

Parent Handbook 2019



I belong, together we achieve

Respect ♦ Independence ♦ Cooperation ♦ Honesty



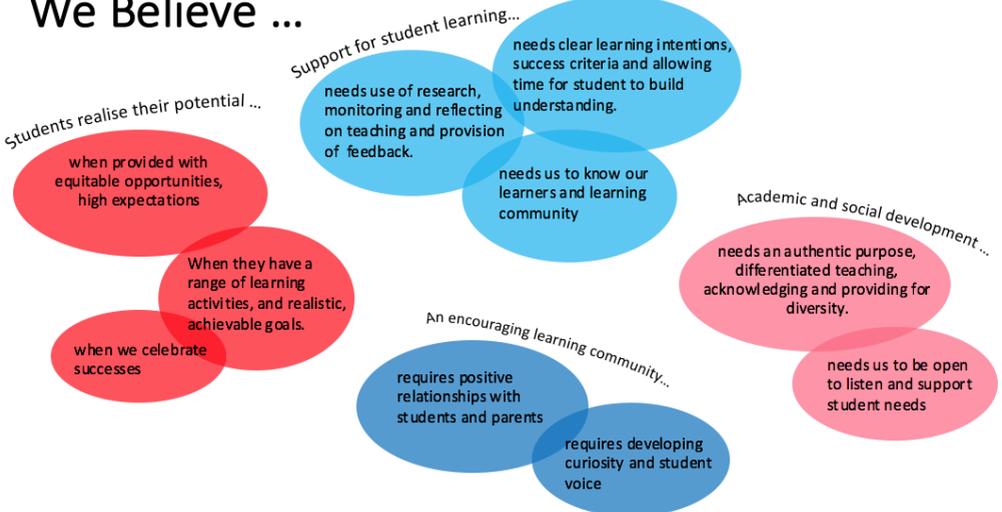
Our Vision

At Mickleham Primary School our vision is to create and maintain an **encouraging** learning community in which students are **supported** and guided to realise and **achieve their personal best** both **academically** and **socially**.

Our Character

As Staff we are: Professional, Respectful, Communicative, Open to Learning and Collaborative

We Believe ...



General Information

Department of Education and Training

For further information on department policies and procedures please go to:
<https://www.education.vic.gov.au/school/principals/spag/Pages/azindex.aspx>

Regional Offices

We are a member of the Department's North Western Region, Moreland/Hume School Network.

North Western Region – Coburg

Postal Address: Locked Bag 2001 Coburg 3058 Vic
Location: Level 2, 189 Urquhart Street, Coburg 3058 Vic
Telephone: 1300 338 691
Email: nwvr@edumail.vic.gov.au

Term Dates 2019

Term 1	31 st Jan	5 th April (Preps begin - 4 th Feb*)
Term 2	23 rd April	28 th June
Term 3	15 th July	20 th September
Term 4	7 th October	20 th December

On the last day of terms 1, 2 and 3 – Students are dismissed at 2.30 pm

On the last day of the school year – Students are dismissed at 12.30 pm

*On their first day – 4th Feb, Preps do not start until 9.30 am to ease the parking pressures.

Public Holidays

Labour Day	11 th March
ANZAC Day	25 th April
Queen's B'day	10 th June
Melbourne Cup Day	5 th November

School Details

Address: 1880 Mickleham Rd, Mickleham 3064
Telephone: 03 9745 2250
Fax: 03 9745 2329
Email: mickleham.ps@edumail.vic.gov.au
Website: <http://www.micklehamps.vic.edu.au/>

Staffing

Mickleham Primary Staff 2019

Principal Susan Crispe
Assistant Principal Emma Fuller

Administration

Business Manager Jodi Lewis
Office Manager Christine Maraschiello
Office Assistant Julie Santon

Teaching and Learning

Prep Unit

Prep O (Rm 3) Tania Overall PLC Leader
Prep S (Rm 4) Sara Stokell
Prep L (Rm 5) Tania Lancuba Unit Leader

Teaching and Learning

1/2 Unit

1C (Rm 1) Josh Cilia
1G (Rm 2) Georgia Canterbury
1/2 J (Rm 6) Kylie Jeffs Unit Leader
2C (Rm 7) Jess Cocking PLC Leader
2D (Rm 8) April Davine Learning Specialist

Teaching and Learning

3-6 Unit

3/4P (Rm 14) Jarrod Petersen
3/4S (Rm 13) Viktoria Sen Unit Leader
4/5D (Rm 11) Erin Donnelly
5/6H (Rm 10) James Highgate PLC Leader
5/6S (Rm 9) Danielle Schroeders Learning Specialist

Specialist Unit

Science Sue Dowey
Art Narelle Wright
Indonesian Anna Haintz
Drama Helen Gormlie
PE Luke Palanechka

ES staff

Marcia Gambling
Pam Dobbie
Eve Atkinson
Neita Allison
Rikki Gambling

Absences - Students

It is a requirement of law that every child attends school every day from the beginning of the school day until the end of the school day, unless they are ill.

School Begins each day at 8.55am and finishes at 3.30pm.

Students may begin arriving at 8:40 am each morning. From 8.40 the yard will be supervised by a member of staff. NO student is to be in the yard before 8.40 am unless they are in the Before School Care Program.

Notifying the School of any Absence

Parents are required to notify the school of any absence by 9.30am each morning. You can notify the school of an absence in one of two ways.

1. If you know of the absence in advance, (for example your child has a specialist medical appointment and they are going to be late) you can notify your child's teacher in writing in the week prior to the appointment that they will be away.
2. You can record your child's absence directly into the COMPASS parent portal

Recording Absences on COMPASS

This year we have changed to COMPASS as our Student Management Tool. COMPASS has an easy to use Parent Portal.

All current parents were given a letter outlining login details for COMPASS in the last few days of the 2018 school year. (If you do not have access to COMPASS yet, please let the office staff know and they will give you the relevant documentation to allow you to sign up to the parent portal). New families will receive login details when they enrol.

To notify the school of an absence via COMPASS you need to follow these simple steps:

- From the Compass home screen (or your child's profile), click the 'Add Attendance Note / Approval' item
- From the pop-up window
 - Select the reason
 - Enter a brief description of the absence
 - Select the start and finish time
 - Click the 'Save' button

Notes can be entered prior to the absence occurring

Daily Notifications

The Department of Education requires every school to notify all parents each morning if their child or children are absent. This is a safety requirement. This year during Term 1, we will be trialing an automatic SMS notification system. If you have not notified the school of your child's absence by 10.00 am, COMPASS will automatically send you an alert asking you to enter your child's absence on COMPASS or notify the school via phone of the reason for the absence.

Parents receiving the notification who do not follow up the alert will receive a call from school staff requesting information about their child's absence.

