ARANDA PRIMARY SCHOOL
HANDBOOK
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal’s Message</td>
<td>3</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Contact Information</td>
<td>4</td>
</tr>
<tr>
<td>School Hours</td>
<td>4</td>
</tr>
<tr>
<td>School Overview</td>
<td>4</td>
</tr>
<tr>
<td>School Organisation</td>
<td>5</td>
</tr>
<tr>
<td>1. Absences</td>
<td></td>
</tr>
<tr>
<td>2. Aranda App</td>
<td></td>
</tr>
<tr>
<td>3. First Aid</td>
<td></td>
</tr>
<tr>
<td>4. Contact Numbers</td>
<td></td>
</tr>
<tr>
<td>5. School Newsletter</td>
<td></td>
</tr>
<tr>
<td>6. Stationery Packs</td>
<td></td>
</tr>
<tr>
<td>7. Assemblies</td>
<td></td>
</tr>
<tr>
<td>8. Lost Property</td>
<td></td>
</tr>
<tr>
<td>9. Uniforms</td>
<td></td>
</tr>
<tr>
<td>Student Services</td>
<td>6</td>
</tr>
<tr>
<td>1. Resource Centre</td>
<td></td>
</tr>
<tr>
<td>2. Bicycles</td>
<td></td>
</tr>
<tr>
<td>3. Canteen</td>
<td></td>
</tr>
<tr>
<td>4. After School Care</td>
<td></td>
</tr>
<tr>
<td>5. Aranda Music Program</td>
<td></td>
</tr>
<tr>
<td>6. Sun smart policy</td>
<td></td>
</tr>
<tr>
<td>Curriculum</td>
<td>7</td>
</tr>
<tr>
<td>1. Educational Philosophy</td>
<td></td>
</tr>
<tr>
<td>2. Australian Curriculum</td>
<td></td>
</tr>
<tr>
<td>3. Maths and English</td>
<td></td>
</tr>
<tr>
<td>4. Inquiry Based Units</td>
<td></td>
</tr>
<tr>
<td>5. Sport and Physical Education</td>
<td></td>
</tr>
<tr>
<td>6. Learning Technologies</td>
<td></td>
</tr>
<tr>
<td>7. Specialist Programs</td>
<td></td>
</tr>
<tr>
<td>Student Support</td>
<td>8</td>
</tr>
<tr>
<td>1. Learning Assistance</td>
<td></td>
</tr>
<tr>
<td>2. Special Needs Team</td>
<td></td>
</tr>
<tr>
<td>3. English as an Additional Language or dialect (EALD)</td>
<td></td>
</tr>
<tr>
<td>4. Student Welfare</td>
<td></td>
</tr>
<tr>
<td>5. School Counsellor</td>
<td></td>
</tr>
<tr>
<td>6. Specialist Programs</td>
<td></td>
</tr>
<tr>
<td>7. Excursions and Camp Programs</td>
<td></td>
</tr>
<tr>
<td>Parent / Carer Involvement</td>
<td>9</td>
</tr>
<tr>
<td>1. School Board</td>
<td></td>
</tr>
<tr>
<td>2. P &amp; C Association</td>
<td></td>
</tr>
<tr>
<td>3. Voluntary Contributions</td>
<td></td>
</tr>
<tr>
<td>Summary Procedure for Managing Inappropriate / Unacceptable Behaviour</td>
<td>10</td>
</tr>
<tr>
<td>Starting School—Kindergarten</td>
<td>11</td>
</tr>
<tr>
<td>1. Before School</td>
<td></td>
</tr>
<tr>
<td>2. At School</td>
<td></td>
</tr>
<tr>
<td>3. On the first day of school</td>
<td></td>
</tr>
<tr>
<td>4. Interviews</td>
<td></td>
</tr>
<tr>
<td>5. Helpful hints</td>
<td></td>
</tr>
<tr>
<td>6. Preparation for school</td>
<td></td>
</tr>
<tr>
<td>Assessment and Reporting</td>
<td>12</td>
</tr>
<tr>
<td>1. Reporting to parents / carers</td>
<td></td>
</tr>
<tr>
<td>2. Term 1</td>
<td></td>
</tr>
<tr>
<td>3. Term 2</td>
<td></td>
</tr>
<tr>
<td>4. Term 3</td>
<td></td>
</tr>
<tr>
<td>5. Term 4</td>
<td></td>
</tr>
</tbody>
</table>
Welcome. Aranda Primary School opened in 1969. The school is situated in the northern suburbs of Canberra close to the city and two universities. Aranda provides education from Pre-school to Year 6. We enjoy the support of an active, enthusiastic school community. I firmly believe that the strong connection between home and school at Aranda, ensures all children grow and develop both socially and academically.

