

# Kindergarten Student Handbook



ST LUKE'S  
GRAMMAR SCHOOL

2012



## Welcome to St Luke's Grammar School.

This Student Information Booklet contains important information relating to commencement in Kindergarten during 2012.

The information enclosed is designed as brief introductory material only. Further information is available from the School Website, Student Diary, 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 a child is the most precious of God's creations.  
Never break it. At all costs, never break it."*

Joseph L. Whitten



On behalf of all Junior School staff, I would like to extend a warm welcome to the students and parents who will be the Kindergarten 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.

St Luke's Grammar School has a long tradition of outstanding Christian co-education where each child's academic, social and emotional gifts are refined in a supportive and encouraging environment.

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

# KINDERGARTEN PREPARATION CHECKLIST

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

## **Before starting, you will need:**

- School Uniform (Summer, Winter, P.E. and Sport)
- Legionnaire style sun hat for play time, P.E. and Sport
- Black school shoes and white running shoes, with white soles
- School backpack
- Lunchbox and drink bottle
- Raincoat
- St Luke's art smock
- St Luke's library bag
- To write your child's name on everything that is brought or worn to school!

## **On the first day of School:**

- 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 their bag in case they have any toilet accidents at school.
- Encourage your child to become increasingly independent by dressing themselves, packing/unpacking his/her school bag and identifying their own belongings.
- Apply sunscreen to your child each morning.
- Take photos!

## **During the first weeks of School:**

- The teachers will let you know when to pack items for specific activities such as sport or library.
- Students are often very tired in the first weeks of school. Your child will need lots of sleep 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.
- Start your own home reading routine each afternoon.
- Your teacher will talk to you about helping in the classroom.
- It is very important that your child has time to relax, play outside and do things that they enjoy.

# ORIENTATION

## At the Parent Information evening you can:

- Meet teachers
- Ask questions
- Meet other parents
- Discover ways to become involved in the school
- Visit the Kindergarten classrooms

## At Orientation your child will:

- Learn what it is like to be in Kindergarten
- Meet many teachers
- Make new friends
- Be familiarised with where things are in the school
- Enjoy indoor and outdoor activities
- Meet a 'buddy' (Year 5 students who help to look after your child in Kindergarten)

## Tips for making friends:

- Talk to your child about the meaning of friendship
- Teach your child to be resilient
- Explain to your child that they are one of many children in a class
- Make your home a place where your child feels valued and loved
- Open your doors to your child's new friends
- Explain that sometimes during playtime they may lose sight of their new friends. Tell them that it is okay if it happens and suggest they speak to the teacher on playground duty if they feel upset, or just sit down and watch other kids until they see someone they know.
- If your child has a birthday in the first term, organise a birthday party and invite new friends.

# TERM DATES 2012

The School year is made up of 4 Terms that run over 2 Semesters.

## TERM 1 2012

Wednesday 1 February

All students in Cottage Gold Commence (1/2 day)  
(Individual Kindergarten appointments occur)

All Students in Years 1 - 6 Commence

All Students in Year 7 Commence

New Students in Years 8, 9, 10, 11 & 12 Commence

Thursday 2 February

All Students in Cottage Blue Commence (1/2 day)

(Individual Kindergarten appointments occur)

Normal routine for All of Years 1 to 6

Normal routine for All of Years 7 to 12

(Continuing students Commence)

Friday 3 February

Kindergarten Students Commence (8.45 am – 12.30 pm)

From Monday 6 Feb - Wed 8 Feb

Kindergarten (8.45 am – 12.30 pm)

From Thursday 9 February

Kindergarten (8.45 am - 3.00 pm)

Thursday 5 April

Term 1 Ends

Public Holidays occurring during Term 1 Holidays:

Friday 6 April

Good Friday

Monday 9 April

Easter Monday

## TERM 2 2012

Monday 23 April

Staff Day 1

Tuesday 24 April

Staff Day 2

Wednesday 25 April

ANZAC Day

Thursday 26 April

Students Return

Monday 11 June

Queen's Birthday Holiday

Friday 29 June

Term 2 Ends

## TERM 3 2012

Monday 23 July

Staff Day

Tuesday 24 July

Students Return

Friday 21 September

Term 3 Ends

Public Holiday occurring during Term 3 Holidays:

Monday 3 October

Labour Day

## TERM 4 2012

Monday 8 October

Students and Staff Return

Tuesday 11 December

Junior School Speech Day

Term 4 Ends - Junior School

Wednesday 12 December

Middle & Senior School Speech Night

Term 4 Ends - Middle and Senior School

# ABOUT KINDERGARTEN

The Kindergarten classrooms are large modern spaces allowing for group work, structured play areas, painting, technology and other learning places that promote opportunities for your child to explore and use their imagination in a safe environment.

