



School Information



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Virtual Tour: www.morwellparkps.vic.edu.au/virtualtour

MORWELL PARK PRIMARY

Creating a positive future together!

WELCOME

The Principal, Staff and School Council welcome you and your family to be members of our positive, vibrant school community.

We believe that when the school, family and community, work together we can achieve the best possible educational, academic, social and behavioural outcomes for your children.

We invite you to participate in our whole school activities and parent friendly events offered throughout the year.

Please do not hesitate to ask our friendly staff if you require any further information.

Principal:

Chris Joustra

Assistant Principals:

Simone Richardson

Katherine Morehouse

School Council President:

Teagan Lawrence

Business Manager:

Pauline Tantau

Reception / Admin:

Debbie Campbell

Kaila Coulthard

ROUTINES & PROCEDURES

SCHOOL HOURS

Start: 8:45 am

Finish: 3:00 pm (unless end of term).

Please note: Supervision of children is not provided before 8:30am or after 3:15pm

In the interest of safety and security, **gates are opened for students at 8:30am and locked at 8.45am.** Children arriving late are to report to the office. Children who are departing early are required to be collected from the office and signed out. **Gates are open at 3.00pm for students to exit.**

We encourage punctuality, as lateness and absence can severely affect your child's progress and impact school routines.

RECESS ALL GRADES

Eat play lunch 10.45 – 10.55

Play 10.55 – 11.20

LUNCH ALL GRADES

Eat lunch 1.30 – 1.40

Play 1.40 – 2.00

The Principal and Assistant Principals provide yard playtime supervision **during all breaks**, along with adult mentors.

The teachers offer an array of lunchtime activities that children can choose to enjoy! These range from sport games, to music, dance, art, craft and technology.

ATTENDANCE - EVERY MINUTE MATTERS!

Law requires that children have full attendance throughout the year unless prevented by illness or other valid explained reason. If your child is unable to attend school, a phone call, note or message to OFFICE STAFF via SEESAW is required before or on the day of absence. Persistent absence without explanation is reported to the appropriate authorities.

CHILD SAFE STANDARDS

All staff are mandated to comply with the Child Safe Standards. This includes compliance with the Child Safe 'Code of Conduct' and abide by our 'Commitment to Child Safety'. This also applies to all visitors, tradespersons and parents/carers.

All documentation regarding our commitment to child safety and compliance with the Child Safe Standards are accessible on our website, www.morwellparkps.vic.edu.au

EMERGENCY MANAGEMENT

The School Emergency Management Plan caters for the management of a variety of emergencies and works in co-operation with Police and Emergency Services. A variety of risk management processes are in place and emergency drills are conducted each term.

LEAVING THE SCHOOL GROUND

Children are not permitted to leave the school during school hours.

Please notify teachers if your child has appointments during school hours and remember that all children must be collected from and dropped back off through the main admin.

LOST PROPERTY

Labelled clothing and property will be returned to the owner. Unlabelled property is stored in the lost property section in the corridor. Items not collected beyond any term holidays are donated to charity or added to our second hand uniforms. All children's clothing should be clearly labelled.

PETS AT SCHOOL

Family pets are not to be brought to school unless permission is first obtained. Please ensure your animals do not follow children to school. Council Officers frequently collect animals from the school grounds.

SCHOOL UNIFORM

Our compulsory school uniform is designed to be practical, comfortable, neat, attractive, inexpensive to acquire and all inclusive.

Our uniform identifies our students as part of our school community, reinforces a pride in representing our school and promotes equality amongst all students. For these reasons school uniform is compulsory.

Suitable footwear must be worn and for safety reasons shoes with high heels, thongs etc are not permitted. Dangling earrings and jewellery are not permitted, (sleepers & studs are acceptable), and the wearing of makeup and nail polish is also strongly discouraged.

Windcheaters & shirts with or without logo are all available from LOWES at Mid Valley.

Uniform Items.	Navy	White
T SHIRT, POLO SHIRT, SKIVVY	✓	✓
WINDCHEATER	✓	
TRACK PANTS, SHORTS	✓	
GINGHAM UNIFORM DRESS	✓	
SCHOOL HAT WITH LOGO	✓	

You may also purchase plain windcheaters and shirts and have the logo printed on these garments at school for 50c per item.

BAGS and BEANIES are also available from the office.

SECOND-HAND UNIFORMS (items vary) are available from the office for \$1 per garment. Donations of outgrown pre-loved uniform items are welcome at any time.