Our teachers openly encourage children to try their best, take risks and to follow tasks through to the end. We teach children to succeed and that it is equally important to learn from their mistakes. Children have access to engaging programs which align with the Australian Curriculum. Teachers at Aranda share ideas about best practise and regularly engage in professional discussions. Ours is a culture of sharing and continual school improvement.

The Aranda Preschool is situated approximately two hundred metres away from the primary school site. The preschool and primary school grounds are spacious and picturesque. We are very fortunate to enjoy such outstanding facilities including the school’s new resource centre, a covered basketball court and the adjoining Aranda playing fields.

Aranda Primary School offers children and their families a wide range of programs, activities and clubs throughout the day. It is my intention to make sure that every child that attends Aranda finds something that interests them and sparks their curiosity. The strong, positive relationships developed between the children, teachers and community members form the foundations of future success and learning at Aranda.

The most effective way to gauge the learning and teaching that takes place at our school is to come and visit in person. Talk to our teachers and most importantly find out from our children what makes Aranda such an outstanding school.

Phil Gray

VISION STATEMENT

Students learn both academic and social skills to become well rounded individuals who are prepared for life outside school.

Students become critical thinkers, self-confident and able to contribute to society. They learn how to learn, interact with others and have fun.

“Caring Striving Learning Together” embodies a partnership of school and community in seeking excellence in all endeavours, within a warm and caring association of students, staff, parents and community.
Contact Information
Banambila Street, ARANDA, ACT 2614
PO Box 763, JAMISON, ACT 2614
Website:  www.arandaps.act.edu.au
Email: info@arandaps.act.edu.au
Telephone:  (02) 6205 5977    Fax: (02) 6205 5989
Office Hours: 8:30am - 3:30pm
AFTERS - Out of Hours School Care:  6205 5985
Canteen - 6205 5987

School Hours
School begins   9:00am
Fruit break     10:00am
Recess          11:00am - 11:30am
Lunch eating time  12:50pm - 1:00pm
Lunch play time  1:00pm - 1:40pm
School finishes  3:00pm

School Overview
Aranda Primary School opened in 1969.

The strong ethos of community support is a major feature of Aranda Primary School. The School has a high level of parental involvement in school programs and the Parent and Citizen (P&C) Association. In addition to strong community commitment and support, the school has a reputation for its academic achievements, environmental awareness and strength in personal development.

The suburbs and streets of Aranda are all named after Australian Aboriginal language groups. The Aranda are a language group from the MacDonnell Ranges area of the Northern Territory. They have been one of the most closely studied of all Aboriginal groups and have also produced a number of well-known painters including Albert Namatjira. A display of prints highlighting the work of Albert Namatjira is located in the Administrative corridor. The Aboriginal way of pronouncing Aranda is “ur-run-dta”

Aranda Primary School’s sporting houses are named after Aboriginal language groups from the same area in the Northern Territory:

ILIAURA (ully-yə-ra)  Green team
KUKATJA (gug-u-ja)    Blue team
NGALIA (ng-a-li-a)     Gold team
UNMATJARRA (un-mut-jur-ra)  Red team
Absences
Class rolls are marked at the beginning of each day and in the afternoon session. Students need to be at school by 9:00am. If students are late we ask that students go to the front office to collect a late slip. Students returning to school after an absence must bring a note from their parent/carer explaining the absence. Students are not allowed to leave the school grounds during school hours unless collected by a parent/carer. Parents/carers collecting students from school before 3:00pm are asked to sign the Sign Out book at the Front Office.