The school has special areas outside the Kindergarten classrooms for environmental activities. We have an attractive playground with shade and playground equipment.

Our classroom teachers are assisted by a teacher's aide who works with small groups, providing individual attention and assistance when required.

St Luke's offers a well-balanced program, in which all students have the opportunity to participate in a wide variety of activities including use of the latest technological equipment.

The new experience of Kindergarten may seem wonderful or a little overwhelming to your child. Your child may discover companions to play with or alternatively, may be overwhelmed by the loud voices and movement of other children. Do not worry if your child takes a little time to settle in, as this is quite normal. Individual children will vary in their reactions and behaviour, so talk through the experience and reassure your child you will see them at the end of the school day.

## WHAT WE DO IN KINDERGARTEN

The Kindergarten program is designed to help develop each student's social, language, physical, emotional and intellectual skills. We believe that children learn by experience and they are encouraged to explore a variety of developmental and curriculum areas. Over the year, they will develop knowledge, skills and attitudes. These will lay down the foundations for later formal learning and life.

In Kindergarten we have some routines to help students to feel secure. These routines include inside and outside times, a bathroom time, a snack time, and group times, where students have the opportunity to participate in games, discussions, drama, music, stories etc.

The teachers' program takes into account the students' interests and needs covering all areas of development. Kindergarten teachers also keep a portfolio of work and are happy to discuss your child's progress with you.

# HOW YOUR CHILD WILL LEARN

1. **By first-hand experience:** this is essential and is basic to all learning throughout life. It comes through seeing, touching, hearing, smelling, tasting, and using whole body movements and feelings (emotions). All the senses are used in forming a concept and understanding.
2. **By playing:** children must also personally re-construct their experience through play. Play is a vital part of the Kindergarten program which can be seen wherever the children are – playing with dough, busy with art activities, either inside or outside. Play to a child is work and by ‘doing’ is how a child learns.
3. **By questioning:** how often do we hear how, when, why? A child is usually sincere in wanting to know and the continued questioning is how he/she sorts him/herself into the scheme of things.
4. **By reasoning:** a child’s reasoning is often not like an adult’s because experience is limited; therefore, the conclusions reached may not be very accurate. However, we must encourage reasoning and help to develop understanding.
5. **By experimenting:** a child tries to understand things that are new to him / her. It is far more valuable for a child of this age to experiment, analyse his / her results and correct errors, than for someone to supply the answer.

“If at first you don’t succeed THEN, TRY, TRY AGAIN.”

# THE SCHOOL DAY

The Kindergarten school day begins at 8:45 am and finishes at 3.00 pm – Monday to Friday. Students have a short recess break and a longer break for lunch to eat and play. At St Luke's, the school day starts either with an assembly or class gathering where students come together to pray and to hear announcements.

## **The Classroom:**

Our Kindergarten classrooms are cheerful, stimulating and vibrant places. Students do many activities and enjoy learning through directed, imaginative play.

Throughout the year, your child's teacher will observe and record what your child already knows in literacy and numeracy, as well as other subject areas. This will guide the teaching and learning program, ensuring that each student's needs are met.

## **Your child will learn:**

- English – reading, writing, talking and listening.
- Mathematics – to develop your child's thinking, understanding, competence and confidence with numbers, shapes, patterns, algebra and measurement.
- Creative Arts – providing your child with experiences in visual arts, music, drama and dance.
- Science and Technology – developing your child's skills in thinking, investigating and problem solving. In this area, students' curiosity about natural and built environments is fostered.
- Human Society and Its Environment (HSIE) – your child will learn about history, geography, civics and citizenship. He / she will be encouraged to find effective ways in maintaining and improving the quality of their society and environment.
- Personal Development Health and Physical Education (PDHPE) – your child will develop the necessary knowledge, skills and attitudes to lead active, fulfilling and healthy lives.
- Additional activities – your child will learn Indonesian, have a dedicated Christian Studies time period each week as well as the expert knowledge of specialist physical education teachers, swimming and gymnastics instructors.
- Technology (ICT) – the use of technology is integrated in all subjects and your child will participate in dedicated Computer Studies time once a week.

