



St Leonard's College
An education for life.

Junior School

2024 Handbook





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Introduction

Welcome to McMillan House, the Junior School of St Leonard's College.

Our Junior School provides a welcoming, safe and nurturing environment where each student's unique potential is cultivated. Here in McMillan House, innovation flourishes, curiosity is celebrated and growth is a shared endeavour. Our focus on not only academic excellence, but also character development, paves the way for your child/ren to become active thinkers, empowered learners and responsible global citizens. We are excited to embark on this educational journey together, forming a strong partnership between home and school to ensure your child/ren's success and well-being throughout their years at the College.



Felicity Hutton
Head of Junior School



Key Dates 2024

Term 1

Tuesday 30 January – Thursday 28 March 2024

(9 weeks)

Australia Day Public Holiday - Friday 26 January

Labour Day - Monday 11 March

During term break

Good Friday - Friday 29 March

Easter Monday - Monday 1 April

Term 2

Tuesday 15 April – Friday 28 June 2024

(11 weeks)

ANZAC Day - Thursday 25 April

King's Birthday - Monday 10 June

Term 3

Tuesday 16 July – Friday 13 September 2024

(9 weeks)

Curriculum Day – Monday 19 August

Term 4

Monday 7 October – Friday 6 December 2024

(9 weeks)

Mid Term Holiday – Monday 4 November

Melbourne Cup Day – Tuesday 5 November

School Attendance Times

Prep to Year 4

Classrooms open: 8.20am

Classes commence: 8.30am

Recess: 10.45am - 11.15am

Lunch eating: 1.20pm - 1.35pm

Lunch: 1.35pm - 2.10pm

Dismissal:

Prep to Year 2: 3.15pm

Years 3 and 4: 3.20pm

Out of School Hours Care (OSHC) run by TeamKids:

Before School Care: 7.00am - 8.20am (ELC3 to Year 6)

After School Care: 3.15pm - 6.00pm (Prep to Year 6)



The Program

International Baccalaureate Primary Years Programme (IB PYP)

The International Baccalaureate Primary Years Programme (IB PYP) is an internationally recognised educational model, which combined with the Australian Curriculum, provides the framework for our Junior School offering.

Developed over many years the IB PYP is designed specifically for children aged 3 to 12. It is a curriculum framework based on international best practice.

The IB PYP prepares students for the intellectual and emotional challenges of the 21st Century on the world stage, encouraging them to be lifelong learners who can transfer their learning across contexts.

The IB PYP is responsive to the world around us and incorporates personal, local and global issues into the curriculum, ensuring it remains relevant, significant, engaging and challenging for each student.

Students explore consistent transdisciplinary themes across the years of the program, building a depth of knowledge, understanding and skills within and between each theme over time.

These units of inquiry focus on academic, social and emotional growth and foster the development of strong personal values and to establish an understanding of international mindedness – allowing them to develop the skills to be a confident, compassionate global citizen.

The development of lifelong learners who can make the world a better place is the core mission of the IB and something that we identify with strongly. Importantly, through the IB Approaches to Learning, the PYP teaches independence, initiative and self-motivation, encouraging every student to take responsibility for their learning.

The IB PYP is concept based and inquiry driven, built around understanding big ideas of significance in our world. It nurtures the development of student agency where students are seen as equal partners in their learning with the independence to attend to their learning with teacher facilitation and guidance. This encourages students to take risks and develop both confidence and resilience. Providing students with an environment that promotes agency also enables them to take meaningful action because of their learning. Students become truly interested in and care about the issues they have explored. They seek to act in some way, whether personally or more broadly, to make a difference.

Specialist Programs

The Junior School specialist programs provide our students with exceptional learning experiences which extend beyond the classroom. Our specialist programs are designed to ignite curiosity and inspire growth in a wide range of disciplines. Our dedicated specialist team includes a librarian, music, art, drama and physical education teachers, school counsellor/psychologist, learning enhancement teachers and a specialist language teacher (Chinese). Our commitment to holistic education ensures that students not only excel academically but also develop a well-rounded set of skills and perspectives that will serve them well in their future endeavours.

