



PARENT HANDBOOK

2017

PARENT HANDBOOK INDEX

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1. COLLEGE PROFILE

Leibler Yavneh College was founded in 1962 and began in Balaclava Road with 53 students from Kindergarten to Year 1. It was established with the clear objectives of attaining high standards in Torah Studies, fluency in the Hebrew language and a commitment to the land of Israel, together with a first-class General Studies program. The College saw its first Year 6 graduates in 1966 and for the next 13 years operated solely as a Primary School. In 1979 a Secondary School was opened on a site in Mercer Road, Armadale, and six years later Leibler Yavneh proudly presented its first VCE graduates. By 1989 the College was expanding at such a rate that larger premises were required. This led to the acquisition of the present Slezak Campus, Elsternwick, which today accommodates around 600 students from Years Prep to 12. The remaining 100 Junior and Senior Kindergarten students are accommodated at the Abeles-Liberman Pre-School, Balaclava Road, Caulfield. In 2014 the College opened the now named Gillian & Colin Mandel Family Yavneh Crèche accommodating babies and toddlers from 15 months to 3 years.

2. MISSION STATEMENT

The mission of Leibler Yavneh College is to play a central role in the personal development of its students, nurturing them to be:

- of fine character, imbued with integrity and compassion
- inspired by and committed to a relationship with Hashem based on study of Torah and adherence to its values and Mitzvot
- life-long independent learners who pursue excellence and strive to achieve their potential
- knowledgeable and passionate about Yahadut (Judaism) and Zionism
- committed Australians, aware of and loyal to their communal, civic and personal responsibilities.

3. PHILOSOPHY & VALUES

We aspire to a lifetime love of learning and pursuit of academic excellence in both Jewish and General Studies, because they are mutually reinforcing, ensuring all students can achieve their potential.

- We believe that helping our students to realise their potential requires a holistic emphasis on their overall sense of well-being: personal, emotional and intellectual needs.
- We believe in fostering each student's personal, emotional and intellectual commitment to Religious-Zionist ideals and to the State of Israel.
- We strive to develop resilient, independent learners, equipped with the appropriate knowledge and skills to participate effectively as Jews in the outside world.
- We encourage our students to take pride in their Australian heritage and challenge them to make their own contribution in order to shape its future direction.

4. THE CURRICULUM POLICY

The Curriculum policy provides a direction for the development of course content, student activities, teaching approaches and organisational procedures in accordance with the Australian Curriculum.

The Curriculum at Leibler Yavneh College aims to:

- Provide a rich educational experience in accordance with the College's mission statement, philosophy and values.
- Exemplify the harmonious integration of Jewish values and practice and general learning.
- Equip students for living in a changing society and for lifelong learning.
- Meet the needs of individual students academically, socially, emotionally, physically and spiritually within a safe environment.
- Incorporate cross-curriculum practices.
- Provide a personalised education from Crèche to VCE.
- Consider and, where appropriate, incorporate current educational theory and practice.
- Implement stimulating and challenging programs.
- Establish clearly defined, expected outcomes.
- Establish and maintain effective assessment, recording and reporting strategies.
- Meet state and national curriculum and assessment requirements.
- Be supported by College organisation and work practices.
- Provide for the wellbeing of students.
- Provide opportunities for success.
- Reflect the fact that parents, students and teachers are partners in the education process.

Leibler Yavneh College is committed to maintaining a position at the forefront of educational practice demonstrated through the development and delivery of its Learning and Teaching Program. During their years of schooling, students will undertake studies in and across the Key Learning Areas of:

- The Arts (Art, Drama, Music, Visual Arts)
- English
- Gemara (Gemara/Dinim/Mishna/Chagim)
- Health and Physical Education (HPE)
- Hebrew Language

- Languages Other Than English (LOTE/eal)
- Mathematics
- Science
- Humanities and Social Sciences and Jewish History
- Tanach (Chumash/Navi)
- Technology (Information Technology/Multimedia)
- Jewish Studies

The College also provides students with opportunities to develop areas of talent and interest. The programs offered by the College strive to take into account the nature and experience of each student, recognising that there are different ways of learning and different learning styles. Support and enrichment programs are provided for students. These programs provide opportunities to discover and extend students' talents and skills in terms of academic, social, physical and spiritual needs.

5. HOMEWORK POLICY

The College has a homework policy in both the Primary and Secondary School. Please see Appendix B for College homework guidelines.

6. STRUCTURE OF LEIBLER YAVNEH COLLEGE

(a) College Executive

The College is governed by a College Executive, affiliated with the Mizrachi Organisation. The Executive's functions include the direction of general College policy, control of College finances, public appeals and public relations.

The College Executive operates under the leadership of the College Chair.

(b) College Principal

The Senior Professional of the College.

(c) Senior Management Team

A team of senior educators and administrators, headed by the College Principal, work collaboratively to lead the College.

(d) Key Learning Areas in Secondary

The College curriculum embraces Key Learning Areas supervised by the Heads of the Department.

(e) Secondary School Year Level Convenors

Year Level Convenors co-ordinate the wellbeing and educational management of all students in their respective year levels.

(f) Primary School Home Group Teachers

The Primary Home Group Teachers have a strong wellbeing role and support the Heads of Primary School (General Studies and Jewish Studies) with administrative tasks.

(g) Student Support

Leibler Yavneh College aims to provide an inclusive education for all students. The Student Support Team co-ordinates the integration of students including assessments, programming and modification, curriculum options, teacher support and communication, and liaison with outside professionals. Within the constraints imposed by funding, students requiring Student Support are integrated into the mainstream classroom and, wherever possible, are supported by specialised staff and their class teachers. Assessments indicating that further support may be required in addition to already funded lessons will be negotiated with relevant families on a “user-pay” model.

Gifted and Talented Education Program

A range of Extension and Enrichment programs are offered at different year levels. The Gifted and Talented Program includes liaising with parents and teachers, co-ordinating assessments, curriculum extension and individualisation. Ongoing monitoring and liaison with classroom teachers and parents is a key element in supporting students with differentiated needs.

Psychological/Counselling Services

The College offers a support and welfare program, including the services of the Psychologist. Support services include counselling, advice relating to specialised assessments, crisis management, intervention programs and student-teacher support.

Referral Process

All concerns are addressed with professionalism and confidentiality. Teachers, Senior Management and parents are encouraged to notify the Heads of Primary or Deputy Principal or Student Support of any concerns which may arise. Together with the senior staff, the Student Support Team will determine the appropriate intervention required. Liaison with all relevant personnel involved including teachers, parents and outside professionals will occur as relevant. All interventions are documented in writing and followed through by the relevant staff members.

