

# *Mickleham Primary School*



## *General Information 2016*

1880 Mickleham Rd, Mickleham 3064  
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Principal: Susan Crispe

# *Mickleham Primary School*

We belong, we achieve

## Contact Details

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Office Hours: 8:45 - 3:45 Monday - Friday

Principal: Susan Crispe

Business Manager: Jodi Lewis

Please don't hesitate to ring if you would like any further information or have any specific questions you would like answered.

*Sue Crispe*

Principal

## School Routines

### SCHOOL TERM DATES 2016

- Term 1** 29th January to 24<sup>th</sup> March  
**Term 2** 11<sup>th</sup> April to 24th June  
**Term 3** 11th July to 16th September  
**Term 4** 3rd October to 20th December
- Teachers begin 27th January

### PUBLIC HOLIDAYS 2016

Labour Day	March 14 <sup>th</sup>
Good Friday	March 25 <sup>th</sup>
Easter Saturday	March 26 <sup>th</sup>
Easter Sunday	March 27 <sup>th</sup>
Easter Monday	March 28 <sup>th</sup>
ANZAC Day	April 25 <sup>th</sup>
Queen's Birthday	June 13 <sup>th</sup>
Melbourne Cup Day	November 1 <sup>st</sup>

\*Public holidays are as accurate as possible - may be subject to change

### SCHOOL HOURS

Monday - Friday      9:00 - 3:30

It is important that all students arrive at school on time and stay until the end of the day. Leaving early or arriving late by only 10 minutes a day over the course of a child's primary years is the equivalent of missing over 9 weeks of schooling and can have a significant impact on their progress.

Staff are on duty from 8:45am until 3:45pm, allowing students time to mix with friends prior to the beginning of the school day and to allow parents time to collect students and leave the school grounds safely at the end of the day. Students arriving earlier than 8:45am or leaving later than 3:45pm are required to attend the Before or After School Care programs.

Out of School Hours Care is provided for parents who are unable to leave students or pick up students within the required hours.

### **BELL TIMES**

Bell for first class	9:00
Recess	11:15
End of recess	11:30
Lunch eating bell	12:30
Bell to go out at lunchtime	12:45
End of lunch	1:15
Recess	2:15
End of recess	2:30
End of School Day	3:30

Warning bells are sounded 3 minutes before the end of recess and lunch allowing students time to pack up games, have a drink and go to the toilet before classes recommence.

### **CURRICULUM DAYS 2016**

- TBA

**Students do not attend school on these days.**

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school. The days listed above are the scheduled student-free days for Mickleham Primary School for the 2016 year.

# School Life

## Curriculum

Mickleham Primary School follows the Department of Education - AusVELS. This framework outlines the standards and progression for the following areas of curriculum:

### Physical, Personal and Social Learning

- Health and Physical Education - grades Prep - 6
- Interpersonal Learning - learning to be helpful, cooperative, working in teams - grades P-6
- Personal Learning - learning to manage our own learning, persistence, organisation - grades 3-6
- Civics and Citizenship - grades 3-6

### Subject - Based Learning

- The arts - which includes art, music, drama - grades P-6
- English - Reading & Viewing, Writing, Speaking and Listening- grades P-6
- Humanities - history and geography - grades 3- 4, grades 5-6 also includes economics
- Mathematics - Number & Algebra, Measurement & Geometry, Statistics & Probability - grades P-6
- Science - formal science

### Interdisciplinary Learning

- Communication - includes clarifying ideas, questioning for information, logical and clear oral presentations, debating - grades 5-6
- Design, Creativity and Technology - formal design, production, evaluation and analysis of technology - grades 3-6
- Information and Communications Technology - computer technology - grades 1-6
- Thinking Processes - reasoning, creativity, reflection and evaluation - grades 3-6

Curriculum is taught through an integrated approach, using themes to provide the content for the skills to be taught.

### **INTERVENTION**

- Literacy Support is provided where needed
- Speech & Oral Language -- support provided

### **SPECIALIST PROGRAMS**

At Mickleham Primary the following specialist programs are provided:

- Library
- Art
- Music
- Science

## Extra-Curricula Programs

At Mickleham Primary we provide a number of extra- curriculum activities to enhance the programs offered. These activities provide students with the opportunity to extend their knowledge and skills; develop their leadership and communication skills; improve their physical development and gain self confidence.

