

2012 Student Handbook



Cottage



Welcome to St Luke's Grammar School.

This Student Information Booklet contains important information relating to commencement in the Cottage program during 2012.

The information enclosed is designed as brief introductory material only. Further information is available from the School website, at Orientation meetings and via announcements made in the School's newsletter, the Grammar News.

Junior School Office 9438-6250



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Welcome!

“The heart of education is education of the heart.”

Author unknown



On behalf of all Junior School staff, I would like to extend a warm welcome to the students and parents who will be the Cottage class of 2012 at St Luke's Grammar School. We are thrilled that you have chosen St Luke's as the place to educate your child and we look forward to a long and happy relationship.

The Cottage program at St Luke's Grammar School is unique. For three days each week, children are nurtured in an encouraging and supportive Christian environment and given the solid academic and social foundations for formal schooling the following year.

It is important that every child's first 'schooling' experience is a positive one and the Cottage staff work tirelessly to provide a range of fun, stimulating and challenging tasks, both indoors and outdoors, to engage all children. As this may also be a first taste of being part of a larger group, the important elements of caring and sharing are also engendered.

Whilst there are many factors that impact on the development of each child, home and school are certainly the most influential. For this reason, the partnership that develops between these two pivotal aspects of a child's life is of critical importance.

As we work together, the staff and I look forward to being a part of the joy of all that your child achieves at St Luke's.

Sincerely,

Mr Tim Johnson
Head of Junior School

Welcome to the Cottage Program

The first years of life are of vital importance to a child's growth and development. Foundations are laid that influence the ability of children to accept themselves, relate well to others and respond positively to their environment and our community. Family relationships provide young children with the best model for developing attitudes, values and appropriate behaviour. Interactions with other adults and children are very important and promote ways for children to relate to the world around them.

Early childhood education provides the platform as children transition from home to a school environment. Educational research indicates that these early years are crucial for learning and, in fact, are where the foundations for future learning are laid.

The St Luke's Cottage program seeks to instil a love of learning by providing a stimulating environment for children in our care. We offer a range of experiences through learning activities where children are given opportunities to experiment, explore, discover and learn as they play. Our teachers engage in the children's play to teach social competencies that will equip them for the social challenges they will encounter at school and in the wider community.

This handbook is a resource for families to refer to throughout the time your child is in Cottage at St Luke's. It outlines how we operate and provides helpful information for making your child feel comfortable.

As each child matures and his or her strengths, interests, confidence and knowledge grow, we further develop our program to pursue these interests and provide achievable challenges to promote further growth and development.

The St Luke's Cottage experience also aims to develop:

- Positive self-esteem
- Basic social skills
- Increasing independence
- Enjoyment in being part of a small group and larger community
- Skills in sharing and co-operating, and
- The desire to learn and pursue interests

Cottage Preparation Checklist

The following information has been provided because we want you and your child to feel informed and confident about starting Cottage.

Before starting, you will need:

- School uniform (summer & winter).
- Legionnaire style sun hat for play time.
- White running shoes, with Velcro fasteners.
- School backpack.
- Lunchbox and drink bottle.
- St Luke's art smock.
- St Luke's library bag.
- To label everything that is brought or worn to school, including shoes, socks, hats, jumpers, lunch boxes, drink bottles and lids.

On the first day of Cottage:

- Talk positively about the first day.
- Pack your child's recess and lunch with them.
- Pack a spare pair of underwear, socks and a change of clothes in a plastic bag. Let your child know these are in his or her bag in case of any toilet accidents at school.
- Encourage your child to become increasingly independent by dressing themselves, packing/unpacking the school bag and identifying their own belongings.

During the first weeks of Cottage:

- The teachers will let you know when to pack items for specific activities, such as library.
- Students are often very tired in the first weeks of Cottage. Your child will need lots of sleep (12 hours is recommended) and a healthy breakfast.
- Ensure your child is aware of who will be picking them up.
- Check your child's bag each night.
- Try to establish regular routines both in the morning and in the evening.
- It is very important that your child has time to relax, play outside and do things that they enjoy.

General Information:

- Starting and finishing times in Cottage are 8:45 am – 2:45 pm.
- All students need to be accompanied by a parent/adult carer to and from the Cottage classroom each day.
- Try to organise for your child to play with other children also starting Cottage before school begins.

