2014
Information Booklet

Mt Martha Primary School
Glenisla Dve, Mt Martha, 3934
Welcome to
Mt Martha Primary School

Learning and Growing Together

It is with much pleasure that we welcome all children and families to our school.

Mt Martha Primary School was established in 1982. It is a caring community with high aspirations for their children.

The influence of the community is significant and parents are actively encouraged to become involved and assist where able. The school is characterised by a welcoming, friendly, child focussed atmosphere.

The pupils at the school are encouraged to achieve to the best of their abilities through a varied curriculum encompassing the fundamental core subjects as well as many stimulating extra curricula activities.

The dedicated and enthusiastic staff work as a co-operative team whilst discharging their educational responsibilities within the guidelines of the School's Strategic Plan and Department of Education and Early Childhood Development (DEECD) programs and policies.

This handbook is intended to familiarise families with the routines and organisation of the school.

The Mt Martha Primary School (MMPS) staff and Council look forward to joining you in partnership in the education of your children.
School Times

9.00 School starts

It is important for children to be punctual as latecomers miss the day’s introduction. Arriving late is often disruptive to the class learning program.

11.00 – 11.30 Morning recess
11.30 – 1.00 Class time – Lunch is usually eaten in classrooms from 12.45 pm
1.00 – 2.00 Lunch recess
2.00 – 3.30 Class time

NB:
On the last day of Terms 1, 2 & 3 the students are dismissed at 2.30 pm and at 1.30pm on the last day of the year.

Absences

If your child is absent you are required to ring the school’s attendance line 5973 7700 on the day (or send a note when your child returns) or complete and submit the online absence form which can be accessed on the school website (http://www.mtmarthaps.vic.edu.au). The Department requires a reason to be recorded for all absences. The class teacher will send an Absence Letter home for completion when parents/guardians have not provided an explanation for the absence.

Acknowledgment Awards

At the end of each term a number of children throughout the school are nominated for Acknowledgement Awards by their class teacher or specialist teachers. These awards are for achievement or learning habits or ability to get along with others or individual improvement. It is a way in which we also recognise the quiet achievers. Parents of students receiving awards are notified and invited to attend the presentations at assembly. The following awards are also available:

• You Can Do It Awards – are presented at year level assemblies for skills and attributes of confidence, getting along, persistence, organisation and resilience.
• Smiley Awards – are presented at year level assemblies to children who have been noticed for showing respect for themselves, others or for their environment.
• “Kids Matter” Awards are presented at whole school assemblies
• Jogging Club Awards – are presented at year level assemblies to students who have reached achievement targets.
• School Council Excellence Awards – are presented by School Council to students who make a significant contribution to the academic, sporting, artistic or cultural areas. Awards are limited to school activities and events.

Annual Report

Is a report to the community that publishes outcomes of the yearly review of school performance. The report is available for community perusal. It is distributed to families and is posted on the school’s website.

Assemblies

A full school assembly is conducted twice each term. One is held on a Monday afternoon from 2.45 - 3.15pm early in the term and the second is held on the last morning of each term in the School Gymnasium. Family members are welcome to attend these assemblies and seating is provided. Year Level assemblies are usually
held fortnightly and more information about these Year level assemblies can be provided by your child’s teacher.

**Buddies and Care Groups**

Each Prep class has a buddy class where an older class adopts the Prep class as “Buddies”. The classes come together to support the Preps in their first year of school whilst developing the nurturing skills of the older children. The class teachers plan enjoyable learning activities and meet at mutually agreeable times. The aim is to promote a sense of community and connectedness across the school while learning together and having fun.

**Curriculum**

We believe students need to develop a set of knowledge, skills and behaviours which will prepare them for success in a world which is complex, rapidly changing, rich in information and communications technology, demanding high-order knowledge and understanding, and increasingly global in its outlook and influences. To succeed in such a world students will need to create a future which:

- **Is sustainable** – developing an understanding of the interaction between social, economic and environmental systems and how to manage them.
- **Is innovative** – developing the skills to solve new problems using a range of different approaches to create unique solutions.
- **Builds strong communities** – building common purposes and values and promoting mutual responsibility and trust in a diverse socio-cultural community.