# SCHOOL UNIFORM SHOP

## **New Student Full Fit-Out (Appointments Essential!)**

Please note "New Student Full Fit-Out Appointments" are required for all new students. 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 (No 2.00 pm appointments on Fridays). Please book your appointment at your earliest convenience and allow 45 minutes to an hour for a full fit out.

## **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 (see page 8), 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 preceding 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](mailto: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 the whole of Term 4 and the holidays and are essential for New Students and all Students moving from Cottage to Kindergarten.

# 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 your child'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 & 4. The winter uniform is worn in Terms 2 & 3.
- Blouses and shirts should be clean and tucked fully in and collar buttons done up; hair styles for all boys and girls should be neat and tidy.

## Uniform

- Blazers: are to be worn to and from school in Terms 2 and 3 and are optional in Terms 1 and 4.
- Shoes: Years K-12 wear black lace up leather school shoes (by implication, not boots, not dress shoes with big heels, not suede or patent leather, not buckled shoes, not multi-coloured laces). Cottage students are to wear predominately white joggers with velcro-fastening and plain white short socks (above ankle, fold over).
- Hats: The panama hat for girls and the uniform hat for boys must be worn to and from school all year for students from Cottage to Year 5. Drawstring hat bags are compulsory for all Junior School girls. The school sun hat must not be worn to and from school, but must be worn at all P.E. activities and in the playground at all times.
- Stockings: Stockings/tights may be worn with the winter uniform in Terms 2 and 3 and are available from the uniform shop. If purchasing stockings/tights elsewhere please ensure the product refers to the density as a minimum of 70 denier or opaque.
- Jumpers: Are not to be worn as an outer garment when travelling to or from school.
- Scarves & Gloves: Are optional and available from the uniform shop.
- Bags: Only an official school bag or back pack may be used by students. The school bags are supplied with internal and external name tags. Student's name should be clearly printed on each tag and must not be removed from the bag. If another bag is required it must be the official school sports/excursion bag.

## Appearance

- Hair: Girls - Shoulder length (or longer hair) to be tied back with either the official school ribbons, black, blue or brown elastic hair bands. Brown hair combs are permitted (not large brown alligator-type hair clips). Scrunchies are permitted (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.

# PHYSICAL EDUCATION AND SPORT UNIFORM

## **P.E. Uniform - with WHITE ST LUKE'S POLO SHIRT**

- Junior School students are to wear their full P.E. Uniform (with White St Luke's Polo Shirt) to and from School on P.E. Days.
- The P.E. Uniform comprises: White St Luke's Polo Shirt, Sport Shorts (Optional Skirt for Girls), Striped St Luke's Sport Sock and predominantly white sport shoes.

## **Sport Uniform - with COLOURED ST LUKE'S HOUSE SHIRT**

- Junior School students are to wear the full SPORT Uniform (with coloured St Luke's HOUSE Polo Shirt) to and from School on Sport Days.
- The SPORT Uniform comprises: Coloured St Luke's HOUSE Polo Shirt, Sport Shorts with, (Optional Skirt for Girls), Striped St Luke's Sport Sock and predominantly white sport shoes.

## **School Carnivals**

- Students are to wear the Sport Uniform (with coloured St Luke's HOUSE Polo) to all School Carnivals (athletics, cross-country and swimming):
  - Chisholm = Yellow
  - Greenway = Green
  - Macarthur = Red
  - Dawes = Blue
- Where a student is representing the School at the next level of Carnival (ie NASSA, AICES or CIS) the student is to wear the WHITE ST LUKE'S POLO SHIRT to the Carnival.

## **General**

- In Terms 2 & 3, the full St Luke's Tracksuit (Jacket and Pants) is to be worn to and from School.
- The School sunhat is to be worn to all PE lessons, sports activities and all Carnivals.
- Shoes are to be predominantly white cross trainers with white soles.
- Socks are to be the Striped St Luke's Sport Sock, with royal and gold stripe.
- Royal blue sports briefs or hot pants are to be worn under PE skirts for girls; (bike pants are not allowed).