Orientation Program

The St Luke's Cottage Orientation program begins with the Parent Information Evening on Wednesday, 19 October, 2011 from 5.30 pm to 7.00 pm. This will be followed by:

- Orientation Day for the children in the Monday to Wednesday Cottage Gold class: Tuesday 25 October, 2011 from 9:00 am to 11:00 am.
- Orientation Day for the children in the Wednesday to Friday Cottage Blue class: Thursday 27 October, 2011 from 9:00 am to 11:00 am.

At the Parent Information Evening you can:

- Meet teachers.
- Find out about Cottage routines and what your child will do.
- Ask questions.
- Meet other parents.
- Discover ways to become involved in the school.
- Learn more about the school.

At Orientation your child will:

- Discover the Cottage surrounds.
- Meet their Cottage teachers and assistants.
- Make new friends.
- Be familiarised with where things are in the school.
- Enjoy indoor and outdoor activities.

Settling In

We find that children settle best into the classroom when parents establish a routine of arriving each day with plenty of time to organise equipment and encourage their child to participate in an activity and then leave promptly after saying goodbye.

Term Dates 2012 Cottage

The School year is made up of 4 terms that run over 2 semesters.

Important Note:

For the first week of Term 1 only, all Cottage children will only attend **1 half-day**.

- The children enrolled in the Monday to Wednesday Cottage Gold class will attend on Wednesday 1 February, 2012, from 8:45 am to 12:30 pm only.
- The children enrolled in the Wednesday to Friday Cottage Blue class will attend on Thursday 2 February, 2012, from 8:45 am to 12:30 pm only.

The regular 3-day program will commence the week beginning 6 February, 2012.

Regular Term Dates:

Term 1:	Cottage Gold	Wednesday 1 February to Wednesday 4 April
	Cottage Blue	Thursday 2 February to Thursday 5 April

Public holidays occurring during Term 1 holidays:

Friday 6 April	Good Friday
Monday 9 April	Easter Monday

Term 2:	Anzac Day	Wednesday 25 April
	Cottage Gold	Monday 30 April to Wednesday 27 June
	Cottage Blue	Thursday 26 April to Friday 29 June

Public holidays occurring during Term 2

Monday 11 June	Queen's Birthday holiday
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Term 3:	Cottage Gold	Tuesday 24 July to Wednesday 19 September
	Cottage Blue	Wednesday 25 July to Friday 21 September

Public holiday occurring during Term 3 holidays:

Monday 1 October	Labour Day
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Term 4:	Cottage Gold	Monday 8 October to Monday 10 December
	Cottage Blue	Wednesday 10 October to Friday 7 December

Cottage Drop-Off and Pick-Up

The Cottage day begins at 8:45 am and concludes at 2:45 pm. Cottage students are always to be taken directly to their classroom at 8:45 am and collected directly from their classroom at 2:45 pm. Please do not use the 'Drop and Go' for parking when picking up your Cottage child.

The School Day

School begins each day at 8:45 am and concludes at 2:45 pm – Monday to Wednesday for Cottage Gold and Wednesday to Friday for Cottage Blue. Students have a short morning tea break at 10:15 am to 10:45 am and a longer break at 12:15 pm – 1:15 pm for lunch. Both breaks include time to eat together and play in our area.

The Cottage day starts with developmental play where children are able to choose from a variety of activities. Parents are welcome to stay for the first 10 minutes in order to: place library bags and news items in the appropriate boxes and lunch boxes, drink bottles and hats in their child's locker. No time during the day is allocated for sleep/rest at school, although we try to plan quiet activities for the afternoon session.

The Classroom

The first term is primarily a time for socialisation and becoming familiar with the classroom routines through play. It is our aim to create a comfortable and stress-free environment for the children within the Cottage classroom.

We encourage the children to:

- Greet us by name with eye contact as they enter each day.
- Listen when others are speaking.
- Recognise their name on their belongings.
- Put play equipment away after use.
- Flush the toilet and wash their hands after each use.

Your child will learn:

- English – pre-reading, pre-writing, talking and listening.
- Mathematics – to develop children's thinking, understanding and confidence with numbers, shapes, patterns, and measurement.
- Creative Arts – providing children with experiences in the visual arts, music, drama and dance.
- Personal Development Health and Physical Education (PDHPE) – children develop the necessary knowledge, skills and attitudes to lead active, fulfilling and healthy lives including social and emotional skills.
- Specialist Lessons – students have a dedicated Christian Studies and Library time each week as well as the expert knowledge of specialist Physical Education teachers.
- Technology (ICT) – the use of technology is introduced and used in a number of activities.
- Indonesian – children are introduced to the language and culture of Indonesia which prepares them for further study throughout the Junior School.

