Welcome to Altona P-9 College, an innovative and vibrant learning community where we value strong and connected partnerships with families. We look forward to welcoming your child into our Early Years community and will share your pride as we farewell them in Year 9, as they move onto senior education. Our pupils learn in state-of-the-art facilities incorporating classroom and specialist teaching spaces. Our core purpose is to assist all our students to reach their potential. In our small community we greet every student by name. We know and treat them as individuals. All teaching staff and leaders develop strong connections with each child; understanding, developing and building upon their strengths. We believe in, and actively promote positive relationships between students, families and staff as critical to achieving effective learning outcomes.

Our experienced and caring team of teachers effectively embed the foundations for future learning. We know and understand from research that the single biggest factor in determining student learning is the quality of the teaching in classrooms. Our teachers are learning too!

We commit to improving student learning outcomes and offer a rich and viable curriculum based on the Australian Curriculum (AusVels). Sequences of learning are matched to each child with assessment driving our classroom programs to ensure that they are learning new skills, knowledge and understandings.

We challenge ourselves to prepare our students for the digital world embracing technology across all year levels. Your child will experience laptop and ipad technologies in the early years and progress to a one to one laptop program in the Middle Years. Communication between students, teachers and families are generally completed electronically.

By the time they enter school, children have already developed key communication, learning and thinking skills; learned to build and maintain relationships and formed a strong sense of their own identity. These skills and knowledge are the foundation for learning at school, and for lifelong learning.

In the Early Years Learning Centre our teaching programs focus on developing strong Literacy, Numeracy and social skills. Students experience programs in Humanities (History & Geography), Positive Education, Health and Physical Education along with Music and Visual Arts.

Our teaching approach is underpinned by the thinking of Positive Education. The values of ‘respect, learn and care’ are the core to what we say and do. At our College the students believe:

- **We are here to learn.** We set high expectations and strive to gain knowledge, understanding and skills, and do our best. We share our learning with others.
- **We display respect!** We are polite and considerate of others, respect diversity, use appropriate language and wear our uniform with pride.
- **We display care!** We look after ourselves, our friends and families. We take care of our school, community and world.

We are proud of our school, our students and our results. We look forward to welcoming you to our flourishing community. Altona P – 9 College is the right choice for your child!

**Julie Krause (Principal)**
Some General Information

School Address and Contact Information

School Address  
Altona P-9 College  
103a Grieve Parade  
Altona 3018

Postal Address  
Altona P-9 College  
Private Bag 9  
Altona 3018

Phone Number  
9250 8050

Fax Number:  
9315 9031

Email  
altona.p9@edumail.vic.gov.au

Website  
www.altonap9college.vic.edu.au

Principal  
Ms Julie Krause

Assistant Principal  
Mr Mathew Kelly

Pedagogical Coach  
Mrs. Amanda Elmer

Middle Years  
Mr Hamish McGee

Business Manager  
Mrs Wendy Jennings

Administration  
Ms Simone Mathews
Our Beliefs, Our Purpose and Our Mission

Altona P-9 College is a new and innovative Victorian state school which is organised into three distinct, yet connected learning communities: The Early Years P-4, The Middle Years 5-8 and our Year 9 Leaders. These communities are supported by carefully designed state-of-the-art facilities and equipment.

Our students are at the centre of everything we do and say. Our fundamental purpose is to enable all students to reach their potential. We know our students as individuals and believe that positive relationships are critical to achieving effective learning outcomes.

We believe improving student outcomes in literacy, numeracy and ICT to be the foundation for access to further learning and future pathways. We highly value the Humanities, Science, Technology and the Visual Arts, Languages other than English, Music and Physical Education. We are proud to offer our students such rich and diverse learning opportunities.

Each of our graduating Year 9 students has an individual pathway designed to support their transition beyond our school.

Our approach to learning and teaching is underpinned by the thinking of Positive Education. At Altona P-9 College, we are respectful, we are learners and we care about our world, ourselves and others.

