Dear Parents,

Welcome to the ISIK College Primary family. We believe the ‘golden generation’ journey begins in a nurturing environment, where all students have the right and responsibility to achieve their personal best.

This handbook is designed to assist you and your child during the year. It consists of important information and will be a useful reference. Therefore, I would recommend it be placed in a safe place at home.

At ISIK College, the success of our students underly with a strong partnership with students, staff and families to ensure that each individual is looked after in a supportive environment.

Our dedicated and professional team of staff enjoy providing exciting, rewarding and challenging experiences for students. Additional details regarding curriculum will be provided throughout the year during information nights and programs.

I look forward to meeting all of you during one of the many school events throughout the year.

Mr. Ali Goru
Eastmeadows Campus
Primary Principal.
Contents

Section 1. Structure of ISIK College Primary
   College History
   Primary Staff
   Map of Primary Campus
   College Charter

Section 2. Assembly
   Attendance / Lateness
   Awards
   Before / After School Care
   Bell Times
   Book Club & Book Fairs
   Book Shop
   Books, Stationery & Supplies
   Camps, Excursion & Incursions
   Canteen
   Class Formation
   Code of Conduct
   Communications
   Counseling
   Curriculum
   Diary
   Driving and Parking
   Early Leave Provisions
   Email Use
   Enrolments / Renewals
   Excursion Rules
   Extra-Curricular Programs
   Food Sharing Policy
   Health Matters
   Helping Me, Helping You
   Home Reading Program
   Homework
   Intervention
   Keep the College Clean Policy
Library
Literacy & Numeracy Programs
Lost Property
Medications
Mobile Phones
Newsletter
Overseas Travel
Parents & Friends Association
Pastoral Care
Physical Education
Promotions
Reading Recovery
Reports & Parent Teacher Interviews
School Bus
Special Education
Special Events
Speech Pathology
Sun-Smart Policy
Student Welfare & Counseling
Swimming Program
Toileting Issues
Transfers/Withdrawals
Uniform
Values Education
VELS
Visitors

FORMS
Structure of ISIK College Primary

Primary School Office Hours: 8.30am – 4.30pm
Primary School Office Staff: Mrs. Nazan Bol
Telephone: (03) 9309 0388
Fax: (03) 9309 0377

The Primary School is divided into four departments – Infant (Prep), Junior (grade 1-2), Middle (grade 3-4) and Upper (grade 5-6). Each department is coordinated by a leading teacher generally responsible for welfare and curricular programs. The departmental coordinators along with the all work together within teams to develop and support programs designed for each level. Other leading teachers are appointed as Head teachers in specific subject areas.

Principal
Mr. Ali Goru

Deputy Principal
Ms. Evla Han

Department Coordinators
Mrs. Ozlem Oflay (Infant Department)
Mrs. Kevser Kilic (Junior Department)
Mrs. Safak Kamisci (Middle Department)
Mrs. Ozlem Bayram (Upper Department)
Please note this structure may vary slightly in different campuses.
The word, 'Işıklı', is a Turkish word meaning 'The Light' or 'Illuminate'. The alumni of the College shall endeavour to represent the 'Golden Generation', illuminating the minds and hearts of many.

The Governing Authority of ISIK College is Selimiye Foundation. In 1997, Selimiye Foundation acquired Eastmeadows Primary School following its closure by the Victorian State Government, and established an independent private school, ISIK College.

- Main Campus (Eastmeadows) commenced its operation in 1997 with only 28 students. The number of enrolments at the Main Campus was about 700 students in 2004. Main Campus is sectioned as Primary and Secondary Girls.
- Geelong Campus commenced operation in 1998 and has since been offering co-ed P-6 programs.
- Mildura Campus commenced operation in 1999 and has since been offering co-ed P-6 programs.
- Dandenong Campus commenced operation in 2001 and has since been offering co-ed P-12 programs.
- Shepherton Campus commenced operation in 2005 and currently offers co-ed P-6 programs.

Since its first operation, ISIK College has grown beyond expectations to meet the tremendous demand of the community and has managed to reach over 1800 student enrolments in 11 years. This number includes Australian children from all denominations. This was made possible by the full support of the community and their abiding concern and generosity.

*Today, ISIK College plays a leading role in educating young generations with its academic excellence and disciplined education; and continues to contribute to the future of Australia.*
Prep Dept. Coord. – Mrs. Ozlem Oflay
Prep A – Mrs. Nazan Zengin
Prep B – Mrs. Halide Atasay
Prep C – Mrs. Ozlem Oflay

Infant Dept. Coord. – Mrs. Kevser Kilic
Gr. 1A – Mrs. Gul Hanim Aslan
Gr. 1B – Ms. Dunia El-Haouli
Gr. 1C – Mrs. Kevser Kilic
Gr. 1D – Ms. Emel Tanriverdioglu
Gr. 2A – Ms. Nirmal Ranjit
Gr. 2B – Mrs. Seldan Kirmaci
Gr. 2C – Ms. Sirin Yazar

Middle Dept. Coord. – Mrs. Safak G.Kamisci
Gr. 3A – Mrs. Najma Anis-Reusch
Gr. 3B – Mrs. Sevde Serbetci
Gr. 3C – Mrs. Meryem Yalciner
Gr. 4A – Mrs. Guldem Gumus
Gr. 4B – Mrs. Mukaddes Guneyusu
Gr. 4C – Mrs. Eser Arman