Late Arrival or Early Departure

This year we are introducing an automated sign in and out process through a COMPASS kiosk. Parents and guardians will need to come into the office to enter their child's details with the arrival or departure time. This will be done electronically. Teachers will not allow students to leave the school unless the parent or guardian is able to provide a pass obtained when signing the student out. Office staff will be available to explain the process when parents are using the COMPASS kiosk for the first time.

NO Student is allowed to sign themselves in or out from school.

Family Holidays

There are 11 weeks of school holidays every year and it is expected that families organise their holidays to coincide with the school holidays. If there are exceptional circumstances that make it necessary for families to remove their child or children from school for a holiday there are a number of new processes that must be followed before the absence can be approved.

1. A written request to take children on an extended family holiday is required and this needs to be made to the Principal at least one month prior to the holiday.
2. Parents need to attend a meeting with the Principal / Assistant Principal and the child's classroom teacher. At this meeting a plan for school work to be undertaken while the child is absent from school will be developed.
3. Work will be provided for the family to take on the holiday and the child to complete.
4. After returning parents will need to attend a return to school meeting with the Principal/Assistant Principal and Classroom Teacher. At this meeting parents will need to present the completed work. Any further catch up work, to cover key learning that has been missed, will be explained (if needed).

Failure to comply with these steps will result in the absence being marked as unapproved. Unapproved absences can be reported to the Regional Director for further action.

Absences – Staff

Short Term Leave

A teacher may be absent from school for a short period of time for a number of reasons:

- They may be ill and required to stay away
- They may be attending a Professional Development activity that will help keep them up to date with the constant changes in education
- They may be at school, but having a Professional Practice Day. Each teacher is required to complete 4 Professional Practices Days each year. These are compulsory and a necessary part of teacher professional practice.

Replacement Teachers - Splitting Classes

Whenever a teacher is absent the school makes every effort to find a replacement teacher. Unfortunately, this is not always possible. If we are unable to find a replacement your child's class may be split. This means your child will have work (provided by their teacher) to complete in another class. Students may be split within their unit either P-2 or 3-6, or they may be split into classes across the school.

Long Service Leave

Every teacher who has been working for the Department of Education for 10 years or more is entitled to Long Service Leave. (This leave may be taken after 7 years on a pro-rata basis). If your child's teacher takes long service leave, the school will employ a replacement teacher for the length of the leave to ensure that your child's education will not be adversely affected.

Accidents and Illness

Sick Students

Children who are very sick should not be at school. However, from time to time a child may become ill during the day. If a child becomes sick or is injured at school, the office or first aid staff will notify the parents (or emergency contact if a parent is not available) to collect the child from school. The child will remain in the classroom or the sickbay until a parent or guardian arrives to collect them. Parents / guardians must sign the child out from the office before going to the classroom or sickbay to collect the child.

Injured Students / First Aid

If a child suffers a minor injury during yard duty, the yard duty teacher is responsible for administering first aid using the resources provided in the yard duty bag. Students requiring further treatment are sent to the sickbay located in the staffroom.

After a student has been treated appropriately in the sickbay, the staff member who is treating the child will complete a *Sickbay Record on COMPASS* outlining the nature of the injury and the treatment given. The child will be given a copy of the record to take home with them so that you are kept informed of what has occurred. For all injuries involving **head, eyes or teeth** (other than a normal tooth falling out) parents will be phoned from the first aid room at the time of treatment. If the injury is more serious the parent or guardian may be required to collect the child.

In an emergency situation or when an injury cannot be managed satisfactorily in the short term by first aid staff, an ambulance will be called. Parents or guardians will be notified if this is being considered.

Art Show / Concert

The school conducts a biennial Art Show that provides students with the opportunity to exhibit their work to their parents. The Art Show was held in 2018 and will not occur again until 2020.

We currently hold a school concert at the end of each school year. With the increase in student numbers we also hold a year 6 graduation ceremony in last week of the year. Prior to organising the school concert for 2019 we are going to hold a review of the concert and consider the time commitment, location and organisation. Families will be notified regarding the concert when arrangements have been finalised.

Assembly

School assemblies are a positive part of the school week and give students and families the opportunity to hear about what is happening, share in the presentation of awards and celebrate birthdays. Parents are invited to attend the weekly school assembly.

School assemblies are held each Friday afternoon, **commencing at 3.00pm sharp**. Due to the increase in student numbers and a lack of suitable space for the school to come together, we will be making some changes to the way we run assemblies. Assemblies will now alternate weekly between the Junior School and Senior School and are to be held in the assembly area located between the Staffroom and Rooms 1 and 2, or in the Multipurpose room (should we be given one).

The first assembly for 2019 will be held on Friday 8th February and will we begin with the students in Years 3-6, allowing our new Preps another week to settle into school.

Items for assembly will include: acknowledgement to country; singing the national anthem, weekly value awards, attendance awards, numeracy awards, and sports or other event reports. An announcement of students who have had a birthday during the week will also be celebrated and general information for students and families will be provided.

All students attending the assembly in a particular week are to bring their bags and will be dismissed from the assembly area. If assembly is cancelled due to inclement weather, students will be dismissed from their classroom.

Assemblies are run by the Junior School Council. We are very conscious of following our school values throughout any school activity and this includes assemblies. We ask that any parents help support us by showing respect to our Junior School councillors and students by listening respectfully throughout assembly.

Asthma and Allergy Management

The health and wellbeing of all our students is very important to us. If we are to provide the best support possible for your child, then it is essential that we know everything we can about the individual needs, social, emotional and medical, of your child. We also need you to make sure you update the school with any changes to your child's medical conditions and how we need to care for them.

Asthma

Each student with asthma must have an Asthma Management Plan filled out by his or her family doctor. This document must be provided to the school when a child enrolls so that we know how best to manage their individual symptoms. Please bring asthma management plans to the office and we will copy the information for first aid and the classroom teacher.

Students with asthma need to have their own puffer and spacer at school. Parents will need to provide the classroom teacher with the child's own puffer and spacer that can be kept in the classroom and given to the child when the need arises. Older students may administer the puffer themselves, but it is necessary that the puffer is kept in the classroom so that staff can monitor the usage. It is important that all puffers for student use are within their use by range. Parents need to check these regularly.

Allergies

The number of students with allergies are increasing and while for many children the impact of allergies is only minor, for some it is life threatening. It is extremely important that the school is made aware of any allergies or conditions your child has that may at some time require support at school. All first aid staff are trained to support your child.

If your child requires medication for their allergy, which may be in the form of tablets or creams, then it needs to be provided at the beginning of the school year. You will need to complete a medicines administration form outlining when the medication or cream may be needed and how it is to be administered. All medications need to have the child's name and dose clearly labelled. The medication should be in the original packaging.

Anaphylaxis

Students with anaphylaxis can suffer severe reactions to an allergy and it is essential that the school is informed of all allergens and reactions.

