A Message from the Principal

Dear Parents and Carers,

Hello everyone, and a very warm welcome to our school community at Carlton Gardens Primary School. We look forward to getting to know each family and developing a positive and rewarding partnership with you in the year ahead.

We believe that school should be a place where:

1) Each child is valued as a unique individual, bringing to the environment an equally unique set of values, experiences, attitudes and knowledge areas that have been largely formed through family experiences and in a cultural and social context.
2) Children should feel safe and comfortable to be themselves and to be able to challenge themselves.
3) Each child should be encouraged and free to work at their own pace and at their own level of development.
4) Each child should feel secure in asking for assistance and should be confident and empowered to ‘take risks’ in their association with other children, with materials and within the environment.

The role of the teacher in such an environment becomes one that: supports, encourages, challenges, extends, negotiates, motivates and models, reflects, shares and scaffolds children’s learning. Teachers are the facilitators of learning!

Parents are encouraged to be actively involved in the school through parent helper programs in the classrooms or with school events. There is a strong sense of pride and commitment held within the parent community towards the school.

Carlton Gardens Primary School is YOUR school! Its growth, development and advancement depend on the support and commitment of our whole school community. Working together with teachers will help your child to develop to his/her full potential.

Welcome to our community!
Tina McDougall
Principal

Carlton Gardens Primary School P-2 Information
Mission Statement

At Carlton Gardens, we believe learning is valuable when...

The learner arrives at new understanding through their own inquiry/endeavor/curiosity.

Learning is connected and integrated.

Learners take responsibility for their own learning.

Learners support each others learning.

Learning is celebrated with parents, children and teachers.

The learning environment is caring and supportive.

Children are encouraged to reach their full potential.

Children take learning beyond expectations.

There is feedback and the learner feels valued.

Learning is fun.

Learners are engaged.

Learners think about learning.

Individual differences and skills are valued, when children realise that they are all special.
General Information about Carlton Gardens Primary School

<table>
<thead>
<tr>
<th>School Information</th>
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</thead>
<tbody>
<tr>
<td>School Phone Number</td>
<td>9663 6502</td>
</tr>
<tr>
<td>School Fax Number</td>
<td>9639 1220</td>
</tr>
<tr>
<td>School Address</td>
<td>215 Rathdowne Street</td>
</tr>
<tr>
<td></td>
<td>CARLTON, 3053</td>
</tr>
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<td>Email Address Website</td>
<td><a href="mailto:carlton.gardens.ps@edumail.vic.gov.au">carlton.gardens.ps@edumail.vic.gov.au</a></td>
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<td></td>
<td><a href="http://www.cartlgonardens.vic.edu.au">www.cartlgonardens.vic.edu.au</a></td>
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School Dates For 2016

| TERM 1 | Wednesday 27th of January (Teachers ONLY) 28th of January to 24th of March |
| TERM 2 | Monday 11th of April to Friday 24th of June |
| TERM 3 | Monday 11th of July to Friday 16th of September |
| TERM 4 | Monday 3rd of October to Friday 20th of December |

Curriculum Days For 2016

<table>
<thead>
<tr>
<th>Wednesday 27th January</th>
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<tbody>
<tr>
<td>Friday 11th March</td>
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<tr>
<td>Friday 10th June</td>
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<tr>
<td>Friday 12th August</td>
</tr>
</tbody>
</table>

WHOLE SCHOOL BELL TIMES

| 8:55am |
| Bell rings - students line up outside with their grade and are led inside by their classroom teacher. Learning starts at 9am. |
| Recess 11:00-11:30 |
| Students have half an hour play time after eating their morning tea |
| Lunch 1:30-2:30 |
| Students stay in the classroom for 10 minutes allocated lunch eating time before heading outside to play |
| 3.30pm |
| End of the school day - students are walked outside by their classroom teacher to meet their parents in the school yard. |
Supporting the School

Parents can assist in the day-to-day operations of the school by:

- **Making before school communication with teachers brief (between 8:45am – 8:55am).** Teachers need as much uninterrupted time as possible to plan and organise effectively to ensure that everything is ready for the day. We encourage parents to make an appointment for longer discussions at times that are more appropriate and mutually acceptable.

- **Ensuring names are on children’s property (especially school uniform) so they can be returned to rightful owners.**

- **For issues concerning your children, contact your classroom teacher first.** They know the day-to-day activities and incidents as they happen and are more in tune in getting the facts and are better informed.

- **Volunteering to assist in your child’s classroom** in various programs’ i.e. sports, swimming, and curriculum areas, making classroom support materials or any expertise that you can offer. A parent helper form is available on Compass. Please ensure you have a valid Working with Children Card on you at all times.