Upper Dept. Coord. – Mrs. Ozlem Bayram
Gr. 5A – Ms. Medine Cilek
Gr. 5B – Ms. Demet Latifoglu
Gr. 5C – Mrs. Saide Guncaaldi
Gr. 6A – Mrs. Arzu Bardiz
Gr. 6B – Mrs. Ozlem Bayram
Gr. 6C – Ms. Ilkay Yagcioglu
Gr. 6D – Ms. Nuray Tasci

LOTE Team Leader. – Mrs. Serap Sinik
RE Team Leader – Mrs. Gulcan Ayvaz

Gr. P-2 Turkish/TSL – Mrs. Emine Demet
Gr. 3-4 Turkish/TSL – Mrs. H. Polat / Mrs. U. Yilmaz
Gr. 5-6 Turkish/TSL – Mr. Mustafa Kus
Gr. P-2 RE – Mrs. Gulcan Ayvaz
Gr. 3-4 RE – Mrs. Hatice Gungor
Gr. 5-6 RE – Mrs. Emra Han
Gr. 5-6 Sport – Mr. Mehmet Yilmaz

OHS & Special Needs Liason : Mrs. Emra Han
ESB : Mrs. Huriye Pulic & Ms. Esra Oz
Speech Therapy : Mrs. Melisa Tetsis
Reading Recovery : Mrs. Emel Akgun
Welfare & Guidance Counselor : Ms. Seda Erdurul
IT Technician : Mr. Mustafa Oz
Librarian : Mrs. Sonmez Okten

Teacher Aids : Mrs. Sevgi Turkmen
Mrs. Ilknur Pak
Ms. Muhsine Seymen
Ms. Bahar Ulukan
Mrs. Serife Le Son
Folk Dancing : Mrs. Hacer Yildirim
Choir & Music : Mr. Zakir Yildirim
Before/After School Care Coord – Mrs. Kadriye Ocal
Map of College (Eastmeadows)
College Charter

The **mission** of the College is to achieve academic excellence and prepare students to participate in the Australian and international community as informed, responsible and active citizens.

**Vision :**

- To provide a non-denominational school environment that is conducive to learning
- To encourage a love of learning in a nurturing and enriching environment
- To bestow an atmosphere of respect, cooperation and friendship
- To provide a curriculum, as diverse and challenging as possible, that will meet the needs, interests and abilities of every student based on the Department of Education Guidelines
- To develop students’ appreciation and involvement in the performing and creative arts and strengthen their concern for people, cultures and the natural environment
- To provide individual attention through student welfare and pastoral care
- To help develop a strong sense of moral values and a code of ethics
- To provide affordable fees with assistance for larger families
- To develop self discipline, moral values and social responsibility
- To ensure close ties between the school, parents and the local community
- To foster in our students an understanding and appreciation of their identity
- To educate students that are proud of their past and look forward to their future

**Core Australian School Values Framework :**

- Responsibility
- Honesty
- Compassion
- Respect
- Happiness
- Learning life long
- Seeking Knowledge
- Community
- Team work
Assembly

Students will take part in College assemblies held Monday mornings at 8.55am and Friday afternoons at 3.25pm. Important announcements, award presentations and anthems will be heard. Students are expected to attend morning assemblies punctually and orderly. Parents are also most welcome to attend.

Attendance / Lateness

Students are expected to be at school for roll call no later than 8.55am. Students arriving late are required to report to the office to obtain a Late Pass. Where a valid reason exists for a student not being able to attend school at the required time, the parent must inform the teacher with a notice or a telephone call. The school is responsible for the well-being of all the students and hence will have to report any issues that is related to neglect, to the Department of Child Services such as consistent absences, coming to school late or being picked up from school late on a regular basis. Therefore, families are advised of the following careful details:

1. If the student is absent from school for a prolonged period of time, because of sickness or some unforeseen circumstance, a telephone message for the Classroom teacher or Deputy Principal must be left with the office. Parents must sign a note and this should be given to the classroom teacher on the next day of attendance at school.

2. If absence is known in advance for an approved appointment (medical, dental, etc.), a note must be brought to the classroom teacher before the event, requesting permission to be absent. This should be arranged outside school time unless in an emergency.

3. Students are expected to be at school before 8.55am. If, for a good reason, a student arrives late he/she must report to the general office. If a student is expected to be late, then a parent must notify the school prior to 8.55am.

4. On the first day back at school after an absence, a note explaining the absence(s) should be brought in. Notes are to be written and signed by a parent, not by the student. If absence is going to be for more than two days, parents should phone the school giving child's name and roll class and the reason for the absence.
**Awards**

ISIK College Primary maintains a wide range of practices to acknowledge, reinforce and promote student achievements. A merit certificates system (bronze, silver, gold & diamond awards) operates throughout the school and is administered through weekly assemblies for personal achievements and for keeping school rules.

**Before / After School Care Program**

ISIK College Primary offers Before & After School Care for the convenience of families who need to leave their children earlier or after school hours. Before School Care begins at 7.30am in the Multi-Purpose room. Parents are advised to escort their children to the specified room and sign the attendance register (during pick up and drop off times). After School Care commences at 3.30pm every afternoon during school terms and concludes at 6pm. The students are given afternoon tea and the program provides educationally based activities, as well as providing time for homework. Students may participate on a casual or permanent basis. Any student who has not been collected by 3.45pm will also be directed to the After School Care Program. Prep – grade 2 staff escort their students to the After School Care room. Parents are advised to contact the General Office for applications and fees. Finally, parents will need to notify the office if their child will not be attending at certain dates.

**Book Club & Book Fairs**

The Scholastic Book Club is for all age groups throughout the school. One issue is distributed per month. Students should be encouraged to purchase books through this scheme. During the year the College also runs a Book Fair to harness a love of reading for all members of the school community.