Allergy and or anaphylaxis plans need to be completed for any student with life threatening allergies. The allergy plan needs to be completed by the child's doctor and contain all the necessary information to support the child in an emergency. This allergy/anaphylaxis plan needs to be given to office staff and filed together with the enrolment forms and a copy displayed in the first aid room. All teachers will be made aware of every child with severe allergy or anaphylaxis needs.

Families of students with Anaphylaxis will need to provide the school with an Epipen. The Epipen will be taken with the student to all specialist lessons, on excursions and camps. It is essential that the Epipen supplied is within the use by date required and parents will be notified when the Epipen will soon expire so that a new one can be provided. **NO student with anaphylaxis will be able to attend school without a valid Epipen.**

Training in the use of Epipens will be arranged for staff with students who have severe allergies. There is a twice yearly Epipen briefing for all staff. All staff are required to advise students in their class that no food sharing is permitted to reduce the likelihood of any allergic reactions.

Ball Games

Ball games can only be played in areas away from the school buildings and windows. The only areas suitable for ball games are the asphalt area, soccer pitch and oval. All ball games are banned from any undercover areas and between portables. The asphalt area is for netball, basketball, bat tennis and handball only.

Any balls that land in trees or on the roof are not to be retrieved by students. OHS regulations require that no staff member or member of the public is permitted to climb above 2 metres from the ground for any reason. **No student is permitted to retrieve any balls from trees or the roof under any circumstances.**

Behaviour Management

Mickleham Primary School is committed to providing a safe and respectful teaching and learning environment where bullying and harassment are not tolerated. Mickleham Primary School believes that all students have the right to learn in a school environment in which they feel safe and secure.

To realise our vision, Mickleham Primary has in place a range of strategies to promote Child Safety, engagement, positive behaviour and respectful relationships for all students in the school. We recognise that some students, as a group or as individuals may need extra social, emotional or educational support to flourish at school, and so we put in place strategies to identify these students and provide them with the support they need.

Age or developmentally appropriate behaviours

Young children or individuals who may require additional social, emotional or educational support may at times become physical or act in an inappropriate manner. This may be part of their developmental level, rather than a deliberate act of violence or bullying.

Student Expectations

As part of our School Wide Positive Behaviours approach the school has developed a 'Matrix of Expected Behaviours'. The expected behaviours are explicitly taught to our students and are based on our RICH values of **Respect, Independence, Cooperation, Honesty**

We expect our students to:

- model the schools core values of Respect, Independence, Cooperation and Honesty.
- always treat others with respect.
- never physically or verbally abuse others.
- always speak to others in an appropriate manner
- take responsibility for their behaviour and its impact on others
- obey all reasonable requests of staff.
- respect the rights of others to learn.
- respect the property of others.
- bring correct equipment to all classes

Parent Expectations

We believe it is important that parents are an integral part of the education process. Families are the first educators of their children and what they do and how they relate to the school has an enormous impact on their children and how they manage socially and behaviourally at school.

We expect our parents, guardians and families to:

- have high expectations of their child's behaviour
- understand the schools behavioural expectations as outlined in our SWPBS Matrices
- Communicate with the school regarding their child's circumstances
- Cooperate with the school by assisting in the development and enforcing strategies that address individual needs
- Role model the behaviours and values expected of students and staff

Consequences

The school employs whole school and classroom practices to establish a climate in which appropriate behaviour is the norm for all students. We focus on the implementation of preventative and early intervention strategies to deal with attendance and behavioural issues.

Classroom

We begin each year with each classroom spending the first two weeks building an understanding of the behaviour expectations outlined in the SWPBS matrices. Expectations are explicitly taught and students learn what is expected of them as members of the Mickleham Primary School community.

We use a token system as a positive reward for student behaviour and encourage all students to behave appropriately. The focus is on teaching students what is right, helping them to understand the impact of their actions and the consequences of what they do.

Each classroom has a flow chart of behaviours used to monitor behaviour. Each classroom has a cool down area to enable students to move away from a difficult situation and to reflect on their behaviour. When student behaviour escalates further interventions are required and the child may be removed to the another classroom or the Principal – Assistant Principal Office.

Yard

The same student expectations for behaviour apply to the yard as they do within the classroom. Yard behaviours are taught and explained as part of the classroom start up program. We manage the behaviours in the yard through the positive reinforcement of the correct behaviour and the use of our positive tokens. We also use a CICO – Check in, Check out room as a means of helping students to learn the correct way to approach a situation that has aggravated or upset them.

CICO room

A Check In, Check Out room is provided for student use at lunch and recess times. This room is manned by a member of staff as part of the yard duty commitments. The purpose of the CICO room is as follows:

- Students who are finding it difficult in the yard and are unable to manage their behaviours for a variety of reasons are able to be sent into the CICO room, where they will spend some time discussing their issues with a teacher
- Students who are struggling in the yard may choose to take themselves to the CICO room to calm down or think through their feelings. They may choose to speak to the teacher on duty or simply reflect before taking themselves back outside.

Student conflicts in the yard are handled through this means. Further consequences may include being sent to the Principal-Assistant Principal and a meeting being arranged with the parents to discuss further action.

Bullying

Bullying is when a person, or a group of people, repeatedly upset or hurt another person or damage their property, reputation or social acceptance. Bullying may be direct physical, direct verbal, indirect or cyberbullying. Bullying is not a one-off disagreement between two or more people or a situation of mutual dislike. Bullying occurs over an extended period of time and is when there is an imbalance of power between the victim and the perpetrator.

What is NOT Bullying

Many distressing behaviours are not examples of bullying, even though they are unpleasant and often require teacher intervention and behaviour management. There are three types of socially unpleasant situations that are often confused with bullying:

- ***Mutual Conflict***
- ***Social rejection or dislike***
- ***Single-episode acts***

Mickleham Primary School will not tolerate bullying (including cyberbullying at school) or harassment and takes any complaints around these issues very seriously

Bell Times

Students are expected to arrive at school between 8.40 and 8.55 am each morning. At the beginning of the day students are expected to move into their classrooms promptly when the first bell rings at 8.55 am. This allows for a more orderly and safe entry to the school buildings.

As part of our school values we encourage our students to be independent. It is important that parents support the school in building independence by allowing students to carry their own bags into their classrooms in the morning.

Session Times

08.55	09.00	Students arrive within the classroom
09.00	11.00	Sessions 1 and 2
11.00	11.30	Recess
11.30	12.30	Session 3
12.30	12.45	Students eat lunch inside
12.45	01.15	Lunch Play
01.15	02.15	Session 4
02.15	02.30	Recess
02.30	03.30	Session 5
03.30		Dismissal

Any student still on the school site at 3.45 pm is expected to be in the Out of School Hours Care program. No supervision is provided beyond 3.45 as staff have commitments to attend meetings and planning.

Car Parking

We are fortunate to have two areas where our families can park, and families do not need to park along the streets surrounding the school. The car park areas, however, are not overly large and we ask all parents to be patient and considerate when driving within the area.

