



Mt. Martha
Primary School

2018

Information Booklet



Mt Martha Primary School
Glenisla Dve, Mt Martha, 3934

Phone: 03 5974 2800, Fax: 03 5974 3634
Email: mount.martha.ps@edumail.vic.gov.au
www.mtmarthaps.vic.edu.au



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 Training (DET) 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.

Mt Martha 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
-

School Times

9.00	School starts <i>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.</i>
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 2.30pm and at 1.30pm on the last day of the year.

Absences

If your child is absent you are required to notify the school. Our preferred method for notifying the school if your child/ren is absent is to inform the school via the Compass parent portal. You can also send a note when your child returns. The Department requires a reason to be recorded for all absences.

Parents are requested to notify the school of their child's absences prior to 10.00am. If you have not reported the absence to the school by 10.00am an SMS and/or email will be sent to inform you that your child is not at school today.

The class teacher will send an Absence Letter home for completion when parents/guardians have not provided an explanation for the absence. If no response after four weeks the letter will be mailed out.

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.
- “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 and is posted on the school's website.

Assemblies

A full school assembly is usually conducted three times a term. One early in the term and the second is held in the middle of the term and the third on the morning of the last day of 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

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.

Camps, Sports & Excursions Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the cost of school trips, camps and sporting activities. The payment cannot be used towards booklists, stationery, school uniforms, before or after school care, music lesson etc. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The annual CSEF amount per student is: \$125 for primary school aged students. To apply contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef.

For more information about the CSEF visit www.education.vic.gov.au/csef.

Child Safety Standards

In 2013, the Victorian Parliament held an Inquiry into the Handling of Child Abuse by Religious and Other Non-Government Organisations, resulting in the Betrayal of Trust Report.

The report found that more could be done to strengthen existing approaches to child safety. In response, the Victorian Government is phasing in child safe standards for organisations that work with children, including schools.

The child safe standards require schools to consider all aspects of child safety and put measures in place to protect children from all forms of abuse, including:

- sexual or grooming offences
- physical violence
- serious emotional or psychological harm
- serious neglect.

Below are the seven child safe standards. The Minister for Education has set out in Ministerial Order No. 870 what specific actions schools need to take to meet the child safe standards.

To create and maintain a child safe organisation, the following Child Safe Standards apply:

1. Strategies to embed an organisational culture of child safety, including through effective leadership arrangements.
2. A child safe policy or statement of commitment to child safety.
3. A code of conduct that establishes clear expectations for appropriate behaviour with children.
4. Screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
5. Processes for responding to and reporting suspected child abuse.
6. Strategies to identify and reduce or remove risks of child abuse
7. Strategies to promote the participation and empowerment of children.

The school must take account the diversity of all children, including (but not limited to) the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable.

Children have the right to be safe and protected, including at school. It is important that you feel confident that your child is safe and well in the care of Mount Martha Primary School. **Available on the school website are copies of Child Safe Policies.** <http://www.mtmarthaps.vic.edu.au/>

Communication – Blogs, COMPASS, SMS & Website

The school has a website at <http://www.mtmarthaps.vic.edu.au> which provides a vast amount of information about our school.

The website also lists all our class blogs. When your student commences at the start of each year you can subscribe to their class blog to gain more detailed insight into the learning that is occurring in their Home Group. Please feel free to post positive comments and questions on the blog to encourage the children.

COMPASS is a mobile app that communicates directly to parent smart phones. It provides access to school information via one single Communication Centre. The app works on iPhone and android devices. We use the app to inform and remind parents of upcoming events and key dates. You can also read the school newsletter on your smartphone.

Accessing COMPASS

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store. Every family receives a separate login to Compass which is provided to them when they enrol. To access the parent portal, go to our school website and click the Compass link on the homepage.

Alternatively, if you are having trouble finding the Compass link you can go to

<http://schools.compass.edu.au> where you can search for and find our school's direct URL.

To assist with a smooth transition, modules have been introduced gradually to our school community. Parents/guardians are able to access information regarding upcoming events, news via the Newsfeed and Calendar areas, view up-to-date class and school attendance information for their child, enter upcoming or past absences and update registered email and/or mobile numbers (used for SMS alerts). Parents are encouraged to use the Compass Parent Portal to record their child's absence directly into the portal. This feeds directly into the class teachers roll. Please contact the school office if you have any queries.