**Bullying / Harassment**

The College aims to provide a caring and nurturing environment which encourages self discipline and self worth, respect the rights of others and take responsibility of one’s own actions. Unacceptable behaviour can take many forms. One specific behaviour is bullying. *Actions Against Bullying: A Support Pack for Schools* by M. Johnston and et al. defines bullying as:
The willful conscious desire to hurt, threaten or frighten someone else.

Verbal, physical or psychological in nature.

Verbal bullying may include teasing, racist remarks, offensive language, sexual innuendo and put downs. Physical bullying may include fighting, pushing and damaging other people’s possessions. Psychological bullying may include repeated exclusion from peer groups, circulating offensive messages and telephone calls.

It is the responsibility of all students, parents and staff to report any incidents of inappropriate behaviour.

**CONSEQUENCES FOR BULLYING INCLUDE:**

- An interview with the Departmental Coordinator/s
- Having parents contacted
- Being placed on a Conduct Card
- Being withdrawn from the classroom or playground
- Ongoing counseling
- Suspension
- Expulsion

**ISIK COLLEGE PRIMARY SCHOOL WILL:**

- Report incidents of concern to class teachers, coordinators and counselors and investigate as appropriate
- Assist any student who is being bullied to develop skills to overcome the problem
- Work with students who bully to help them change their behaviour
- Contact parents when necessary to get their assistance to develop ideas and a joint plan to overcome the problems.
Bell Times

ISIK College Primary duties and classes are scheduled according to the times below.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50am</td>
<td>Assembly</td>
</tr>
<tr>
<td>8.55am</td>
<td>Roll Call</td>
</tr>
<tr>
<td>9.00-9.50am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.50-10.40am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.40-11.10am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.10-12.00am</td>
<td>Period 3</td>
</tr>
<tr>
<td>12.00-12.50pm</td>
<td>Period 4</td>
</tr>
<tr>
<td>12.50-1.20pm</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>1.20-1.50pm</td>
<td>Lunch 2</td>
</tr>
<tr>
<td>1.50-2.40pm</td>
<td>Period 5</td>
</tr>
<tr>
<td>2.40-3.30pm</td>
<td>Period 6</td>
</tr>
<tr>
<td>3.20pm</td>
<td>Friday Assembly</td>
</tr>
</tbody>
</table>

*All students eat lunch 12.40 - 12.50pm in classes

*Afternoon roll call at 3.25pm

Bookshop

Fountain Bookshop, located at 6 Dargie Crt, Dallas (Dallas Shopping Center). Phone: (03) 9309 1595, is the official College supplier of books and uniform.

Books, Stationery & Supplies

The College fees include a set amount for student supplies, including textbooks and stationery. Supplies are therefore distributed to students on the first few days of the school year. Parents and student are responsible to cover and label all items.

Incursions, excursions and camps are not included in the school fees. Most levels may attend an excursion or incursion per term.
**Camps, Excursions & Incursions**

Legally, the College requires a consent form to be completed for each camp, excursion and incursion in which a student participates. Consent forms are given ahead of time, with details of the program. Regrettably, any student who does not return forms will not be permitted to take part in the activities.

The Outdoor Education Camps program starts in grade 3. Students spend a few days to make new friends and develop social skills, with their teachers in a fun and relaxed atmosphere. The grade 6 program is especially designed to incorporate our unit based on ‘Civics & Citizenship’ education and students spend an extended period exploring the national capital, Canberra. All students attending the Outdoor Education Camps program are required to complete a comprehensive Medical form along with a Consent form.

**Canteen**

Parents and friends of the College operate the canteen. The canteen menu and price list will be provided at the start of each year with the first issue of the newsletter. Lunch orders must be written at home and should specify student’s name, grade level, room number and food items on a lunch order paper-bag. NO class time and paper bags will be given to write up lunch orders at school.

**ISIK** College places great importance in the physical well being of children. Therefore, we expect that all parents and families provide a healthy and filling breakfast before school, as well as providing students with nutritious snacks and lunches. Lunch is eaten in the classroom from 12.40pm to 12.50pm under the supervision of teachers.

**Class Formation Policy**

At the end of each year classes are reviewed based on several concerns regarding dynamics such as student welfare, academic and personal development. Staff and coordinators are involved in making changes to form new classes, as required. During term 4 parents are notified to write a letter to the Deputy/Principal if they have any concerns or requests to be considered for the following year. Please be aware, however, that this does not confirm changes.
"Responsible choices are vital for our children. Assertive discipline supports self-esteem and responsibility. It provides positive reinforcement in a clear, concise, understandable manner for teacher and student."

With consistent and positive reinforcement as the keynote, ISIK College Primary members agree with –