Drop off Zones – Morning only

Mickleham Road Car Parking

To make things safer for our students arriving at school in the morning we change the way in which the car parking area is used from 8.15 am until 9.15 am. During this time, we ask parents who wish to drop their children at the gate and leave immediately to turn right when they enter the car parking area from Mickleham Road. Drive down toward Craigieburn, following the cones. Do a U turn and drive up along the front fence line. Please drive as far forward as you can until the beginning of the Blue Stone building.

Children exit the car and walk directly into the school grounds. Parents then drive out onto Mickleham Road.

Parents wishing to walk into school with their children need to turn left when they enter the car park from Mickleham Road and park along the northern side of the school above the car park exit. Parents can then walk their children into the school via the gate beside the CFA tank.

Tennis Court Car Parking

In the morning parents may use the Tennis Court Parking area as a drop off zone as well. At the moment there is only enough space for one car to enter or exit the area and this makes the car parking area a little less efficient.

When entering in the morning, please drive straight forward and around the back of the tree nearest the building. Then drive along in front of the building, turning right at the end of parking space. The gate to the school is located along the school boundary. Allow children to exit the parking area in front of the gate and then continue along the Mt. Ridley boundary. You will need to wait for cars entering so that there is space to exit.

In the afternoon parents wishing to collect their children from the Tennis Court parking area need to park their cars around the outside of the parking area, keeping close together to allow for further cars. Children waiting for parents need to wait, standing on the verandah of the Tennis Courts meeting room so that they are not in the way of any cars.

Speed Limits around the school

There are no 40km speed limits around the school. Mt Ridley Road has a permanent 60 km limit and Mickleham Road is 80 km during the day and 60 km during pick up and drop off times. Please be very mindful of these limits and take care at all times when entering or exiting from either parking spaces.

Gates

Students and Parents

There are currently three gates available for the students to enter and exit the school.

- The main gate is located in front of the General Office
- The CFA gate is located beside the CFA tank along Mickleham Rd
- The Tennis Court gate is located in the fence line beside the parking area of the tennis courts at the end of our school concrete path.

The main gate is used in the morning by all students when parents are using the drop off zone in front of the office. Parents who park and leave their car to walk their students in, park at the northern end of the parking area and use the CFA gate to enter the school. A second drop off zone is available in the Tennis Court car park. Students arriving through the Tennis Courts will use the Tennis Court gate.

Please note that the Tennis Court area is not the property of the school. We have gained permission to use the area for parking in the morning and afternoon only. The Tennis Court gate to Mt. Ridley Rd is locked at 9.05 each morning and will not re-open until 2.30pm. These are the conditions placed on us if we are to use the Tennis Court parking.

At the end of the day, students can be collected from any of the gates. Parents need to arrange with their children where they will pick them up so that they know which gate to use. All three gates will be manned as part of yard duty at the end of the day.

Visitors

All visitors are required to enter via the main gate and report to the office before entering the school.

Staff

There are two parking areas for staff. A very small parking space beside the general office that is used by Principal class, Office staff and the Art/Science specialists. All other staff are to use the car park beside the Library. These parking areas are for staff only. Gates should be closed at 8.50 each morning. For safety reasons, parents and students are not permitted to walk through these parking areas to enter the school.

Care of Classrooms and Communal Spaces

We all want our classrooms and school to look as good as possible and for the school to be an inviting and safe place for our children. We all need to share responsibility for keeping classrooms and shared communal spaces such as the Gallery, pathways and yard clean and safe for students, teaching staff and our families. In order to achieve this please adhere to the following guidelines:

- Remind your children not to run on gardens or drop rubbish around the yard
- Closely watch younger children when they are with you to make sure they are not playing with any work children have displayed or any school equipment within the gallery
- Have your child keep their bag clean so that you can find any notes or information that has been sent home
- Teach your child to clear their bag/locker area on a regular basis to avoid a build-up of lost property or food scraps

We are a school surrounded by farmland and have a potential problem with field mice. Please ensure that any food scraps your child or younger siblings may have at the end of the day are put in the rubbish bins and not left lying around.

Cash Collection

There will be times over the year when you will be asked to make a payment to the school. This may be for an upcoming excursion, school activity or fund raising activity. When ever there is something that needs payment, you will receive some communication about what is required and when to make the payment. The communication, for the moment, will arrive as a letter, printed on pink paper if it needs to be returned. If payment is required a school envelope will be attached and this envelope needs to be used, completed, and returned with all money and necessary notes.

All notes sent home regarding excursions or fundraising will have the date of the event and the date when notes and money need to be returned. It is crucial that all money and notes are returned on the due date or before. We are no longer able to accept money or notes after the due date. If money and notes are not returned on time your child will miss out on the event.

At the moment communications that need to be returned will be in paper form and an outline of the event will also appear on COMPASS and the COMPASS calendar. This will help you to keep track of what is required and when. As we become more familiar with COMPASS we will introduce new features. Our aim is to have all notes and communication being electronic only by the middle of the year.

When returning any money to school it must be given to your child's classroom teacher, first thing in the morning, who will mark off the payment and associated note before sending this to the office for receipt. **NO money will be accepted at the office.**

- All money should be in a sealed, labelled envelope clearly stating the child's name and the purpose for which the money is being paid and given directly to your child's classroom teacher
- Classroom teachers may not accept money that is not in an envelope that is clearly labelled
- No money will be accepted at the office
- All money needs be sent to the office in the designated cash bag by **9.15am** each morning. Payments will not be accepted by the classroom teacher after 9.15 am
- Make sure your child knows they have money or a note in their bag and that they must give it to the teacher at the beginning of the day

Child Safe

Mickleham Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

This Code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislation, Department policy, school policies and procedures and professional standards, codes or ethics as these apply to staff and other personnel.

Our Child Safety Officer is our Assistant Principal – Emma Fuller

Communication

At Mickleham Primary we have a number of forms of communication with parents:

- Fortnightly newsletter
- School Calendar
- School website
- Classroom and unit newsletters
- Term overviews
- Notes home
- Parent Portal – COMPASS (*see below*)

Newsletter

A school newsletter is prepared on a fortnightly basis. It will be uploaded to the COMASS Parent Portal. A copy will also be uploaded to the school website.

Please read the newsletter regularly to keep up with what is happening at the school.

School Calendar

COMPASS provides a school calendar and this is a great place to find out exactly what is happening across the school. The calendar will include information on the following:

- Fundraising events; when they will occur, due dates for any orders or money required
- Excursion, Incursion and Camp information; date events will occur, which grades are involved and when notes and money are due
- Parent – Teacher interview dates
- Student reports data going home
- Parent Information night dates
- School Council and Parents & Friends meeting dates

School Website

Our school website provider has recently transitioned our website to a new web location which has some impact on the content. We are currently in the process of updating our information and what

is available on the website is a little out of date or missing. We apologise for the inconvenience this may cause and will have this finished as soon as possible.