Music

The Junior School Music program is a singing based program which aims to encourage students to listen, perform and create. The musical growth and development of every student is realised as they become proficient music-makers who sing comfortably in tune, are musically literate, can play classroom instruments, improvise and compose music. The curriculum matches the child's developmental stages on a spiral continuum as basic musical skills and concepts are sequenced, expanded and enriched as the child grows in understanding.

There are a number of musical groups within the Junior School which rehearse and perform regularly throughout the year. These ensembles foster a love and enjoyment of music in a variety of settings and allow students to work collaboratively with other musicians.

McMillan House Minors

McMillan House Minors is open to all students in Years 1 and 2. This beginner choir fosters a love and enjoyment of singing in a choral setting. Students learn concert etiquette and basic vocal techniques. McMillan House Minors allows students to develop their singing skills and work collaboratively within an ensemble. They perform regularly throughout the year.

McMillan House Choir

McMillan House Choir is open to all students in Years 3 and 4. This ensemble allows students to further develop their overall musicianship skills through singing and a range of choral activities. During choir sessions students learn to read music from a score, build their vocal technique and intonation and work collaboratively as an ensemble. They perform regularly throughout the year.

String Maestros

This ensemble is open to all students in Year 4 and those students learning a string instrument privately. This ensemble allows students to further develop their string playing and work collaboratively within an ensemble. Students will learn new skills such as watching a conductor and playing multi-part pieces. This ensemble is designed to extend students beyond their learning in the Year 4 Program and supplement private instrumental tuition.

Guitar Maestros

This ensemble allows students to work collaboratively with other guitar players in an ensemble and further extend their skills in a group context. Students will learn a variety of repertoire throughout the year and have opportunities to perform.

Physical Education

The Junior School Physical Education program focuses on developing students' skills, knowledge, values and the attitudes needed for establishing and enjoying an active and healthy lifestyle. The program focuses on developing students' ability to coordinate body actions and adapt motor skills to participate in games, activities and sports.

The students are involved in many sporting and learning opportunities through our swimming, netball, athletics, basketball, dancing and gymnastic programs. One Physical Education lesson each week in terms 1 and 4 is a dedicated swimming lesson.

The South Yarra District Sports Association (SYDSA) is a State-based sports organisation. Students compete in Swimming, Track & Field and Cross Country. They are age-based carnivals for students from Years 3 to 6 who are selected by the College to compete based on their school house competitions. Students who perform to a certain level will then qualify for further competitions. Students will train as a team to prepare for these carnivals.

Visual Arts

The Junior School Visual Arts program allows students to experiment and explore whilst developing significant artistic skills. Building upon their Early Years learning, students will develop confidence when working with a range of materials and developing new skills. They will learn different techniques, processes and ways to manipulate tools and media in the areas of drawing, painting, textiles, printmaking and collage, ceramics and sculpture.

Students will respond to art works by communicating their creative ideas, developing opinions, analysing and interpreting art. They will be able to identify and describe art elements and concepts as well as the key features of art works from Australia and other cultures. The program allows students to have fun, get their hands dirty and take creative risks in creating their unique art works.

Drama

The Junior School Drama program offers a powerful means of communication and expression and prepares students to understand and participate fully in the world in a fun and interactive way.

The students participate in various aspects of drama. They make, perform, analyse and respond to drama, which encompasses a well-rounded understanding of the subject. Students delve into the theoretical aspects of drama including understanding concepts, history, theories and conventions related to drama as an art form.

Drama education hones a variety of skills such as communication, creativity, collaboration, problem-solving and emotional expression. Techniques related to acting, directing, scripting and more are explored, practiced and incorporated into classroom learning to provide a collaborative experience between the classroom units of inquiry and drama.

LOTE Chinese

The Junior School Chinese language program aims to develop each of the core communication skills of listening, speaking, reading and writing. This includes experience with the Chinese language through interactions with Chinese people, singing songs, ICT activities, note taking, book work, games, quizzes, craft and other opportunities related to the program of inquiry. Through these experiences, students are guided to gain an appreciation of living within a global community. They learn through comparison with their own language and the Mandarin Chinese language, as well as the associated cultural values, beliefs, traditions and customs. Language learning is promoted as an important part of developing the modern, lifelong learner and the opportunities provided enrich both the classroom program and the Chinese language program.