# STATIONERY REQUIREMENTS FOR KINDERGARTEN

- One large and one small pencil case.
- Two plastic envelope style folders.
- Two large glue sticks.
- Two-hole barrel pencil sharpener.
- One role of paper towel.
- One pair of children's metal scissors (ensure correct handedness).

# SCHOOL ATTENDANCE

There are many factors that can affect your child's attitude towards school and his or her achievement. It is important for your child to attend school unless they are unwell. When your child is absent from school, any or all of the following may potentially be compromised: miss out on important learning; break learning routines; lose confidence; and lessen the opportunity to build friendships.

## The School Day:

8:45 am	Classes commence
10:40 am – 11:10 am	Recess
1:10 pm – 1:55 pm	Lunch
3.00 pm	School concludes

## 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 before 9:00am. You will need to write a note of explanation with the following details when your child returns 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

This note must be given to the class teacher upon return to school.

Request for leave from school for holidays or family matters during term time must be made in writing to the Head of Junior School for approval.

## Before and After School Care:

This service is provided at an extra cost for children in Kindergarten arriving at school prior to 8:30 am and leaving after 3.00pm. Bookings are essential and can be made at the Junior School office.

If you have a child in Years K-4 at St Luke's Grammar School, a complimentary supervision facility called the 'Sibling Room' is provided until 3:15pm. 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 3:15pm after which they are taken to a central pick-up location.

# SCHOOL ATTENDANCE (continued)

## **Afternoon Pick-Up:**

The Kindergarten day finishes at 3.00 pm. Your child's class will be escorted by the classroom teacher to the 'front gate area' and parents are kindly asked to wait there for their child. If you are running late there will be a teacher supervising your child until you arrive. Please ensure your child and his or her class teacher knows who is picking them up each day. Any sudden change of pick up arrangements on the day must be made to the Junior School office so your child and his or her teacher can be informed.

## **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. The 'drop off bay' (situated outside the junior school entrance) is strictly a 'drop and go' zone. If you are walking your child into school please park away from this area. In the afternoons this area has a strict 2 minute stopping restriction.

**For the safety of all students at this school, please abide by these rules.**

# AT HOME WITH YOUR CHILD

At the time of starting school your child will develop an idea of themselves as learners which will influence the rest of their schooling. It is imperative that children hear positive messages about themselves, their work and the value of education.

Try these with your child before starting school:

- 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 build on these – eg. how to unpack a bag.
- Encourage your child to join in conversations.
- Provide experiences for your child with pencils, textas, crayons, paint brushes and sticks in the sand, water and on different surfaces to draw, scribble and write.
- Write numbers and letters.
- Encourage your child when writing to use a capital letter to start their name.
- Talk about opposites – up/down, day/night etc.
- Help your child identify things in a group that are different – shapes, colours etc.
- Encourage your child to talk about numbers using everyday words such as many, a lot, 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 plenty of practice using scissors correctly.
- 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. We are sensitive to the needs of young children and will be there to help and guide them. Communication with your child's teacher is the best way to keep in touch with his or her progress. Please keep teachers informed of any changes in your child's life that may affect his or her work or enjoyment of school.

Your child will be teamed up with an older student (Buddy) in Year 5 who has been trained to look after the needs of new students. Kindergarten children will meet with their buddies on a regular basis to help them settle in and form friendships beyond those in the Junior Centre playground.

## **Further Care:**

St Luke's provides support where needed so that all students can learn to the best of their ability. Some of these include:

- Support teachers for students with learning difficulties and those requiring enrichment / extension
- School Counsellor

If you become aware of a major change in your child's behaviour or you have any concerns about your child and his or her schooling, it is important that you talk to your child's teacher as early as possible.

# PARENTAL 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.

## **In the classroom:**

- Parents are invited to assist in our Kindergarten reading, special activity days and school excursions. Your teacher will inform you of these events.