PARENT PAYMENTS & PERMISSIONS

CAMPING PROGRAM

Parents are encouraged to make every effort to support their children to attend camp. School camps give children many experiences beyond the home and become a major focus for curriculum teaching and learning programs at school. Whilst the cost is kept to a minimum, it is recognised that parents may have difficulty paying for camp. A variety of payment options can be arranged with the Principal and/or Business Manager.

<u>Gr 4</u>	3 day - Woorabinda School Camp
<u>Gr 5</u>	3 day - Woorabinda School Camp
<u>Gr 6</u>	3 day - Venue decided each year



CAMPS, SPORTS & EXCURSIONS FUND

The Camps, Sports and Excursions Fund (CSEF) provides \$125 per year, sent directly to the school, for students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply.

EXCURSIONS

During the year children will take part in excursions that are an integral part of the curriculum. Costs are kept as low as possible.

Notice will be made in the newsletter, and where required permission forms will be sent home for parent consent to be returned with payment if required. School uniform must be worn on any excursion leaving the school.

PAYMENT ENVELOPES

Payments should be placed in the envelope provided and returned to the class teacher. Money will be receipted and the envelope, with receipt attached, returned to you via your child.

PARENT COMMUNICATION

CONTACT INFORMATION

Included in the enrolment form is a section for medical details and emergency contacts. Please keep the school informed of any changes to home address and telephone number, work numbers and emergency contacts numbers. It is also important to inform us of any physical or emotional concerns regarding your child.

KOORIE EDUCATION

Our school acknowledges we are on the traditional lands of the Briaiakaulung people and pay our respects to Elders past, present and emerging. All Aboriginal and Torres Strait Islander students have an Individual Learning Improvement Plan support through school and parent conversations.

NEWSLETTER / COMMUNICATION

It is important to keep informed of dates for events and matters of interest involving the school community. Each Thursday the weekly newsletter can be accessed on SEESAW or our school website, received by email, or a printed copy sent home with the eldest child. Items of interest are posted on our website and Facebook page (Morwell Park Primary School Official).

PARENT COMMITTEE

Meeting usually twice per term during school hours, our Parent Committee is a very active group responsible for many of the improvements and equipment you will see in the school.

The Parent Committee provides a forum for new ideas to be discussed, and if necessary, brought to School Council for possible integration into school policy. All parents/guardians are welcome and encouraged to take part.

Various fundraising activities are held during the year, including Mother's/Father's Day stalls, and other drives. The funds raised assist with the purchase of additional items and equipment.

PARENT CONCERNS / MEETINGS

As part of our commitment to open and transparent communication with our families we offer several ways to be in contact with school leadership and teachers. This can be via phone call, email, SEESAW messaging and also face to face after making an appointment.

PARENTS VISITING SCHOOL

For health and safety reasons parents/guardians must sign in at the office on each visit. Parents requesting an interview with a teacher are asked to make an appointment.

SCHOOL COUNCIL

The School Council is the body of staff (5), parents (8) and co-opted (2) members, nominated and elected by the school community to be their representatives, who become actively involved in the function of the school, advising and approving school programs and policies.

If, as a parent, you believe any aspect of the school needs evaluation you may make a suggestion to Council - better still nominate to become a member at the annual elections.

SEESAW

SEESAW is a child friendly app that we use to showcase student learning and growth. Each child has an individual code and login to allow families to connect with teachers. A message can also be sent to OFFICE STAFF regarding absences and to book a meeting time to speak with teachers about their child's teaching and learning program.

HEALTH & WELLBEING

ANAPHYLAXIS – NUT ALLERGY

We have students in our school who have severe anaphylactic reactions to nuts (severe as in life threatening). While we are not seeking to put a blanket ban on all nut products, which would be almost impossible, we do ask that parents reduce the amount of products that may contain nuts – particularly peanuts, peanut butter and Nutella.

Nut based products will no longer be offered in our breakfast program and cooking classes etc. and students with nut products are to be vigilant.

All staff are trained in Anaphylaxis management.



BREAKFAST & FRUIT PROGRAM

Our breakfast program held daily in the art room from 8:30am until 8:45am provides children a basic menu of breakfast cereals with milk, yogurt, a choice of spreads on toast and a healthy drink. FREE of charge.

No child is restricted from attending the program but there is an expectation of manners and appropriate behaviour whilst enjoying breakfast.

Children are encouraged to bring fruit from home as a snack through the day. Teachers also have fruit available in the classroom for children who may not have a snack.