To ensure that our curriculum develops students with these capacities, skills and behaviours we provide students with a broad curriculum which prepares them for further education and the basis for a rewarding future.

**Victorian Essential Learning Standards - VELS**

The following are our three strands of learning:

**Physical, Personal and Social Learning Domain**
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

**Discipline-Based Learning Domain**
- The Arts
- English and Languages Other Than English
- The Humanities (Economics, Geography and History)
- Mathematics
- Science

**Interdisciplinary Learning Domain**
- Communication
- Design, Creativity and Technology
- Information and Communication Technology
- Thinking

A new Australian Curriculum is being developed and will be implemented in line with government guidelines.
The Attributes of a Successful Learner will be encouraged in your child.

<table>
<thead>
<tr>
<th>Level</th>
<th>School Year</th>
<th>Attributes of the Successful Learner</th>
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</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>Preparatory Year</td>
<td>Beginning learners develop social skills such as understanding classroom behaviour and making connections between school and home. Through curiosity and encouragement they take an interest in learning, begin to learn basic literacy and numeracy skills and develop some simple technical and coordination skills.</td>
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<tr>
<td>Level 2</td>
<td>Years 1 - 2</td>
<td>Learners begin to organise ideas, use language to work with peers and master basic literacy and numeracy skills. They begin to develop an awareness of other groups, cultures and times.</td>
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<tr>
<td>Level 3</td>
<td>Years 3 - 4</td>
<td>Learners become more persistent and prolific in their learning and develop confidence through using specific skills. They are able to participate in discussion about ideas and beliefs and express informed opinions.</td>
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<tr>
<td>Level 4</td>
<td>Years 5 - 6</td>
<td>Learners become more complex thinkers and are able to apply problem-solving strategies. They are able to participate in and lead a small group activity and learn more deeply by undertaking more extended projects.</td>
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Department of Education and Early Childhood Development (DEECD) Website

Parents play a vital role in supporting children throughout their education. To be fully informed about the stages of education and the choices available visit the DEECD website which is located at www.education.vic.gov.au and select the Parents tab.

Education Maintenance Allowance (EMA)

Holders of a Pensioner or Health Care Card may be eligible for this allowance. EMA payments are received twice a year and forms must be completed by Term 1 of each year. If you have any questions regarding eligibility in 2013 please visit the school office or www.education.vic.gov.au/aboutschool/financial/ema

Emergency Information Details

When you enroll your child at the school details such as address, phone numbers, email and emergency contacts are required and need to be kept current at the school office. The school is only able to use the contacts on record at the office.

Where special medication is required it is essential that written details of those requirements be provided and are signed in at the school office. All medication will be given to the First Aid Officer. The First Aid Officer will use this record to administer medication.
Anaphylaxis
Students who are at risk of anaphylaxis (severe allergies) must have an Action Plan for Anaphylaxis. Parents are required to provide:

- completed plan to the school office by the first day of Term 1 each year, including an up to date photo and doctor’s signature. Any changes to plans throughout the year must also be provided in writing immediately.
- student’s EpiPen®, AnaPen or other medication.

Asthma
All students who have asthma are entered in the asthma register for emergency treatment purposes and must have an Asthma Action Plan developed with their doctor and submitted to the school. Each year parents of asthmatic students are required to update their details. If medication is used on a regular basis parents need to provide it to the school. Again, any changes must be advised immediately.

Entry Immunisation Certificate
All children attending school are required by legislation to have an Immunisation History Statement lodged at the school.

Parents who are conscientious objectors, whose child was immunised overseas or have medical contraindications, will need to go to the local council immunisation service to obtain a school entry immunisation certificate.

Children who are not immunised are required to be excluded from school if there is an outbreak of an infectious illness.