The website will give the following information:

- School address and current zone
- Information about classes and teachers
- School policies
- Enrolment processes
- Newsletters

Communication sent home

We currently send home the following information in paper form. Some of this will be phased out in the coming months. Communication coming home is sent home in different colours. Any notes home on white paper are for information only, notes that are printed on pink paper need to be completed and returned to school, notes on blue paper are for you to check and if changes are required they are to be returned to school. When payment is required a pink note will have a school envelope attached. The envelope needs to be completed and returned with the money and note inside.

Types of notes home include:

- Excursions, camps, permission notes – pink
- Classroom or unit newsletters, term overviews – white
- Fundraising information – white or pink (depending on if it needs to be returned)
- Enrolment information check sheet (end of year) – blue
- Payment envelopes – blue printing are school events; red printing are fundraising events

COMPASS

Communication with Parents

This year we are introducing COMPASS as our communication portal between the school and parents. It is essential that all families have access to COMPASS and that parents know how to use the program and log on regularly. Compass is a web-based system that is accessible from a computer or on the Compass app.

The COMPASS parent portal will be the major form of communication between the school and all families.

Compass will provide you with access to up-to-date meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teacher, and update your family contact details

- View the school calendar
- Book parent – teacher interviews
- Download and view your child’s progress and semester reports *
- Pay and provide consent for events and school fees *

*We will advise you when each of these features becomes available.

To log in to Compass you will require your unique family username and password. All existing families will have received a letter at the end of 2018 with their individual details. New families will receive this information at the time they enrol.

When you first enrol in Compass you will need to change your password and confirm your email address and mobile phone number. These details may be used by our school to send SMS messages, and provide email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the “Can’t access your account?” link on the front page.

Confidentiality

There are a number of confidential aspects to a child’s life that need to be communicated to the school so that the school is able to provide the support, care and safety of an individual student.

Information of a confidential nature that it is essential to communicate to the school includes:

- Custody arrangements
- The names of people who are allowed to collect your child from school, other than the parents or guardians who enrolled the child
- Intervention orders that may apply for the child or family members
- The names of contact people from any agency that may be involved to support the child for example Dianella, Child First, VACCA
- Psychologist and Speech Pathologist reports
- Medical information

Mickleham Primary school follows the Department of Educations policy regarding confidentiality.

We keep all personal, medical and wellbeing information regarding individual students confidential. Information is only shared with staff when it is essential to enable them to carry out their duties correctly.

Medical and family information is stored on the school CASES server and is also available on the COMPASS staff portal. No medical or personal information is shared with any other family or external agency without the express permission of the parent. Confidential reports are kept securely locked within the secure storeroom with limited access by Psychologist, Speech Pathologist or the Principal and Assistant Principal (school copies of reports).

Staff will NOT release any information concerning students to any unauthorised person. This information includes addresses, telephone numbers, friendships or the fact that a student is enrolled at the school without the express permission of the parent or guardian of the child. (An unauthorised person includes a separated parent who is not on the school contact list, any person making telephone or over the counter enquiries about a student).

Dress Code / Uniform

The wearing of the school uniform at Mickleham Primary is compulsory for all students. A note explaining the reason for being out of uniform is required whenever a child is not in the full uniform. The uniform includes:

Boys

Navy blue shorts or track pants
Red or blue short sleeve polo with logo

Girls

Navy blue skirt or shorts
Blue and white check dress
Red or blue short sleeve polo with logo
Navy leggings / Navy blue track pants

All students

Red or blue windcheater with logo or Red / navy bomber jacket with logo
Red or blue long sleeved polo
Closed in shoes / runners – any colour
School broad brimmed or bucket hat with logo

Students may wear a red or navy polo without logo, but must have one with a logo to wear when on excursions, school photo days or special events.

We outsource the supply of our school uniforms to PSW School wear in Campbellfield. Aspects of the uniform that do not contain the school logo may be purchased from other sources such as Kmart, Target and Big W. It is compulsory for all students to wear sturdy closed in shoes, such as leather school shoes, runners or blundstone boots (any colour is acceptable). No sandals or open toed shoes are permitted for safety reasons. (*See Uniform Policy*)

Emergency Management

Mickleham Primary is in a designated grass fire zone. Our isolation and the lack of any form of transport in our area means that we are unable to safely evacuate should there be a grass fire. To ensure the safety of our students in any emergency we have the following Emergency Management procedures in place.

Emergency Evacuation

If there should be an emergency on site such as a fire in a building, staff will initiate an emergency evacuation. In this instance, students will be evacuated from all buildings to our emergency evacuation point above the running track at the top of the oval. Should there be an emergency that requires us to move further from the school we will evacuate to the Tennis Courts beside the school.

Lockdown

In the case where there is a threat to safety from someone or something on the school grounds, for example a stray animal on the grounds, staff will initiate a lockdown. In a lockdown situation all students remain locked in their classroom with the classroom teacher until the emergency passes. In some case students will continue with work as normal or they may be asked to sit on the floor out of site. (This would be required if the emergency was a major accident on the intersection near the school, so that students were not able to witness anything unacceptable).

Protect in Place lockdown

Should there be a grass fire in the vicinity of the school, staff will initiate the ‘**protect in place**’ procedure. In this case all students are taken to the classrooms within the gallery area and remain quietly within these rooms until we are advised that it is safe. The gallery area was selected as the safest area within the school by the CFA as there is no immediate access for the fire, should it reach the school.

Evacuation Procedures

All teachers are aware of the procedures for any emergency. The following procedures will take place from the students’ perspective;

- An alarm will sound and an announcement will be made identifying the type of emergency happening
- Teachers will immediately implement their evacuation plan
- Students will move to the emergency evacuation point or the teacher will lock external doors to keep students remaining inside
- Office and administrative staff will be responsible for communicating with emergency services and ensuring all school procedures occur correctly
- Office and administrative staff will ensure that the emergency is communicated effectively with all families via the COMPASS SMS system

Student safety will be the highest priority at all times. The students will be safe and well looked after and the school will be in constant communication with the necessary emergency services.

It is important that all family members heed the instructions given in the emergency communication. It would not be helpful for parents to panic and race to the school to collect their children should an emergency occur. In most instances any additional people arriving on site during an emergency would put themselves at risk and unsettle the students.

Each classroom has an Emergency Evacuation Plan located beside the evacuation door in their classroom. All staff are familiar with this plan.

Emergency Evacuation Drills

Real emergencies are very rare, however, we take the risk associated with emergencies very seriously. To make sure all staff and students know exactly how to act and what is required of them in an emergency, we hold regular evacuation drills. These drills are practice sessions, where the whole school follows the emergency procedures as though they are real. From time to time your child may come home and talk to you about a practice for an emergency that they had at school. This is a good opportunity for you to talk to your child about what to do in an emergency and what would happen if you had an emergency at home.