The School Day (continued)

School Attendance / Lateness or Absence:

If your child arrives at school late you will need to go to the Junior School Office to sign your child in. The same process applies if you are taking your child out of school early for any reason. The notification slip must be given to the class teacher.

If your child is going to be away from school due to illness or an appointment, please notify the Junior School Office. You will need to write a note when your child returns to school.

Leave from school for holidays or family matters must be made in writing to the Head of Junior School, as far in advance as possible, for approval.

Writing Notes:

You will need to write a note with the following information if your child has missed school. This note must be given to the class teacher upon return to school.

- Your child's name and class.
- Date and number of days your child was away.
- Explanation of absence.
- Any other information as required. (e.g. doctor's certificate)

Before and After School Care:

This service is provided at an extra cost for children in Cottage arriving at school prior to 8:30 am and leaving after 3:00 pm. Bookings are essential and can be made at the Junior School Office.

If you have a child in Years 2 - 4 at St Luke's Grammar School, a complimentary supervision facility called 'Sibling Room' is provided until 3:15 pm. This service is an opportunity for the younger children to be supervised by a teacher from the end of their school day in a safe setting until they are collected by their older siblings no later than 3:15 pm after which they are taken to a central pick-up location.

The School Day (continued)

School Attendance (continued)

Afternoon Pick Up:

The Cottage day finishes at 2:45 pm. Parents are asked to wait outside the classroom for their child. Please make sure your child and his or her teacher know who is picking them up each day. Any sudden change of pick-up arrangements on the day must be made known to your child's teacher.

For safety and supervision reasons there is no play permitted on equipment outside the classrooms before and after school.

Arriving at and Leaving from School:

Schools are very busy in the mornings and afternoons. The streets around our School have a 40kph speed limit. All Cottage children must be escorted to and from the classroom by a parent or adult carer each day. For the safety of all students at this School, please abide by these rules.

All Cottage students need to be signed in on arrival and signed out at departure on the forms provided outside the Cottage classrooms.

School Readiness

We are excited to have your child starting the Cottage program with us and look forward to a wonderful year together. We would like to encourage you to share your positive attitude towards St Luke's with your child, which will help them to feel confident about the coming year.

Enjoy time together in the afternoon talking with your child about their day, after they have had some time to relax. Don't be concerned if your child doesn't offer many details. Just be relaxed and enthusiastic about what they share.

Try these with your child before starting Cottage:

- Sing songs together.
- Use books for enjoyment – looking at pictures, turning pages, identifying left and right, start and finish.
- Give your child simple instructions to follow and then build on these.
- Encourage your child to join in conversations.
- Give your child opportunities to experiment with pencils, textas, crayons, paint brushes and scissors.
- When helping your child to practise writing their name use capitals only for the first letters e.g. Jack not JACK. Please familiarise yourself with the handout included on the “foundation” handwriting style used in NSW schools.
- Talk about opposites – up/down, day/night, etc
- Help your child identify things in a group that are different – shapes, colours, sizes.
- Encourage your child to talk about numbers using everyday words such as many, a lot and more.
- Encourage your child to tidy up when they have finished playing.
- Teach them to say their name and address.
- Encourage awareness of rules and reasons for having them.
- Organise play times for your child with other children to encourage sharing and taking turns.
- Provide opportunities to play with puzzles, blocks and Lego.

Safety and Welfare of Your Child

St Luke's Grammar School makes every attempt to provide a safe and caring environment for your child in a setting that encourages effort, achievement and a sense of well-being.

Each Cottage class consists of 20 children; a ratio of 1 adult to every 10 children. Any information or questions regarding your child should be directed to the class teacher.

Please keep teachers informed of any changes in your child's life that may affect their work or enjoyment of school. If you become aware of a major change in your child's behaviour or you have any concerns about your child and their schooling, it is important that you talk to your child's teacher as early as possible.

Please note that some of our morning activities involve equipment which may be dangerous for younger siblings. For this reason, please do not leave toddlers unattended during our morning play time.

Parent Involvement at St Luke's

Your child would love to see you at school and your contribution to our School is needed, valued and appreciated. There are many ways to be involved.

At School:

- Helping in the School Canteen.
- Helping with fundraising.
- Offering a special skill or expertise such as coaching a sporting team, playing an instrument or sharing job information.
- P & F committee.
- Assisting in the School Uniform Shop.
- Class mothers.