Extra-curricular Programs

Excursions and School Camps
Throughout the year students may be involved in class or school excursions or visits by performers. These optional events are conducted as part of the educational program. Staff are conscious of the cost of such events and as a result events are kept to a minimum acceptable level to support school programs. Participation is dependent on the return of the permission form and payment on or before the closing date.

Students will not be taken outside the school without written parental consent with the exception of local walking excursions. Examples of this type of activity could be, but are not limited to, a visit to the Eco Park opposite the school or a short neighbourhood walk to investigate flora, fauna or environment. Children in Years 3, 4, 5 and 6 will be given the opportunity to participate in the school’s camping program. Careful planning goes into this program to ensure enrichment in both the educational and social development of the children.

Life Education Van
This educational mobile unit visits our school annually to complement class teaching and learning about personal development and drug education. The Life Education program does not receive government funding and is partially funded by community grants.

First Aid
Students who are treated in the First Aid room and return to class receive a note to parents informing them of the incident and treatment provided. We remind parents that children who are ill should not be sent to school.
Head Lice
Parent/guardians are requested to make regular checks of their child’s hair, particularly if he/she seems to have an itchy scalp.

The school has a First Aid Officer who has been trained in head lice detection. Classes are checked regularly for head lice and if lice eggs are present your child will be provided with a note to inform you. Children may return to school after treatment has commenced.

Head lice are friendly little creatures that show no particular bias to whose head they are attracted. A great way to keep headlice at bay is to use the conditioner and comb method once a week as a preventative measure. Please contact the school promptly if your child has head lice as this will assist with the overall management of this issue.

Homework
Homework includes a variety of learning activities including reading, researching, measuring, collecting, practising, physical training, making, cooking, playing games, spelling and note taking.

Sometimes homework will be specific tasks on designated days and other times it will be a number of tasks scheduled for completion over time. Teachers will provide further information appropriate to their class.

Infectious Diseases
Throughout your child’s primary school life he/she will probably come into contact with one or more of the common infectious diseases.

The list below contains some of the more common infectious diseases and the exclusion requirements of the child concerned.

Exclusion Time:

- **Chicken Pox:** For at least five days after the first spots appear, or when blisters have all crusted.
- **Measles:** For at least four days from the appearance of the rash or until recovery or a medical certificate is produced. Non immunised students in the class (this is currently under Human Services review and may extend to non immunised students throughout school) to be excluded for thirteen days from the first appearance of rash in the last occurring case, unless immunised within 72 hours of first contact.
- **Mumps:** Exclusion from school until nine days after onset of swelling.
- **Ringworm:** Tinea Corporis (body) - excluded from school for 24 hours following the commencement of treatment.
  
  Tinea Capitis (head) – until treatment has commenced.
- **Rubella (German measles):** Until fully recovered or at least four days from the onset of the rash.
- **Impetigo (School Sores):** Until sores have fully healed or are covered with moisture proof dressings.
- **Whooping Cough:** Excluded from school until five days of antibiotics have been taken.
IMPORTANT
Please notify your child’s teacher of ANY health problem which may affect the child’s capacity to learn at school. Similarly, let your child’s teacher know about things that may be affecting him/her emotionally e.g. parents’ separation, deaths, incidences of bullying. Confidentiality will be maintained. It is also important to notify the school First Aid Officer immediately you are aware your child has contracted an infectious illness.

Jogging Club
All students are encouraged to join the Jogging Club at 8.40am Tuesday to Friday mornings. Please meet at the basketball courts. Family members are welcome to join this fitness activity.

Late Arrival/Leaving Early
If your child is late for school parents/guardians are required to accompany the child, enter via the administration office and complete the register. Similarly, when you are taking your child from school early, you must also complete the absence register and obtain a note from the administration office to hand to your child’s teacher. Children arriving late or leaving early must be accompanied to/from their classroom by an adult and the teacher presented with an authorized note.

This arrangement is part of the school’s risk management procedure and must be strictly adhered to.

Lost Property
Please ensure that your child’s clothing is clearly labeled spelling with first and last name in a few places. Please check that your child has all their property at the end of each day and follow up all missing items immediately.