(h) Yavneh Parents' Organisation – YPO

All College parents are members of the Yavneh Parents' Organisation. The YPO organizes a variety of cultural, social, educational and fund-raising activities. This enables the YPO to assist the College in a variety of practical ways. The YPO has contributed to all College building projects during the past few years.

The YPO also provides a channel of communication between the parent body of the College, the College Council and the College Executive. In addition, the YPO acts as an active forum for parents to present their views.

Some of the regular functions and activities of the YPO include:

Fund raising events	Annual Hostess Evening
Cultural evenings	Theatre and film nights
Seminars on topical matters	

The achievements and strength of the YPO are reliant on the active involvement of parents. All parents are warmly invited to attend and become involved.

YPO meetings and events are held regularly during the school year and notification of these dates is provided in the YPO section in Kesher, the weekly College newsletter.

For information or enquiries about the YPO please email ypo.president@yavneh.vic.edu.au

(i) Yavneh Foundation

The Yavneh Foundation was established in 1999 to support the College in the implementation of its long term goals. It is the body responsible for major fundraising for the school, and encourages significant donations for capital projects and programs that are of direct benefit to Yavneh students. Since its inception, the Foundation has raised more than \$6 million, with these funds applied to major building projects and programs including the recently completed, “state-of-the-art” Multi-Purpose Hall, the refurbishment of the Multi-Purpose Courts, The Arena, eLearning program etc.

Together with the Foundation Chairmen, Benji Jotkowitz and Reuben Zelwer and Executive Director, Tanya Shaltiel, we thank Foundation members who share a vision for the future of the College. We are now looking to welcome new members to the Yavneh Foundation and we invite all who share our vision to join and help build the future of our College.

If you would like to visit the College, we would be delighted to introduce you to the dynamic and educationally wide-ranging world that it encompasses. To make an appointment, please contact the Executive Director of the Yavneh Foundation, Tanya Shaltiel: foundation@yavneh.vic.edu.au

(j) Alumni Association

The College has established a strong Alumni Association. A range of activities and get togethers ensure our past graduates remain affiliated with the College. Individuals wishing to involve themselves in the Alumni Association are asked to email The Development Officer, Zoe Goodhardt at z.goodhardt@yavneh.vic.edu.au

7. GUIDELINES AND PROCEDURES

- (a) **Uniform policies are on the website under the Positive Behaviour, Uniform Policy for parents and students – please see separate link for Anti Bullying and Child Protection Policies**

Leibler Yavneh College expects students to wear their uniform in a manner that demonstrates pride in the school. Adherence to the uniform code of the College plays an important role in fostering school spirit and enhancing student and wider communal awareness of the Jewish and academic values for which the College stands. A comprehensive list of school uniform requirements can be found in the student diary.

Students must come to school each day in the correct College uniform as detailed in the official College Uniform List. A signed written explanation from parents needs to accompany all students on the day they come to school wearing any incorrect uniform item. The College Student Diary provides pro-forma slips for this purpose. Any student (Primary or Secondary) who arrives at school out of uniform will be sent to the relevant office and parents will be contacted, and asked to either collect their child or bring the relevant clothing to school.

Uniform: non-Kosher restaurants

Students are not permitted to eat in or take away food from a **non-Kosher restaurant** while in school uniform.

College Uniform Shop

The College runs a Uniform Shop, located at the Slezak Campus. Please refer to our weekly *Kesher* regarding the opening hours of the Uniform Shop. More detailed information regarding the hours can be found on the door of the shop. Alternatively, parents may use the Order Form system. Orders placed at Reception by completion of a Uniform Order pro-forma will be delivered within a week.

- (b) **Parental concerns**

Abeles Liberman Early Learning Centre & Gillian & Colin Mandel Family Yavneh Crèche

Charlene Orwin: Head of Early Learning Centre/Gillian & Colin Mandel Family
Yavneh Crèche

Fiona Goldberg: Office Manager Early Learning Centre/Gillian & Colin Mandel
Family Yavneh Crèche

Primary School

First port of call for issues relating to your child's classroom experience:

1. Classroom teacher
2. Thereafter, Yianna Pullen: General Studies issues or
Pnina Landau: Jewish Studies issues or
Kylie Graham: Education Support issues
3. Thereafter: Cherylyn Skewes (College Principal)

(see "Who To See For What" – Appendix A).

(c) Lateness

'Late' is defined as after the official commencement time of 8.30 a.m. for Prep to Year 2, 8.20 a.m. for Years 3 – 6, and 8.15 a.m. for Years 7 – 12.

Primary School

Primary school students who arrive after 9.00am should report to the Primary Office to receive a Late Pass. Prior to that time students should proceed immediately to their class. Late Primary students should submit a note of explanation signed by a parent. Proformas for this purpose are provided at the back of the College Student Diary.

The Late Pass should be handed to the class teacher. A copy will be forwarded to the Heads of the Primary School.

Secondary School

School begins with Roll Call in Home Rooms at 8.15am. Secondary school students who arrive after 8.25am must sign in at the Nagle Ave gate and report to Reception to receive a Late Pass. Students who are late should submit a note of explanation signed by a parent. Pro-forma for this purpose are provided at the back of the College Student Diary.

The Late Pass should be handed to the teacher-in-charge of Tefilla or class. A copy will be forwarded to the Year Level Convenor.

Please refer to the separate link on Positive Behaviour, Anti-Bullying and Uniform Policies for consequences for late arrivals.

(d) Child Safety/Child Protection

The College is both proactive and vigilant in ensuring that our Child Protection policies are of the highest standard. In 2015, in partnership with Child Wise at the Elsternwick Campus and the Early Childhood Association of Australia at the Balaclava Road Campus, we embarked on a comprehensive accreditation process involving all our staff, students and parents.

Our physical buildings have been renovated to ensure exemplary child centred practice with visibility to all rooms possible at all times.

Our Early Learning Centre staff have participated in extensive professional development training under the guidance of the Commonwealth government registered organization "In Safe Hands". At the Elsternwick campus. Child Wise sessions have been conducted in every year from Prep to Year 12, ensuring our students comprehend the critical elements of child safety and protection.

The College is officially accredited as a Child Safe Organisation.

All staff have a legal and moral obligation to be familiar with the following policies listed on our website. These can be found on the Yavneh website under the dropdown menu 'About Yavneh/Privacy and Policies.

- Child Protection Policy
- Mandatory Reporting Policy
- Conducting An Investigation into Allegations Of Abuse
- Protocols regarding the handling of sensitive, critical and child protection incidents involving students
- Anti-Bullying Policy (and related policies)
- Positive Behaviour Policy
- ELC Relations with Children Policy

Continued employment at the College assumes staff abide by each and every one of these policies.