Library

The McMillan House Librarian works closely with classroom teachers to foster and develop a love of reading. The sessions are dedicated to Literature, Information Literacy and library skills which connect to units of inquiry throughout the year. Every session the students will share a story. This will enable them to examine literature through storytelling, peer review, reflecting on text, meeting authors, discussing characters, plot analysis, review settings and their personal viewpoints.

The sessions aim to familiarise the students with the various areas of the library and develop the skills to locate resources, as required. Information Literacy will guide the students to evaluate and use their research effectively. These Information Literacy sessions are aimed to encourage students to utilise learned skills at that time, increasing their ability to maintain this valuable information. Students are actively encouraged to expand their library experience by borrowing books to take home. Librarians assist students to choose appropriate books to take home, allowing them to foster a love of literature.

High Potential Learning Program: Junior School

At St Leonard's College all students are supported to reach their potential. High Potential Learners have unique social, emotional and learning needs which should be recognised, valued and catered for appropriately. We believe that all children are entitled to an education based on their needs that provides an appropriate level of challenge. Taking this into account, the goal of the High Potential Learning (HPL) program is to provide identified students with appropriate educational provisions so that their unique learning and wellbeing needs are met.

The goal of the HPL program is to:

- Promote challenging learning experiences which develop motivation, engagement and autonomy
- Provide students with an environment that will stimulate individual interests and develop abilities in talent areas
- Foster higher order critical thinking, metacognition, problem solving and creative thinking skills

This is achieved through targeted opportunities both within and outside of the classroom across a variety of learning areas. Some opportunities are by invitation only, utilising a wide range of data to assess eligibility however, many are open to all students. Small group withdrawal classes occur at different stages in the year, where a need has been identified beyond the in-class differentiation already occurring.

An example of some of the enrichment opportunities offered to students in the Junior School are:

- Science Talent Search
- Maths Talent Quest
- Prime Minister's Spelling Bee
- Australian Maths Competition
- APSMO Maths Games
- STEM Club
- Chess Club
- Philosophy / Critical Thinking

A unique aspect of this program is that it is continually evolving and developing, and what is offered will depend on what is required to meet the needs of identified students.

Cocurriculum Program

St Leonard's College provides a comprehensive cocurriculum program as an integral part of our broad educational offering. A wide variety of activities are offered to enable our Junior School students to develop interests and skills that will enrich their lives now and into the future.

Please refer to our [Cocurricular Handbook 2024](#) for detailed information on our rich and diverse offering.



Communication

The College Website

At St Leonard's College, communication with families is a top priority. Daily interactions occur during drop-off and pick-up times, providing opportunities for staff to greet and connect with students and their families. For quick matters, staff are available during these times. However, for more in-depth discussions, we kindly request that you schedule a meeting with the appropriate staff member at a convenient time. Our dedicated team is also open to meeting with parents before or after class hours, ensuring effective communication and collaboration.

STL Link

Our parent portal, *STL Link* is a 'one stop shop' for all information you need to manage your child's education at St Leonard's College. Information located on *STL Link* includes calendars, timetables, staff contact information, your child's grades, newsletters, year level information, news events and more.

When your child starts at St Leonard's College, you will be issued a unique username and password to access *STL Link*. Students will also have an individual *STL Link* login and those from Year 3 up will have a College email address. Parents are encouraged to visit the home page of *STL Link* for updates regularly.

Newsletter

Each Friday afternoon parents receive *STL News*, an email digest tailored to each parent and containing their child/ren's latest feedback, notices from teachers and news articles relevant to them and their children.

Contact Details

Parents can access 'College Data' for additional information such as student absences, report archives and finance information.

Parents are responsible for notifying the College of any change in contact details. It is extremely important that contact details of parents, including phone number and email address, are up to date.

Changes can be made in the College Data section in *STL Link* or by email to enrolment@stleonards.vic.edu.au.

Publications

The College magazine, *Network*, is distributed three times a year to all members of the College community. This publication contains feature articles about the latest innovations at the College and our students' achievements. The Annual Report is available on the College website. All College families enrolled in 2024 will receive access to the daily St Leonard's College Digital Calendar on *STL Link* which includes specific events relevant to your child's activities. Families will also receive a digital copy of our annual yearbook *The Leonardian*. A complimentary printed copy of *The Leonardian* can also be ordered.