Lunch Arrangements
Lunch eating is supervised by teachers between 12.45pm and 1.00pm. All wrappers are placed in classroom bins prior to the student going into the playground. Parents/guardians are requested to assist by providing wrapper free ‘nude’ food and a wrapper free lunch box for your child. There are designated areas for eating during morning and lunch recesses for students requiring a longer eating time. Uneaten food is expected to be taken home.

Mt Marsha School Values
Mount Martha Primary School strives to empower students to be active learners who make a positive impact in a changing world.

Our whole school values:

- Knowledge
- Respect
- Integrity
- Collaboration

Children learn best when they feel good about themselves, when they feel valued and supported by significant adults and their peers and when their contribution is acknowledged.

The following rights and responsibilities are expectations for our students in order to achieve our social and educational goals.
### Rights and Responsibilities

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
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<tbody>
<tr>
<td>To feel safe at school</td>
<td>To learn and follow our school’s expectations for behaviour, especially the way we move throughout the school and the way we treat other people</td>
</tr>
<tr>
<td>To learn without interference from others</td>
<td>To attend class on time, be prepared to learn and behave in a way that allows others to learn best</td>
</tr>
<tr>
<td>To be treated with respect and in a fair and equitable manner free from harassment</td>
<td>To treat others with respect and resolve differences in peaceful manner</td>
</tr>
<tr>
<td>To expect your property to be safe</td>
<td>To take care of your own property as well as the property of others</td>
</tr>
<tr>
<td>To work and play in a clean and tidy environment</td>
<td>To take care of school buildings, grounds and equipment</td>
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</table>

Teachers and support staff demonstrate their commitment to these rights and responsibilities by:

- Treating each individual with respect and trust
- Holding cooperation and teamwork as paramount
- Having high but realistic expectations of everyone
- Contributing with an ethical attitude in all activities

Parents may wish to refer to the school website for the Student Engagement Policy document.

### Music - Instrumental

The school offers an instrumental music program for students attending Mt Martha Primary School. Parents can choose for their child to participate in individual lessons at the school. Piano, violin, clarinet, saxophone and flute lessons are offered. Tuition fees are paid directly to the instrumental teacher by the parent. All arrangements for lesson enrolment and instrument hire are made through the school office.

### Newsletter

A school newsletter, the Banksia Bulletin is published most Thursdays. It is distributed on Friday when there has been a public holiday.

This newsletter is an important avenue of communication between the school and the parents. The current and past editions can also be accessed on the school website. Families can also use our Skoolbag app to receive an online version of the Banksia Bulletin. Utilising the app allows parents to receive the Bulletin anywhere and read it immediately on their hand held device.

### Out of School Hours Care Program

Care is available during Prep early finish time in February, from 2.15-3.30pm.

- **Before School Care Program** operates from 7am to 8.45am daily in the Library. Two staff provide care for a maximum of 30 children.
- **After School Care Program** operates from 3.30pm to 6pm daily in the Library. Three staff provide care for a maximum of 45 children.

Information regarding charges for this service is available by phoning Gillian Reid on 0407 438 858 or collecting an enrolment form from the school office or from the school website.

### Parent Payments, Finances and Budget
Each year School Council carefully plans the financing of the school and its educational programs. The Government provides funding direct to the school and parents are asked to complement this funding, in support of the provision of the extras our parent community expects.

School Council asks parents to make voluntary contributions of $65 to assist with the funding of interactive whiteboards, digital and flip cameras, laptops, net books, ipads, ipods, desk top computers and printers which are used across the school to engage students in their learning. The resources allow students to access, process, construct and share knowledge that is meaningful and relevant. Multimedia supports our 21st Century learners to develop multi-literacy skills.

The $60 oval project contribution assists with the co-op loan repayments. These contributions are required from parents in order to meet our budget requirements and, together with fundraising efforts, ensure the equipment and educational aids are provided and progressively upgraded to meet the needs of our children.