Parents, staff and students are reminded that this is a continuous journey and partnership with organizations including Child Wise, Tzedek and the Jewish Taskforce Against Family Violence is ongoing.

(e) Absence

It is a legal requirement to provide the school with a **note of explanation** from parents **whenever** a student is absent. Alternatively, parents may email the Convenor (Secondary) or Class Teacher (Primary) when their child is absent. Without this information the College must assume truancy.

(f) Visits to the Nurse

Students who need to see the school nurse are required to receive a note from their class teacher or from a Year Convenor (during recess/lunch).

NB: Parents are requested to schedule external appointments after school hours. Only under exceptional circumstances will this be waived.

(g) College Hours

(i) Abeles-Liberman Pre-School & Gillian & Colin Mandel Family Yavneh Crèche

Crèche & Kinders:	7.30am-6.00pm	Monday to Thursday
	7.30am-3.30pm	Friday

(ii) Slezak Campus, Elsternwick

Prep-Year 2	8.20am	–	4.00pm	Monday to Thursday
	8.20am	–	3.00pm	Friday
Year 3–Year 6	8.20am	–	4.10pm	Monday to Thursday
	8.20am	–	3.10pm	Friday

Supervised before care for Primary 8.00-8.20am, Primary Computer Centre

Year 7–Year 12	8.15am	-	4.15pm	Monday to Thursday
	8.15am	-	3.15pm	Friday

Reception - Slezak Campus

8.00 am – 4.45 pm Monday to Thursday;

8.00 am – 3.30 pm Friday

(iii) Secondary School Davening

Secondary students are expected to arrive on time to start the day with home room at 8.15am followed by Tefilla. Secondary students also have the choice of an early minyan at 7.30am (in the Shule), followed by Home Room and a Breakfast/Shiur. There is also a mandatory Late Minyan at 8.25am for students who have not attended early minyan.

(iv) Bell Times

MONDAYS – THURSDAYS					
PRIMARY SCHOOL			SECONDARY SCHOOL		
Period	Start	Finish	Period	Start	Finish
Arrival Years P-6	8.20 Meeting in Home Rooms		Early Tefillah	7.30	8.15
Tefillah	P-Year 4 8:30 – 9:00 Year 5&6 8:20 – 9:00		Home Room	8.15	8.25
			Tefillah	8.25	9.10
			1	9.15	10.10
1	9.00	9.45	2	10.10	11.10
2	9.45	10.30	Recess	11.10	11.30
Recess	10.30	10.45	3	11.30	12.25
3	10.45	11.30	4	12.25	1.20
4	11.30	12.00			
*Eat Lunch in Home	12.00	12.15	Lunch	1.20	2.05
Birkat Hamazon	12.15	12.20	5	2.05	3.00
Lunch Play	12.20	12.55	Mincha	3.00	3.15
5	12.55	1.45	6	3.15	4.15
6	1.45	2.30			
Recess	2.30	2.45			
7	2.45	3.30			
8					
Years Prep –	3.30	4.00			
* Years Prep, 1 & 2 have 15 minutes for Lunch					
FRIDAYS					
PRIMARY SCHOOL			SECONDARY SCHOOL		
Period	Start	Finish	Period	Start	Finish
Arrival Years P-6	8.20 Meeting in Home Rooms		Early Tefillah	7.30	8.15
Tefillah	P-Year 4 8:30 – 9:00 Year 5&6 8:20 – 9:00		Home Room	8.15	8.25
			Tefillah	8.25	9.10
1	9.00	9.40	1	9.10	10.05
2	9.40	10.20	2	10.05	11.05
Recess	10.20	10.35	Recess	11.05	11.25
3	10.35	11.15	3	11.25	12.15
4	11.15	11.55	4	12.15	1.10
5	11.55	12.25			
*Eat Lunch in Home	12.25	12.35	Lunch	1.10	1.45
Birkat Hamazon	12.35	12.40	5	1.45	2.30
Lunch Play	12.40	1.15	6	2.30	3.15
6	1.15	1.55			
7	1.55	2.35			
8	2.35	3.00			
Years Prep – 2					
8 Years 3 – 6	2.35	3.10			

(h) Parking and Traffic Flow

(i) Student safety

Parents who drive in the vicinity of either Campus are requested to exercise respect at drop off and pick up times. Double-parking is illegal and endangers student safety. The co-operation of parents not to park in this way is urgently sought. To maximize student safety parents are also requested to observe all “No Standing” signs, especially in the vicinity of the pedestrian crossing on Brentani Avenue.

(ii) Vehicle parking

For vehicle parking external to the College grounds, please note that parking restrictions exist in the immediate vicinity of the College. Fines may be incurred if parking restriction signage is not observed.

Nagle Avenue southern (residential) side

No Standing 8.00-8.30am & 4.00-4.30pm Mondays-Thursdays

or parking 8.00-8.30am & 3.00-3.30pm Fridays

Permit Zone 6.00pm-Midnight

Nagle Avenue northern (College side)

2 spots only outside staff car park - ¼ hour parking

8.00-8.30am & 4.00-4.30pm Mondays-Thursdays

8.00-8.30am & 3.00-3.30pm Fridays

Remainder of Nagle Avenue

No parking 7.45-8.30am & 3.30-4.30pm Mondays-Thursdays (Kiss & Go Area)

7.45-8.30am & 2.30-3.30pm Fridays (Kiss & Go Area)

(iii) Traffic flow

Nagle Avenue

Please note that Nagle Avenue is designated **one way** by law from west to east between the following hours:

8.00 – 8.30am & 4.00 – 4.30pm Mondays - Thursdays

8.00 – 8.30am & 3.00 – 3.30pm Fridays

ie only enter Nagle Avenue from St James Parade, not Gough Street during these times.

Brentani Avenue

Although not designated a one-way street by law, parents are requested to treat it as **one way** from east to west, entering from the Clarence Street end, during the same hours as Nagle Avenue above.

(iv) Consideration of neighbours

Parents are urged to be considerate of neighbours, in particular by not parking in front of driveways, as well as observing all parking sign requirements, as detailed above.

(v) Early Learning Centre

For those attending The Abeles Liberman Early Learning Centre and the Gillian & Colin Mandel Family Yavneh Crèche at the Balaclava Road Campus, parking is available in adjacent side streets. Fines may be incurred if “No Standing” signage is not observed.

(vi) Parking fines/damage to vehicles

Please note that the College accepts no responsibility either for parking fines incurred for illegal parking outside the College premises or for any damage to vehicles parked on the College premises or its surrounds.

