive intervention and support by specialist teachers. Eligible students are identified by their teacher as needing academic support and are offered small group intervention programs in both Literacy and Numeracy. Withdrawal to the Learning Centre and in class support for small groups and/or individuals is offered to support students’ specific learning needs. The College is committed to support academic progress and individual needs of students.

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. Children 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.
GENERAL INFORMATION

TERM DATES 2016

Term 1 commences for Prep - Year 7 and Year 12 ............................................................... Tuesday 2 February
Term 1 commences for Year 8 - Year 11 ......................................................................... Wednesday 3 February
Fairview School Information Night ......................................................................................... Monday 8 February
Labour Day Holiday .................................................................................................................... Monday 14 March
Term 1 ends .........................................................................................................................Wednesday 23 March
Professional Learning Day (Student Free Day). ...............................................................Thursday 24 March

Easter ........................................................................................................................................Friday 25 March to Monday 28 March (inclusive)

Term 2
Term 2 commences ......................................................................................................................Monday 11 April
Queen's Birthday Holiday .............................................................................................................. Monday 13 June
Report Writing Day (Student Free Day) ....................................................................................... Tuesday 14 June
Term 2 ends .....................................................................................................................................Friday 24 June

Term 3
Term 3 commences ......................................................................................................................Monday 18 July
Professional Learning Day (Student Free Day) ...........................................................................Friday 18 November
Term 3 ends ....................................................................................................................................Friday 16 September

Term 4
Term 4 commences ................................................................................................................... Monday 3 October
Mid Term Holiday ..................................................................................................................... Monday 31 October
Melbourne Cup Holiday .........................................................................................................Tuesday 1 November
Report Writing Day (Student Free Day) ...................................................................................Friday 18 November
Term 4 ends ...................................................................................................................................Friday 9 December

BELL TIMES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom Assembly</td>
<td>8.45 am – 9.00 am</td>
</tr>
<tr>
<td>Period 1</td>
<td>9.00 am – 10.00 am</td>
</tr>
<tr>
<td>Period 2</td>
<td>10.00 am – 11.00 am</td>
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<tr>
<td>Recess</td>
<td>11.00 am – 11.20 am</td>
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<tr>
<td>Period 3</td>
<td>11.20 am – 12.20 pm</td>
</tr>
<tr>
<td>Period 4 (including 10 minutes supervised Lunch)</td>
<td>12.20 pm – 1.20 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>1.20 pm – 2.10 pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>2.10 pm – 3.00 pm</td>
</tr>
<tr>
<td>Homeroom Assembly</td>
<td>3.00 pm – 3.05 pm</td>
</tr>
</tbody>
</table>

ABSENCES

If a student is going to be absent from school, parents are required to telephone 9333 1866 before 8:45am 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, fish), insect bites, medications and latex. We ask that parents support the College in minimising the risk to these students.

A WELL-BALANCED DIET

All children require a well-balanced diet. Parents are required to provide their children with a variety of food types to develop excellent eating habits. This stage in children’s development is crucial. We encourage children to have the following in their lunch boxes:

- Two to three pieces of fruit or vegetables
- A healthy and nutritious sandwich or equivalent
- Healthy snacks are encouraged e.g. cheese slices
- One treat per week or one lunch order per week
- A bottle of water (not cordial)

It is our responsibility to monitor what the children eat and ensure they are being provided with a balanced healthy diet. We must endeavour to instill healthy food habits in our children and this will directly influence their learning capacity.

BIRTHDAY CELEBRATIONS

Birthdays are extremely exciting for the children and they enjoy sharing this celebration with their peers. Parents are only permitted to provide cupcakes for class celebrations; we do not permit lolly bags and other confectionary treats. Please speak to the teachers about children who have food allergies and you will be advised on an alternative for them. Birthday invitations are not to be distributed by the children. Invitations are to be given to the class teacher for discrete distribution.