**Programs for Students with Disabilities**

The school welcomes and provides for children with disabilities and/or impairments under the guidelines of DEECD. Please see the Principal for further information and to discuss enrolment.

**Parents & Teachers Association (PTA)**

The Parents’ and Teachers’ Association of Mt Martha Primary School works for the wellbeing of the school community. New parents are very welcome to join our friendly and dedicated group of parents and teachers who meet each month. The focus is the wellbeing of the school community and to make connections with other parents and teachers and to fundraise towards improving school ground facilities for the students. All school events involving children are alcohol free. More information about the PTA can be gained by visiting the school website and clicking on “Parents” tab.

**Parent Participation**

We welcome parental assistance in many areas including literature groups, reading activities, typing stories, computer activities, sport assistance, special activity groups, Maths activity groups and excursions. Please do not hesitate to offer your valuable assistance. Parents are encouraged to become involved in the School Council and/or PTA, or alternatively join a subcommittee of School Council such as Education, Facilities, Out of School Hours Care Program or Travelsmart. As part of DEECD Policy parents must undergo a Working with Children Check prior to being involved in some activities.

**Parking in Glenisla & Melrose Drives**

Both parent and staff parking is limited.

“Kiss & Go” signs are in place along Glenisla Drive to improve traffic flow and to help pupils’ safety. Parking is regularly monitored by the Shire of Mornington Bylaws Officers. Drivers are reminded to park legally.

Parking in the school grounds and Melrose Drive is reserved for staff vehicles.

**Photographs**

Our School Photo Day will be advised early in the year. Individual and class photographs are taken each year. Photographs operate on a pre paid system for families who choose to order.

**Play Areas and Yard Supervision**

Teachers supervise all areas of the playground during recesses and before school from 8.45am and after school until 3.45pm. Students who need support in the yard are advised to seek the assistance of the supervising teacher. Yard supervisors are easily identified by the fluro vests.
Separate adventure playgrounds and sandpits are provided for
- Prep students
- Students in Years 1 and 2
- Students in Years 3 and 4
- Students in Years 5 and 6

During the first month of the school year the Preps have restricted play areas and there is extra supervision for them. Once settled, the Prep children are able to play in other areas of the school’s grounds that are shared by all students.

A qualified first aid person is on duty at both recess times and teachers move around the grounds to supervise children in all areas.

When weather is unsuitable for the students to be outside, teachers supervise alternative activities in classrooms.

The Library and ICT lab are also open during the lunch break for students who are seeking an alternative to playing in the yard. Both areas are supervised by teachers.

Some teachers also organise games for children during the lunch break. In 2014 these activities will run on Monday, Wednesday and Friday for children in selected Year levels. There is also a gardening group that assist with tasks during the lunch break on a Wednesday.

**Policies**

Policies document the purpose and implementation of the school’s programs. Parents are welcome to view the school’s policies which are available on request.

**Punctuality**

Please ensure that your child arrives at school no later than 8.55am to prepare for the start of the day. For safety reasons children are only permitted in their classrooms if their teacher is present. It would be appreciated if you could discuss this with your child.

**Recycling**

The school recycles waste paper. This is collected and dispatched regularly. There are also compost bins for recycling food scraps.

**Reports/Interviews**

A ‘Meet the Teacher Evening’ is held early in the year to enable each teacher to meet all of the parents of their students individually. We value and encourage home – school communication and the Meet the Teacher Evening enables parents to inform teachers about their children. Written reports are issued mid-year and end of year. Student Led Conferences are held in Term 2. Other parent teacher interviews can be initiated either by the teacher or parent on request. If you have any queries or concerns about your child’s academic, social, emotional or physical progress, please do not hesitate to contact your child’s teacher for an appointment.