(i) Pedestrian entry to the College

Brentani Avenue

The College is accessible through the Brentani Avenue entrance between 8.00am and 8.30am, and 3.45pm to 4.30pm each day. The Brentani Avenue gates will be locked at all other times.

Nagle Avenue

The College is accessible through the Nagle Avenue pedestrian gate at all times when the College is open.

Important Note – Entry to Staff Car Park

The electronic gate from Gough Street to the Staff Car Park must not be used by pedestrians as this places them in great personal danger and becomes a serious safety breach.

(j) Security

The College has in place a range of appropriate security measures. Management and lay leadership have been conducting a detailed and ongoing review of security for over 12 months now. This review has been aimed at achieving best practice and has included input from Victoria Police, the Community Security Group (CSG), our independent security consultant, as well as international professionals with specialist expertise in all aspects of security relevant to an organisation such as ours. A Board “Security Sub-Committee” was also established last year, comprising select members of the College Executive in addition to members of our parent body with relevant domain expertise to assist in decision making.

Any suspicious objects, people or vehicles should be immediately reported to Reception at the Slezak Campus or the Mizrahi Office at the Caulfield Campus.

(k) Emergency Management Plan

The College has an Emergency Management Plan. Any parent on the College premises at the time of a critical incident/evacuation should report to Reception. Parents may be requested to evacuate Nagle Avenue, Gough Street, Brentani Avenue and the Early Learning Centre in the event of an emergency.

In the event of an evacuation, all students and staff of the Slezak Campus are evacuated to a nearby site. An alternate arrangement exists with it in the case of evacuation. Parents are not permitted to remove their child until roll call has been attended and completed at the evacuation site. The authorities-in-charge must be satisfied that all students are safe and accounted for before the dismissal of any students from the evacuation site.

Parents are requested to park at a safe distance from the evacuation site and wait for instructions with regard to dismissal of students or return of students to the College. In the case of students being unable to return to school, parents will be able to collect their children from the evacuation site once the official authorization is given.

Parents are requested to await instructions rather than ringing the College in the immediate event of a disaster. Appropriate debriefing and recovery plans will be in place as soon as possible after any critical incident.

Parents of students at the Early Learning Centre are notified early in each year of the particular evacuation procedure for the Early Learning Centre children.

Regular evacuation drills are held to ensure the safety of all students.

(l) Visitors to the Elsternwick Campus

- (i) Adult visitors are welcome but for security reasons must enter via the Nagle Avenue pedestrian gate and report to Reception on arrival where they will be required to sign-in and collect a security badge.
- (ii) Visitors will not be permitted to enter classes unless they have received permission from an appropriate senior staff member. Student visitors must receive permission from the College Principal or her designate before attending classes. Permission will be granted based on the needs of the College, a 24 hour notice period and the student's commitment to obey all rules and College expectations.

(m) High temperature days

If the temperature is expected to exceed 40°C, Primary School students may bring a signed note from parents indicating permission to leave early. If students leave early they must sign out at Reception. Primary School students may be collected at lunchtime or during afternoon recess but parents are requested not to disturb classes between break times.

Parents will not be permitted to take relatives or friends home without written consent. Verbal permission will not suffice. Parents collecting students on behalf of other parents accept liability and must sign out all accompanying children at Reception.

Parents of Secondary School students should note that **regular classes will continue** and it is the students' responsibility to catch up on work missed.

It is essential that Home Room Teachers (Primary School) and Year Level Convenors (Secondary School) be informed and co-sign the permission slip before a student is taken from school. The student must be signed out at Reception.

(n) Temporary withdrawal of students during the school year

If a child is withdrawn from the College for any period during the school year, prior permission to do so must be sought, **in writing, from the College Principal**. If the period of absence is to be longer than one term, the **Finance Department** must also be informed and any request for temporary suspension of fees provided in writing. **A term's notice is required for any suspension of fees.**

Parents are asked to inform their child's year level teacher (Primary) or Convenor (Secondary) if they are going away during the school year. It is important that the school is informed of who the child's guardians/carers will be when parents may be away.

The College cannot take responsibility for the work missed by students who take holidays during term time. Furthermore, examinations, tests and assessment tasks cannot automatically be rescheduled in such cases.

(o) Withdrawal of students

Parents should notify **the College Principal in writing** with **one term's notice** of any decision to withdraw a child from the College. **A term's fees in lieu of notice** will be incurred if a term's notice is not given.

(p) Student update forms

Student update forms must be completed in full, for each child and returned to the College by the commencement of each school year. If the details on your child's Student update Form change during the year, parents are asked to notify the College Principal in writing. Amendment pro-forma are available from Reception (Slezak Campus) or the Head of the Early Learning Centre.

(q) Newsletter – “Keshet”

A weekly newsletter, *Keshet*, is emailed home every Friday, providing information about College life during the previous week and news of forthcoming events. *Keshet* is emailed to all parents each week. Hard copies are available at College Reception.

(r) Canteen (Slezak Campus) – ‘Health Haz-It’

All lunch orders must be placed in a clearly labelled brown paper bag. Bags can be brought from home by students, or obtained from the Canteen by Secondary students or from Home Group Lunch Order Baskets by Primary students. Each order must include the student's name, Home Group, food order items and the correct payment wherever possible, as the Canteen only keeps a small daily float.

Primary students place their orders in the Home Group Order Basket in the Home Group Room. Secondary students place their orders in the Secondary Lunch Order Basket at the Canteen.

All orders must be placed by 9.30 a.m. If orders are not in by this time, food must be bought over the counter during recess or lunchtime only and a full range of food items cannot be guaranteed.

Baskets are collected from the Canteen by Years Prep – 6 Home Group monitors just prior to their time for eating lunch. Secondary students collect their lunch orders between 1.15pm. and 1.30pm.

Please refer to the Canteen Price List for a complete list of food items available. The College policy is to provide healthy and nutritious food. Prices are kept as competitive as possible.

Volunteers are sought to assist the Canteen Manager on a daily basis. Volunteers may help out for any amount of time from two hours weekly to two hours termly. All help is greatly appreciated.

(s) Allergy Aware School

The College is an Allergy Aware School. This means there can be no nut products on campus, including peanut butter and anything with sesame seeds (eg pretzels). Extreme care must be taken to reduce nut contamination due to certain children's life threatening allergies. The nut allergy is so severe for some of our children that even breathing the fumes of nut- foods can cause illness.

(t) College Photographs

Years Prep – 12 Home Group/Year Level photographs are taken in Semester One and are available for purchase. Order envelopes are distributed prior to the day. All order envelopes must include full payment and are given to the Photography Company on Student Photo Day. The College does not handle any photo orders. Special Group photos, (for example, leadership photos), are also taken on this day and are available for purchase.