BOOKLIST

Campion Education (Aust) Pty Ltd provides all the necessary resources your child will require. It is important that you order directly from Campion Education, as they will supply you with the appropriate formative pencils, books and correct edition of textbooks.

Please label all books with your child’s given and family name. Do not label the Year 1 glue sticks, writing and coloured pencils. The Year 2 children place these labelled items in a pencil case. The pencils are pooled in the classroom.

CANTEEN SERVICES

A canteen service operates daily. Children 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. The children are not permitted to make purchases before school. A list of prices is published each term on the College website. Canteen orders can also be made online; details are provided on the College website.

CHAPLAINCY

The Chaplaincy Department is responsible for the running of all the weekly chapel services and other significant religious services such as the annual Easter and Carol Services. In addition to these the College community is served by the Chaplaincy Staff in their responding to loss and grief and other crisis which arise from time to time. Baptism and confirmation classes are provided for those interested in developing their spiritual journey within the Christian Church, and ROC, (Reach Out Community) provides a means of nurturing faith issues for the whole community. ROC is involved in children’s ministry and special events which encourage those who attend to explore their faith. The Student Services department falls under the direction of the Chaplaincy Department and comprises trained counsellors who address a range of issues which relate to students and families at risk, offering specific pastoral care and counselling responses in time of crisis.
COLLEGE HOUSES

The Houses are named after families who settled in the local area.

- **Brodie House** (Blue)
- **Clarke House** (Gold)
- **Cameron House** (Green)
- **Millar House** (Red)

The children are able to wear their sport colour t-shirt on designated House sport events. The t-shirt is purchased through Schooltrenz.

COMMUNICATION BOOK

This booklet is for parent and teacher communication. It outlines the College procedures and calendar dates. This booklet encourages parents to record details and special events; also allowing children to record their notes. This procedure ensures confidentiality as it is only read by the appropriate teacher, parent and child.

DISCRIMINATION, SEXUAL HARASSMENT & 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 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.

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 who 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.**
**HOME READING PROGRAM**

The children in the Preparatory School are required to read their reading book at home every school day. It is important that the children read to an adult at a regular time and in a quiet place. A record book is provided which provides helpful strategies for parents.

**HOME TASKS**

All children participate in a Home Reading Program in which they are encouraged to read with their parents every evening.

The Prep children receive a word-list that contains frequently used words. The children take this home and read and play games with the words. On occasion the children may receive a home task to complete.

Year 1 and 2 children will sometimes receive set work to complete at home. This may include English and Mathematics tasks or unfinished class work. Home tasks need to be completed by the child and parents should only provide assistance and guidance as required to the child.

**HOW WAS YOUR DAY?**

Parents question children when they pick them up. Some children are unable to verbalise their thoughts; therefore it is best to ask specific questions. “What games did you play at sport?” “What book did the Librarian read?” Check the timetable and ask about a subject.

**ILLNESS**

Parents are asked to keep a sick student 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.

<table>
<thead>
<tr>
<th>INFECTIOUS DISEASE EXCLUSION TABLE</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
</tr>
<tr>
<td>Conjunctivitis</td>
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<tr>
<td>Head Lice</td>
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<tr>
<td>Measles</td>
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<tr>
<td>Mumps</td>
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<tr>
<td>Rubella (German Measles)</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
</tr>
<tr>
<td>Hand, Foot &amp; Mouth</td>
</tr>
</tbody>
</table>

**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.

**LATENESS**

Students who are late to school must report to Reception and sign the Late Book (for Prep students, parents will need to do this). A Late Slip is issued, which must be given to the Homeroom Teacher.

**LIBRARY**

Children participate in a weekly library lesson, which aims to develop a love for reading and an appreciation for literature through story time and a range of related activities. Library and research skills are also introduced to the children and developed through the course of their library sessions.

The library is open to students before school, during lunchtimes and after school, where they are surrounded by an enticing selection of books, games and activities in a warm and welcoming environment.
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. The Director of Studies should be contacted about issues 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.