**Religious Instruction**

Religious Instruction is an option offered to Year 1 students and participation incurs payment of a fee to cover program materials. Parents wanting their child to participate in Religious Instruction need to complete the incursion permission form distributed in Term 1 at the beginning of each school year. The agreed syllabus follows general Christian principles and is delivered by local church volunteers under the auspices of Access Ministries. The availability of this service is dependent on the number of suitably qualified RI instructors available to our school.
School Council
The School Council is the body responsible to the community, DEECD and State Government for the general direction and conduct of the school. It is through the Council that the local community can participate in decision-making at the school level.

School Crossing
Our school has two supervised school crossings in Glenisla Drive. Children and parents are expected to use the crossings when they are in operation. Children with bicycles who wish to cross the road are also expected to walk their bicycles across the school crossing. The instructions of the supervisor are to be obeyed at all times. The school urges parents to emphasise the importance and safety aspects of school crossings and to adhere to the same road rules as the children.

Smoking
Smoking on Victorian Government School premises is prohibited at all times. This includes both building and school grounds. Visitors are requested to refrain from smoking in view of the school grounds.

Student Representative Council
Each classroom has a social service moneybox and students are encouraged to contribute small amounts whenever possible to help others less fortunate than themselves. The SRC is involved with making decisions as to where the social service money is spent and also for organising our special school efforts in social service.

Student Banking
Opportunity is provided to deposit money in a Savings Account with the Bendigo Bank. Should you wish to use this service, school banking day is Friday. Application forms are available at the school office. The Commonwealth Bank also offers a program at their branches.

Student Placement
Towards the end of each school year student groupings and teacher placement are considered for the following year. Students are regrouped each year to provide the opportunity for optimum learning, broadening social interaction, developing friendships and learning to get along with others. The school aims to create and develop effective teams of teachers to improve student learning outcomes. Teams are created on this basis whilst at the same time taking into account the experience of team members and teacher development.

During Term 4 class teachers begin the process of placing students into prospective classes for the following year based on the following key criteria.

- Academic performance
- Social and behaviour skills
- Peers they work well with
- Gender balance

Specialist teachers and school leaders review the prospective classes and any adjustments are made in consultation with class teachers.

Parents are invited through the Banksia Bulletin to write to the Principal registering any educational considerations they believe need to be taken into account during the planning process. It is important for parents to adhere to the date published in the Banksia Bulletin as this facilitates consideration of these matters in a timely manner.
Class teachers are assigned to the new class groups for the next year by the principal class team.

Transition activities are conducted throughout Semester 2 to assist students in familiarising themselves with their new settings, routines and their new teachers.

**Student Transportation – Conveyance Allowance**
Families residing more than 4.8 km from the nearest school may be eligible for a Conveyance Allowance to assist with travel to and from school. For Conveyance Allowance forms or for further information contact the school office or visit the school website.

**Sunsmart**
All children are required to wear a school approved Sunsmart wide brimmed or bucket hat during lunchtime and recess breaks and when doing sport and physical education outside from February to May 1st and from September 1st through to end of December.

**Support for your Child during Transition to School**
School transition is an ongoing process that begins whilst your child is at pre-school. MMPS teachers and past students of the pre-schools visit pre-schools. Several school visits are offered for the prospective Prep children and their families during Semester 2 of the pre school year.

Story Time sessions for pre-schoolers are offered in Term 3 and a playtime family afternoon tea is organised prior to the more structured visits. Children are able to experience a classroom environment and meet Prep teachers over three transition visits during November and December.

During January the children will receive a letter informing them of their class teacher and they have the opportunity to spend some time individually with their teacher in the first days of the school year during an individual appointment.

In February school days are shortened to accommodate the children’s level of attentiveness and energy. The school offers After School Care for those children whose parents are unable to collect them at the earlier pick up time. There is a small additional charge for this early finish service. A relaxed area will also be offered for parents who wish to remain at school with their child until older siblings go home at 3.30pm.
Uniform

Our on-campus Uniform Shop is run by supplier Primary School Wear and is open on Tuesday 8.45am to 9.45am and Thursday 3.00pm to 4.00pm during the school term. Uniforms can be purchased from the shop or online at www.psw.com.au

PSW also run a uniform shop from 21 Playne St, Frankston and can be contacted on 03 9769 6510.