- **Participating in working bees.** There will be periodic working bees happening throughout the year. Your family is welcome to assist on a specified day. Jobs will include gardening, general maintenance of the grounds, book covering, etc.

- **Supporting school fundraising activities.** Any money raised by the Parents and Friends Association is spent on the children at the school. The school welcomes any parent or guardian who can contribute.

- **Maintaining a positive influence within the school.** We need a focus on the good things that are happening in our school. Children respond to positive talk as it makes school more fun for them.

- **Treating people how we want to be treated ourselves** in all our interactions. (Parents, Teachers and Children). We all wish to be treated with respect, kindness and courtesy. It is a societal expectation and important that we as individuals model this behaviour.
At Carlton Gardens Primary School:

**ABSENCES: IT’S NOT OK TO BE AWAY!**
If your child doesn’t attend school on a particular day due to illness or a family commitment, you can log into Compass and approve the absence online. Alternatively a signed and dated note from a parent explaining the reason your child did not attend school is required to be given to the classroom teacher.
It is also appreciated that if in the event of a long absence, (e.g. overseas trip, illness, etc), the school administrative staff are notified and that you put the absence into Compass. You will be contacted if your child has been away for more than two days in a row.

**ANAPHYLAXIS**
A number of children at Carlton Gardens Primary School are anaphylactic (have life threatening allergies). If a child comes in contact with particular foods it will result in an anaphylactic reaction. At school, we currently have students who are allergic to nuts, eggs and seafood, if your child is in a class with an anaphylactic child you will receive a letter from the classroom teacher asking you to refrain from packing particular foods in your child’s lunchbox.

*If your child has an anaphylactic condition, please notify the school as soon as possible.*

**ASSEMBLIES**
On Friday afternoons at approximately 3.00pm we hold a celebratory assembly outside in the school yard. During the assembly, we give out Student of the Week certificates and summarise any upcoming events. At the start of assembly, students sing both verses of the Australian National Anthem.

**BOOK PACK AND SCHOOL FEES**
This fee is set to cover the costs of items such as Booklists, Curriculum Resources, Physical Education equipment, computers and ICT infrastructure. This annual fee is expected to be paid at the commencement of the school year. The fee assists the school to provide a wide range of learning opportunities for our students.

**CAMPS IN 2015**
**Prep Sleepover**
Will take place in Term Four. Students return to school in the evening for dinner and activities before spending the night with staff and their friends in the PAC building. More information will be provided closer to the date.

**1/2 Camp**
Will take place in Term Three. Students will be spending a night away at a camp facility with staff and their friends. More information will be provided closer to the date.

**CHILDREN’S BIRTHDAYS**
We think your child’s birthday is special too! Please let your classroom teacher know of your intentions as there may be children with allergies in the class. A list of ingredients in any food brought in to share will need to be provided to the classroom teacher.
CLASSROOM LIBRARY
Students are encouraged to borrow a variety of texts from the classroom library. Reading is a very important part of our school curriculum. We have sent books home for you to read with your child, or for them to read to you, or to be read independently. This is intended to be a pleasurable activity and to enhance your child’s interest in reading. Please fill out the reading log in your students yellow book and feel free to communicate with your classroom teacher using the comments section within the yellow book. Every child has a subscription to Reading Eggs which can be accessed from home (www.readingeggs.com.au) and we encourage you to make regular visits to your local library for borrowing.

CLASSROOM/PARENT HELPERS
Parent interest and involvement are very important to your child and the school. We would welcome your involvement in activities such as:

· typing children’s stories
· excursions
· cutting & laminating resources
· working bees
· school council
· fundraising

A Parent Helper Form is available on Compass for parents to sign. A current Working with Children’s Check is required if you would like to be involved in any classroom activities or excursions. The forms for this check can be obtained from the website - www.workingwithchildren.vic.gov.au

COLLECTING CHILDREN DURING SCHOOL HOURS
If you need to collect your child during school hours, please visit the office and sign your child out and the early departure will be entered into Compass.

COMPASS
Compass is a school based web portal that will allow you to see how your student is performing at school. You will be able to see the number of absences and late arrivals that your child has had, give approval for school excursions, make payments online and download school reports. Teachers will also be able to send emails from Compass to keep you informed about classroom events and issues and you will be able to schedule Parent/Teacher interviews on Compass. You will receive a notice with your login details. We ask that when you do, you login regularly and update your email details. We encourage all parents to access Compass as this will be your main source of school information.