The school also has an SMS messaging system which is used to alert and/or inform parents about changes of schedules, warnings, unexplained student absences etc. Please make sure your emergency contact details are kept up to date at the school so that this SMS system works by contacting your mobile phone number and/or email.

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 Curriculum

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

The Victorian Curriculum F–10 incorporates and reflects much of the Australian Curriculum F–10, but differs in some important respects, most notably the representation of the curriculum as a continuum of learning and the structural design.

Victorian government and Catholic schools are required to use the Victorian Curriculum F–10. Independent schools may use the Victorian Curriculum F–10 as a model and resource for the effective implementation of the Australian Curriculum.

The Victorian Curriculum F–10 includes eight learning areas and four capabilities. The learning areas of the Arts, Humanities and Technologies include distinct disciplines. The capabilities represent sets of knowledge and skills that are developed and applied across the curriculum.

Standards and levels

The Victorian Curriculum F–10 is structured as a continuum across levels of learning achievement not years of schooling. This enables the development of targeted learning programs for all students, where the curriculum is used to plan in relation to the actual learning level of each student rather than their assumed level of learning based on age.

Each curriculum area includes content descriptions explaining what is to be taught and achievement standards describing what students are able to understand and do. The achievement standards are provided in 11 levels for English and Mathematics or in five or six bands for all the other learning areas and capabilities.

Learning areas and Capabilities

The Victorian Curriculum F–10 includes both knowledge and skills. These are defined by learning areas and capabilities. This curriculum design assumes that knowledge and skills are transferrable across the curriculum and therefore are not duplicated. For example, where skills and knowledge such as asking questions, evaluating evidence and drawing conclusions are defined in Critical and Creative Thinking, these are not duplicated in other learning areas such as History or Health and Physical Education. It is expected that the skills and knowledge defined in the capabilities will be developed, practised, deployed and demonstrated by students in and through their learning across the curriculum.

Learning areas

The Victorian Curriculum F–10 learning areas are a reaffirmation of the importance of a discipline-based approach to learning. Each of the learning areas provides and is defined by a unique way of seeing, understanding and engaging with the world. For the Arts, the Humanities and the Technologies, students engage in and through disciplines, which provide discrete content descriptions and achievement standards.

Capabilities

The Victorian Curriculum F–10 includes capabilities, which are a set of discrete knowledge and skills that can and should be taught explicitly in and through the learning areas, but are not fully defined by any of the learning areas or disciplines. A key distinction between the Australian Curriculum F–10 and the Victorian Curriculum F–10 is the provision of content descriptions and achievement standards in the four capabilities.

The four capabilities in the Victorian Curriculum F–10 are:

- Critical and Creative Thinking
- Ethical
- Intercultural
- Personal and Social

Cross-curriculum Priorities

Learning about the cross-curriculum priorities of Aboriginal and Torres Strait Islander histories and cultures, Asia and Australia's engagement with Asia and Sustainability is embedded in the curriculum areas of the Victorian Curriculum F–10. These priorities provide national, regional and global dimensions and give students the knowledge and skills to engage with and better understand their world.

Diversity of Learners

The Victorian Curriculum F-10 has been developed to ensure that curriculum content and achievement standards enable continuous learning for all students, including:

- Students with disabilities
- English as an additional language
- Gifted and talented students

Learning areas	Capabilities
<p>The Arts Dance Drama Media Arts Music Visual Arts Visual Communication Design</p> <p>English</p> <p>Health and Physical Education</p> <p>The Humanities Civics and Citizenship Economics and Business Geography History</p> <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies Design and Technologies Digital Technologies</p>	<p>Critical and Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal and Social</p>

Department of Education and Training (DET) 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 DET website which is located at www.education.vic.gov.au and select the Parents tab.

Emergency Information Details

When you enrol 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. You can update your mobile and email details by entering the changes directly into the Compass portal.

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 student's 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. These must be updated annually at minimum.

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. Medication needs to be provided to the school along with a spacer for individual use. Again, any changes must be advised immediately.

Entry Immunisation Certificate

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

Parents who have chosen not to have their child immunised need to provide a letter from their doctor. For a child immunised overseas or has medical contraindications, parents/guardians 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 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 consent and/or payment on Compass before the closing date.

To assist parents a reminder email is sent prior to the due date.

Students will not be taken outside the school without online 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. When classes are checked for head lice, 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 show no particular bias to whose head they are attracted. A great way to keep head lice 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. As per the MMPS School Uniform Policy, all hair shoulder length or longer hair needs to be tied back, this will also help with head lice prevention.