(u) End of day routine

Students are expected to leave the College premises in full College uniform each day. Boys must keep their kippot on their heads. Locker areas and classrooms must be left neat and tidy at the end of the day. Prep & Year 1 students are escorted by their teachers at the front of the school Monday to Thursday at 4:00pm and Friday at 3:00pm.

(v) Toys, valuables and expensive Items

Students are discouraged from bringing toys to school. No electronic games, radios or other expensive items are allowed. Items brought for Primary "Show and Tell" are to be placed in school bags after display. Each item must be clearly marked with the name of the student to whom it belongs.

Secondary students **must** secure their lockers and should not leave any money or valuables in

their bags or lockers. The College cannot take responsibility for lost valuables. Students should be careful not to leave expensive items of equipment such as calculators on top of their lockers or in bag cubicles.

Combination locks are issued to all Year 7 students at the commencement of their first year in the Secondary School. These locks should suffice for the students' full secondary education. Students using padlocks must leave a spare key with their Year Level Convenor.

(w) Lost property

Lost Property is deposited with the Primary and Secondary School PAs and stored in the Lost Property Cupboard. Parents are invited to check for lost items at the **end** of each school day. Unidentified and uncollected Lost Property items are removed at the end of each term.

(x) Signing out

Secondary students who have a valid reason to leave must have a note from their parents, endorsed by their Convenor. The Convenor will sign this note which is then taken by the student to Reception where the student must sign the sign-out book and receive a GATE PASS to be handed to the security guard at the gate. This informs the guard that this student has permission to leave the school. Primary students must first inform the Primary Office and then be signed out by a parent or an adult nominated by a parent. Year 12 students who have "free" periods and who are permitted to leave the campus must also sign out.

(y) Scholarships and Awards

The Slezak Scholarship

The Slezak Scholarship entitles the holders to **50% paid tuition** for the length of the scholarship. The six Slezak Scholarships are awarded for academic excellence to the top students in Years 6, 8 and 10:

- two students in Year 6 for redemption in Years 7 & 8
- two students in Year 8 for redemption in Years 9 & 10
- two students in Year 10 for redemption in Years 11 & 12.

Other Scholarships and Awards.

In addition to the Prizes awarded each year there are also a number of other Scholarships and Awards. Many of these are linked to the generosity of friends of the College who have a strong belief in the value of Jewish Education. A current list of Awards and Scholarships is available on request.

8. FIRST AID AND HEALTH ISSUES

The College employs two part-time Nurses who are located at the First Aid Centre, Slezak Campus.

(i) Administration of medication

- The student's parent/carer may wish to supply medication to be administered at school. To minimise the quantity of medication held at the school, parents may consider if the medication can be taken outside the school day, for example medication required three times a day may be able to be taken before and after school, and before bed.
- All medication to be administered at the school must be in the original medication bottle or container and clearly labelled including the name of the student, dosage and time to be administered.
- All medication to be administered at the school should be accompanied by written advice providing directions for appropriate storage and administration.
- As medication should be supplied in the original bottle or container, the student's parent/carer may need to organise a second labelled container from the pharmacy for safe storage at home.
- The medication must be within the expiry date of the product when delivered to the school.
- Parent/guardian/responsible **adult** must accompany the medication into and out of the first aid room – **not the child**

(ii) Accidents/illness during the school day

If a child has an accident, or shows signs of illness during school hours, the student's parents will be informed immediately. For this reason, it is vital that emergency telephone numbers are kept up to date and that the annual Student updates are fully and accurately completed, and returned by the due date.

(iii) Notifiable diseases

If a student contracts any of the diseases listed below, it is the parent's legal duty to notify the school immediately. In these circumstances the student must not attend school without written medical consent.

The diseases are: chicken pox, conjunctivitis, acute contagious impetigo, diphtheria or membranous croup, enteric fever (typhoid and paratyphoid), gonococcal infection (eyes or genitals), infectious hepatitis, measles, German measles (rubella), meningitis, meningococcal, mumps, poliomyelitis, ringworm (scalp or body), scabies or itch, scarlet fever and streptococcal sore throat, smallpox, trachoma, tuberculosis (of lungs), tuberculosis (other forms), typhus, and whooping cough.

(iv) Immunization

An Immunization Certificate must be supplied at students Prep entry level. This is processed at your Local Council Offices. Certificates must be presented to the College Nurse at the time of Prep Entry.

(v) Sunsmart Policy

The College has adopted a Sunsmart Policy to ensure that all students of the College are protected from the harmful rays of the sun. It upholds our philosophy that the College ensures a safe and healthy environment for students to work, learn and play. The College Sunsmart Policy aims to increase awareness of students, teachers and staff so that they can assume responsibility for their own sun protection.

The College expects all students to wear hats that protect the face, neck and ears when they are outside (including recess and lunch breaks, excursions, camps and sport) throughout the year.

- Students are encouraged to use 30+ Sunblock, which they bring from home. Sharing is not advisable due to allergy and hygiene issues.
- Any student without a hat is required to stay in a shaded area. The College rule for the Primary School is “**No Hat, No Play**”.
- All students must wear a College sun hat during outside Health and Physical Education lessons in Term 1 and Term 4. Any student without a hat will not be allowed to participate.
- Secondary school students are encouraged to wear the College sunhat when outdoors.

9. FOOD

Meat products should not be brought on to the College premises.

In the event of Home Room parties only food that is on the latest Mizrahi Kashrut list will be permitted. Cakes and biscuits must either be baked in the College or purchased from a supplier whose products are under Rabbinical supervision.

Students are encouraged to eat good, healthy food. Parents should ensure that their children bring nutritionally balanced Kosher lunches and snacks to school.

Only disposable/plastic bottled drinks are permitted. Students are only allowed to purchase food or drink during excursions from strictly Mizrahi approved Kosher eateries.

10. CELEBRATIONS / INCLUSION GUIDELINES

We ask that in planning a Simcha or celebration, every effort is made to conform to the standards of the College. This means that the Kashrut supervision of any caterer must be acceptable to the observant community. As well, if students are invited for Shabbat, it is requested that Shabbat observance is adhered to. If there are any questions concerning the Kashrut or any other aspect of your celebration, please feel free to contact the College for advice.

Inclusion of all children

Out of sensitivity to students' feelings, unless the entire class, or year level as appropriate is included, parents are requested to distribute party invitations privately, by phone or mail. If inviting more than **a few students**, parents are asked to please include and invite **all the boys** or **all the girls** or **all the children** in the class or year level as appropriate. We promote and recommend inclusion rather than exclusion. If only a few students are omitted from a guest list to a special function or event then unnecessary hurt will result.