Our Daily Timetable: School begins at 9am and finishes at 3:05pm

Our Daily Bell Times

Session 1: 9:00 – 10:00am
Session 2: 10:00 – 11:00am
Recess: 11:00 – 11:25am
Session 3: 11:25 – 12:25pm
Session 4: 12:25 – 1:25pm
Lunch break: 1:25 – 2:05pm
Session 5: 2:05 – 3:05pm

NB: Lunch and snacks are eaten in classrooms prior to the children being dismissed to play outdoors.
Our Facilities

We are very proud of our school and believe that we have the best and most modern facilities in the Hobson’s Bay area. Completed in 2010, the facilities are the result of a $12 million dollar investment in our school. Our facilities are totally designed with the learning needs of students in mind. Our facilities totally support our Beliefs and Mission and our Learning Teams.

At our school, your child will enjoy the following facilities...

- State of the art flexible learning spaces designed specifically for the Early Years, Middle Years and Year 9 Leaders
- Computers in every learning space
- Interactive whiteboards in each Learning Centre
- A computer/multimedia laboratory
- Classroom libraries in each Learning Centre
- Beautiful, landscaped grounds
- 3 full sized outdoor basketball courts
- Full sized indoor gymnasium
- Shaded, adventure playground specifically for our Early Years children
- Hard courts specifically for our Early Years Children
- Specialised Art, Wood Technology, Food Technology and Music learning spaces
- A community centre for After School Care and Playgroup, as well as for outside community use
- A bright, engaging and exciting place to be!
- Edible garden

Please come and visit us at any time. We always love to show visitors how we are learning and what learning looks like at our school.
Our Positive Outlook

Our beliefs of ‘respect, learn and care’ were agreed upon in consultation with our whole community. As a school, we aim to actively teach positive wellbeing in all that we do. We believe that a positive outlook is so important. We also believe and know that learning happens best when children and teachers are happy.

At Altona P-9 College, we have embraced the principles of Positive Psychology, which when it is used as a school improvement framework is known as Positive Education. Fundamentally, Positive Education is an approach which focuses on the strengths that each of us already has. We know that each of our students brings something amazing and different to their time with us, and that each of them has different strengths.

Students across our school will be taught explicitly what it is to be truly well; they will be challenged to think about what it is that makes them really happy. We work to make school a positive and happy experience for each and every child.

Ask yourself, what do you want most for your child? Most of us think, we want them to be happy. So, why not use school as the perfect learning environment to ensure that students are having as many opportunities as possible to experience happiness and positive feelings. Research supports Positive Education as having major and lifelong benefits for students and adults alike. Positive Education is taught across the school but in Prep-6 we use a program called Bounce Back.

As we continue to build our positive culture, where we are all respectful, caring and learners, your child will have access to the following:

- A dedicated P-9 Student Wellbeing staff member
- Access to departmental psychologists, speech pathologists for students at risk
- Participation in a yearlong teaching of wellbeing strategies at every year level
- Regular and planned buddy programs
- Participation in learning in the wider community
- A structured student rewards program, where strategies like points systems, reward post cards sent home, learning space monitors, etc is actively embraced and used
- Permanent and safe ‘home spaces’ where lockers, classes and teachers are located

‘Learning happens best when students feel happy, safe and supported by their school environment.’

At Altona P-9 College, we know this to be true and work hard to ensure that your child is as energised and happy about their school as possible.
Positive Behaviours Reward System

At Altona P-9 College we believe strongly in rewarding students for having a great attitude to their schooling. Our core values of Respect, Learn and Care form the basis of everything we do as a college community. When students regularly display these values they accrue Positive Behaviour Class Dojo Points.

In Years P-4, students create their own Digital Avatar, distinct from anyone else in the class. Points are awarded by the classroom teacher to either the whole class for great work, or to individual students for demonstrating something exceptional or positive. A familiar sound is made when points are awarded, a great way to ensure students continue to demonstrate positive behaviours.

There are other ways to accrue points too.....

Get noticed doing something positive for the school community (e.g. helping someone in distress, cleaning up a mess, reporting something dangerous, putting in real effort in their learning etc).

Class Dojo points are for rewarding Positive Behaviours only. Teachers will not remove Dojo points for disciplinary reasons. Any behavioural incidents that occur will be followed-up separately.