Extra Curriculum activities include:

- Specialist Music classes in guitar, singing or keyboard
- Swimming
- Sport based groups - basketball, gymnastics, soccer, tabloid sports
- Bike Education - students in grades 3 and 4
- Camping program
- Excursions / incursions
- Choir
- Athletics Prep-6

### **ATHLETICS SPORTS**

We run an Athletic sports day that occurs once a year in term four. A variety of activities are provided and all students participate through the house system. The winning house is engraved on the Mickleham Primary House Shield that is displayed in the office.

### **CAMPING PROGRAM**

An Outdoor Education Policy has been adopted by the school with all children being given the opportunity to participate in some form of camping program each year of their school life. The camping program has been designed as a progressive program that builds students abilities and confidence to stay away from home. Each aspect of the program builds in a longer period away from home and it is important that students participating attend the whole program.

The program includes a camping experience away from school for older students, a school sleepover and an evening BBQ for students in years 2 and 3, and an evening 'Lullabies in the Library' program for the younger students.

Camp: Grades 4, 5 and 6  
Venue: Varying experiences of different environments.  
Dates: Vary depending on the environment

Sleepover: Grades 2 and 3  
Venue: Mickleham Primary School  
Date: Term 4

Breakfast at School Grade 1

Lullabies in the Library: Grades Prep  
Venue: Mickleham Primary School library  
Date: Term 3

Information, requirements, permission forms and medical forms will be sent home prior to the event. Camp information will include costs and a timeline for payment.

## **EXCURSIONS**

The excursion program at Mickleham Primary School includes external trips that focus on aspects of the curriculum as well as Incursion experiences that bring groups into the school for a variety of experiences.

Information regarding upcoming events is sent home with students and includes details of the event, venue, cost and educational purpose, as well as the required return dates of all money and notes. Attached to the information will be a permission form and an envelope for the return of permission and medical form and any payment required.

It is important that students return the permission and medical form by the due date, as legal requirements prevent the school from taking any student on an excursion without the necessary permissions and information regarding emergency details.

## **CONCERT**

A concert is held at the end of each year to show case the musical talents of the students. Each class learns and performs a song and dance routine for the concert.

## **GRADUATION**

Graduation is the highlight of the year for our year 6 students. The graduation ceremony occurs at the end of the school concert. On the evening students are presented with their graduation certificate and gift. Awards for achievement, citizenship and leadership are presented to select students.

A graduation luncheon is also provided with students sharing a sit down meal with staff.

## **HOUSE SYSTEM**

Mickleham Primary has a house system across the school. Children are placed in one of four houses when they first begin their school life at Mickleham Primary. All students in one family are kept in the same house so that parents do not have to divide loyalties when cheering on their children at the athletics sports etc.

The houses are named after local identities and locations.

Ridley house - Red

Saunders - Blue

Tulloch - Green

Riseborough - Yellow

At the beginning of each year elections are held across the school for our House Captains and Vice Captains. It is the responsibility of these students to help organise the athletics sports at the end of the year.

## **LEADERSHIP**

Developing the leadership skills of our students is an important part of a child's overall development. We have a number of programs that provide valuable opportunities for our older students to demonstrate and use leadership skills. These programs include:

- Junior School Council - Each year a Junior School Council is elected from our grade 6 classroom. The JSC are our role models for the school and they actively promote safety and well being across the school. The students of the Junior School Council work to keep the yard a happy and safe environment for all students. They are involved in some fundraising activities and are consulted when decisions effecting students are made.
- House Captains and Vice Captains - Further leadership opportunities are provided through our house system. Students in years 5 and 6 have the opportunity to become a house captain or vice captain.
- Prep buddies program - all students in year 6 and some year 5 students are partnered with a new prep student who becomes their buddy for the entire year. The grade 6 buddy ensures the prep student is given the support they need to settle well into the school environment and routines. Many joint activities are planned and run by the older students to help develop the confidence of the preps.

## **MUSIC PROGRAM**

An extra-curricula music program is available for students. This program is not compulsory and is a fee paying program available to parents who would like their children to receive formal music training. Lessons are available in the following:

- Keyboard
- Guitar
- Singing
- Ukelele

Lessons are weekly and need to be paid a term in advance. Notes regarding the music program are sent home at the beginning of the year. Payments are to be made directly to the music teachers; the school does not process or handle this money.

## **SPORTS AND PHYSICAL ACTIVITY PROGRAMS**

A number of extra-curricular programs are provided, to give the students the opportunity to learn sportsmanship, develop skills and participate in a variety of physical activities. These include:

- Tabloid Sports - a selection of physical activities to develop problem solving, coordination, cooperation and team work skills
- Sports clinics - run by specialist groups to develop skills in major games, such as football, soccer, basketball
- Senior School Sport - a round robin in school sports competition for students in grades 4, 5 and 6. Parents are invited to participate if they wish.