11. STUDENT LEADERSHIP

College Captains, House Captains and Portfolio Captains are elected annually in Secondary School. Portfolio positions include Social Action/Charity/Wellbeing and Jewish Life and Zionism. A Social Action Committee comprising students from Years 7 to 11 is also elected each year.

Primary School Captains, Vice Captains, House Captains and SRC Representatives are selected annually in Primary School.

12. PARENT/TEACHER COMMUNICATION

Students in Years 3 - 12 are expected to own a College Student Diary. This is to be used as a means of communication between parents and teachers and is also a record of set homework. Please examine your child's diary on a regular basis.

(a) Discussions with Teachers

Teachers are always willing to discuss a student's progress with a parent. It is advised to make an appointment in advance through the appropriate PA.

(b) Parent Information Sessions/Orientation Evenings

These are held at the beginning and during the school year as relevant. Parents are informed of relevant yearly programs and expectations

(c) Parent/Teacher/Student Meetings

Interviews are conducted twice yearly. The purpose of these meetings is to discuss the student's progress and to inform parents of any specific issues. Parents will be informed by email of interview dates and times. Parents and teachers are encouraged to liaise on an on-going basis. Meetings will be held at other times as needed. Secondary school students are expected to attend Parent/Teacher meetings with their parent/s. These three way parent/teacher/student meetings have been extremely beneficial in ensuring each stakeholder is involved and fully informed of the students' progress

(d) Reporting Procedures

Parents are requested not to telephone the College with messages to be conveyed to their children other than in **cases of emergency**. Primary school students should go to the Primary Office if they need to use a telephone during College hours.

13. PRIMARY SCHOOL CLASS PLACEMENT POLICY

Outlined below is the process we use at Leibler Yavneh College Primary School to place students in their respective classes for the start of the school year.

Our Primary staff are committed to meeting the educational needs of all students. A great deal of thought, planning and time goes into placing children into classes each year. Every effort is made to place each child in a learning environment that is happy, productive and successful.

Criteria used to make up class list

*Factors influencing **class structure** are:*

- The educational needs of the students
- The projected number of students in each year level
- The ratio of girls to boys
- Resources and facilities

*Factors considered in the **placement** of students include:*

- Academic profile of the child
- Work habits eg the ability to work independently
- Behaviour
- Gender
- Peer relationships appropriate to each individual's learning needs
- Social maturity
- Special needs eg twins, siblings
- Summary of teacher *observations of daily student interactions, co-operative learning skills and student reflections*

What is the process for placing students into classes?

Beginning in Term 3, teachers begin charting observable behaviours guided by factors listed above and recorded. Student reflections are also gathered and added to data on a fortnightly basis. Observations are charted; data is collected and sent to the Heads of Primary fortnightly. Based on the criteria listed above, teaching staff and administration meet in Term 4 to establish classes for the following year.

In forming new classes, teachers ensure that there is:

- a balance of academic ability
- a balance of learning styles and individual's learning needs

- a gender balance
- a socially balanced group of children from existing classes, so new friendships can be formed.

During this process, changes and adjustments are made. Each change may trigger a chain reaction of other changes. It is acknowledged by all that friendships are important, however, to ensure balanced classes as outlined above, friendship groups are not a **primary** determining factor in class placement. Proposed class lists are submitted to the Heads of Primary and the Leadership Team for final ratification.

If there is a need for a consultation or special consideration regarding a child's placement in class, this is to be directed to the Head of Primary in writing.

14. SPECIALIST SUBJECTS/PROGRAMS

(a) Health & Physical Education, Sport and the House System

Inter-school - Secondary Students are involved in a diverse Interschool Sports Program.

Inter-house - Students from Years 3 to 12 are allocated to a House to engender school spirit and pride. The four College Houses are MAGSHIMIM – Blue, ROSH TSURIM – Yellow, EFRAT – Green and OFRA – Red.

Primary School Interhouse Competitions may be held during the year in the areas of sport, chess, debating and public speaking.

Swimming - Students from Prep-Year 9 participate in Aquatics Programs during Term 1.

PMP (Perceptual Motor Program) - Weekly PMP activities are conducted throughout the year at the ELC Kindergarten children and at Elsternwick for Prep and Year 1 students. Parent volunteers are requested to assist with the PMP program.

(b) Library

Primary School: The Library supports all areas of the curriculum and is open to students Monday to Friday.

Secondary School: The Library is open each day of the academic year for student and teacher use. Photocopying and computer resources are available. The Librarian will assist with research and references for all areas of the curriculum.

(c) Music

The College has a comprehensive Instrumental Music Programme. We are proud of our Music Program which encourages students of all ages to participate in public performance. We have a number of special bands, vocal ensembles and performance groups, which, together with solo singers and instrumentalists, perform in our musical productions, soirées, concerts and assemblies. Music is a core subject in Year 7 and 8. We also offer music as an elective in year 9 and 10 as well as VCE Music.

All enquiries regarding Primary and Secondary Music can be addressed to Jonathan Skovron at j.skovron@yavneh.vic.edu.au

(d) EAL (English as an Additional Language)

The school provides assistance to those students for whom English is a second language. E.A.L. support assists students on an individual and small group basis.

All English teachers (Primary and Secondary) are cognizant of EAL requirements and individually cater for and accommodate each student's academic, social and emotional needs.

(e) Art

Prep and Year 1 students participate in Art activities in their Home Rooms, with their General Studies teacher. Years 2 and 3 students have a weekly double period of Art in an Art Room with a dedicated Art teacher while Years 4-6 students have a weekly double period of Art with a specialist Art teacher. Art is an elective study for Years 7, 8, 9 and 10 students. Art/Studio Art and Visual Communication & Design Units 1–4 are offered in the VCE program. A special focus is given to the Art Program during the Chagim.

(f) Information Technology across the Curriculum

The College is equipped with a sophisticated an Information Technology Centre, which is open for student and teacher use throughout the academic year.

Each Primary class has a weekly session in the Information Technology Laboratory, with their General Studies teacher. Information Technology is integrated into several Jewish Studies learning activities.

In the Secondary School Technology, Media Arts (TMA) is offered on an elective basis for Years 8, 9 and 10. Media Units 1–4 are offered in the VCE program.

(g) Community Service Program (Secondary School)

Students in Years 7-10 complete a minimum of 20 hours of community service each year. Students are encouraged to exceed this nominated amount and to engage in a variety of service options. The Social Action/Charity/Welbeing Captains and committee members actively support this worthwhile College initiative.