## **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 parents
- Helping with school functions, odd jobs such as book covering

## **How we keep you informed:**

- A regular school newsletter, the Grammar News, is emailed each Friday of the term
- St Luke's Parent Portal
- Parent Information sessions
- Parent Teacher Interviews – Term 2 and others by appointment
- Two semester reports – Term 2 and Term 4
- Class letters throughout the year

The Kindergarten teachers recognise the need to maintain regular and open communication with the parents of children in their first year of school. As a matter of courtesy, however, parents are kindly asked to make an appointment with their child's teacher should they wish to discuss any matter.

# FOOD AT SCHOOL

## **Recess and Lunch:**

These times will be a new and diverse experience for your child compared to that of eating at home, or even at Cottage / Pre-School.

Kindergarten children sit in a designated area to eat their food. We are unable to heat or refrigerate food that is sent from home. However, we do provide an esky to keep your child's drink cool. Please provide appropriate size drink bottles and lunch boxes that are easy to open. It is important for the children to become increasingly independent in Kindergarten.

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.

Remind your child to use the toilet at recess and lunch time and not during class time. Also encourage them to drink lots of water and remind them they can get a drink from the bubblers at any time during the day.

## **Breakfast:**

A healthy breakfast is imperative to sustain your child through the morning until recess.

## **Healthy Canteen:**

The school canteen is a place where students can buy healthy food. Parents can order their child's lunch through the "Flexischools" online ordering system on Thursdays and Fridays or by placing money in a paper bag with your child's name, class and food order written on it on Mondays, Tuesdays and Wednesdays.

From Term 2, Kindergarten students will be escorted to the canteen at lunch time only to purchase a 'treat'. They learn about shopping and money at the same time as trying out different foods. Visits to the canteen occur twice a week after the students have eaten their lunch.

## **When lunches come home:**

Teachers on duty try to ensure that the students 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 lunch to start with. Sometimes the excitement and having fun with friends distracts them from eating. Your child's eating habits may change but will settle into a routine.

# YOUR CHILD'S HEALTH

St Luke's attempts to ensure that students are protected from the damaging effects of the sun. Shelter is provided where possible and the wearing of hats at play time forms part of the 'no hat, no play' policy. At home, ensure that sunscreen is applied each morning before School as part of the daily routine.

If your child gets sick or injured at school, you will be contacted and any necessary medical attention will be sought. If your child presents with a mild illness they will be sent to the Junior School sick bay where they will be monitored by office staff. You will be called and, if necessary, requested to pick them up. Therefore, it is imperative that your current contact details are updated regularly with the school.

Head Lice are common among school children. 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 keep long hair tied back or braided.

If your child contracts head lice or any infectious disease such as chickenpox, it is vital to inform the school so that they can alert other parents to monitor their children. This is important to ensure the safety of our students. Your child will not be identified.

## **Immunisation Status:**

The Department of Health has urged the co-operation of parents to ensure that their children are fully immunised for their school years. Under Public Health Acts, all parents enrolling children into Cottage, Kindergarten or Years 1 – 6 as new students, must advise the school of their child's immunisation status. The NSW Department of Health now recommends that the start of school immunisation be administered at 4 years of age and not 5 years as previously.

Proof of immunisation status details must be forwarded to the Junior School Office prior to or at the commencement of the 2012 School year, or on entry. A copy of your child's Immunisation History Statement or the NSW Immunisation Certificate will be acceptable.

If parents have chosen not to have their child immunised, this must be formally documented for inclusion in the school records at the start of the new school year, or on entry. These children must be withdrawn from school during outbreaks of vaccine-preventable infectious diseases.

# JUNIOR SCHOOL CONTACT DETAILS

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
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Junior School Administration	Mrs Margaret Reed	9438-6250
	Mrs Deanne Bidencope	9438-6250
	Mrs Teresa Duggan	9438-6250
	Fax	9905-0036
	Email	juniorschool@stlukes.nsw.edu.au
Website	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	9438-6250 (Tuesday, Wednesday, Thursday)
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
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## JUNIOR SCHOOL OFFICE HOURS

The Junior School Office will close at 12:00 pm on Thursday 8 December, 2011 and will remain closed until Wednesday 25 January 2012.

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

# NOTES

# NOTES



**ST LUKE'S**  
GRAMMAR SCHOOL

Junior School Office

**Tel: 9438 - 6250**

**Fax: 9905 - 0036**

A local school

*A* World of difference