## **SWIMMING PROGRAM**

At Mickleham Primary we have a strong commitment to an ongoing swimming program at the school. During Term 4 an eight session swimming program is provided for all students in grades Prep to grade 2. The purpose of this program is to develop water safety and confidence, leading to the ability to play safely in an appropriate depth of water.

Venue: Grades Prep - 2                      State Swim Centre, Craigieburn

Parents are welcome to attend and watch the swimming program; however they are required to view from behind the glass viewing walls. This is necessary as a safety precaution so that students are not distracted from the instructions being given.

## Behaviour Management

Mickleham Primary School has developed a comprehensive approach for appropriate behaviour for all members of the school community. The guidelines for behaviour management are based on the school values and form a comprehensive policy document authorised by the School Council.

The guidelines outline the expected behaviours for:

Staff  
Students  
Parents  
Community members

The guidelines have been developed in consultation between staff, students and the school council.

All families will receive a copy of the Behaviour Guidelines by the middle of February each year. This document will include:

- Mission, Vision and Values Statement
- Expectations of Behaviour Statement
- Student Code of Conduct
- Yard Code of Conduct
- Bullying Policy
- Classroom Code of Conduct - for each of their children's classrooms

Each classroom develops a classroom code of conduct for behaviour, this documents outlines the expectations within the classroom, as well as rewards and consequences.

There is an expectation of appropriate behaviour at all times. If a student's behaviour is consistently inappropriate they may be excluded from school events.

### Yard Behaviour:

The Mickleham Primary School Yard Code of Conduct seeks to encourage and reward positive behaviour in the yard and as such includes positive consequences as part of the policy. Consequences for not behaving according to the values of Mickleham Primary School as outlined in the Student Code of Conduct - Yard Behaviour are also applied. Consequences are clearly identified and consist of Time Out session in 10 minute increments during lunchtime or recess. Sometimes behaviour is not minimised by the implementation of consequences and there is a need to extend the consequences applied. If the yard time out process needs to be altered for a child the parents are notified prior to any changes being implemented.

Bullying is defined as a deliberate and planned action to hurt another child emotionally or physically through an imbalance of power. Most poor behaviour that occurs at primary school is normal childhood behaviour as children learn to develop and strengthen their friendships and relationships with others. Part of our philosophy is to teach children about making good choices when relating to others.

No matter how hard you work on teaching students the skills they need to relate positively with others, bullying can and does occur from time to time. At Mickleham we have a well developed anti-bullying policy and social skills program. Bullying is dealt with according to the guidelines outlined and parents are closely involved in the process.

## School Organisation

### UNIFORM

The Mickleham Primary School Council has set the following school uniform for all students. There are many opportunities for choice with the uniform and it is compulsory for students to wear the uniform at all times. If your child is not able to wear their uniform on a particular day, parents will need to send a note to school explaining why their child is out of uniform.

#### Uniform:

- Checked cotton dress - blue and white check
- Long pants, including tracksuit pants, gabardine or cotton drill pants (unisex) - plain navy (No denim, or colour printing)
- Shorts, skorts or skirts - navy (No netball skirts or sports skirts)
- Polo shirts - navy / red/ white optional logo
- Windcheater - navy / red **compulsory logo**
- Bomber jacket **compulsory logo**
- School raincoat - navy optional
- School slouch hat or bucket hat (wide brimmed style) - navy
- Flat shoes (solid durable type) must be completely enclosed, no fixed colour
- School Beanies - optional during winter
- Long sleeve skivvies or polo shirts - navy / red / white only
- Tights or plain leggings under the school dress - navy (or black if navy unavailable - no coloured markings or printing)

Jewellery (for safety reasons the following are the only acceptable jewellery)

Earrings - sleepers or studs that do not hang down

Watches

Chains, necklaces etc - worn under the shirt

Bracelets - close fitting

Please make sure all items of uniform are clearly marked with your child's name as they can be easily misplaced.

Our uniform supplier is PSW and they are located at the address below. Uniforms are purchased directly from their shop where you are able to try sizes etc before making a purchase.

PSW Campbellfield  
Shop 2 / 283 Rex Road, Campbellfield  
Phone: 9303 7845

## SUNSMART

We are very aware of the problems associated with the effects of the sun in Australia and we have a sun smart policy in place for both first and fourth terms. During these terms, students are required to wear a broad brim hat whenever they are in the yard. Students who forget to bring their hat to school are required to remain in the shelter shed throughout play and lunchtime. Two styles of broad brim hat are available as part of the school uniform. Parents are reminded that baseball caps are not satisfactory as they do not provide adequate protection for the neck and ears.