(h) After School Programs

The After School Enrichment Program offers a range of innovative and dynamic workshops and classes for Primary students at the Slezak Campus on Mondays to Thursdays, from 4.20pm. Specific workshops are also offered for Kindergarten age children at 'after-Kinder' time. Information brochures and application forms are available from the Primary Office.

A Security Guard is posted at Reception from 5.00pm. Students and activity leaders should report to the security guard in emergencies. Activity leaders or the security guard remain with students till parent collection.

(i) Drama and Productions

Drama is offered as an elective subject in Years 9-10. VCE Drama Units 1 – 4 are offered in Years 11 and 12. Year 10 students enter the Monash Drama Festival. Drama is included as a core subject at Year 7 and 8 level.

A regular musical production is conducted. Past productions include *“Joseph and His Amazing Technicolor Dreamcoat”*, *“Fiddler on the Roof”*, *“Les Miserables”*, *“Oliver!”*, *“Seussical”*, and *“Little Shop of Horrors”*, *“Once on this Island”* and *“Aida”*. The College musicals are of the highest standard and promote camaraderie across the year levels. Students may audition for roles in the performance or assist backstage.

15. COLLEGE EVENTS

(a) College Calendar

The summary College Calendar is available on the Yavneh website. Parents are advised to check the forthcoming events in Keshet each week for additional activities and to confirm all other events.

(b) Excursions

Excursions are an important part of the College program. Every effort is made to integrate excursions into the overall curriculum. The College levy charged at the beginning of the school year covers all year level excursions and incursions. Additional monies will only be sought for excursions/incursions organised for select groups of students.

Parents are required to complete an indemnity envelope for each excursion. To enable students to participate in excursions the completed indemnity envelope must be returned and the wearing of full College uniform (unless otherwise notified) is required.

(c) Camps and Shabbatonim

All camps are compulsory. Camp costs are kept to a minimum through early negotiation and agreed numbers. Exemption from attending a camp must be granted by the College Principal and is provided only in exceptional circumstances.

- (i) From Years 5-12, students participate in a College camp, which may last between two and six days.
- (ii) The aims of the camps are threefold: Firstly and primarily, students have the opportunity to be part of a total Jewish living experience. Secondly, a range of outdoor educational opportunities are available which broaden students' horizons. Thirdly, they offer an alternative environment in which teachers and students can interact in a way that the classroom and timetable cannot provide.

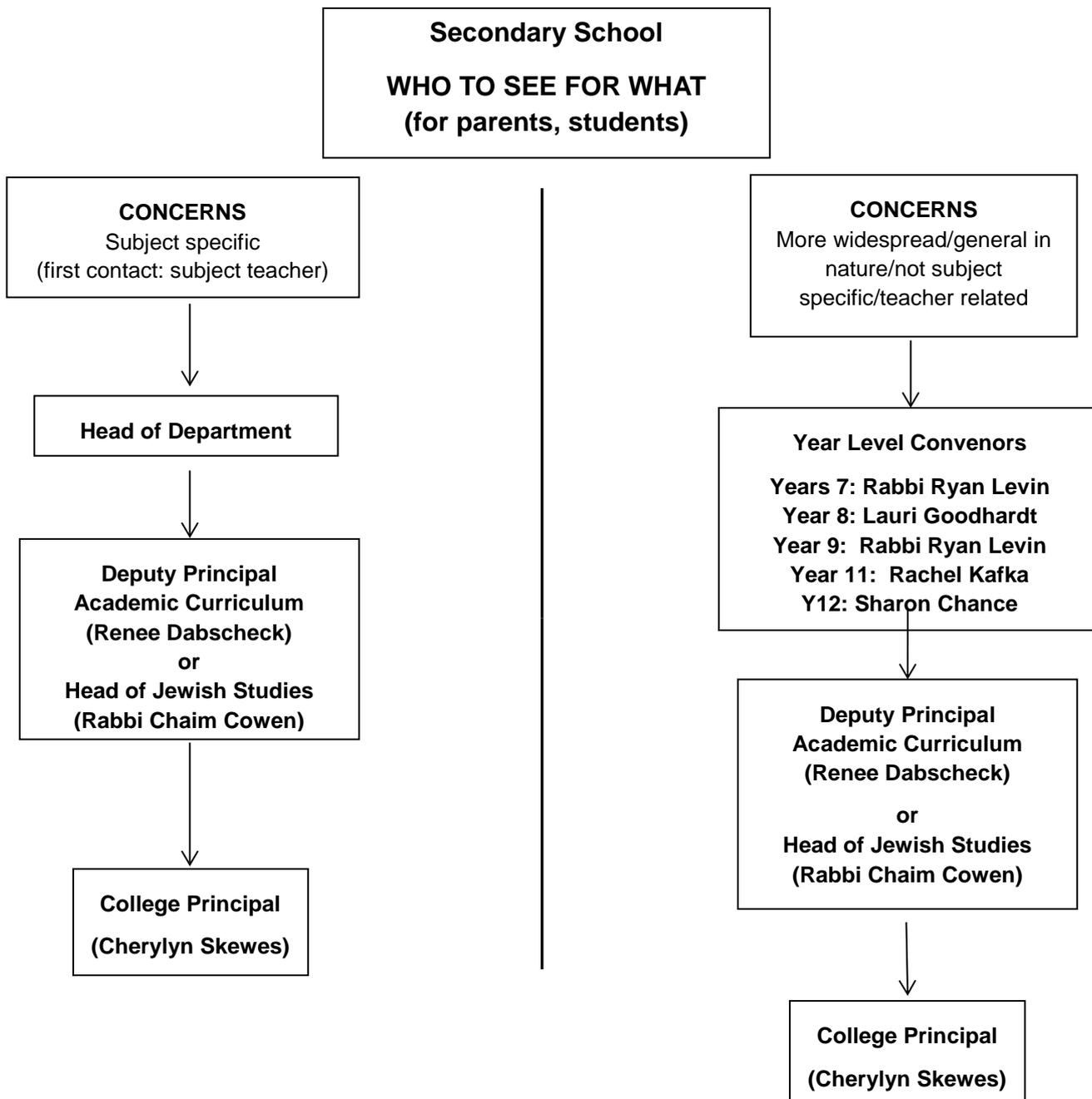
(d) Year 10 Israel Programs

Leibler Yavneh College supports students participating in Year 10 Israel Programs however, College fees during attendance while attending are **not** suspended.

(e) Bnei Akiva

- (i) The College has an ideological association with the Mizrahi movement in Israel and with the Torah Department of the World Zionist Organisation.
- (ii) Mizrahi's youth movement is Bnei Akiva which has a successful world- wide network, nowhere more so than in Melbourne. Consequently, students of the College are encouraged to participate in the activities of the local Bnei Akiva movement.