<table>
<thead>
<tr>
<th>Students have the RIGHT to:</th>
<th>Students have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Learn in a purposeful and supportive environment,</td>
<td>▪ Ensure that their behaviour is not disruptive to the learning of others,</td>
</tr>
<tr>
<td>▪ Work and play in a safe, secure, friendly and clean environment,</td>
<td>▪ Ensure that the school environment is kept neat, tidy and secure,</td>
</tr>
<tr>
<td>▪ Respect, courtesy and honesty,</td>
<td>▪ Ensure that they are punctual, polite, prepared and display a positive manner,</td>
</tr>
<tr>
<td></td>
<td>▪ Behave in a way that protects the safety and wellbeing of all staff and peers</td>
</tr>
<tr>
<td></td>
<td>▪ Consider and value each other's opinions and contributions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff have the RIGHT to:</th>
<th>Staff have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Respect, courtesy and honesty,</td>
<td>▪ Model professional, respectful and courteous behaviour,</td>
</tr>
<tr>
<td>▪ Teach in a safe, secure and clean environment,</td>
<td>▪ Ensure that the school environment is kept neat, tidy and secure,</td>
</tr>
<tr>
<td>▪ Teach in a purposeful and non-disruptive environment,</td>
<td>▪ Establish positive caring relationships with all staff and students,</td>
</tr>
<tr>
<td>▪ Cooperation and support from parents and administration.</td>
<td>▪ Ensure good organization and planning,</td>
</tr>
<tr>
<td></td>
<td>▪ Report student progress to parents,</td>
</tr>
<tr>
<td></td>
<td>▪ Inform parents and administration of concerns.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents and Carers have the RIGHT to:</th>
<th>Parents and Carers have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Be informed of course and curriculum material, behaviour management procedures, and decisions affecting their child's health and welfare,</td>
<td>▪ Ensure that their child attends school,</td>
</tr>
<tr>
<td>▪ Be informed of their child's progress,</td>
<td>▪ Support the physical and emotional well being of their child to allow for effective learning,</td>
</tr>
<tr>
<td>▪ Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education.</td>
<td>▪ Ensure that their child is provided with appropriate materials to make effective use of the learning environment,</td>
</tr>
<tr>
<td></td>
<td>▪ Support the school in providing meaningful and adequate education for their children,</td>
</tr>
<tr>
<td></td>
<td>▪ Inform the school of changes in the child's circumstances.</td>
</tr>
</tbody>
</table>

**Communications**

Families are an integral part of our College community and at ISIK College Primary we value honest communication. We try to keep parents informed of what is happening in our classes. We do this in a number of ways such as scheduled Parent-Teacher Interviews, information sessions, the student diary and the College newsletter. Parents are also welcome to arrange an appointment at the office with teachers. We hope that any of your concerns may well be dealt with together.
**Counseling**

The College’s Guidance & Welfare Officer is employed to enhance the capacity of the school to support students who are at risk of disengagement in their learning and who are not achieving their educational potential.

Counseling is available for all College students and families. The Counselor assists with many different issues, both relating to school and other matters. If a staff member believes a child is at risk, a referral form must be completed and parental permission obtained. Counseling is a private and confidential service.

**Curriculum**

ISIK College Primary offers a broad curriculum with the opportunity for students to develop skills and acquire knowledge in a range of subject areas. The curriculum is constantly being reviewed and further developed to meet student needs. Staff are provided with in-house and other professional development workshops. Details of the contents of the curriculum are provided at Parent Teacher Interviews as well as the College newsletter. The Departmental Coordinators and Head Teachers are more than happy to answer any questions.

**Diary**

The student diary is provided by the College to assist all students in grade 3-6 with the planning and organisation of their schoolwork. The school diary is a major way by which communication is maintained between school and home. Hence, the diary must come and go to school and home every night. Students must ensure all homework, assignments and special events are recorded. Also parents and teachers are required to sign the diary once a week.

Each student is given a school diary at the commencement of the year. Students need to bring their diaries to school on a daily basis as they need to record homework tasks and special activity dates/events/etc.

Replacement of lost diary will incur a cost of $10.00.
Driving, Parking & School Crossing

When driving and parking your vehicle to school, especially during morning and afternoon peak hours please be aware of the following:

1. School based **speed zones** operate at 40km.
2. **School crossing** – students are strictly to use the school crossing.
3. **Parking** – parents are advised not to park on school grounds. Remember to council signage in relation to drop off zones, residential parking, clearway restrictions and short term car park.
4. **Council Local Laws Officer** – parents are reminded that if motorists fail to comply with local laws, ‘infringement notices’ may be issued to the owner of the registered vehicle involved in the alleged offence.

**Early Leave Provisions**

Parents who wish to collect their children from school prior to the normal dismissal time must call and the General Office and complete an Early Leave Form. This is then taken to the classroom and given to the classroom teacher when collecting the child. No student is permitted to leave **after 3pm**.

**Email Use**

Email can enhance communication between the school community. Although, you may already use email, here are some simple guidelines to ensure efficiency and productivity—

1. Emails should be brief and courteous
2. The first point of contact regarding their child is the classroom teacher.
3. It is more appropriate to make an appointment to talk to the staff member regarding complex issues.
4. Given the daily commitments and responsibilities staff will reply as soon as possible.
**Enrolments / Renewals**

Student enrolments are taken during the period announced by the College. Upon application students will be required to complete an Entrance Examination. Some families will also be given the opportunity for an interview. Each year student enrolments are renewed by filling in an Enrolment Renewal form sent to families. Waiting lists may be established and parents will be advised in writing of their child’s position on list. Waiting lists will reflect realistic expectations of potential vacancies and are current for one year only. Appeals may be made in writing to the Principal.

- If a student is removed during a term, the school is entitled to retain or be paid, as the case may be, that term’s fee.
- A full term’s notice is to be given for any termination of enrolment. The parents will have to pay the fees for upcoming term if a term’s notice has not been given.

**Excursion Rules**

Students may attend at least one excursion/incursion per term. All students are expected to take part as excursions/incursions are an integral part of curriculum covered in class.

To ensure that excursions are run smoothly, the following are expected requirements -

- permission form and money returned promptly in an envelope before the DUE DATE (regrettably, if any student does not return their permission form by the due date they will not be allowed to participate, as it is a legal requirement)
- healthy lunch to be packed and labelled clearly with student’s name and grade. Absolutely no glass drinks bottles and cans.
- Full school uniform must be worn (parents will be advised if this is to be the sports uniform or the general school uniform).