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 Year level.

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 treatment has commenced sores on exposed surfaces must be covered with water tight 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 that is conducted from 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 authorised note.

Late arrivals must be reported to the school via phone, email or online via the COMPASS parent portal, no later than 10.15am each morning as an automated SMS and/or email will be sent to parents requested a reason for the absence.

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 labelled 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. Lost property is located in the Administration Building near the doors leading to the breezeway.

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.

Please note we have a 'No Food Sharing Policy' as a risk minimisation strategy to protect our children at risk of Anaphylaxis. We request children do not bring nuts or nut products to school to further reduce this risk.

Lunch Orders

We offer an online lunch order delivery system for our students. This arrangement is with “Bakerymade”, a food preparation service based in Mornington. Lunch orders are available for our students on a Friday.

The most convenient method for ordering school lunches for your child/ren is to download the app from the iTunes store or google play – just search for the Bakerymade (all one word) app. Download and install the app and then open it and register as a customer. There are a number of steps to follow. It is important that you provide your home address for billing and not the school address.

A menu and set of instructions is available from the school office. All accounts will be settled on a monthly basis. No cash is required using this system. Orders must be placed, preferably the night before, but no later than 8am on the day the lunch is to be delivered.

Parents are able to view the sub menus i.e. Sandwiches, hot food selections, snacks, pies, pasties, muffins, slices and Gluten free. Some items are only offered on a limited basis to ensure that the recommended “occasional” food types can only be ordered once a week.

The food will be delivered at approximately 12.30pm on a Friday and then distributed to the classrooms in time for the children to commence eating at approximately 12.45pm.

Rights and Responsibilities

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	Responsibilities
To feel safe at school	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
To learn without interference from others	To attend class on time, be prepared to learn and behave in a way that allows others to learn best
To be treated with respect and in a fair and equitable manner free from harassment	To treat others with respect and resolve differences in peaceful manner
To expect your property to be safe	To take care of your own property as well as the property of others
To work and play in a clean and tidy environment	To take care of school buildings, grounds and equipment

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, guitar, trumpet, flute and African drum 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 once a week.

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 COMPASS 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. Our staff provide care for a maximum of 45 children.
- After School Care Program operates from 3.30pm to 6pm daily in the Library. Our staff provide care for a maximum of 60 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.

Vacation Care

Mt Martha Primary School no longer offers a Vacation Care program. Please contact the Mornington Peninsula Shire Council for programs offered in the local area on 5950 1640 or book online at www.mornpen.vic.gov.au.

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 to assist with the funding of large screen TVs, laptops, net books and iPads 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.

Parents are also invited to make contributions towards the oval project to assist with the co-op loan repayments. These contributions from parents help us 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 DET. Please see the Principal for further information and to discuss enrolment.

Social Events Committee (SEC)

The Social Events Committee 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 SEC 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 SEC, or alternatively join a subcommittee of School Council such as Education, Facilities, Out of School Hours Care Program or Travelsmart. As part of DET 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.

When using "Kiss and Go" you must stay with your vehicle and leave within two minutes.

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

Please note: For safety there is no pedestrian access through staff car park double gates on Glenisla Drive.

Photographs

Our School Photo Day will be advised early in the year. Individual and class photographs are taken each year. Photographs operate on a prepaid 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, ICT lab and one additional classroom will be open during the lunch break for students who are seeking an alternative to playing in the yard. All three areas are supervised by teachers.

Some teachers also organise games for children during the lunch break. There are also a number of other interest groups that operate during various lunch times throughout the week.

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.

School Council

The School Council is the body responsible to the community, DET 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 buildings and school grounds. Smoking is also banned within four metres of the entrance to the school. Visitors are requested to refrain from smoking in view of the school grounds.

Student Representative Council

The SRC is involved with making decisions as to where the funds that have been raised by SRC activities are to be 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 Tuesday. 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. Parents are encouraged to provide their children with their own sunscreen for further protection.

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
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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 gabardine 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. All hair shoulder length or longer should be tied up appropriately.

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 labelled 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.

Parents can apply online at www.justice.vic.gov.au .

A copy of the Working With Children Card must be given to the office to keep on file for future excursions.



Important Reminders

- Parents can change their mobile and email addresses via the Compass parent portal. Please provide in writing immediately any updates to addresses, employment phone numbers and/or emergency contact details.
 - 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 the following documents attached, Immunisation, Birth Certificate and copies of school reports, as well as proof of residential address.
 - 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.
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