MY AITKEN LEARNING PLATFORM

From 2016, electronic diaries and cloud storage will fall under the ‘My Aitken’ banner. Teaching staff will be using 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 will be able to 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 too will have access to the same material as their children so they will be 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 will be 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 coming 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

Camp Australia manages the College’s Out of School Hours Care program. It offers Before School Hours Care from 7.00 am – 8.30 am and After School Hours Care from 3.15 pm – 6.30 pm. Registration must be completed online via the website - www.campaaustralia.com.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 the 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 at the commencement of the academic year.

The key features of the Community Portal include:

- **Welcome** tab: Description of the portal.
- **Results** tab: A page for each child with list of teachers (and email icons) and a results area for future release of results.
- **Timetable** tab: Your child’s timetable for today and the week.
- **Finance** tab: Your fees account statements and receipts.
- **Interviews** tab: Booking Parent-Teacher interviews.
- **Contact Us** tab: List of teachers and Heads of School – click on name to email.
- **Logout** tab: Please log-out when leaving the portal. You may also change your password here.

PRIVATE INSTRUMENTAL MUSIC TUITION

Private tuition is available in the instrumental music program for a separate fee. These lessons are provided by external music teachers and are organised during class time. Details about the program and application forms can be obtained from the College.

SCHOOL FOOTWEAR

Please ensure that your child is wearing the correct footwear. This includes: flat black lace up leather shoes or leather pull up boots, no buckles or Velcro. Pull up boots are only worn in the Preparatory School and children entering Year Three must wear flat black lace up shoes.

The children are required to bring gumboots (Terms 2 and 3) and slippers to school. Please ensure that the slippers are appropriate and a plain colour/design e.g. blue, green. Novelty slippers are not permitted to be worn at school.

**School footwear permitted**

**School footwear not permitted**

SCHOOL FUNCTIONS

It is compulsory for all students to attend Chapel Services, sports carnivals, special activity days, excursions, the Easter and Christmas Services and Presentation Night (Years 3-12). Prep to Year 2 students may attend Presentation Night with parents. Parents are welcome to attend these school events.

SPORT UNIFORM

Prep to Year 2 students are permitted to wear their sport uniform to school on their allocated sports day.
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

Students attend Aitken College from many suburbs in the northwest corridor including: Greenvale, Craigieburn, Roxburgh Park, Gladstone Park, Airport West, Tullamarine, Glenroy, Oak Park, Pascoe Vale, Brunswick, Essendon, Niddrie, Keilor, Bulla and Sunbury.

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

Chartered bus services operate along five routes servicing Essendon/ Moonee Ponds/ Airport West/ Oak Park/ Glenroy/ Tullamarine/ Gladstone Park/ Westmeadows/ Attwood/ Meadow Heights/ Roxburgh Park/ Greenvale/ Bulla and Sunbury. 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, correctly, 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.

All items of uniform must be clearly and securely labelled for identification.

School uniforms are available for purchase from Schooltrenz, located at Unit 10/24 Carrick Drive, Tullamarine. (Telephone No: 9338 1334).

Schooltrenz 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.

Scarfes and gloves are not part of the uniform. If students need to wear them, they must be navy in colour. 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.

SPORT UNIFORM

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

Sports uniform is to be worn to and from school for Prep - Year 2 students on their sports day 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)
HATS
It is compulsory that all students wear their hats and be sun-smart permanently during Term 1 and Term 4 in particular.

SCHOOL BAGS
Only College back packs and carry bags are to be used.

RAIN COATS/PARKA
The winter parka is an optional item of winter uniform which can be worn during Terms 2 and 3. It is designed to be worn over the blazer.

JEWELLERY AND MAKE UP
Students are permitted to wear a wrist watch and one pair of plain silver or gold studs or sleepers (one per ear lobe). No other jewellery is permitted to be worn. Students must not wear make-up.