HEAD LICE (Pediculosis)

It is a requirement of parents to regularly check children for head lice. Morwell Park is able to work in partnership with parents to assist in reducing outbreaks by notifying if a child in the class has head lice and organising nurses or nominated personnel to check for head lice. Parents are asked to sign a consent form upon enrolment to enable head lice checks. Our school nurse is available to offer support.

LEARNING POWERS

School Wide Positive Behaviour Support Program. Our school is committed to teaching and setting expectations for positive behaviour.

Our 'Learning Powers',

KIND - GRITTY - FOCUSED

enable students to be positive, resilient and committed to optimising their learning and life potential.

Matrix of Expectations

Children abide by a 'Matrix of Expectations' which outlines how children will interact at school both in and out of class.

DOJO Points

Children are acknowledged when they meet the expectations with 'DOJO Points' a school currency that children use to earn DOJO's to 'spend' at our DOJO shop on a variety of items and experiences offered weekly, monthly and each term.



LUNCHTIME ACTIVITIES

An array of supervised lunchtime activities are offered daily. They include art & craft, board games, a variety of sports, drama, library and technology. The activities are supervised by teachers and education support staff.

READY ROOM

As part of our commitment to supporting the diverse needs of our students we have trained staff to support children who are not 'ready to learn' throughout the day. These staff are able to identify and where appropriate, de-escalate behaviours and working in conjunction with classroom teachers, the welfare team and leadership they provide children with supportive strategies in order to reset and continue their learning throughout the day.

SCHOOL NURSE

We have a registered nurse working at our school 3 days per week who organises a variety of preventative health and wellbeing activities that support families.

SICK CHILDREN

If children are unwell, they **should not be at school**. Children who become sick at school are placed in the sick bay for observation, if not well enough to return to class parents will be notified for the child to be collected. If no contact can be made with a parent or emergency contact the child will remain in the sick bay. If your child arrives home during the day without notification, please contact the school immediately.

Following is a brief list of infectious diseases which require a child to be kept at home:

Chicken Pox - Until all blisters have dried.

Usually at least 5 days in unimmunised children but may be less in immunised children.

German Measles - Until fully recovered or at least 4 days after the rash appeared.

Hepatitis A - Until a medical certificate of recovery is received, but not before 7 days.

Measles - At least 4 days after rash appeared.

Mumps - 9 days or until swelling goes down.

Ringworm, Scabies, Pediculosis (Head Lice) - Until the day after treatment has commenced.

More detailed information is available at www.health.vic.gov.au/ideas .

SOCIAL WORKER

We employ a full-time social worker who works with families and students to ensure that they can fully engage in the school experience.

Appointments can be made through the office.

SPECIAL ASSISTANCE PROGRAMS / INDIVIDUAL LEARNING PLANS

We aim to provide support for all children experiencing learning difficulties at varying levels, whether eligible for supplementary funding or not. We have a number of Educational Support staff who are allocated to year levels to aid the emotional, academic and behavioural outcomes of the children. Such programs include the Language Assistance Program, SPA literacy, Ready Room and FLO offsite program.

STUDENTS WITH ADDITIONAL NEEDS

The Department of Education provides supplementary resources for students that meet one of their seven criteria under the Program for Students with Disabilities. Further information regarding the PSD program can be accessed by contacting the school.

SUNSMART POLICY

It is compulsory at Morwell Park that all children are sun smart by wearing appropriate clothing and a bucket hat (available at LOWES) when outside during Terms 1 & 4 and at all school events.



THERAPY DOGS

Our school utilises therapy dogs to support wellbeing.

Therapy dogs have been proven to have many different benefits. These can include:

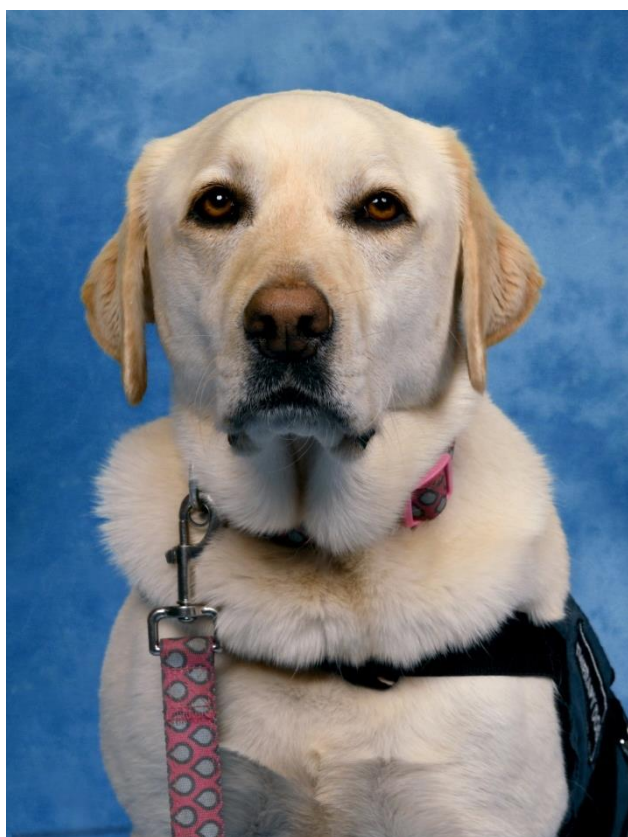
- Increasing confidence
- Lowering anxiety
- Lowering instances of anger
- Improving attendance
- Reducing stress
- Providing comfort and support
- Improving student wellbeing
- Teaching empathy and kindness
- Increasing oral language and reading.

Most importantly, therapy dogs allow students to just be themselves. They will not judge and they will offer unconditional love and support. Dogs are known to lower blood pressure and anxiety, giving children the ability to talk.

Get to know our Therapy Dogs by following them on Instagram! @floyd.thetherapydog, and @evie.thetherapydog, both now retired,



and @mia.thetherapydog



CURRICULUM

A typical school day following the Victorian Curriculum includes two hours of literacy (English), one hour of numeracy (Mathematics) and two hours dedicated to the remaining curriculum areas; Science, The Arts, Technology, Humanities, Health and Physical Education, and LOTE (Chinese Languages). Interpersonal development and social skills are also explicitly taught throughout the curriculum.

LITERACY

Literacy is a school priority. We believe the foundation for sound literacy development commences in the early years of school and sets the foundation for future success.

Teachers work in teams with literacy coaches to identify where children are at developmentally. They plan teaching and learning activities that stretch them to the next level of learning.

Teachers regularly assess student ability through a variety of tests, listening to them read and writing activities.

NUMERACY

Numeracy is also a school priority. Regular monitoring allows for individualised program planning. Parents may assist particularly in later years with the regular revision of topics such as number facts. Teachers work in collaboration with the numeracy coach to plan for student learning tasks and assessments.



ARTS PROGRAM

Children have many opportunities to participate in performing arts including performances on our outdoor stage, annual school production and our school performance evening. Children also have an opportunity to attend shows provided by visiting performing arts groups.

ICT

Our school values the education support and opportunities that the technological age provides. All children in grades 3-6 are allocated a school purchased computer to use as their personal device during the school day. Children in grades P-2 have regular access to various Information Technology Platforms. Robotics and coding are utilised throughout the school.

SCIENCE

Our science programs, taught through a hands on approach, are fully aligned with the Victorian Curriculum and include awareness of environmental impact.

SPORT & PHYSICAL EDUCATION

Physical Education is a specialist program with our students actively participating in weekly classes as well as interschool sporting events including swimming, athletics, cross-country and numerous team sports. Children are expected to wear appropriate clothing and footwear.

TEACHING & LEARNING

ASSESSMENT & REPORTING

Students are continually assessed through their teaching and learning programs.

Student achievement and growth is shared via the SEESAW app. Student reports are shared with parents via SEESAW.

Term 1 Show and Shine

Term 2 Mid-year report and parent teacher interview

Term 3 Show and Shine

Term 4 End-year report

Additional interviews with class teachers and/or principal can be made by contacting the office to book an appointment.

ENRICHMENT PROGRAMS

It is recognised that children who display high achievement also require additional support to add enrichment to their school program.

Teachers in each year level develop strategies and activities to support students excelling at their year level and stretch them to achieve their best.

JUNIOR SCHOOL COUNCIL

The school has a very active Junior School Council. Members are involved in meetings, decision making around school improvements and organising fun/activity fundraiser days for various charities.

PRODUCTION

Students in senior classes lead the annual musical/drama production. Many students are on stage or behind the scenes and it is a fantastic vehicle for developing self-confidence, self-esteem and self-discipline. Night time performances are held at a venue within the community to provide an opportunity for families to attend and celebrate their child's performance.

SOCIAL SKILLS PROGRAM

Through our school wide positive behaviour support program all classes P-6 participate in a targeted and specific 'Respectful Relationships' program which is adapted to the developmental age of the students.