CODE OF CONDUCT
Each class is expected to spend time early in Term One, examining the Carlton Gardens Primary School Code of Conduct, to discuss school rules, appropriate classroom rules, rights, responsibilities and consequences for inappropriate behaviour. All Teachers follow the discipline procedure outlined in the Carlton Gardens Discipline Policy located in their rooms and around the school.
DAILY PROCEDURES

Morning:
- Parents are encouraged to drop children off between 8:45am – 8:50am so they are lined up ready for the teacher when the bell rings at 8.55am.
- Please note that there is no supervision of students in the yard before 8.45am each morning and therefore students are NOT to be left in the yard unattended.

Afternoon:
- At the end of the school day, teachers will walk students outside to meet parents. We ask that parents wait outside until school finishes. Please do not wait inside the corridors for your child, as they get very crowded when students are dismissed.
- Please let the office know if you are going to be late to pick up your child.

DRESS REGULATIONS
Carlton Gardens Primary School has a compulsory school uniform which is available for purchase from the school office.
At all times, students attending school should wear closed shoes (no thongs or sandals), and during Terms One and Four should also wear a blue, wide-brimmed school hat (hats are available for purchase from the school office).

DRINK BOTTLES AND HEALTHY SNACKS
We encourage your child to have a clearly labeled plastic drink bottle containing water in the classroom, to drink at their leisure while they are working. This encourages healthy drinking habits and enables your child to keep their fluids up! Your child may leave their bottle on their table or in a designated spot throughout the day. Students have designated healthy eating breaks at recess and lunch. We also encourage parents to pack a healthy fruit or vegetable snack which can be eaten at a scheduled time during the day.

EXTRA-CURRICULA ACTIVITIES
At Carlton Gardens we offer a number of different extra-curricula activities. Students will receive a note at the start of each term stating the costs involved and the times the programs are running. Parents are responsible for organising these sessions and payments.
The extra-curricula activities that run at our school are:
- Dance
- Instrumental Music (keyboard, singing, guitar, drums and brass)
- Chinese
- French
- Kelly Sports
- Brain ‘0’ Brain

EMERGENCY INFORMATION
Please ensure that you have provided your latest address and telephone numbers. If you change your address or telephone number during the year please let us know in writing. The office has a supply of ‘Change of Student Information Forms’ for this purpose. Please supply the names and phone numbers of two emergency contacts in case we are unable to contact you in an emergency.

★IMPORTANT★
If there is a court order which stops anyone having contact with your child, please let us know of the details.
EXCURSIONS
Excursions take place in each grade of the school. They are an integral part of the school curriculum. They are invaluable in stimulating the children’s interest and are always preceded or followed up by class work relating to the excursion. It is therefore expected that unless a serious reason prohibits it, all children will take part in these activities.

HEALTH
The Department of Education and Early Childhood requires the following exclusion table to be observed in cases of infectious diseases:-
- CHICKEN POX, MUMPS - return when completely recovered.
- MEASLES - for at least seven days from the appearance of the rash or until a medical certificate of recovery is produced.
- RUBELLA - until fully recovered and at least four days from the onset of the rash.
- WHOOPING COUGH - for four weeks until a medical certificate of recovery is produced.
- IMPETIGO (School Sores) - until sores have fully healed.
- HEAD LICE - Children are can return to school once their hair has been treated. To help prevent infestation we ask you to check your child’s hair regularly, notify the school if your child becomes infested and keep your child’s long hair tied back.
*Children enrolling at the Prep level are required to present an Immunisation Certificate for diphtheria, polio, tetanus, measles and mumps.

HEALTHY EATING
At Carlton Gardens Primary School we encourage students to make responsible choices when eating. Providing your child with nutritious and healthy foods during the day will ensure that their energy levels will remain high and assist them in concentrating in class. Please ensure that your child has enough food for both recess and lunch, although, please do not overload your child’s lunchbox.

HOMEWORK
In accordance with the CGPS homework policy:
- Prep students will be expected to read for 15 minutes every night.
- Grade 1/2 students will read for 15 minutes every night and will complete individual spelling activities.

INTERNET AND EMAIL
Our Acceptable Use Policy is available on compass and needs to be discussed and signed at the beginning of the school year. The Internet is a powerful teaching medium and tool so it is important for students to use it appropriately. Our expectation is that children learn to use the Internet in a responsible manner.

INTERVIEWS AND REPORTS
Reports are sent home twice a year at the end of Term 2 and Term 4. Portfolios that include samples of child’s work also go home at the end of Term 2 and Term 4. Parent Teacher Interviews are scheduled for the end of Term 2. You will need to book these interviews through Compass.
If however, at any time you have concerns about your child, you are welcome to make an appointment with the teacher to discuss your child’s progress.
JUNIOR SCHOOL COUNCIL
A Junior School Council will be running within the school this year. Students will discuss issues they have within the school. Two children from each class in grades one to six will be selected by their peers to represent their class and participate in weekly meetings.