**Extra-Curricular Programs**

ISIK College Primary offers Extra-Curricular programs designed to focus on the development of academic and personal skills in a supportive environment. Some of the currently available programs include – Drama, Arts & Crafts, Folkdance, Music, Book Club, Computer Club and Maths Club. We also provide students with the opportunity to take part in the Inter-School Sports activities.
Food Sharing Policy

The College does not advise students to share lunches and other foods due to medical concerns. There are some children at our College who are sensitive to foods or have serious allergies. Hence, we cannot accept or distribute birthday cakes or lolly-bags during the term.

Health Matters

It is not appropriate for students to come to school if they are ill. If students are unwell and unable to attend school, parents are asked to notify the College and send a written note when the child returns back to school. If your child becomes ill during the day, you will be notified as soon as possible to collect your child.

If any student is required to take medication on a regular basis, the medication and instructions must be clearly written and provided to the Secretary. Medications are not to be kept in bags or the classrooms (Epi-pen excluded).

Helping Me, Helping You.

- Talk to your child about starting school and meeting new friends
- Ensure that your child is at school on time and has the required homework/materials needed for the day
- Select worthwhile stories, novels, radio and T.V programs
- If your child is required to bring money to school for any reason, be sure that it is carefully sealed in an envelope and clearly marked with your child’s name, grade, teacher’s name and the purpose
- A good nights sleep is extremely important, so try to keep your child to a regular bedtime
- A nutritious and relaxed breakfast is an excellent way to begin the day
- Please notify the school in writing of any medication that is necessary for your child
- Encourage positive study habits by setting specific times for homework, ensuring its timing and setting is free of disruptions
- Aside from checking that your child is in full uniform in the mornings, expect your child to keep their presentation neat – tucking in shirts and keeping hair and nails clean and tidy.
- Monitor your child’s homework and please check your child’s school diary as additional information or notes from your child’s teachers may be written. If there are notes written for you by the teachers, please sign them to show that you have read the note. Feel free to correspond through the diary if you have any concerns. Parents/guardians are also required to sign the diary on a weekly basis. This shows us that you are aware of the homework issued, test dates, due dates of projects and other special reminders.

- Inform your child’s classroom teacher when major changes have happened at home or in your child’s life that may affect their schooling.

**Home Reading Program**

The Home Reading Scheme operates for all children in P-6. The Home Readers / Logs have been broadbanded into levels, which are aimed at providing students with reading practice.

Your child will most often bring home a reader, that is 1 or 2 (in the junior years) levels below their reading level. Our aim is to ensure that Home Reading is an enjoyable and comfortable experience for our students.

At times your child may bring home a reader that is more challenging, and in this situation we encourage parents to participate and either read the book with their child or read to their child.

Reading is an integral part of home study and a minimum of 30 minutes reading a day is recommended for senior students.

If parents wish to discuss this further, they can contact classroom teachers.

**Homework**

ISIK College Primary, students are offered a quality teaching and learning environment to support individual, social and academic success and development. Homework plays a vital part in the learning process by providing opportunities for consolidation of work; reflection time; enrichment activities; extension activities; investigations of an individual nature; time to work at own pace; increased teacher feedback.

**Suggested time allocations for homework:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>10-15 minutes per night</td>
</tr>
<tr>
<td>Grade 1-2</td>
<td>30 minutes per night</td>
</tr>
<tr>
<td>Grade 3-4</td>
<td>1 hour per night</td>
</tr>
<tr>
<td>Grade 5-6</td>
<td>1-½ hours per night</td>
</tr>
</tbody>
</table>
At home it is important to work:

- in a room that is well lit
- where the noise levels are low
- in a place that is available when you need it
- at a table and chair that are comfortable
- with enough room for all your study books

Remember to ‘Plan your work and then work your plan’. In your planning take into account:

- the family organization
- your sporting/music/employment commitments
- your social activities
- your commitment and effort

**Intervention**

Some students may take part in special programs designed to assist individual needs and to help with basic literacy and numeracy skills. The College offers programs such as Multi-Lit, Reading Recovery, English Skill Building (ESB) and Bridges.

**Keep the College Clean Policy**

Staff and students are all responsible to help ensure the classrooms, buildings (corridors, staircases, toilets, storerooms) and playgrounds are kept clean. Students and teachers will be actively involved in taking care and beautifying our school environment in every aspect. In particular, all classes will pickup litter from grounds after recess and lunch. Therefore, prevention is best.

‘Do the Right Thing!’

**Library**

The main purpose of the ISIK College Primary library is to nurture a love of learning and reading. All primary classes have a weekly library session and are expected to use a library bag when borrowing. The library is open recess, lunch time and after school.


**Literacy & Numeracy Programs**

Literacy and Numeracy are considered as priority at ISIK College. The skills and concepts taught in our Literacy and Numeracy sessions are based on the Early Years and Middle Years programs, which underpin learning across the curriculum. All staff design class programs and support both students and teachers.

**Lost Property**

We strongly advise that all parents ensure all items and clothing are clearly labeled. In the event of any item being lost please check the Lost & Found box located by the office.

**Medications**

Many medications are now available in a form which minimises or eliminates the need to provide students with medication during the school day. Parents are advised to consult with medical practitioners in this regard.