Aranda App – The Aranda School App provides another avenue of communication between school and home. The App allows parents/carers to: submit absence notes directly to the school, access timely reminders for due notes, access links to newsletters and view current canteen pricing.

First Aid
Staff who are qualified in First Aid deal with minor accidents. Should serious accidents occur, parents/carers are notified and the child will be taken to hospital by ambulance. An ambulance from school is a free service in the ACT.

When students become sick at school we prefer that they are taken home as the school has limited sick room facilities. Students who are not well in the mornings before leaving for school should be kept at home. Information about your child’s health status should be provided at enrolment. Care plans are required for students with specific health needs. Should your child contract any contagious disease, please contact the school for information about exclusion periods.

Contact Numbers
In order to be able to respond promptly in an emergency, it is important that the school maintain an accurate listing of addresses and telephone numbers for all students. Please notify the Front Office immediately if there are any changes in your address, telephone numbers or work location.

School Newsletter
The Aranda Newsletter is available for viewing on our school website every Thursday during term. Notes home are also available for download from our website.

Stationery Packs
Stationery packs with all your child’s requirements for the following school year are organized through a local supplier. An order form will come home in term four the following year.

Assemblies
School assemblies are held regularly in the hall. Planned and conducted by the students, assemblies feature and reflect the learning students have been involved in during the term. These performances enable families to come along and share in these celebrations with their children. Notice of assemblies are published in the school calendar, newsletter and large notice board at the front of the school.

Lost Property
All personal belongings including clothing and any other items brought to school should be clearly marked with the student’s name. Unclaimed items are kept in the lost property drawer near the canteen.

Uniforms
Students are strongly encouraged to take pride in belonging to Aranda Primary by wearing the school uniform. Aranda Primary is a Sun Smart school and students are required to wear a full brimmed, bucket or legionnaires hat. Uniforms can be purchased directly from Aranda Primary School clothing pool and MacDonald’s Childrenswear at Jamison Shopping Centre.
STUDENT SERVICES

Resource Centre
The Resource Centre is a vital part of our school learning environment. All classes have a scheduled lesson each week, fostering skills in information literacy and the enjoyment of books and reading. There is a focus on developing life long learning skills of information and communication literacy and technologies. The Resource Centre is open before school and at lunchtime. Regular borrowing is actively encouraged.

Bicycles
All students riding bikes or scooters to and from school must wear a helmet. When arriving and leaving all students must dismount and walk their bike/scooter through the school grounds to the bicycle enclosure. The bicycle enclosure is locked at 9:15am and reopened at 2:50pm.

Canteen
We are proud of our efficient and healthy canteen. Aranda Primary School is an accredited Health Promoting School. Our canteen is open five days a week. Lunch orders are placed in the class canteen box and are sent to the canteen before 10:00am. If you can spare a few hours a month the canteen would greatly appreciate volunteers to continue to maintain an efficient canteen for your child’s use. Please contact the canteen manager on 6205 5987

After School Care
The After School Care Program operates Monday to Friday, during the school term, between 3:00pm and 6:00pm, and offers a Holiday Program. For further information please contact AFTERS ON 6205 5985 OR 0410 620 559

Aranda Music Program
The Aranda Music Program, organised by a sub-committee of the P&C Association, provides individual professional tuition in a range of instruments including piano, keyboard, violin, recorder and guitar, as well as group singing and musicianship classes. From time to time, depending on demand, lessons are also offered in saxophone, clarinet, flute, drumming, drama and art.
Lessons are conducted at the school each afternoon between 3:00pm and 6:00pm. Concerts are held twice a year to enable students to experience performing in the presence of an audience.
For further information please contact he school on 6205 5977 or email: info@arandamusicprogram.org