LOST AND FOUND PROPERTY
Lost property is stored in a box in the foyer near the student toilets and may be inspected by parents at any time. It is most important that all clothing is clearly marked with your child's name. Lost and unclaimed articles are disposed of at the end of each term. The school cannot be held responsible for any items brought to school that are either lost, stolen or damaged.

Please do not allow your child to bring toys which are breakable or dangerous (including mobile phones, iPods and hand held games) in any way, to school. If found, they will be confiscated immediately.

MEDICATION
To ensure the medications are administered appropriately to students in our care:

- Children who are unwell should not attend school.
- Non-prescribed oral medications (e.g. head-ache tablets) will not be administered by school staff.
- All parent requests to administer prescribed medications to their child must be in writing on the form provided at the school office and must be supported by specific written instruction from the medical practitioner or pharmacist’s including the name of the student, dosage and time to be administered. It will be stored in the school office.
- Classroom teachers should be informed by parents of prescribed medications for students in their charge and classroom teachers will release students at prescribed times so that they may visit the school office and receive their medications.
- All students with Anaphylaxis or Allergies must provide an up to date action plan and medication to the school on your child’s first day.
- All students with asthma must have an up to date written Asthma Management Plan that will be filed in the school office. Parents/guardians are responsible for ensuring their children have an adequate supply of appropriate asthma medication (including a spacer) with them at school at all times.
- The school have staff trained in the administering of reliever puffers such as Ventolin, Airomir, Asmol or Bricanyl.
- A nebuliser pump will not be used by the school staff unless a student’s Asthma Management Plan recommends the use of such a device.
- If your child has anaphylaxis please ensure that an Epipen and action plan is given to the school.

MESSAGES TO TEACHERS
Everything sent along to school for the class teacher or office should be in an envelope clearly marked with the child's name, grade and purpose.
NEWSLETTER
A school newsletter is compiled every fortnight by our school Leadership team. In the interest of waste management these newsletters are only available online via Compass, school website and our Tiqbiz page.
This newsletter is a major communication link between school and home and contains information of upcoming events and other matters we wish to bring to your attention. Please read the newsletter carefully and keep it for referral. Contributions to the newsletter from children, teachers and parents are always welcome; the deadline for typing purposes is Wednesday afternoon.

OSH CLUB – BEFORE AND AFTER SCHOOL CARE
- Motto- Happy Children Learning
- Before school care is from 7:00am-8:50am ($6.65-$10.43 per child/per session Full Fee $20.85)
- After school care is from 3:30pm-6:00pm ($6.61-$11.33 per child/per session Full Fee $22.65)
- Vacation Care program is run from 7:30am-6:00pm ($7.74-$27.45 per child/per session Full Fee $54.90)
- OSH Club Contact Number: 0431 608 071
- Registrations must be completed online, and places will be limited so book early.
- All details can be found in the OSHClub brochure.

PUNCTUALITY
The school bell rings at 8.55am at this time it is expected that your child is ready to line up outside in the school yard to walk into the school with their teacher and class. Students who are late on a regular basis are learning “bad habits” that are hard to break.

REPORTING TO PARENTS:

<table>
<thead>
<tr>
<th>Term</th>
<th>Parent Information Booklet sent home</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Meet and Greet Night</td>
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<tr>
<td>Term 2</td>
<td>Semester One report</td>
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<td></td>
<td>Parent/Teacher/Student Meetings</td>
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<td></td>
<td>Student portfolio</td>
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<tr>
<td>Term 3</td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>Semester Two report</td>
</tr>
<tr>
<td></td>
<td>Student portfolio</td>
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</table>
**SCHOOL HATS AND SUNSCREEN**
Carlton Gardens Primary School is a SunSmart School. We have a policy where students must wear a wide brimmed school hat whilst outside. Our Sun Smart policy has been developed to ensure that all students are protected from the damage caused by the harmful ultraviolet rays of the sun.
In Terms One and Four wearing a hat is **COMPULSORY**. Students without the correct hat must sit in the shelter shed during their lunch and recess breaks, **NO HAT = NO PLAY!** Please support our efforts to teach your child about the importance of being SunSmart, by providing your child with the appropriate hat.
*It is also advisable that your child has SPF 30+ sunscreen applied to exposed skin in Terms One and Four.*

**SCHOOL HOUSES**
Students at Carlton Gardens Primary School will be involved in a year long house competition. Events will include a variety of sports and classroom activities.
Our four school houses are:
- Rennick – Red
- Worthington – Yellow
- Sergeant – Green
- Dare – Purple

House t-shirts will be available to purchase next year from the uniform shop.