Teachers and Support Staff generally are not permitted to administer medication to students, unless in an emergency (eg use of Epipen for severe allergic reactions in specified children). The Department’s policy contains an indemnity form to be completed and signed by parents who want their child to be administered with medication at school. If your child requires medications please complete a Medications Form from the office and place the medication in an appropriate container with clearly written instructions.

For medication to be administered, parents must bring the medication to the General Office and complete the Medications form. The medication is then kept in the storeroom/sick bay fridge. The administration staff or nurse will be responsible for administering such medication when required. Children will be called to the office at the prescribed time for such medication. If parents bring the medication directly to the classroom, the teacher is advised to send the parents to the General Office.

**Mobile Phones & Distractions**

**Students** - The school does not approve of mobile phones being brought to school by students and this should be discouraged even if after school programs exist. It is recommended that families make establish a meeting point with their child/ren.

As the General Office has emergency contact details, the office staff are able to contact parents or emergency contacts as required.

Other items not permitted at school include Tazo cards, magazines, Ipod’s, MP3’s and other gadgets alike.
**Newsletter**

The newsletter is distributed to all children once a month. It highlights the many events within the College. The newsletters are also available online via the website.

**Overseas Travel**

If during the school year ISIK College primary students must travel overseas certain conditions are of requirement by the College. Parents must consult the classroom teacher and notify the intended date of travel. A form from the office may be obtained for written consent by the College. Parents are advised that any absence over 40 days will require the child to re-sit the Entrance Examination test upon arrival.

**Playgrounds**

Some campuses may have shared access to facilities or alternatively it may be sectioned based on age level. Please be aware of any out of bounds areas. There will be staff members supervising the playground areas during morning duty, playtime, lunchtime and after school times.

**Primary Parents’ Club (PPC)**

The aim of the Primary Parents’ Club is to foster goodwill and spirit within the school community and involve parents in the life of the school. It is responsible for helping with school projects and consists of:

- 6 Parent Representatives
- Staff Liaison Officer & Principal
Pastoral Care

The student Pastoral Care service is available to all ISIK College students, mainly upper grades. In order to facilitate changing circumstances or challenges, we hope parents will inform staff issues that may affect your child. ISIK College is viewed as a family whose members act with consideration and offer support. Past Care encompasses –

- the school community to meet the personal, social and learning needs of students
- creates a safe, caring school environment in which students are nurtured as they learn
- incorporates effective discipline & preventative health and social skills programs
- stresses the value of collaborative early intervention when problems are identified
- provides ongoing educational services to support students
- recognises the diversity within the school community and provides programs and support which acknowledge difference and promote harmony
- recognises the role that the school plays as a resource to link families with community support services
- provides opportunities for students to:
  1. enjoy success and recognition
  2. make a useful contribution to the life of the school
  3. derive enjoyment from their learning

Promotions

Generally, students automatically proceed to the next year when they fulfill requirements. Repeating a year may occur as a result of prolonged absence or total inability to meet minimum standards. Teachers will communicate concerns with families as soon as possible and parent interviews may be scheduled with the Deputy Principal. In order for promotion to the next year level students need to prove to their classroom teachers that they are able to manage with the level and standard of work.

Physical Education

Sport is an important component of Australian life and is a significant element in the school curriculum. ISIK College Primary School attempts to provide children with experiences in a wide variety of sports (competitive and social) and fitness activities. The Physical Education Program emphasizes skill development and enjoyment. The areas developed are gymnastics, ball skills, fitness,
dance, games and swimming. Students in the junior years begin with the Perceptual Motor Skills Program and swimming. The College also has an annual Athletics Carnival. The Inter-School Sports Program is aimed at the Upper primary levels. Other competitions are also offered for students to have opportunities competing at district and state levels. Most sports are conducted at local venues where it is possible to walk to the venue. It is sometimes necessary to use private transport or buses to get to venues, in such cases parental permission is always sought.

Reading Recovery

Reading Recovery is a school based early intervention program to assist grade 1 students who require additional assistance to be able to read and write as well as most of the other children in their class. Reading Recovery provides a second opportunity for children having difficulty with literacy learning as the strategies used complement the Early Years reading and writing program that is provided daily by teachers in the classroom.

The program – each child has an individual program designed in response to their particular needs by a trained Reading Recovery teacher.

- Each child has a daily, thirty minute reading Recovery session. This is in addition to the daily regular classroom reading and writing program activities.
- Children participate in the program for approximately twelve to twenty weeks.
- Each day a child in a Reading Recovery program will take home familiar books to read and a cut up sentence to reassemble.

Reports & Parent Teacher Interviews

ISIK College supports the notion of co-operative decision-making and encourages parental participation in all of the student’s education. Parents are encouraged to take advantage of these opportunities to discuss the progress of their children with the teachers concerned.

The objectives of Parent-Teacher Interviews at ISIK College are to:

- report on students' achievements and learning process,
- give an opportunity for parents and teachers to explore problem areas,
- collaborate with parents to support students' learning.

At ISIK College promotion to the next grade is not automatic. Every student should achieve the required level to pass the class.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Departmental Information</td>
<td>Written semester report &amp; distribution.</td>
<td>Interim report distributed</td>
<td>Written semester report &amp; distribution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Critical student</td>
<td></td>
</tr>
</tbody>
</table>

26
At ISIK College promotion to the next grade is not automatic. Every student should achieve the required level to pass the class. Otherwise the student will either repeat the year or be advised to attend another school. Repetition of a grade is not allowed more than once in primary.