Rewards are given to students who reach agreed levels within each classroom. Rewards include activities such as...
- Free Time
- Free Supervised Playground time
- Supervised Technology time among other things.
Student Drop-Off and Collection Arrangements

Students

ALL students enter and leave our school at the Grieve Parade gate. There is a supervised children’s crossing and buses leave from the nearby dedicated town bus stop.

Students are NOT permitted to ride bikes, scooters, rollerblades, etc in the school grounds. They must walk through the school in a sensible and respectful manner at all times.

Families

Families of Prep to Year 4 students are asked to farewell their children at the start of the school day and then leave the Early Years Learning Centre, unless they have a specific role on that day.

Families of Prep to Year 4 students are also asked to wait outside the Early Years Learning Centre at the end of the day. Children will be dismissed by their teachers and will then meet you outside.

Parking

Families should follow all road and crossing signs outside our school and drive carefully at all times.

There are many young children around at arrival and dismissal times.

The car parks on Grieve Parade and Civic Parade are for staff and visitors only. Parents do not have access to these two areas.

Before and After School Care: Before and After School Care is available on-site run by Camp Australia. The program operates Monday – Friday. Students who attend the program are provided with a snack and a range of activities until they are collected by their parent/carer.

Before School Care operates from 7:00am – 8:45am and After School Care runs from 3:15 – 6:00pm

Please contact the Coordinator directly on MOBILE: 0450 778 047

Student Absences

Parents are responsible for calling the school first thing in the morning if their child is going to be absent on that day. The number is 9250 8050. It is College policy that once student absences are recorded in the mornings, office staff will contact families by 11am to clarify the whereabouts of each absent child.

REMEMBER: It is NOT OKAY to be away!
Every student is expected at the College every day.
Our Early Years Learning Team

Early Years Learning Team works to provide a vibrant, personal and exciting learning environment for all children. All students are known as individuals and programs are tailored for each and every learner.

In our Early Years Learning Centre we focus on literacy and numeracy, as well as providing a broad range of specialist learning opportunities for children. Teachers plan collaboratively to develop a purposeful and logical learning program from Prep through to Year 4.

A structured take-home reading program is a key component of our approach to the teaching of literacy. Effective assessment is critical to ensure that we tailor our teaching to the needs of students. We use a range of assessment tools to establish the level at which your child is working. Using this information we plan a learning program for your child.

In our EARLY YEARS CENTRE your child will:

- Be taught by teachers who make a proven positive difference to student learning
- Benefit from small class sizes
- Have access to a range of different teachers and groups through our use of the flexible learning spaces
- Learn within the structure of a daily 2 hour literacy block
- Learn within the structure of a daily 1 hour numeracy block
- Be assessed in a range of different ways to establish the exact level at which they are working
- Read ‘take-home’ books daily
- Access classroom libraries
- Experience a rich specialist program: Physical Education, Art, Italian and Music
- Participate in structured play sessions to develop social skills
- Use eLearning resources – Ipads, laptop banks, Touchscreen desktops, Interactive whiteboards as part of their learning
- Play safely and happily in a specially designed P – 4 shaded playground and climbing nets.
- Work with older children in our buddy programs
- Learn in a state-of-the-art Early years Learning Centre
- Participate in our multi-age CONNECTIONS pastoral program
- STEPS TO PREP (Pre-Prep) Program starting Term 3, 2015

We believe that our Early Years Learning Centre is the perfect way for children to begin their learning at Altona P – 9 College. In our small, caring environment, children are known deeply as individuals and our results prove that they really thrive. At the end of Year 4, we begin your child’s transition to our innovative Middle Years Learning Centre.
Beginning School.....

Beginning school can be a daunting time for both children and parents. How can we best prepare young children for this experience?