**STUDENT CODE OF CONDUCT**
The Carlton Gardens Primary School Student Code of Conduct and Welfare/Discipline Policy is regularly updated. The purpose of this Code of Conduct is to reinforce the rights and responsibilities of students, staff and parents at Carlton Gardens Primary School to work in a secure and safe environment. Parents also have the right to expect that their children will be educated in a purposeful environment in which the principles of care, courtesy and respect for the rights of others are valued. The Code of Conduct is subject to, and should be read in conjunction with, the relative Department of Education and Early Childhood Development (DEECD) regulations and guidelines.

**SWIMMING PROGRAM**
Swimming lesson are a compulsory component of our school curriculum for all students in Grades Prep to 6. For those students unable to participate due to medical reasons, and they have a relevant medical certificate, will be exempt. Students will be placed in ability groups so that all levels from beginners to advanced are catered for. The program will consist of a sequence of swimming, water safety, survival and rescue experiences providing students with the knowledge and skills required for safe involvement in aquatic activities.

**TIQBIZ**
All of our newsletters and notices are available electronically through an app called tiqbiz. tiqbiz is available to download through the Apple App store and through Google Play. For more information you can visit [www.tiqbiz.com.au](http://www.tiqbiz.com.au).

**TWITTER & INSTAGRAM**
Our school uses Twitter and Instagram to help keep parents informed about school events. You can follow us @CarlonGardens.
UNIFORM SHOP
The Uniform Shop is open every Monday and Friday morning at 9am and every Tuesday afternoon at 3:30pm. You are welcome to complete an order form at the school office and pick up at a later date. Orders can be collected or delivered to your child’s classroom.

WASTE MINIMISATION
Carlton Gardens Primary School staff and students are passionate about caring for the environment. Classes take turns each week to organise picking up the litter outside. This initiative is called ‘Rubbish Busters.’ In order to minimise the amount of litter in the yard and ultimately help the environment we request that your child’s lunch contains as little waste as possible.

WEBSITE
We share exciting events, policies and news through our website.
www.carltongardens.vic.edu.au

WHOLE SCHOOL ARTS FESTIVAL
At Carlton Gardens we host a variety of whole school events that are strongly linked to the Arts curriculum. Every year all year levels are involved in creating a film for our annual Gardenfest which is held in December. Past examples of movie trailers are available to view on our school website.
We also hold a whole school Art show or Concert in Term Three in alternating years. This year (2016) we have our Art Show, next year (2017) we will have a Concert.
Leadership Team
Principal: Tina McDougall
Guiding Coalition: Andrew Bloomfield, Bobbie Cameron, Hollie Winfield, Monika Planinic, Julia Woods and Alicia McNiff.

Classroom Teachers

<table>
<thead>
<tr>
<th>Early Years Curriculum Leader</th>
<th>Admin Leaders</th>
<th>Classroom Teacher</th>
<th>Year Level</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hollie</td>
<td>Georgia</td>
<td>Tessa</td>
<td>Prep</td>
<td>8</td>
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<tr>
<td></td>
<td></td>
<td>Georgia</td>
<td>Prep</td>
<td>9</td>
</tr>
<tr>
<td>Monika</td>
<td>Monika</td>
<td>Sarah</td>
<td>1/2</td>
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<td></td>
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<td>Rachel</td>
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<td></td>
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<td>Jessica</td>
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<td></td>
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<td>Mel</td>
<td>1/2</td>
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<tr>
<td></td>
<td></td>
<td>Nicolle</td>
<td>1/2</td>
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<table>
<thead>
<tr>
<th>Middle Years Curriculum Leader</th>
<th>Admin Leaders</th>
<th>Classroom Teacher</th>
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<th>Room</th>
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<tbody>
<tr>
<td>Bobbie</td>
<td>Julia</td>
<td>Julia</td>
<td>3/4</td>
<td>14</td>
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<tr>
<td></td>
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<td>Maire</td>
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<td></td>
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<tr>
<td></td>
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<td>Alicia</td>
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<td></td>
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<td>Alex</td>
<td>5/6</td>
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<td></td>
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<tr>
<td></td>
<td></td>
<td>Megan</td>
<td>5/6</td>
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Specialist Teachers