Sun Smart Policy
Aranda Primary School follows the Sun Protection Policy Guidelines for ACT Schools. A key requirement of the Sun Protection Policy is for students to wear wide brimmed hats, which protect the face, neck and ears. Students without suitable hats must remain in shaded areas at recess and lunchtime. Students are not required to wear a hat during the winter months of June, July and August. This is a recommendation by the Cancer Council in order to maintain adequate vitamin D levels.
Educational Philosophy
Aranda Primary School seeks to establish a stimulating and caring environment in which all of our students are able to fully develop their talents.
Aranda Primary School:
- Offers a child-centred program
- Encourages students to develop informed opinions about the values operating in our society
- Encourages students to respect tolerance of people, cultures and ideas.
This is achieved by:
- Creating an inclusive environment which encourages innovation, enthusiasm and learning
- Strengthening the partnership between parents/carers, teachers, students and the community.

Australian Curriculum – Aranda Primary School teachers plan, assess and report in line with the Australian curriculum.

Maths and English
The acquisition of Maths and English skills are fundamental in a child’s education. Aranda Primary School recognises this and each class has dedicated Maths and English blocks of time. Guided Reading, Guided Writing and Guided Maths are embedded in classroom practice and this allows for the individual needs of students to be met.

Inquiry Based Units
Teams of teachers work collaboratively to create dynamic integrated inquiry based units of learning. Inquiry Based Units provide a valuable context for students to display their understanding, knowledge and skills. Students are involved in differentiated activities that are intellectually demanding and connected to the world beyond the classroom.

Sport and Physical Education
Our students participate in regular physical education lessons in which they are taught fundamental motor skills, teamwork and games skills. There are a number of qualified coaches on staff. Students have the opportunity to represent the school in various sporting events throughout the year. All students from K-6 participate in the school’s Swimming, Athletics and Cross Country carnivals.

Learning Technologies
To enhance the curriculum, Aranda Primary School has Interactive Whiteboards in our teaching units. ICT is incorporated into lessons across the curriculum.

Specialist Programs
A range of specialist programs are offered to students in the various learning areas. These include:
- Instrumental Music Program (Year 5 and Year 6 band)
- French language (Years K-6)
- Enrichment opportunities
- Learning support
- ICT
- Choir
- Singing - K-6 facilitated by a music teacher
- Chess
- Public speaking
STUDENT SUPPORT

We value open communication with families to ensure the needs of each student are met. Support is available through:

- Differentiated curriculum in the classroom
- EALD (English as an Additional Language or Dialect) program
- Access and referral to other students services and agencies, for example Therapy ACT
- Enrichment activities and opportunities
- Learning Support Assistants (LSA)
- Individual Learning Plans (ILP)
- Special Needs Team
- Literacy and Numeracy Coordinators
- School Counsellor

**Learning Assistance**
The Learning Assistance program provides special assistance to those students identified as experiencing difficulty across the learning areas.

**Special Needs Team**
This team meets weekly to discuss appropriate programs, intervention or referrals for children in need. As part of our special needs team the school counselor is available to discuss issues with students, teachers and parents/carers by appointment.

**English as an Additional Language or Dialect (EALD)**
Aranda Primary School has an EALD program, which caters for students from non-English speaking backgrounds. The EALD teachers work across the school from Pre-school to Year 6 to develop English language communication skills and to provide support across all learning areas.