By the time they enter school, children have already developed key communication, learning and thinking skills; learned to build and maintain relationships and formed a strong sense of their own identity. These skills and knowledge are the foundation for learning at school, and for lifelong learning. Parents are their child’s first teacher and have assisted already over many years in preparing children for school by:

- Reading with them! We can never provide enough reading opportunities for children. Talking with their child about books, about different sorts of texts and reading to them often.
- Encouraging confidence in oneself and a willingness to take reasonable risks
- Developing their questioning skills, encouraging them to seek help
- Developing communication skills and an ability to interact with adults and other children
- Teaching flexibility and a strong sense of self
- Developing resourcefulness, perseverance and resilience
- Encouraging a sense of curiosity
- Supporting a sense of achievement
- Developing an appreciation of Literacy and Numeracy as it occurs in everyday life such as cooking, writing cards and shopping with children. Modelling reading and writing behaviours every day.

Children with these developing characteristics are easily able to integrate and negotiate the people situations and tasks that face them during the transition to school and throughout their school life. A happy and successful transition into Early Years provides a solid foundation for the many challenges and awards that lie ahead.

Our First Week Together......

PREP START DATE WILL BE CONFIRMED AT A LATER DATE

Prep children are NOT required at school on Wednesdays for the first month. This is a rest day for the students as they settle into school life. On ONE of these days you will be invited to bring your child to meet with their teacher for our initial assessment program. This will ensure that the learning program is matched to your child’s needs.
**Getting Started – Prep Students**

**The best start:**

- Ensure that your child has enough sleep by establishing a set bed time and working to that routine in the week prior to school.
- Have your child dress themselves so that they can manage things like taking jumpers and shoes on and off at school.
- Label all your child’s clothing.
- Show your child where these labels have been placed and help to recognise their name.
- Encourage your child to take care of their belongings.
- Be sure your child has a balanced breakfast.
- Place a healthy snack, like a piece of fruit, and lunch and explain when they should be eaten. Have trial runs. The College promotes healthy eating.

**Music plays at 8:57am / Class begins at 9:00am**

- Arrive at school in sufficient time for your child to line up with the rest of the class in the designated assembly area.
- Be ready to say a fond farewell and leave in order for your child to start their school day.
- Seek assistance promptly from your class teacher if transition procedures are causing undue difficulty for your child.
- Be on time collecting your child from school and notify the college if you are unavoidably detained.
- Make time to encourage your child to share their school day experiences with you.
- Reinforce codes of behaviour and school procedures as outlined in the college handbook.

*Your positive attitude and supportive guidance will foster your child’s confidence in their own ability to negotiate their new experience.*
A Rich and Viable Curriculum

AusVELS is the Foundation (Prep) to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents.

AusVELS incorporates the Australian Curriculum Foundation (Prep)-10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning.

Our Early Years learning program is structured around 5 daily sessions of 1 hour duration.

The curriculum outline for 2014 is:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Year Prep - 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Literacy</strong></td>
<td>10</td>
</tr>
<tr>
<td>Incorporates Reading and Writing skills</td>
<td></td>
</tr>
<tr>
<td><strong>Numeracy</strong></td>
<td>5</td>
</tr>
<tr>
<td><strong>Inquiry</strong></td>
<td>4</td>
</tr>
<tr>
<td>Incorporates, Science, Humanities, Personal and Interpersonal Learning, Civics and Citizenship</td>
<td></td>
</tr>
<tr>
<td><strong>Positive Education (Bounce Back)</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Visual Arts</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Italian</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Physical Education/Sport</strong></td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>25</td>
</tr>
</tbody>
</table>

All students have access to online learning programs that can be accessed at home or at school. Programs are tailored by classroom teachers to reinforce content being taught in the classroom.
Our Uniform Expectations

Our College uniform policy states that ‘students should be in full school uniform at all times.’

If students are not in full school uniform on any given day, a note must be provided from home to explain the reason for being out of uniform.

Our school uniform is available for purchase at CC Jeanery in Laverton. Double C Jeanery is open 7 days a week and stocks all elements of our uniform, including shoes.

*Double C Jeanery* is located at: 2 Aviation Road, Laverton, 3028. Ph: 9369 4307

Double C Jeanery: Now order online for delivery to Altona P-9 College

Uniforms... NOW ORDER ONLINE!!!

About Us:
Here you can find information relating to the school strategic and annual plans, our vision and purpose, current policies and uniform requirements.