How we keep you informed:

- A regular School newsletter, the Grammar News, will be emailed home each week.
- St Luke's parent portal.
- Parent information sessions.
- Class letters throughout the year.

The Cottage teachers are aware that this is an important year for you and your child and that many questions may arise throughout the year. Please feel comfortable to raise any issue that is concerning you or your child, either in the morning or in the afternoon. If you require a longer discussion, please speak to us to arrange a time outside school hours.

Food at School

Morning Tea and Lunch

These times will be a new and diverse experience for your child compared to that of eating at home.

Cottage children sit with their teachers in a designated area outside for morning tea and at tables inside the classroom for lunch. On wet or particularly cold days, Cottage children will eat in their classroom with their teachers. We are unable to heat or refrigerate food. It is important for the children to try to be independent when opening their food and eating; however, we are available to give assistance.

We encourage children to bring a nutritious, healthy morning tea and lunch, with a maximum of 1 treat. This will assist their ability to concentrate and to optimise their learning.

Breakfast

A healthy breakfast is an important start to each day and will help to sustain your child until morning tea.

Healthy Canteen

Our School Canteen is a place where children can buy healthy food. Students can order their lunch through the online 'lunch order' system. The link can be accessed via the School website or at fleximeals.com.au. Morning tea can not be ordered through the Canteen so please provide it separately.

When Lunch Comes Home

Teachers try to ensure that the children eat their packed food and do not throw any unwanted food in the bin. Do not be too concerned if your child does not eat all of their lunch. We try to ensure every child eats and drinks something from the lunch provided.

St Luke's is a 'nut free' school. Due to food allergies, no nut products are to be included as part of your child's recess or lunch. This includes chocolate treats and chocolate spreads such as Nutella.

Your Child's Health

St Luke's seeks to ensure that students are protected from the damaging effects of the sun. Shelter is provided where possible and the wearing of hats is expected. At home, ensure that sunscreen is applied each morning before school as part of the daily routine.

If your child is injured at school, you will be contacted and any necessary medical attention will be sought. If your child becomes ill while at school, you will be called and requested to collect them. Therefore, it is imperative that your current contact details are updated regularly with the office. If your child suffers any symptoms of vomiting or diarrhoea they must remain at home for **48 hours**.

Head lice are common among school children and have nothing to do with hair being clean or dirty. Head lice are spread when children are in close contact but do not cause any harm to your child's health. Please check your child's hair regularly and girls should keep long hair tied back or braided.

If your child has head lice or any other infectious disease such as chickenpox, it is vital to inform the school so that we can alert other parents to monitor their children. This is important to ensure the safety of all our students.

School Uniform Shop

New Student Full Fit-Out (Appointments Essential!)

Please note that all new students require a "New Student Full Fit-Out" appointment, to be scheduled during Term 4 prior to their entry. It is recommended that Uniform appointments be made during November and December to ensure stock is readily available, or there is sufficient time to order in stock prior to school commencing in 2012.

Appointment times are 9.00 am, 10.00 am, 11.00 am, 1.00 pm and 2.00 pm. Please book your appointment at your earliest convenience and allow 45 minutes to an hour for a full fit out.

Leaving Uniform purchases until January is definitely not recommended as stock may not be available and queues can be very long. If you are concerned that your child may grow before the start of the school year, exchanges can very easily be made closer to starting.

General School Uniform Shop Information

The School uniform Shop is a P & F operated service for St Luke's families that offers both new and second-hand Uniforms, second-hand text books and accessories. The Shop is the sole supplier of St Luke's Uniforms and is located in the business park adjacent to the School grounds.

Parents are encouraged to purchase uniforms in the term before starting at St Luke's to avoid any delays or shortages. If your child has any special sizing requirements please contact the School Uniform Shop as soon as possible as up to 12 weeks may be needed for custom orders.

Information regarding price lists, order forms, contact details and Shop hours are available at <http://www.stlukes.nsw.edu.au/> (Students and Parents). You are most welcome to phone, fax or email orders at any time. Items are sent to your child directly or are available for parent collection from the main School Office.

School Uniform Shop Hours (Term time only)

Mondays to Thursday 8.00 am to 12.00 pm and 1.00 pm to 4.00 pm
Fridays 8.00 am to 12.00 pm and 1.00 pm to 2.00 pm

Christmas Holiday Shop Hours (2011 / 2012)

Please note that the Uniform Shop will be closing on Friday 9 December 2011 and re-open on Monday 23 January 2012. The Shop will be closed on 26 January 2012 for the Australia Day Public holiday.