HAIR
Hair should be neat and tidy at all times. If hair reaches the shoulder it should be tied back. Any hair accessories: ribbons, ties or scrunchies must be bottle green or navy blue. Exaggerated hair styles and colours are not acceptable.

Uniform requirements are listed below:

<table>
<thead>
<tr>
<th>BOYS UNIFORM</th>
<th>GIRLS UNIFORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>- Dark grey long trousers or shorts.</td>
<td>- College summer dress. Length at least to the bottom of the knee cap.</td>
</tr>
<tr>
<td>- Short sleeved blue chambray shirt with College logo on the pocket.</td>
<td>- White socks with College stripes worn above the ankle.</td>
</tr>
<tr>
<td>- Dark grey short socks with College stripes.</td>
<td>- College jumper and blazer.</td>
</tr>
<tr>
<td>- College jumper and blazer.</td>
<td>- Flat black lace up leather school shoes.</td>
</tr>
<tr>
<td>- Flat black lace up leather school shoes.</td>
<td>- College spray jacket (Term 2 and 3 to be worn over blazer.</td>
</tr>
<tr>
<td>- College spray jacket (Term 2 and 3 to be worn over blazer.</td>
<td></td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>- Dark grey long trousers</td>
<td>- College pinafore or slacks. Length of pinafore to be at least to the bottom of the knee cap.</td>
</tr>
<tr>
<td>- Long sleeved blue chambray shirt with College logo on the pocket.</td>
<td>- Long sleeved blue chambray shirt with College logo on the pocket.</td>
</tr>
<tr>
<td>- College tie</td>
<td>- College tie</td>
</tr>
<tr>
<td>- Dark grey socks with College stripes</td>
<td>- Navy tights to be worn not sheer stockings</td>
</tr>
<tr>
<td>- College jumper and blazer</td>
<td>- Navy knee-highs to be worn under slacks</td>
</tr>
<tr>
<td>- Flat black lace up leather school shoes</td>
<td>- College jumper and blazer</td>
</tr>
<tr>
<td>- Aitken College School bag</td>
<td>- Flat black lace up leather school shoes</td>
</tr>
<tr>
<td>- Art smock</td>
<td>- Aitken College School bag</td>
</tr>
<tr>
<td>- Library bag</td>
<td>- Art smock</td>
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<tr>
<td>- College cap or hat</td>
<td>- Library bag</td>
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<tr>
<td>- Sports/swimming bag</td>
<td>- College cap or hat</td>
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<td></td>
<td>- Sports/swimming bag</td>
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</tbody>
</table>
VALUABLES

Please ensure that valuables are not brought to school, as the College cannot be responsible for the loss of articles.

V.I.P. – Very Important Parents

Parents who are assisting during school hours must sign in and out at reception and wear a Visitor Pass.

WEBSITE

The College website at www.aitkencollege.edu.au can be checked to gain updates on College activities.

WET AND HOT DAYS

During wet and extremely hot weather days, children are supervised indoors by staff and undertake quiet indoor activities.

WORKING WITH CHILDREN CHECK (WWC)

The Victorian Government has introduced legislation affecting all adults who work with children. These adults are required to have what is called a Working with Children check (WWC). The WWC check is necessary for anyone acting as a volunteer.

If you believe you will be working in a voluntary capacity e.g. as a classroom helper or parent helper with excursions, it is imperative that you have a current WWC check. Application forms for a WWC check can be obtained from your local Australia Post office or can be accessed on line: www.workingwithchildren.vic.gov.au.

Before offers of voluntary assistance can be accepted, parents will be asked to provide the College with their WWC card.

YARD DUTY

Teachers are on duty prior to the school day, during recess, lunch and after school. Children are not permitted to arrive at school prior to 8.00am and are required to be collected by 3.45pm. Prep – Year 2 children who are not collected by this time will be sent to Out of School Hours Care and families will be billed accordingly.

PARENT SUPPORT

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, sporting, 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: admin@aitkencollege.edu.au