Parents Zone:
Current information relevant to parents of school children can be found here. Details and contact information of local council services.

Our Website

www.altonap9college.vic.edu.au

Recent Events:
Here you can keep up to date with some of the activities students have been up to. Photos and descriptions of activities will tell the tale.

Celebrations:
Here we celebrate outstanding achievements of students and staff. Academic, Sporting, Community and everything in between.

Newsletter:
Find all the current year fortnightly newsletters in PDF format.

Positive Outlook:
Information to support our work around Positive Psychology/ Education & Positive Behaviours Rewards

Kids Zone:
Direct student access to classroom blogs and current online subscriptions like Mathletics and Reading Eggs.

School Calendar:
Check for upcoming events. Click on a highlighted date to find out what is happening.

Articles:
News and alerts can be found here. Some briefs comments and photos relevant to the school community. Keep checking for updates.
Our College Expectations

To ensure that our school is a positive, safe place for our students, it is of course absolutely necessary to have a set of commonly understood rules. We have 6 main rules, from which other expectations arise. These rules are shared with our students and the behaviours and attitudes that we want to see and hear in our school are actively taught.

- Move and play safely.
- Care for yourself, others and property.
- Resolve problems calmly, sensibly and fairly.
- Respect others through speech and manners.
- Work as well as you can and allow others to do the same
- Correct College uniform to be worn at all times.

As a school, we make no apology for having very clear rules and expectations. As with any part of our society, in order to facilitate learning, the development of effective relationships and general harmony with a large group of people, we must adhere to some basic rules and guidelines.

We have agreed sanctions and discipline systems that we implement for breaches of our student rules and expectations. At any time, the College leadership team are happy to talk to you about any queries or questions that you may have.

Please don’t hesitate to contact us at school for a personal school tour with our Principal, Ms Julie Krause

Tel: (03) 9250 8050
College Council

School councils play a key role in Victorian government schools. Participating as a school council member is a rewarding and challenging experience. The school council supports the principal to provide the best possible educational outcomes for students.

All school councils in Victoria operate under the Education and Training Reform Act 2006. Each school council is established by an Order of the Minister for Education, which specifies the council’s membership, size and configuration, its objectives, powers, functions and accountabilities and the role of its executive officer who is the principal. The school council has particular functions in setting and monitoring the school’s direction.

School councils have three main responsibilities:

- **Finance** – overseeing the development of the school’s annual budget and ensuring proper records are kept of the school’s financial operation.
- **Strategic Planning** – participating in the development and monitoring of the school strategic plan.
- **Policy Development and Review** – developing, reviewing and updating policies that reflect a school’s values and support the school’s broad direction outlined in its strategic plan.

Other key functions of school councils include:

- raising funds for school-related purposes
- maintaining school grounds and facilities
- entering into contracts
- reporting annually to the school community and the Department
- representing and taking the views of the community into account
- regulating and facilitating after-hours use of school premises and grounds
- operating a children’s service at the school.

School councils comprise parents, the principal, staff and often community members. School council elections are held in February or March each year. All parents or guardians of students enrolled at the school are eligible to vote for parent members, and staff vote for staff members. Community members are coopted by the school council. Each year half of the parent positions become vacant with members elected for a 2 year period. Please consider nominating for the college council.

**College Parents and Friends / Sub-committees of Council**

The College Parents and Friends group are a sub-committee of the council. Subcommittees are advisory bodies to the school council and assist council with work that needs to be done. They meet as directed by the council and report, in writing, to the council, Subcommittees regularly report at school council meetings to provide advice and make recommendations to the council. The council has the final responsibility for decisions. As subcommittees are open to non-school council members so members of the school community have a chance to get involved in school planning and council matters.

The school council decides the purpose and terms of reference of a subcommittee. Subcommittees are generally developed to support school council in specific areas. For example a subcommittee might be formed to make recommendations around the school’s buildings and grounds – such as organising working bees to maintain the school’s appearance or developing rules for groups who use the school’s facilities outside school hours. Some examples of other subcommittees are: information technology, community relations, student leadership or education policy.

Most schools have a finance subcommittee.