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<th>Days of Attendance</th>
<th>Subject</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>Kay - Chinese</td>
<td>Tues, Wed, Thurs</td>
<td>LOTE - Mandarin</td>
<td>Classrooms</td>
</tr>
<tr>
<td>Jolie - Chinese</td>
<td>Tues, Wed</td>
<td>LOTE - Mandarin</td>
<td>Classrooms</td>
</tr>
<tr>
<td>Steve - Music</td>
<td>Mon, Tues, Wed, Thurs</td>
<td>Music</td>
<td>PAC</td>
</tr>
<tr>
<td>Gen - Art</td>
<td>Mon, Tues, Wed, Thurs</td>
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<td>Art Room</td>
</tr>
<tr>
<td>Daniella - EAL</td>
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<td>EAL</td>
<td>EAL Room</td>
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<tr>
<td>Fleur - Intervention</td>
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<td>Intervention</td>
<td>Between Room 13 &amp; 14</td>
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Support Staff

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<th>Name</th>
<th>Position</th>
<th>Location</th>
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<tbody>
<tr>
<td>Joy</td>
<td>Business Manager</td>
<td>Main Office</td>
<td>Full time</td>
</tr>
<tr>
<td>David</td>
<td>Computer Technician</td>
<td>Resource Room</td>
<td>Wednesday</td>
</tr>
<tr>
<td>Kathie</td>
<td>Leadership PA</td>
<td>Main Office</td>
<td>Mon - Thurs</td>
</tr>
<tr>
<td>Aurora</td>
<td>Integration Aide</td>
<td>classrooms</td>
<td>Tues, Wed, Fri</td>
</tr>
<tr>
<td>Eva Butcher</td>
<td>Speech Pathologist</td>
<td>Art Room</td>
<td>½ Day</td>
</tr>
<tr>
<td>Suzie Webster</td>
<td>Psychologist</td>
<td>OshClub Kitchen</td>
<td>½ Day</td>
</tr>
</tbody>
</table>
CURRICULUM

Early Years
In the Early Years area, which encompasses the grades Prep-2, we aim to foster a learning environment that is supportive, challenging, fun and creative. We recognise that children are unique, and we will strive to develop their individual potential at all times. We also aim to foster a life-long love of learning.

Throughout the year, children in the Prep-2 area will be encouraged to:
• Take risks
• Gain confidence in trying new things
• Work cooperatively with others
• Understand the qualities of good friends, and to develop positive social relationships
• Reflect on how they learn best
• Celebrate their own and peers’ successes
• Look after classroom materials
• Take responsibility for their belongings (i.e. hats, lunch boxes)

We will provide a range of activities and opportunities for students to meet the learning outcomes for their level. Students will also participate in learning experiences aimed at developing valuable learning skills including:
• Working independently
• Working as part of a group
• Contributing to class discussion
• Learning from their peers

LITERACY
Reading
At Carlton Gardens Primary School, students engage in a 2 hour Literacy Block. The first hour is a reading session each day. The reading block often includes the following elements:

• Whole class reading, which incorporates a teacher Read Aloud or Shared Reading with the students. During Shared Reading the teacher uses big books, chants or rhymes to engage students and to model a variety of reading strategies.
• Small group reading sessions, where students work in a small group together with the teacher, focusing on their individual reading needs and goals.
• Independent reading sessions that involve students practicing a reading skill or strategy, which the teacher has modelled. During independent reading time the teacher roves around the class to confer with individual students about their discoveries and their goals.
• Students will investigate the features of a text and will learn to better understand the books they read using the six comprehension strategies (Prediction/Prior Knowledge, Inferring, Questioning, Visualising, Text Structures/Features, Summarising)
**Classroom Libraries**
Are organised and maintained by the students in the classroom. The class library is where students choose their ‘Just Right' books for use during Independent reading and for their take home reading folders.

**Writing**
Writing is generally taught in the second half of the two hour Literacy Block. During this time we follow a similar structure to Reading. Our Writing Workshop incorporates text structures/features (e.g. Recount, Persuasive, Narrative, Poetry, Information Report, Explanations, Procedures, Transactional, Responding), writing traits (e.g. Organisation, Word choice, Conventions, Ideas, Voice, Sentence fluency) and the writing process.

It often includes the following elements:
- Whole class writing, which incorporates Shared or Modelled Writing by the teacher or the use of Mentor Texts to demonstrate specific crafts or skills.
- Small group writing sessions, where students work in a small group together with the teacher, focusing on their individual writing needs and goals.
- Independent writing sessions that involve students writing a chosen text type, which may be inspired by a whole class writing seed or a seed from their Writer’s Notebook. During independent writing time the teacher roves around the class to confer with individual students about their goals.
- Victorian schools follow the handwriting style of Victorian Modern Cursive. Students will participate in regular handwriting lessons which specifically focus on letter formation and lower and upper case letters.