### School Bus

Families requiring the School Bus services must contact the office. At present the College operates services from – Broadmeadows, Brunswick, Dallas, Dandenong, Epping, Greenvale, Meadow Heights, Roxburgh Park, St Albans, Sunshine and Thomastown. Details regarding the routes may also be obtained from the office. Register your child as a bus traveler when enrolling and address any concerns regarding the service to the School Bus Representatives and Principal.

### Special Education

ISIK College primary Special Education staff work in a number of ways to encourage and assist student learning. Special Education staff are available in the classroom to assist students and as well as shared teaching.

Special programs are developed to cater for individual learning and where appropriate the curriculum is modified or extended. Special Education staff liaise with other professionals, classroom teachers and parents to support and provide an integrated network. Special Education staff may work individuals, small groups or in the classroom.

### Special Events

ISIK College aims to engage the school community in the life of the school. As such one whole school activity is organised each term to encourage community participation and enable students to showcase their work. Some of these events include but are not limited to:

<table>
<thead>
<tr>
<th>Term</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1:</td>
<td>School Clean-Up Day/Harmony Week</td>
</tr>
<tr>
<td>Term 2:</td>
<td>Turkish Children’s Festival/Education Week/World Environment Day/Open Day</td>
</tr>
<tr>
<td>Term 3:</td>
<td>Athletics Carnival / Literacy, Numeracy &amp; Science Week</td>
</tr>
<tr>
<td>Term 4:</td>
<td>Presentation &amp; Graduation Nights</td>
</tr>
</tbody>
</table>
Speech Pathology

The Speech Pathology program is a government funded program and has been running at ISIK College since 2001. Speech Pathologists are trained to diagnose and treat disorders of speech and language. Depending on the child, Speech Pathologists assess and treat students who have difficulties mainly with language, as well as social skills.

Sun-Smart Policy

ISIK College expects all students to adhere to the school’s uniform policy, as outlined below. In an event where your child is out of uniform, a note specifying the reason must be given to your child’s classroom teacher.

It is expected that all students wear their school hats during Terms 1 and 4 at all times whilst playing outside. Our College has a ‘No Hat – No Play’ policy. Sunscreen should be applied at home prior to coming to school.

Students should bring a labeled water bottle to school during hot weather and on Sport days.

Swimming Program

Swimming lessons are an integral part of the Physical Education program at ISIK College Primary. Grade 1 & 2 participate on a user pays system in the Swimming program each year at the Broadmeadows Leisure Centre. The Departmental Coordinator organises the forms and costs associated with this program.

Transfers/Withdrawals

Parents are to notify the school in writing that they intend on withdrawing their child from the school or visit the office and complete the Exit form. A full terms notice is to be given for any transfers.

- A full term’s notice is to be given for any termination of enrolment. The parents will have to pay the fees for upcoming term if a term’s notice has not been given.

Toileting Issues

Students are encouraged to go to the toilets before school and during recess or lunch times. We seek parental support from parents of young children to help establish toileting procedures at home and continue this behaviour at school. If required, Prep and Grade 1 students may be permitted to go to the toilets during class times upon teacher consent. This will often be with another peer in the class. In
extreme cases or where medical conditions apply students will be permitted to go to the toilet, again upon teacher consent.

**Uniform**

ISIK College is a uniformed school and students are expected to adhere to the Uniform Policy. ISIK College regards grooming and uniform as basic matters of self-respect and respect for the school community. Students are expected to wear the appropriate school uniform at all times, including excursions with pride. If a student has a good reason for not wearing the uniform on any given day, s/he must bring a note from home and obtain a Uniform Pass from the Classroom Teacher. Students are permitted to come to school in Sports Uniform on day when they have Sport classes allocated. The official supplier of the College uniform is **Fountain Bookshop**.

<table>
<thead>
<tr>
<th></th>
<th><strong>Girls</strong></th>
<th><strong>Boys</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Uniform</strong></td>
<td>• Summer Dress with white knee-high socks</td>
<td>• Pleated grey trousers</td>
</tr>
<tr>
<td></td>
<td>• Black school shoes</td>
<td>• Black or grey socks</td>
</tr>
<tr>
<td></td>
<td>• College hat</td>
<td>• Full sleeve white shirt</td>
</tr>
<tr>
<td></td>
<td>• College bag</td>
<td>• Tie (gr 3-6 only)</td>
</tr>
<tr>
<td><strong>Winter Uniform</strong></td>
<td>• Checkered ¾ skirt or pinafore dress (new in 2009!)</td>
<td>• Burgundy jumper</td>
</tr>
<tr>
<td></td>
<td>• White knee-high socks</td>
<td>• Black school shoes</td>
</tr>
<tr>
<td></td>
<td>• Full sleeve white shirt with neck ribbon</td>
<td>• College hat</td>
</tr>
<tr>
<td></td>
<td>• White skivvy (prep-2 only)</td>
<td>• College bag</td>
</tr>
<tr>
<td></td>
<td>• Burgundy jumper</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Black school shoes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Burgundy jacket</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• College bag</td>
<td></td>
</tr>
<tr>
<td><strong>Sports Uniform</strong></td>
<td>• College navy track pants and jacket</td>
<td>• College navy track pants and jacket</td>
</tr>
<tr>
<td></td>
<td>• White / light blue polo t-shirt</td>
<td>• White / light blue polo t-shirt</td>
</tr>
<tr>
<td></td>
<td>• Sports shoes</td>
<td>• Sports shoes</td>
</tr>
<tr>
<td><strong>Optional Items</strong></td>
<td>• White head scarf</td>
<td>• White or black gloves and neck scarf</td>
</tr>
<tr>
<td></td>
<td>• White or black head bands</td>
<td>• White or black beanie</td>
</tr>
<tr>
<td></td>
<td>• White or black gloves and neck scarf</td>
<td>• Black umbrella</td>
</tr>
<tr>
<td></td>
<td>• White or black beanie</td>
<td>• Wristwatch</td>
</tr>
<tr>
<td></td>
<td>• Black umbrella</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Wristwatch</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• One pair of sleepers or stud earrings</td>
<td></td>
</tr>
<tr>
<td><strong>General Guidelines</strong></td>
<td>• No facial studs</td>
<td>• No facial studs</td>
</tr>
<tr>
<td></td>
<td>• No makeup</td>
<td>• No hair dye</td>
</tr>
<tr>
<td></td>
<td>• No platform shoes. Velcro or lace-up shoes only.</td>
<td>• Velcro or lace-up shoes only.</td>
</tr>
<tr>
<td></td>
<td>• No hair dye</td>
<td>• Appropriate hair styles</td>
</tr>
<tr>
<td></td>
<td>• Hair in pony tails or short hair pinned or with a hair band only.</td>
<td>• No jewellery</td>
</tr>
</tbody>
</table>
The following uniform guidelines apply at ISIK College:

1. It is expected that students will wear correct uniform whilst traveling to and from school as well as at school and excursions (except when specific exemption has been given by the Principal).

2. Formal uniform is required for official functions including assemblies and as directed by the Principal.

3. There will be regular uniform checks by Coordinators and Deputy/Principal.

4. Parents will be informed through a formal letter if students are reprimanded for uniform offences. Coordinators/Deputy Principal will inform parents to pick their child up from school if the uniform offence is repeated 3 times.

The following code of uniform applies:

- Please wear correct uniform at all times. Ensure that all items of clothing, (as well as books and equipment are marked with your name and class).
- The uniform should be clean and worn neatly.
- On Sport days students are required to come in their school sports uniform – no other sports clothing permitted such as brands.
- One-inch high heels maximum allowance for girls’ shoes.
- School shoes must be black lace-ups or Velcro. No boots, runners or fashionable shoes.
- Blazers must be worn to and from school (in Terms 2 and 3).
- Boys must wear their ties at all times and girls must wear their ribbons.

Students who are unable to wear the correct uniform at any time must bring an explanatory note from their parent(s)/guardian(s) to their class teacher at the beginning of the school day. This note should explain why the student could not wear the correct uniform. Students not in correct uniform and without a note on any school day will be required to have detention and/or sent home.

Students’ hairstyle must be such that they are able to keep it well groomed and tidy. Basic expectations are that the hairstyle is conservative. For boys hair should be above the collar at the back. Ears should be visible. A fringe should not extend below eyebrows. No undercuts or layers are permitted. For girls hair should look presentable at all times. Long hair should be in a pony tail, there should be no hair left down, no long fringes are allowed, hair that is too short to be tied up should be put up with hair pins or bands of the school colours.

The school jacket may be worn with or without a jumper and may be worn in classrooms.

At the discretion of the Principal, students may be permitted to wear neat, casual clothes on specified occasions. In this event, parents will be notified previously.

Values Education

ISIK College values are embedded with the mission statement. Staff and students engage in daily practices which develop an approach whereby the child is a whole, based on inquiry learning, character building and citizenship, all supported by curricular and extra-curricular programs.
**Victorian Essential Learning Standards (VELS)**

The Victorian Essential Learning Standards provide a new approach to organising curriculum in Schools. The Standards identify what is important for students to achieve at different stages of schooling, set standards for those achievements and provide a clear basis for reporting to parents and for planning programs.

The Standards provide a whole school curriculum planning framework to equip students with capacities to:

- Manage themselves and their relationships with others
- Understand the world
- Act effectively in that world

This will prepare them for success in education, work and life. This is achieved through the three core interrelated strands of:

1. **Physical, Personal and Social Learning**
   - Knowledge skills and behaviours in:
     - Health and Physical Education
     - Personal Learning
     - Interpersonal Development
     - Civics and Citizenship

2. **Discipline Based Learning**
   - Knowledge skills and behaviours in:
     a. The Arts
     b. English and Languages Other Than English
     c. The Humanities
     d. Mathematics
     e. Science

3. **Interdisciplinary Learning**
   - Knowledge skills and behaviours in:
     a. Communication
     b. Design
     c. Creativity and Technology
     d. Information and Communication Technology
     e. Thinking
Visitors

All visitors to the College are expected to call at the General Office. Visitors will be provided with a tag and will sign the log book. Visitors are requested to make prior appointments to discuss their children's issues with any member of staff.

NOTES
Dear Mr/s________________________

I would like to inform you that ________________________________{student name} of year __________________{grade}

☐ has been absent   ☐ will be absent
☐ was late       ☐ will be late on ___/___/_______
due to ___________________________________________

_______________________________________________________________________________

Parent/Guardian: _______________________________ {name}
Signature: _______________________________ {signature}

Dear Mr/s________________________

I would like to inform you that ________________________________{student name} of year __________________{grade}

☐ has been absent   ☐ will be absent
☐ was late       ☐ will be late on ___/___/_______
due to ___________________________________________

_______________________________________________________________________________

Parent/Guardian: _______________________________ {name}
Signature: _______________________________ {signature}

Dear Mr/s________________________

I would like to inform you that ________________________________{student name} of year __________________{grade}

☐ has been absent   ☐ will be absent
☐ was late       ☐ will be late on ___/___/_______
due to ___________________________________________

_______________________________________________________________________________

Parent/Guardian: _______________________________ {name}
Signature: _______________________________ {signature}