Parent Handbook: Appendix A



Parent Handbook: Appendix B

EFFECTIVE HOMEWORK GUIDELINES

PRIMARY SCHOOL

At Leibler Yavneh College homework in the Primary School is designed to consolidate and reinforce fundamental skills taught/learnt in class. Homework helps students by complementing classroom learning, fostering lifelong learning, promoting effective study habits and providing an opportunity for students to be responsible for their own learning.

Generally, major projects are not given for homework. Specific skills to complete a project are taught and developed in the classroom, removing unnecessary stress for students and parents when questions/problems arise.

Below is a guide outlining the content of recommended homework for Primary School students.

Prep

10-20 minutes per night.

Daily reading practice with an adult is expected at this level. Children should be encouraged to read for enjoyment and meaning. Young children should also have stories read to them on a daily basis.

Years 1-2

10-20 minutes per night including a combination of:

General Studies, Jewish Studies and Hebrew Studies where children are required to practise spelling strategies to correctly spell words and regularly revisit sight words. Children are encouraged to contribute ideas and information in various curriculum areas, and may be required to find further information, or collect information appropriate to particular topics for homework from time to time.

Daily reading practice with an adult or sibling is expected at this level.

Years 3-4

20-30 minutes per night including a combination of:

General Studies

Spelling/Writing/Comprehension/Grammar/Punctuation/Mental Maths - mixed problems - including word problems/problem solving.

Daily reading (recorded in school diary) for 10-15 is also expected at this level.

Jewish Studies

Revision of Pesukim learnt and a work sheet (approx. 10-15 minutes per week).

Hebrew

10 minutes per day learning new vocabulary, revising vocabulary and grammar, reading and revising texts studied in class.

Years 5-6

30-40 minutes per night including a combination of:

General Studies

Spelling/Writing/Comprehension/Grammar/Punctuation/Mental Maths - mixed problems - including work problems/problem solving.

Reading a novel for 15-20 minutes (to be recorded in student diary) is expected. This may involve a novel of choice or a set text as part of a literature study.

Jewish Studies Reading and revising Pesukim learnt.

Year 6 have a weekly reading sheet (RAP - Reading Assessment Program) and a weekly work sheet.

Hebrew

10 minutes per day learning new vocabulary, revising vocabulary and grammar, reading and revising texts studied in class.

Children are encouraged to be flexible with managing their time and organisation skills to ensure homework is completed by the due date. Reading should be completed each night.

SECONDARY SCHOOL

Homework should follow the following six guidelines:

1. memorisation of basic rules so the skills become rote
2. increase skill speed – enables students to apply these skills in more complex problem-solving
3. consolidate and deepen understanding of a concept – students can read further, elaborate on a new idea and explain their understanding
4. review or practise a skill
5. prepare for a forthcoming class
6. prepare for a test

Homework should never introduce new or unfamiliar work.

Homework type should match the students' skill level (please be aware of students with learning needs and modify the homework if necessary).

Assign the right amount of homework time. Accepted practice appears to be: *time spent on homework = Year Level x 10* to approximate the number of minutes of homework per night across all subjects (eg Year 7 x 10 – 70 minutes of homework per night, Year 10 x 10 = 100 minutes per night).

Teachers should be aware that parents are not expected to teach their students and also may not be available for their children. Expecting parental involvement may create inequity for some students.

Students should always receive feedback on their homework – comments always provide more feedback than a mark on its own.

Create support structures for homework (ie homework planners, use of diary).

Teachers may want to consider a homework record book for their particular subject. Marking off students' homework as it is received will ensure no confusion re lost work, etc.

Teachers are expected to follow homework policy as per our discipline policy (ie use academic supervision, lunchtime detentions, emails/calls to parents, keep Convenors in the loop, use homework planner).

It is worth noting that mastery or memorisation of a new skill is likely to require significant repetition. Research states it takes over 24 practice sessions before the student reaches 80% mastery (Anderson, 1995).

Parent Handbook: Appendix C

PRIMARY SCHOOL CLASS PLACEMENT POLICY

Rationale

Leibler Yavneh College creates its class structure based on the professional judgment of staff taking into account the students' academic, social and emotional needs. A clearly defined process for the placement of students into classes will lead to greater efficiency and increased understanding of class formation leading to improved student outcomes.

Aims

- To provide each student with the opportunity to be part of a class that will allow them the best opportunity to learn.
- To form balanced classes of students that take into account the social, emotional and academic characteristics of each student.
- To ensure that optimum use is made of the prior knowledge that teachers and other educational professionals have of each child prior to class placement.

Guidelines

Factors influencing **class structure** are:

- the educational needs of the students
- the projected number of students in each year level
- the ratio of girls to boys
- projected enrolments during the year based on past trends
- the number of teachers employed at the school
- the constraints of resources and facilities.

Factors considered in the **placement of students** include:

- Academic profile of the child
- Work habits eg. ability to work independently
- Behaviour
- Gender
- Peer relationships appropriate to each individual's learning needs
- Social maturity
- Special needs eg. twins, siblings

- Summary of teacher *observations of daily student interactions*, *cooperative learning skills* and student reflections

To ensure the best possible placement for each child, the staff and the leadership team dedicate a significant amount of time to the class selection process. Teachers take great care and consideration when placing children. Information gathered from assessments, student reflections, observations and consultations with all relevant staff, will form the basis for the class placements.

During this process, changes and adjustments are made. Each change may trigger a chain reaction of other changes. It is acknowledged by all that friendships are important, however, to ensure balanced classes as outlined above, friendship groups are not a **primary** determining factor in class placement. Proposed class lists are submitted to the Heads of Primary and Leadership Team for final ratification. Parents who have a valid and pressing concern must place their concern in writing to the Heads of Primary prior to 31 October. Late submissions cannot be considered.

Parent input regarding their child's educational needs will be considered if submitted in writing to the Heads of Primary by 31 October. Requests in relation to choice of teacher will not be considered as a placement factor. We assure parents that we will exercise the utmost discretion and confidentiality will be preserved. Please understand that we make every effort to cater for the individual needs of students. We can offer no guarantee that requests will be granted.

Process

Based on the criteria listed above, teaching staff begin to gather relevant data in Term 3. Staff meet mid-Term 4 to establish classes for the following school year. Teachers of the current year level confer regarding the class groupings (i.e. Year 2 teachers create Year 3 placements, and so on.)

Lists will be submitted to the Heads of Primary and the Leadership Team for final ratification.