Environment

General Rubbish

Cleanliness around the school is very important. We have smaller sized wheelie bins located around the school for general rubbish. Students are required to place their rubbish in the bins provided. To help keep the school clean, we provide a lunch eating time inside. Students have 15 minutes each day set aside for eating their lunch.

Rubbish in the Yard

All students with uneaten lunches need to sit in the rubber undercover area or shelter shed to finish eating their lunch. The yard duty teachers will monitor students eating their lunch. No child is to be playing with food or drink in their hands.

Teachers will pursue a proactive program to avoid rubbish becoming a problem in the yard. This will include:

- Encouraging students to bring a rubbish free lunch and snacks in recyclable containers
- Disposing of wrappers and other rubbish into their lunch boxes or classroom bins **before** students go out into the yard
- Encouraging pride in the school in general and in our grounds in particular
- Encouraging environmentally sound practices especially in regard to litter and waste management

Teachers on yard duty will maintain a watchful eye on the build-up of litter and arrange for the picking up of rubbish as needed. Classrooms are to ensure the area in front of their classroom is maintained in a clean manner.

Recycling

Each classroom has a recycling container within the classroom for the collection of cardboard and paper. Large, yellow lidded, wheelie bins are provided for recycling materials to be collected by the council once a fortnight.

These bins are located in the staff car park. Monitors collect the recycling from classrooms each Thursday and empty them into the Recycling Bins.

Grounds and Gardens

Many parents voluntarily give of their own time to maintain the school grounds and gardens at Mickleham Primary. Continual improvements are made to the grounds and gardens to help make them more attractive and functionally safer. Teachers encourage their students to care for our school environment.

Teachers are also encouraged to select an area of the garden that their class may wish to maintain as an ongoing environmental project.

e-Safety

At Mickleham Primary students have access to technology within their classrooms. In the younger years' students have desk top computers used for small group work. In older classes we have a variety of laptops for student use. All technology is owned by the school.

The use of technology within the classroom helps to greatly enhance learning, unfortunately there can be a down side if students are not using the equipment responsibly. Mickleham Primary is an e-Smart school. This means that we have procedures in place and expectations around the use of technology to help support students to use the equipment safely.

Students are given cyber-safety lessons around how to be safe using technology on the web. What to do if what they see on the web makes them feel unsafe and how to act responsibly when using technology.

Early in Term 1 students and parents are required to sign and adhere to the school's ICT Acceptable Use Agreement. (*Student's Acceptable Use Agreement P-2 and 3-6*) This agreement sets out what is required of a student when using technology at the school.

If students fail to act responsibly, not follow the agreement, they risk losing their right to use the school equipment.

Excursions / Camps

All excursions / incursions / camps are to be planned well in advance providing families with sufficient information and time to prepare for the event. Notices will go home a minimum of three weeks before an excursion and one term before any overnight event.

Parents need to make sure they read all communication regarding an excursion or camp as soon as they receive it so that they know what they are required to complete and when. With a large increase in student numbers it is no longer possible to ring and remind parents when things are overdue.

All excursion and camp notes must be returned by the due date. Students who have not returned correctly completed notices or payment for any event **will not** be permitted to attend.

All notes and money for any excursion, camp or school event **must** be returned to the classroom teacher, no money or forms will be accepted at the office.

Head Lice

Head lice are an unfortunate aspect of school life. Having head lice does not mean a child is unclean. Head lice move from one child to another in close proximity, they do not discriminate between children.

Any child with head lice is not permitted to attend school until the head lice have been treated once. When we are notified of a case of head lice, the school will send out a notification through COMPASS informing all parents of students in the same class. Parents will be asked to check their child as a precaution, several times in the following few days and then treat their child if it becomes necessary.

Homework / Home Learning

During 2019 we will be trialing a new approach to homework. The changes will begin in week 3 of Term 1. As part of this change no formal homework will be sent home on a weekly basis.

Our change has moved from Homework to Home Learning where conversations and activities will be more purposeful for the students. Each term parents will be provided with a summary of their child's curriculum overview in the areas of Reading, Writing and Maths, along with explicit understandings of what this means and suggested questions to ask students and activities for parents to use together with their children to support the classroom learning. During Term 1, staff will conduct parent forums for Junior, Middle and Senior school areas outlining how best to help and support the students on their educational journey.

As well as Home Learning students will also be giving Home Reading. All students will undertake regular home reading. It is expected that students will read every night Monday to Thursday and on at least one night over the weekend. Parents will also be provided with suggested ways to support their child's reading through questions and strategies to build comprehension and help their child decode words.

The Homework policy is currently being rewritten and will be presented to school council in March for approval before being distributed.

Individual Learning, Educational, Behavioural and Attendance Plans and PSD Students

Individual Learning Plans

Individual Learning Plans are developed for all students who are in the following categories:

- Program for Students with Disabilities funded
- Koori and Torres Strait Islander students
- Students in out of home care

These plans are written each term after a Support Group (SSG) meeting with the classroom teacher, parents, integration aide, any relevant agency and the Wellbeing Coordinator in attendance. SSG meetings are held in week 5 of each term.

The classroom teacher will arrange these meetings. The Wellbeing Coordinator will take the minutes and distribute the minutes to all attendees, and will keep a signed copy of the ILP in a secure file.

Individual Education Plans, Behaviour Plans and Attendance Plans

Individual Education Plans will be written for students with the following needs:

- students achieving 12 months or more above or 12 months or more below their expected level

Plans will initially be written with the first three weeks of the school year and then reviewed at the end of each semester, being distributed and discussed at Parent / teacher interviews or with the school reports.

Behaviour Management Plans

Behaviour Plans will be written for any child who has a severe behaviour issue. These plans include the steps to be taken to maximise the safety of all students. They also include the steps that are to be taken to assist the child to learn to modify their behaviour or their responses to situations that bring on the undesired behaviour.

Behaviour Plans will be developed in consultation with the Wellbeing Coordinator. Behaviour Plans can begin at any time during the school year, as the need arises. Once they have been developed the plans will be reviewed and monitored each term with parents and any other relevant parties.

Attendance Management Plans

Attendance plans are to be written for any student who is at risk of chronic absence or punctuality concerns (A chronic absence is when a child has more than 20 days' absence in one year or 5 days in one term). Plans are developed at the end of the term and are discussed with the parents. Once a child is given an attendance plan it is followed up each term.

Students with concerns due only to family holidays are to have these concerns addressed through the processes outlined in the *Attendance Policy*. See the section on Absences.

Ideally there will be an agreed responsibility between home and school for all Plans and it is essential that there is regular communication between the families and teachers to ensure the plan is being implemented and re-evaluated as the need arises.

Intra-school Sport

At this stage Mickleham Primary does not participate in Inter-school sport, although this may change as the school continues to grow. To ensure the students have the opportunity to compete in sports we organise our own Intra-school sport. This year we will have two Intra-school sport sessions, one for the students in grades 5 and 6 and another for students in grades 3 and 4.