**Language Conventions**
Is taught explicitly outside of the Literacy Block. Students investigate spelling patterns, and sounds and partake in activities to familiarise themselves with High frequency words, personal words they are attempting to spell in their writing and inquiry words. Grammar and punctuation is also explored explicitly during this time.

**Speaking & Listening**
Students share their learning during share time, news time, when presenting within and beyond the classroom. They participate in ‘Show and Tell’, whole class discussion and ‘Readers Theatre’ to improve their speaking and listening skills.

**NUMERACY**
At Carlton Gardens Primary School, students engage in a one hour Numeracy block each day. Numeracy is separated into 3 different categories which are taught collectively in the classroom.

- **Number and Algebra**: Counting, Subitising, Ordering, Place value, Ordinal Number, Addition and Subtraction.
- **Measurement and Geometry**: Length, Mass, Time, Shape and Location.
- **Statistics and Probability**: Probability, Data collection and Analysis.

Students participate in whole class, individual and group activities with individual goals for their learning that are discussed and monitored by the teacher and the students. Students participate in open-ended problems which allows them to use a different strategies to solve real world problems.

At home you can assist in developing your child’s mathematical skills by including them in your daily mathematics tasks such as; shopping, cooking and budgeting.
INQUIRY BASED LEARNING
Each term, students will focus on a specific topic linked to the curriculum for their inquiry learning. This unit will enable students to develop a range of skills through the inquiry learning process.

The Inquiry process involves:
- Engaging students in a new topic through questioning and immersion.
- Tapping into their prior knowledge and finding out what they already know about a topic.
- Allowing students to discover new things about a topic through purposeful explorations.
- Helping students to gain a deeper understanding of the major concepts.
- Creating a project or activity, which allows the teacher to evaluate each students’ understanding and level of knowledge gathered.

Students will also build their thinking skills through the use of the comprehension strategies as well as through our Values Education program. This unit of work spans over at least an entire term and is integrated into all other parts of the curriculum (Reading, Writing, and Mathematics).

SPECIALIST PROGRAMS

MUSIC
Purpose
The performing arts program provides a platform for all children to experiment and create in a safe learning environment that fosters creativity and students’ individuality. The program aims to increase all students’ confidence by allowing them the opportunity to perform artworks they have created to their class and the broader school community. Through the stories behind music and the role-playing inherent in performing, the program aims to develop empathy and understanding of social and cultural issues the children face.

Objectives
- To develop all students’ ability to create and respond to the arts though weekly exposure and instruction in class lessons
- To foster creativity and mutual respect through the exploration of the Performing Arts
- To establish an instrumental music program on a range of instruments
- To build and maintain resources for the school’s current and future music program

Implementation
- Allow all students to experiment with performance, composition and reflection in weekly classes.
- Encourage students to document their creative journeys
- Create recordings of students own compositions using garage band and recording hardware
- Create music video clips using garage band
- Expose children to a wide range of musical excerpts from varied styles for analysis, interpretation and re-creation.
- Create visual art work to accompany musical works, and to create musical works from visual stimuli
LANGUAGES: CHINESE

Meet your teachers
We are excited to announce two Chinese (Mandarin) teachers will be employed at Carlton Gardens Primary School in 2016, Kay老师 and Jolie老师。

Dajiahao! 大家好! My name is Kay. This is my sixth year teaching Mandarin, and I will be working with students from Foundation (Prep) to Grade 2. I run an enriched program and aim to instill in students a purpose to learn the language, and to develop skills to enable engagement nationally and internationally in the 21st century. I involve many volunteers who are native speakers in my language program each year.

I attended a study tour to BaiJia Zhuang Primary School in Beijing, China a few years ago. I taught three forty minute sessions each day for three weeks. I gained a wealth of language teaching experience from participating and would strongly recommend it to other teachers and students.

你们好，我叫Jolie. Hello, my name is Jolie. This is my first year teaching Chinese (Mandarin) at Carlton Gardens PS. I am excited to teach the language to students as Chinese is the most spoken language in the world. As well as teaching the language, I hope to enrich students with cultural experiences broadening their knowledge and understanding of China. This year, I will be teaching Foundation to Grade 6 and am looking forward to working with all the students.

I will focus on teaching Listening and Speaking, Reading and Writing skills and I aim to provide a rich and engaging Chinese learning environment for all students.

2016 Chinese Mandarin LANGUAGES Program
The emphasis of the program in Foundation is on verbal communication. Students will learn simple songs to reinforce knowledge of numbers, greetings, family members and some body parts. In Grades 1 and 2 students consolidate concepts previously learned. New concepts taught includes days of the week, months of the year, seasons, colours and fruit.