The wearing of the official school uniform and school bag and book satchel is compulsory.

UNIFORM ITEMS

School backpack bearing the Mt Martha logo
Book satchel bearing the Mt Martha logo

Families may choose from the following items:

**Girls Summer Uniform:**
- Red and white gingham dress
- Red, white or ink navy polo shirt
- Socks white, ink navy or red
- Red, white or ink navy hair ties and head bands
- Ink navy windcheater or fleecy vest or jacket
- Ink navy shorts or skorts
- Navy slouch or bucket hat
- Sturdy school shoes, sneakers or closed toe and heel sandals
- Navy slouch or bucket hat

**Girls Winter Uniform:**
- Ink navy, red or white long sleeve polo shirts
- Winter tartan pinafore or skirt
- Ink navy windcheater
- Ink navy bootleg pants
- Red, white or ink navy hair ties and head bands
- Socks white, ink navy or red
- Ink navy tracksuit pants
- Red or ink navy fleecy beanies

**Boys Summer Uniform:**
- Red, white or ink navy Polo shirt
- Ink navy windcheater or fleecy vest or jacket
- Sturdy school shoes, sneakers or closed toe and heel sandals
- Ink navy shorts or trousers
- Socks ink navy, white or red
- Navy slouch or bucket hat

**Boys Winter Uniform:**
- Ink navy tracksuit pants or gaberdine trousers
- Socks ink navy, white or red
- Red or ink navy fleecy beanies
- Ink navy, red or white long sleeve polo shirts
- Ink navy windcheater or fleecy vest or jacket
- Sturdy school shoes or sneakers

**Shoes:** The colour of the shoes is to be black or as close as possible to the school colours of navy or white. Laces are to match the shoe colour. Sports shoes are to be worn for all P.E. lessons.

**Hair ties and head bands:** Are to be red, white or ink navy.

**Please note:** As the variety of uniform items provides adequate options for Physical Education sessions there is no specific sport uniform.
Clothing & Possessions: All clothing, that is likely to be removed by the children, school bag, book satchel and Library bag must be clearly labeled with both first and second name.

Visitor’s Badge/Register
All visitors and helpers at our school during school hours are required to wear a “Visitors Badge”. Badges are available from the office when signing in and are to be returned to the office when signing out. Parents assisting in or visiting classrooms are required to sign in/out and follow this risk management procedure.

Working with Children Check
Parents wishing to engage in or volunteer for ‘child-related work’ must complete a Working With Children Check. Any person whose duties usually involve work in a school (e.g., assisting in classrooms, camps and some excursions) are considered to be engaged in ‘child-related work’. The Working with Children Check which includes a national criminal history check is free for volunteers and can be arranged through the school office.

Important Reminders
• If you change your address, phone number, email, employment phone numbers or emergency contact person during the year, please notify the office immediately.
• All new families are expected to meet with the Principal for a school tour and placement discussion prior to commencement. Students may commence one clear day after the school has received a completed Enrolment Form with Immunisation and Birth Certificates attached.
• Children should be on time for school. Please try to have your child at school by 8.50am.
• Children not attending After School Care are to be collected promptly at the end of the day, no later than 3.45pm.
• Valuable items should not be brought to school. Special toys should be left at home. The school cannot be responsible for loss.
• No glass bottles are to be brought to school or on excursions. Try to use a lunch box to pack ‘nude food’.
• If you drive your child to school, please observe parking restrictions. Please DO NOT DOUBLE PARK as this puts your own child and others in danger.
• Students are to exit and enter vehicles on the nature strip side and not the road side.
• From February to May 1st and from September 1st through to end of December, children are required to wear their hats whenever outside including before and after school. Sunscreen should be applied before coming to school and a tube supplied for reapplication.
• For various reasons children may need a change of clothes at school. If your child wears a “change of clothes” home, please return the same item/items to school as soon as convenient after laundering. This enables us to have fresh clothes for the next child in need.