The sport sessions will be organised by the PE teacher and all classroom teachers of the classes involved will participate. The Intra-School Sport sessions will be organised as a round robin, possibly in house teams and will occur weekly, using both the oval and the basketball court. Sports will be based on team sports such as Football, Soccer, Basketball, Netball and others.

Leaving the School Grounds

No student is allowed to leave the school grounds at any time, unless they are being collected by a parent or guardian and have been signed out at the office. Parents or guardians collecting a child during school hours will need to produce a pass for the classroom teacher or specialist. If the parent or guardian does not have a pass the teacher will send the parent back to the office to complete the sign out procedure before their child is able to leave.

If any student leaves the school grounds without permission, the Principal or Assistant Principal will be notified immediately. Police may be called if the student leaves the fence line and the situation becomes unsafe.

Lost Property

Lost property is stored in the red cupboard in the undercover rubber area. Any child who has lost an item of clothing should look first in their classroom and then in the lost property cupboard.

A staff member will be appointed to check the lost property cupboard each week and return any named items to their owner. At the end of each term a parent representative cleans out the cupboard and any unnamed items are washed and sold as second hand clothing for a gold coin donation.

We suggest that parents carefully label all their children's clothing so that they can be returned if found.

Lunch / Lunch Orders / Canteen

Lunch eating time is inside between 12.30 and 12.45 each day. Students who have not finished eating at this time are to continue eating in either the rubber area or shelter shed and will be supervised as part of the yard duty process.

Our school canteen is open on Monday, Tuesday and Wednesday each week.

The canteen is open:

- morning recess 11.00-11.30 students may purchase snacks
- lunch orders 12.30 lunch orders are distributed to classes
- lunch 12.45 -1.15 students may purchase snacks

Students can order their lunch from the canteen on Mondays, Tuesdays and Wednesdays, although this may change as the canteen may have difficulty managing the number of orders with the increase in students.

Canteen staff have asked that our new Prep students only order on a Tuesday for the first term. This will allow them time to settle into normal routines and manage their lunch eating at school a little better.

Lunch order tubs are provided to all classrooms. Lunch orders need to be clearly written on a paper bag with the child's name, room and what they have ordered. Lunch orders need to be in the classroom lunch order tub at 9.00am so that they can be delivered to the canteen by 9.15am.

The canteen will be open at morning recess on Monday, Tuesday and Wednesday mornings for the sale of a snack. The canteen will not be open for afternoon recess.

There will be a new menu for lunch orders this year. The menu will be available on COMPASS.

Medication

All students requiring medication to be administered at school are required to have a completed *Medication Authority Form*.

Medication, except self-administered asthma medication, is to be stored in the sickbay fridge (if needed) or locked in the medication cupboard and administered by the first aid staff. A record of medication administered is kept for all students.

Clear instructions are to be provided by the parent for administration of any drugs or medicines. All medicines must be kept out of reach of students.

Epipens and testing equipment for diabetes are to be kept with the child concerned at all times. They are to be kept in a well labelled and visible location within the classroom and taken to specialist classes or outside for PE and sport. Staff that may be required to administer these requirements will

be given the appropriate training at the beginning of the year. Students suffering a major bout of asthma will be taken to the first aid room, where asthma medication will be administered by first aid staff using spaces and in accordance with the asthma management plans.

Both asthma puffers and Epipens must be within the expiry dates. No child with Anaphylaxis is permitted to attend school without a current Epipen.

Mobile Phones

Students

No students are permitted to have a phone with them while at school. If a student brings a mobile phone to school for any specific reason the phone is to be locked away by the classroom teacher until the end of the day.

Students not abiding by this rule will have their phone confiscated until a parent collects it from the office. The school cannot be responsible for the safety of student equipment or phones that are brought to school.

Out of School Hours Program

The Mickleham Primary Out of School Hours Care program is run by Big Child Care. The small blue building near the soccer pitch is the OSHC building. They also use the Art / Science room in the afternoon if there are too many students and they can't get outside.

Hours are 6.30am to 8.45am and 3.30pm until 6.30pm

Students arriving before 8.40 am and leaving after 3.45 pm **must attend** the Out of School Hours Care program as no teachers are available for supervision.

When there are sufficient interested families they also run a program on curriculum days. At the moment the holiday program is run from Hume Anglican Grammar.

Program Coordinator:	Fadia Elmasri
Program Telephone Number:	0434 021 852
Email:	mickleham@bigchildcare.com
Head Office Number:	8682 9400

Parental Involvement

Parents are a valuable resource for our school and are most welcome to participate in school life. Parents have an important role to play in their child's education and they can help their child with learning both at home and school. There are a variety of ways in which parents can be involved in the school including:

- School Council
- School Council sub-committees
- Parents and Friends Club - fundraising
- Working Bees
- Parent helpers in the classroom
- Attending camps and excursions as support people

Should a parent wish to be involved in the school, they need to receive a parent induction and have a current Working with Children Check. Any parent considering this should speak to the Assistant Principal or Principal.

Personal Belongings

Students

Students are to be discouraged from bringing valuable belongings to school. The school cannot accept liability for any lost or stolen property. The Department of Education's insurance does not cover the personal property of students or teachers.

Students should not bring any card or collectable toys to school to swap with other students. These items always lead to problems and as a result are banned.

Policies

Mickleham Primary has a number of school policies that are very relevant for families. These policies will be uploaded onto COMPASS within the first few weeks of the school and will also be available on the school website.

Occupational Health and Safety

Occupational Health and Safety is the responsibility of all members of the school community. Please ensure that you and your children (when in your care) are acting in a safe manner.

The school has a designated Occupational Health and Safety representative – Josh Cilia. If you notice something around the school that is a safety issue, please let Josh know so that he can report the matter and make sure it is fixed.

Reporting

At Mickleham Primary we provide for reporting to parents on a regular basis. Each year in week 3, we hold a Welcome BBQ allowing parents the opportunity to get to know their child's teacher and other families of the Mickleham Primary community.

We have the following schedule for the keeping parents informed of their child's learning:

- Parent – teacher interview toward the end of term 1
- Written report at the end of term 2
- Parent – teacher interview in week 3 of term 3
- Written report at the end of term 4
- Parent – teacher interview is available on request at the end of term 4

- Student Support Group meetings are to be held for all students with Individual Learning Plans (ILPs) during week 5 of each term.
- Independent Education Plans (IEPs) for all students with additional needs will go home with written reports or with the families after Parent - Teacher interviews

School Council

The School Council is an elected body of parents and Department of Education and Training employees. The School Council is the governing body of the school and has responsibility for the operation of the school.

School Council consists of 8 elected parents, 3 elected staff, 2 community representatives and the Principal (Executive Officer).