Students in Grades 3 and 4 learn to construct sentences using key vocabulary. Basic Chinese grammar is also taught to students, for example learning how to explain what they like and don’t like. Additional vocabulary includes animals, sports and vegetables. In grades 5 and 6 students continue to consolidate concepts learned previously. At this level, students use Languages Online to further practise their Speaking and Listening skills. They learn to describe themselves and the world in greater detail and produce a mini-project for presentation to the rest of the class.

Throughout Foundation to Grade 6 aspects of Chinese culture are interwoven into lessons. Students that speak Mandarin at home will be encouraged to learn more complex material, with an emphasis on appropriately translating Chinese characters and sentences into Australian English.

In 2016 we will continue to communicate through Skype where possible, with students from North Sydney New Demonstration Primary School and BaiJia Zhuang Primary School in Beijing, China.

In 2016, students and staff from our sister school, The New Oriental Foreign Language School in Nanjing, Jiangsu province will be visiting Carlton Gardens. This year will be their third visit to our school. The program proves to be a valuable way to increase student interest and participation in learning Mandarin. In addition, during their biannual visit to our school and city students from Grades 4 to 6 will have the opportunity of hosting a student from China.

再见，zaijian, goodbye, and we look forward to helping your child in their language journey.
VISUAL ARTS
For an hour each week students participate in a Visual Arts session. They are encouraged to challenge their understandings of the world around them and express one’s own creative thought and ideas through a variety of media.
In the early years students freely explore and experiment with a number of materials and media. As they gradually build their knowledge and skill sets, students begin to understand how they can manipulate these materials and media to express what they see and observe.
In the upper years students investigate both past and present art work to inspire deeper understandings of creative expression and to be aware of new perspectives that challenge current knowledge and skill sets. Students are guided by the teacher to freely explore ways of visual expression that extend beyond work that is seen in galleries.
Overall students are taught both the elements and principles of art and how to best use these concepts to achieve a certain outcome. From Foundation to Grade Six, students continually build a vocabulary bank of artistic words to apply upon reflection and/or to discuss one’s own or others work.

PHYSICAL EDUCATION
Classroom teachers are currently running the PE program. It aims to:
- Develop fundamental motor skills
- Provide students with opportunities to become familiar with the rules of various activities, Games and sports
- Develop good sportsmanship
- Assist students in developing life-long leisure pursuits
All students will also have the opportunity to participate in the swimming program in Term 4. There will also be times throughout the year where students will be given opportunities to participate in activities/clinics organised by local sports organisations.
HOME READING
Throughout their schooling students are expected to read at home every night of the week.

TIPS WHEN HEARING CHILDREN READ:
• Establish a routine, ten minutes each night at a set time – perhaps at bedtime.
• Be relaxed and comfortable, the aim is to help your child to ENJOY reading.
• Talk about the book before reading, look at the title, cover, illustrations and author.
• Try to guess what the book might be about.
• Praise your child for their efforts and don’t focus on mistake. Be patient, trust that your child will learn to read.
• Let children read their favourite books over and over again. They are practising successful reading behaviours, enjoy their success with them.

When a child stops at a word:
- give time for problem solving.
- ask what the word might be.
- tell the child to look at the picture. Go back to the beginning of the sentence, or read on to work out the word. Using the context helps. “Read the sentence again and get your mouth ready for it”.
- say the word to the child.

When a child makes a mistake that doesn’t make sense:
- give time for self-correction.
- ask “does it make sense?”
- help the child to make sense and keep the meaning.

When a child makes a mistake which does make sense:
- do nothing until the reading is finished.
- comment on how well the child understood what the story was about and re-read with him/her the correct word without discussing the mistake.

Self-correction is what we are encouraging. Always:
- offer alternative strategies to reading the unknown words rather than ‘sounding it out’.
- give the child time to self-correct.
- encourage self-correction by asking, “Does it make sense?” or “Does it sound right?”
- praise all attempt to self-correct.

Alternatives to ‘sounding out’
Sounding out an unknown word is a strategy that only works some of the time when reading. There are many spelling patterns and alternative sounds which students need to learn to enable them to read independently.
- look at how the word begins.
- look at the picture.
- stretch the sounds in the word together (mmmmaaaatttttt = mat).
- chunk some of the sounds (dr-ink).
- what other sounds can that letter make.
- can you see a smaller word.
- do you know another word that looks/sounds like that?
- if it was __________, what would you expect to see at the beginning? At the end?
- it could be ________, but look at __________.
Carlton Gardens Primary School

Est. 1884
Delivering our Best

215 Rathdowne Street, Carlton 3053
Phone: 9663 6502
Fax: 9639 1220
email: carlton.gardens.ps@edumail.vic.gov.au
Web: www.carltongardens.vic.edu.au