Reporting to Parents

The College communicates student progress in a continuous manner via *STL Link*. Regular feedback is provided on each student's learning and growth, as well as actionable steps to move forwards. This allows parents to gain insight into their child's current progress at a particular point in time. Students also understand what they know, what they can do and the direction in which they are heading. It empowers them to be active participants in their educational journey, fostering a sense of ownership and motivation for their ongoing development.

The following opportunities are provided each year:

- Pastoral parent teacher interviews with class teacher
- Parent teacher interviews with class and specialist teachers

At the conclusion of each semester, parents will have access to an Academic Transcript that consolidates all feedback reported throughout that semester. There are also opportunities to see teachers during other times. Please make an appointment with your child's class or specialist teacher if you have any concerns.

The College requires families to complete a number of forms, including address, contact details and medical information which can be accessed on *STL Link* under 'College Data'. These should be updated throughout the years.

Other required forms to fill out can be accessed on *STL Link* under 'Forms'. These are as follows:

All families of students in ELC to Year 6

(Prior to commencement and annually)

- Annual General Excursion Consent Form: Junior School
- Cybersafety User Agreement
- OSHC Registration via Team Kids

Families of students new to the College

(Prior to commencement)

- Primary Years Programme Permission Form (all ELC to Year 4)

Optional

(Prior to commencement)

Individual application forms are required for the following optional activities:

- Music Tuition
- Drama and Voice Tuition
- Aquatics Program (swimming lessons/squad)
- Bus Travel



Classroom Routines and Requirements

Stationery

Students entering Prep to Year 4 will be provided with a stationery pack at the beginning of term 1 containing all necessary items for the upcoming academic year. The stationery packs will be supplied by Champion Books direct to the College and teachers will oversee their distribution and set-up in the first week of classes. Families will be invoiced for the cost of these stationery packs in the December fee statement. Any additional applications or resources used in the classroom will be billed to the fee account.

Technology

St Leonard's College operates on a Bring Your Own Device (BYOD) model of student technology provision.

Students in Prep to Year 9 are required to bring their own iPad to school each day. Installation of all apps listed on the St Leonard's College App list is also required.

More information about device requirements and app lists can be found by [clicking here](#).

Physical Education

- St Leonard's College sports bag
- Swimming cap
- Bathers
- Goggles for swimming program in terms 1 and 4

Library

- St Leonard's College Library Bag

The sports bag and library bag are available from the Uniform Shop. Please ensure all articles are clearly named on the outside in a prominent place for easy recognition.

Routines

Establishing effective morning routines can contribute to a smoother start to the day. By involving your child in their morning preparation and fostering a positive atmosphere, you're helping to lay the foundation for a successful day ahead. Encourage your child to pack their own school bag the night before. This cultivates a sense of responsibility and ensures all necessary materials are ready for the next day.

Display your child's weekly schedule including Art, Drama, Physical Education (PE), Chinese, Library, Music, after school activities and other special events on the fridge or bedroom door.

Walk to the entrance of the Junior School with your child each day for the first few days, then gradually let your child become more independent. Ask them to carry their own bag, put it in the space provided and follow their classroom's routine.

Punctuality

Punctuality is important from the onset of school to set good standards for the future. Often, if late, a child will feel embarrassed and have cause for unnecessary discomfort. It also disrupts the class and children already seated.

Students arriving late or leaving early will need to sign in or sign out at the self-service kiosk located near the Junior School Office.

Birthdays

We do not hand out birthday invitations or become involved in after school parties as this can cause anxiety with other students who are not invited. We encourage parents to send birthday invitations via Australia Post or email.

Hot Days

As we are concerned with all aspects of safety for your child, the children will be required to wear a school hat every day in terms 1 and 4, regardless of cloud cover. Please apply sunscreen to your child prior to coming to school. Sunscreen can be sent in your child's bag to be applied before lunch on hot days, however students are responsible for its use at school. The policy of 'No Hat, No Play' applies during term 1 and term 4. The children are also encouraged to drink plenty of water throughout the day and should have a named water bottle at school.