**Students Welfare**
Aranda Primary School strives to maintain an inclusive learning environment and a positive school climate where students, parents/carers and staff feel safe and have a strong sense of belonging. Students are encouraged to become responsible, self-disciplined and respectful of the rights of others. We teach students the skills to enable them to make sensible choices about their behaviour and students are made aware that natural or logical consequences follow should they behave inappropriately. We give positive recognition to students who consistently behave well and we provide encouragement and support to students who are working on improving their behaviour. Bullying (including cyber bullying), violence, racism and sexual harassment is not tolerated at Aranda Primary School. We urge students and parents/carers to report any incidents of these behaviours so that they can be dealt with immediately and effectively.

**School Counsellor**
The School Counsellor visits the school regularly throughout the week and works with students referred by staff or parents/carers. The counsellor also meets with parents/carers, through appointment, to discuss issues relevant to their child’s educational needs. The school counsellor is a teacher with psychological training and counseling skills. Permission is sought from parents/carers prior to students being given an assessment by the counsellor.

**Specialist Programs**
A range of specialist programs reflect the school's acknowledgement of achievement and opportunities for students across all learning areas. The programs include:

- Lunchtime clubs
- Garden club
- Choir, Year 5 Band, Year 6 Band
- Chess club
- G-Force (Students sustainable environment team)

**Excursions and Camp Programs**
Aranda Primary School organises a range of outdoor educational camps regularly from Year 3 to Year 6. Camps are located both in the ACT and NSW and are carefully planned and supervised by highly trained educators. Excursions are organised to support, extend and consolidate the learning of students during the term.
PARENT / CARER INVOLVEMENT

Central to the development of school policy and curriculum is the communication between the parent/carer, community and the school. Parent/carers’ views are sought through the School Board representatives and the P&C Association.

To obtain information about your child you can speak to:
- Your child’s teacher
- The Principal or Deputy Principal
- The School Counsellor

To obtain information about the school you can:
- Speak to your child’s teacher
- Contact the Front Office
- Speak with the Principal
- Attend P&C meetings
- Ensure that you receive a copy of the weekly Aranda Newsletter

Parents/carers are always welcome at the school and are invited to:
- Discuss their child’s academic or social progress with either the teachers or the Principal (after making an appointment).
- Become an active member of the P&C Association or School Board.
- Assist in various activities. These can include reading, writing, mathematics, the Aranda Music Program (an after school creative arts program), art and craft, excursions, camps, sports carnivals, transport to and from venues etc. Aranda Primary School considers parents/carers skills a valuable resource in the education of their students.
- Volunteer at the school canteen or Resource Centre.
- Present talks to classes on their area of expertise.

School Board
The School Board helps to foster productive relationships between the parents/carers and the school. It also assists in the development of school policies and the allocation of funds. Board members require no previous experience; all that is required is an interest in the educational process and the well being of the children, parents/carers and staff of the school. The School Board is constituted under the ACT Schools Authority Ordinance, which gives legal functions and power to the Board. The School Board is elected annually and comprises:
- The Principal of the school (as the Executive Officer)
- Three parent/carer representatives (one of whom is elected Chairperson)
- Two teacher representatives (two years each)
- A Department nominee (optional)

Parents and Citizens Association (P&C)
The P&C plays a vital role in the functioning of the school. It is the main forum for parent/carer discussion of educational matters. In addition, funds raised by the P&C are used to purchase items for use in the school. The P&C is responsible for providing services such as the School Canteen, Clothing Pool and After School Music Program. The P&C extends a warm welcome to all new members of the community and invites everyone to attend their meetings.

Voluntary Contributions
Your voluntary contributions assist with the provision of items that give each child the best education program possible. Information about Voluntary Contributions is sent to all Preschool-Year 6 parents/carers early in the school year.
SUMMARY PROCEDURE FOR MANAGING INAPPROPRIATE/UNACCEPTABLE BEHAVIOUR

Reminder – Student is reminded of rules

Step 1 – Class Thinking Table
The student moves to Thinking Table for approximately 10 minutes. Behaviour is discussed with a verbal agreement made for re-entry into group. Logical consequences may be negotiated if appropriate, e.g. create mess = clean it up

Step 2 – Out of Class Thinking Table
The student is escorted to a pre arranged Buddy class where they are required to stay until the end of that teaching session. They must complete any work sent by their class teacher. The receiving teacher discusses appropriate behaviour for next time and what the next step will be.