## Student Support Services

Mickleham Primary is provided with a Medical Service through visiting Nurses. The visiting nurse provides health checks to all prep students. Other students are able to visit the nurse if parents have a specific concern regarding their eye sight, hearing or growth etc. The Department of Education also provides limited assistance through personnel at the Special Services Branch as well as Speech Therapy, a Guidance Officer and the Visiting Teacher Service if needed.

The Department of Education currently provides us with access to a Speech Pathologist who works with individual students with speech concerns. She also works with our Integration Aides who then provide additional speech help for students. The Department also provides us with access to a Guidance Officer who works with individual students and classes and provides support and ideas to teachers.

## Out of School Hours Care

Mickleham Primary School provides Out of School Hours care for parents who are unable to drop their children off, or pick them up between the hours of 8.45am and 3.45pm. Students who are on school grounds outside of these times are required to attend the program. Our service is outsourced to OSHClub who provide a high quality program on site here at the school.

The program hours are:

7:00am - 8:45am	Before School Care
3:30pm - 6:00pm	After School Care

All enrolments and bookings can be made online at [www.oshclub.com.au](http://www.oshclub.com.au)

We ask that all families enrol their children in the program to allow them to use it in the event of an emergency or unexpected situation. There is, of course, no expectation or obligation to use the service, however, if you do require care unexpectedly, OSHClub will not be able to assist, if your child has not been enrolled.

Mel is our program co-ordinator and she can be contacted on 0478 155 322 should you have any queries.

Information leaflets are also available from the school office.

## Parent Involvement

The parents at Mickleham Primary have a long history of keen involvement in the education of their children. We welcome all parent participation. At present parents are involved in several major areas:

- Help catering with school barbecues
- Representing Parents on the School Council
- Participating in Community and Friends activities
- Helping at various working bees
- Helping in the sports program on special days such as the Athletics Sports if required
- Working closely with individual class teachers in a variety of classroom activities
- Helping to repair and cover library books, reading materials and children's published work

It is now a legal requirement that all parents helping at a school in a voluntary capacity obtain a Working with Children Check. This card is an ongoing police check to ensure parents involved in the school are appropriate to work with children. The application form is available from the post office and is processed at the post office. The card is free for volunteer helpers.

### SCHOOL COUNCIL

Together with the staff, the Council is responsible for the school's general Education Policy. Its further responsibilities include the maintenance and improvement of the grounds, monitoring school finances through the finance committee and evaluating the worth of program budgets. There are - 8 members elected by the parents as well as 4 DE&T (teacher) positions and the Principal. School Council elections are held each February and interested parents are encouraged to nominate. The school council is a valuable part of school administration. We encourage parents to consider becoming involved and having a greater voice in the education of students

Meetings are normally held on the third Wednesday of each month at the school and are open to all members of the school community. Meetings commence at 7pm.

School Council is responsible for organising working bees. It is expected all families help at one or two of the several working bees held each year.

School Council, together with staff and interested parents have formulated the School Strategic Plan, which is our four year plan for the future. This is at the school for your perusal. We ask that you support the work your elected Council has put in for the benefit of all students.

Parents are also invited to become involved in one of the Sub-Committees of the School Council. You do not need to be a member of the School Council to be part of a Sub-Committee.

The Sub-Committees at the moment include:

- School Environment & Safety
- Education & Policy
- Out of School Hours Care
- Finance Committee
- School Community & Friends

## **COMMUNITY & FRIENDS CLUB**

The Community & Friends Club is open to all parents and friends of Mickleham Primary School. It exists mainly to be of practical help to the school and also has both social and fundraising functions, raising funds to buy equipment during the year for student use. The Community & Friends' meetings are usually the second Monday of the month in the staffroom.

The Community & Friends Club also organises a school canteen every Monday throughout the year. Parent volunteers are rostered to help serve at the canteen. The children love to have mum or dad at the school, so please volunteer your help.

## **CANTEEN**

The school has a Canteen, which operates on Monday each week. It is also open at recess, for ice creams and drinks only, during the warmer terms (Terms 1 and 4). The aim of the Canteen is to provide a nutritious lunch at a reasonable cost. Any profit from the Canteen is used to provide necessary books and equipment for the school.

Orders are collected at the beginning of the day from children in their classes, and delivered to the rooms at lunchtime.

If you have any further questions regarding Mickleham Primary School please don't hesitate to contact us on 9745 2250.