Food

Children will need a snack for morning tea and a packed lunch. It is preferable that children store their lunch in sealable containers. Parents are encouraged to cut up fruit ready to eat. Striving for sustainability, St Leonard's College encourages 'nude food' or rubbish-free lunches and snacks. We also encourage children to bring an extra container of fresh fruit or vegetables for the extended morning time. We call this 'brain food' and it will be eaten during the longer learning blocks.

Children are seated and supervised by class teachers whilst eating their lunch from 1.20pm - 1.35pm. Please make sure lunch boxes and drink containers are clearly named. Sending anything to school in glass containers should be avoided.

We ask that you do not include any food with nuts as there are children with serious nut allergies in the Junior School.

Canteen

A list of food available for purchase from the canteen can be found on *STL Link*. Lunches ordered from the canteen will be delivered to the Junior School prior to the beginning of lunch. You can order your child's lunch online at flexischools.com.au.

Home Learning

At the Junior School level, developing the home-school partnership is of prime importance. Reading to and with your child each night is essential for language development. Both children's literature and take home books can be shared each night. We encourage you to set up a regular time to read at home to help establish routines.

There may be special tasks for your child to do at home each week, which will reinforce the English, Mathematics or Inquiry focus for the week. Classroom teachers will publish the homework expectations via *STL Link* and Seesaw for Years 3 and 4.

Parental Involvement and Support

Parents are encouraged to engage with the College in multiple ways. In the Junior School, class representatives organise events such as coffee mornings, parent dinners, and family functions. These opportunities facilitate connections among parents and contribute to our vibrant school community.

Parents can become part of the College Community by joining the Community Choir, International Friends, Community Sport, Friends of The Hart Theatre, Book Club and the Community Day Fair.

If you are interested in becoming a class representative, helping out at the many events at the College during the year or would like more information about community events, please contact our Community Coordinator by email tanya.singleton@stleonards.vic.edu.au.

Parents are invited to help in the classroom in a range of learning areas. Parental help is also requested for other special occasions such as sports days, swimming, cooking and excursions. Parental involvement is appreciated by the staff and allows a valuable opportunity for parents to work with their child and others in an educational setting.

All parents will be required to supply a Working With Children Check (WWCC) and complete a volunteer registration form online at bit.ly/STLVolunteering.

Events for 2024

Junior School Picnic (ELC to Year 4):

Monday 4 March – 5.00pm to 6.30pm

Community Day Fair:

Saturday 16 March – 10.00am to 4.00pm

Junior School House Music:

Friday 24 May - 9.00am to 10.00am

Junior School End of Year Performance:

Monday 2 December and Tuesday 3 December

There will be numerous opportunities for you to meet with your class representatives and attend social functions so that you can get to know the parents of the children in your child's class.

Other information and workshop sessions are organised for parents to find out more about the learning process in the Junior School. All workshops provide suggestions on how you can help your child at home.



Health and Attendance

Regular attendance is important for all children as it provides continuity in their learning and development, however a child who is ill recovers best at home. If your child contracts an infectious disease, please let us know as we will inform you of the length of time your child is required to stay at home. If a child has an ongoing condition or allergy, please note this on the College Data (My Details) page on *STL Link*.

To ensure that the College nurse and staff dealing directly with your child can provide the best possible care in the event of illness or accident, it is vital that current medical information is available. As part of the enrolment process, new families are required to complete student medical information to enable our nurse to administer medication, as necessary. This should be done on the College Data (My Details) page as soon as possible.

Up-to-date medical information is important in helping teachers to know how best to care for their students. It is made available to staff dealing directly with your child, and to other staff on a need to know basis, and hence is treated with the appropriate level of confidentiality. This information will be accessed for excursions and activities scheduled on the College calendar without requiring parents to complete a separate medical form each time the student leaves the College. For camps and extended trips, a separate form will be required.

Immunisations

Protect your child's health by visiting your family doctor or health clinic to get required immunisations and boosters. These include diphtheria, tetanus, poliomyelitis, measles and mumps.

Medication

If your child needs medication to be taken at school, please note the following:

- Inform the College in writing of the medication, dosage and time it is to be taken.
- The medicine needs to be in its original container with the label clearly displaying the child's name and required dosage.
- Medicine will then be stored in the Junior School fridge or sick bay and administered from there.
- Medicines must not be left in children's bags to be self-administered. This includes paracetamol and asthma medication.