Step 3 – Exclusion from Class Programs
The student is escorted to an executive teacher where they are excluded from school programs for the remainder of that day. Work to be completed must be set and sent by the class teacher. Parents will be contacted and made aware of their child’s behaviour and the natural consequences of his/her behaviour.

Step 4 – Exclusion from School Programs
Parents/Carers are contacted. A conference between the student, Parents/Carers and a member of the Executive is conducted. At this conference strategies are discussed for a successful re-entry into school and class programs for the student. Logical consequences may also be negotiated if appropriate.

Any violent behaviour will not be tolerated and will be dealt with immediately by a member of the Executive.
Before school starts
Please support your child to become familiar with:
- Their full name;
- Their address and telephone number.

At school, your child will need
- A library bag
- A broad brimmed hat/bucket hat
- Recess and lunch
- Fruit and water for 10:00am brain break

On the first day of school
- Please bring your child to the Hall
- Introduce your child to the teacher
- Leave cheerfully with a positive message for your child
- Please wait outside the classroom at 3:00pm to collect your child after their first exciting day at Aranda Primary School.

If you notice that your child is getting tired in the first few days of school, please let the teacher know, and if possible, make arrangements to allow your child to have a shorter day.

School hours
School begins 9:00am
Fruit break 10:00am
Recess 11:00-11:30am
Lunch eating time 12:50-1:00pm
Play time 1:00-1:40pm
School finishes 3:00pm

Interviews
Early in Term 1 each year, the class teacher will be holding interviews with parents/carers. At the interview, we would welcome any information that you feel will help your child’s teacher. It is an opportunity to set goals for your child for their first academic year. If you would like to meet with your child’s teacher please feel free to make an appointment at a mutually convenient time.

Helpful Hints
Please pack recess and lunch separately ensuring containers are easy to open. Children will need a drink at recess and lunchtime. Aranda Primary School supports brain compatible learning by having a fruit and water break at 10:00am so a small piece of sliced fresh fruit and vegetable in a container and water bottle will need to be provided.

In preparation for school we encourage your child to:
- Recognise their own belongings
- Do simple tasks at home
- Put toys away
- Follow simple directions
- Dress themselves
- Put on their own shoes and socks
- Take turns during games
- Consider safety while playing and working
- Go to bed early enough to have a good day
Reporting to Parents/Carers
Aranda Primary School believes that communicating student achievement in the most effective way possible is essential. Our aim is to develop a partnership between teachers, parents and students to ensure reporting is timely, accessible and informative.

Students need feedback and opportunities to reflect on their learning so that further learning can occur. Parents need thorough information about students and need to be involved in the reporting process through a variety of communication methods.

**Term 1**
Term Overviews – Each term parents/carers receive an outline of the curriculum program and complementary events that are the focus of the term program. Class organisation, expectations and special events are also included.

Three Way Conferences – The first interview of the year provides the opportunity to meet teachers, discuss the year ahead and share information about the child. It is also an opportunity to set goals for the student’s academic and social growth for the current year. The teacher and the student also set goals, which are discussed at that interview.

**Term 2**
Term Overviews

Mid Year Reporting – A school produced report, an A to E federally mandated report for years 1-6 and student portfolios go home at the end of each semester. Parent/teacher interviews are held in Week 10.

**Term 3**
Term Overviews

Learning Journey – Parents/carers visit the student in class and are taken on a “learning journey” by the student. Portfolio sharing is included.

**Term 4**
Term Overviews

End of Year Written Reports (Preschool – Year 6) and A to E Reports (Years 1-6)
Student Portfolios

Parents or teachers can request an interview at any time if there is a concern – academic, social, medical, family – that needs to be addressed.