Contact

Please call or email Mrs Yvette Taufan to make your appointment on:

Phone: 9939 0164

Fax: 9939 3509

Email: uniformshop@stlukes.nsw.edu.au

Unit 1 / 224 Headland Road, Dee Why. (When entering the Business Park, head up the driveway on the left.)

Fitting appointments are available during Term 4 and the Christmas holidays. Appointments are essential for New Students and all Students moving from Cottage to Kindergarten.

Payment Options

Cash, cheques (payable to "St Luke's Grammar School Shop"), Mastercard, Visa, EFTPOS

Uniform and Appearance

We aim to foster a sense of belonging to St Luke's Grammar School and for this reason students should always wear their School uniform correctly and with pride. All uniform items should be marked clearly with the student's name. The School uniform must be worn whilst at school and whilst journeying to and from home or school.

General

- The summer uniform is worn in Terms 1 and 4. The winter uniform is worn in Terms 2 and 3.

School Uniform

- Shoes: Cottage students are to wear predominately white joggers with velcro-fastening and plain white school socks.
- Hats: Cottage students use the legionnaires sun-hat. The sun-hat must be worn at all P.E. activities and in the playground at all times.
- Summer Boys: St Luke's white sports polo-shirt with royal St Luke's shorts.
- Summer Girls: St Luke's white sports polo-shirt with either royal St Luke's unisex shorts or royal St Luke's sports skirt.
- Winter Boys: St Luke's tracksuit with white sports polo-shirt or white skivvy.
- Winter Girls: St Luke's tracksuit with white sports polo-shirt or white skivvy.
- Bags: Only an official School bag or back pack may be used by students. Bags are supplied with internal and external name tags. Students' names should be clearly printed on each tag and must not be removed from the bag.

Appearance

- Hair: Girls - shoulder length [or longer hair] to be tied back with either white or blue ribbons or white, blue or brown elastic hair bands. Scrunchies are permitted [white, blue or Uniform fabric].
- Hair: Boys - must have hairstyles which are neat and tidy at all times and not of an extreme nature i.e. completely off collar and not falling in eyes and not tucked behind the ears.
- Jewellery: Girls may wear one pair of silver or gold stud earrings in the ear lobe – not sleepers. Rings, necklaces and other jewellery [other than stud earrings] may not be worn.

NSW Foundation Style Handwriting

N.S.W. Foundation Style Handwriting

These are the letter formations used in N.S.W. schools:

Aa Bb Cc Dd Ee

Ff Gg Hh Ii Jj Kk

Ll Mm Nn Oo Pp

Qq Rr Ss Tt Uu

Vv Ww Xx Yy Zz

0 1 2 3 4

5 6 7 8 9

Junior School Contact Details

Principal	Mrs Jann Robinson	9438-6200
EA to the Principal	Mrs Elizabeth Little	9438-6237
Head of Junior School	Mr Tim Johnson	9438-6250 tjohnson@stlukes.nsw.edu.au
Deputy Junior School	Mrs Judy Faulkner	9438-6250
Junior School Direct		9438 6250
Sport Co-Ordinator	Mr Darren Lawrenson	9438-6250
Junior School Administration	Mrs Margaret Reed Mrs Deanne Bidencope Mrs Teresa Duggan Fax Email Website	9438-6250 9438-6250 9438-6250 9905-0036 juniorschool@stlukes.nsw.edu.au www.stlukes.nsw.edu.au
Before & After School Care	Mrs Dawn Chase	9438-6260
Counsellor	Mrs Tania Thompson	9438-6209 (Mondays,Thursdays)
Gifted and Talented	Mrs Jodie Bennett	9438-6250 (Monday, Wednesday, Thursday)
Learning Support	Mrs Sue Griffiths Mrs Julie Smith	9438-6250 (Tuesday, Wednesday, Thursday) 9438-6250
Business Manager	Mrs Jane Lockie	9438-6210
Canteen	Mrs Karen Uren	9438-6248
Marketing & Enrolments	Mrs Danielle Hargrove	9438-6245
School Uniform Shop	Mrs Yvette Taufan	9438-6249
Fee Enquiries [Sydney Anglican Schools Corporation]		9579-5663

Junior School Office Hours

The Junior School Office will close at 12:00pm on Thursday 8 December, 2011 and will reopen on Monday 30 January 2012.

Junior School Office hours during Term: 8.00 am to 4.00 pm



ST LUKE'S
GRAMMAR SCHOOL