This procedure is designed to ensure the correct dosage is administered at the right time.

If your child is sick at school, you will be contacted. Please make sure the school has your current home/business addresses and phone numbers and an alternative emergency number in case parents are unable to be contacted.

Absentees

Children who are sick should be kept at home. To notify the College if your child will be absent please phone the absentee line on 9909 9599 or email absenteejs@stleonards.vic.edu.au.

Please include your child's classroom teacher's name.

Out of School Hours Care

TeamKids Out of School Hours Care (OSHC) programs are run by committed and caring staff and are available to children in ELC to Year 6. The OSHC program takes place in a dedicated space in the Junior School.

Out of School Hours Care

All families must register with TeamKids to access the OSHC program, even if not planning to use the OSHC service. In the case of emergency, students can be taken to the OSHC program for supervision. The OSHC program cannot accept a student without current registration.

To register your child, please go to the website www.teamkids.com.au, select the program and follow the enrolment instructions.

For more information regarding operating hours and associated costs please consult the www.teamkids.com.au website.

If you have used TeamKids before, please contact their Customer Service Team and they will link your account. You will then just need to add your desired bookings.

Before school care prepares children for the day ahead by creating an informal but well-supervised environment with a variety of quiet activities. The after school care program provides a variety of stimulating, creative and recreational activities within a safe and supportive environment. Children can also take the opportunity to spend some of their after school care time meeting homework commitments, and are provided with afternoon tea each day.

On curriculum and assessment days a full day program operates for students in Prep to Year 6, and a holiday program operates daily during term holidays and for part of the December/January break.

Holiday Program

Team Kids provides all programs over the holidays and on pupil free days. Bookings, fees and payment details can be found at Team Kids via www.teamkids.com.au.

The Program accepts both internal (students of St Leonard's College) and external children.

TeamKids' local Customer Service team is always there to help. Please contact their Customer Service team via email info@teamkids.com.au or phone 1300 035 000, press #1 if you have any questions.

Private Lessons

Students can participate in a variety of private lessons, including private music, speech and drama and swimming lessons.

For further information regarding private Music and Speech and Drama lessons, please [click here](#) to view our Information Handbook for Families 2024.

For further information about our swimming program, please [click here](#) to view our Cocurriculum Handbook 2024.



Uniform

St Leonard's College Uniform Shop

The St Leonard's College Uniform Shop is located at a new convenient location in Bentleigh.

Uniform Shop Contact Details

Dobsons Bentleigh

348 Centre Rd, Bentleigh VIC 3204

Phone: (03) 9557 5774

Email: bentleigh@dobsons.com.au

The uniform shop sells uniforms as well as College bags and merchandise.

As there are a number of uniform options to choose from, the Uniform Shop staff will assist you with the appropriate year level requirements.

Our uniform provider is Dobsons, please visit their website for further details and to order uniform items online - dobsons.com.au/schools.

(School name: St Leonard's College, password: STL5315).

Our Second Hand Uniform Shop is open each Tuesday afternoon from 2.30pm to 4.30pm during the school term and is conveniently located at the end of the driveway at Community House, 12 Ratho Avenue, Brighton East.

For further information, please contact secondhanduniforms@stleonards.vic.edu.au

For more information about expectations of students and uniform guidelines, please [click here](#) to view our Information Handbook for Families 2024.



Key Contacts

Junior School Administrator

Leonie McKernan

9909 9551

leonie.mckernan@stleonards.vic.edu.au

Head of Junior School

Felicity Hutton

felicity.hutton@stleonards.vic.edu.au

Deputy Head of Junior School

Nicole McGrath

nicole.mcgrath@stleonards.vic.edu.au

IB PYP Coordinator

Sam Eason

sam.eason@stleonards.vic.edu.au

Office Hours Over the School Holidays

The College will be closed from 4.00pm on Thursday 21 December 2023 until 8.00am on Tuesday 2 January 2024.

The Junior School Office will be closed from 4.00pm, Friday 15 December 2023 and will reopen on Wednesday 24 January 2024. Please feel free to contact the Junior School Office on 9909 9551 if you have any questions prior to the commencement of school.

Normal office hours during term time are 8.00am to 4.00pm.





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