School Council meets at 6.30 pm on a Monday. The dates for council meetings in 2019 are:

- ❖ 25th March
- ❖ 27th May
- ❖ 24th June
- ❖ 29th July
- ❖ 26th August
- ❖ 16th September
- ❖ 28th October
- ❖ 25th November

Dinner meeting December – TBA

Elections for retiring teacher / parent representatives are held in March each year. If you are interested in becoming involved in the school community, the School Council is one option. Information on the School Council elections will be sent to all families during February.

Specialists

During 2019, we have the following specialist roles:

- Indonesian
- Science
- Physical Education
- Art
- Drama

Both Art and Drama are for six months only. During Semester 1 the following classes will have Art and Drama. The classes will then alternate for Semester 2.

- ART Prep O, Prep L, Prep S, 1C, 1G, 1/2J
- DRAMA 2C, 2D, 3/4S, 3/4P, 4/5D, 5/6S, 5/6H

Special Events

To engage our families in the school community we organise a number of special events. At least one whole school activity is organised in each term to encourage community participation and enable students to showcase their work. These include:

- Term 1 Whole school BBQ
- Term 1 Fun Run
- Term 2 Education Week – open day
- Term 3 Football activity morning
- Term 4 Athletics Sports
- TBA School Production

Strategic Plan / Annual Implementation Plan

The Strategic Plan outlines the direction the school will be undertaking for whole school improvement over a four-year period. The second semester of 2019 will see the school undertaking our School Review. This review will be the culmination of our current Strategic Plan.

Our current Strategic Plan goals are:

1. To develop, document and implement shared Instructional Models in key areas of Literacy and Numeracy leading to an increase in consistent teacher practices and improvement in student achievement and growth.
2. To improve student learning outcomes through the development and implementation of an organisational and leadership structure that effectively identifies and supports the development of leadership capacity and the implementation of key areas.

3. To improve student engagement and wellbeing through the implementation of a clearly understood and strategic school-wide approach that promotes consistency of expectations and positive school culture.

As part of the yearly process for implementation of the Strategic Plan, the school creates annual implementation strategies that are known as the AIP – Annual Implementation Plan. Our school works towards full implementation of the AIP each year. The Key Improvement Strategies (KIS) of the AIP for 2019 are as follows:

Goal 1

- KIS 1 Develop and implement an Instructional Model for the teaching of Maths that includes the explicit teaching and use of the four proficiencies.
- KIS 2 Develop and implement Mathematical practices that deepen student understanding, increase engagement and provide student voice.

Goal 2

- KIS 1 Build the capacity of staff to collectively support the improvement of student learning through the implementation of Professional Learning Communities using a collaborative process of analyzing, acting, evaluating and adjusting practice.

Goal 3

- KIS 1 Develop a greater understanding of the reasons for whole day and partial attendance issues and implement a strategic process for supporting parents to overcome these problems
- KIS 2 Develop teacher capacity to implement expectations that build student engagement and connectedness through SWPBS and programs such as Respectful Relationships

Student Wellbeing

The student wellbeing program at Mickleham Primary provides the opportunity for all students to be in a safe and nurturing environment.

There are a range of programs to support the wellbeing of our students:

Buddies

Our foundation students are given a buddy at the beginning of the school year. The aim of the program is to assist students in their first year of primary school to feel safe, valued and connected to the school community.

A range of activities focusing on social skills and curriculum areas are organised and delivered during regular organised contact sessions between prep students and their buddies. These activities are designed to build relationships giving both the older and younger students the opportunity to feel mutually valued and respected in a structured and supportive environment.

During 2019, we will also introduce a buddy program for students who arrive new to the school during the year. This program is designed to provide the new students with a better understanding of the expectations of students both inside the classroom and also in the yard and to provide the new student with a familiar face to help them navigate the challenges of being new.

Junior School Council

At Mickleham Primary School the Junior School Council is available to year 6 students. The purpose of the Junior School Council is to provide leadership opportunities for our senior students. The Junior School Councillors have a variety of roles including; running the school assembly, welcoming parents on special occasions, showing parents and grandparents around the school during open days and working cooperatively with staff when required.

SWPBS – School Wide Positive Behaviours Support

As part of our School Wide Positive Behaviour program all teachers are required to specifically teach students what the school expected behaviours are and how they are to be followed. Teachers are to also teach social skills through the Bounce Back program.

SunSmart

Mickleham Primary is a Sun Smart school and we received our accreditation in 2018. Further information regarding SunSmart is included in the school *SunSmart Policy* in the *Staff Manual*.

As part of our commitment to SunSmart the following expectations are in place:

- All students are required to wear a hat when outside during Term 1 and until the end of April and from 1st September until the end of the school year.
- Students who do not have a hat are required to sit in the shelter shed or the rubber area during recesses and lunch breaks where they are in the shade.
- Teachers are required to model this policy by also wearing a broad brimmed hat whilst on yard duty or supervising students during PE, sport or other outdoor activities.
- Students are encouraged to bring sunscreen from home and are to be given time before the beginning of recess and lunch to apply the cream themselves.

An announcement will be made at 10.50 am each day reporting the UV rating and reminding students to apply sunscreen and take their hat outside.

Teaching and Learning

Teaching and Learning is the core role of all teachers. At Mickleham Primary we have our students at the centre of all we do. Our teaching is based on the Victorian Curriculum and all staff need to follow the expectations of the school.

Core Curriculum Areas

English – Reading and Viewing, Writing, Speaking and Listening

Mathematics – Number & Algebra, Measurement & Geometry, Statistics & Probability

Swimming

All students from Prep to year 6 are provided with the opportunity to attend an intensive swimming program. This year we have arranged to have students from years Prep to 6 to participate in the swimming program at the same time. The program will run over two weeks, four days each week. This has been planned to minimise the ongoing interruptions to learning, yard duty and specialist programs.

Swimming in 2019 will be held on the following weeks:

- Week 1 – 9th, 10th, 12th, and 13th September
- Week 2 – 16th, 17th, 18th and 19th September

Specific times and grade levels will be organised later.

Library

This year our school will not have a specialist Library teacher.

At Mickleham Primary very few students have the membership to their local library and do not have the opportunity to borrow books. Many have a variety of books at home and some have few or no books of their own. For this reason, we believe that it is important to provide all students with the opportunity to borrow books that interest them to take home on a regular basis to either read or have read to them.

To enable this borrowing we are asking all teachers to book a weekly time to take their class to the Library, read them a book and provide the students with the opportunity to borrow. Sue Dowey will provide teachers with a session on using the school system for recording the borrowing and has kindly offered to complete the returns and re-shelving process.

A timetable of available Library sessions will be available for booking.

Toilets

There are two student toilets blocks in the following locations

- Between the canteen and the tin shed
- A second toilet block will be installed early in 2019. When connected this toilet block will replace the current temporary toilets, that are know as the 'Treehouse Toilets'.

Students needing to go to the toilet during class times, must not leave the room alone and are to take another student.

Values and Vision

Our RICH school values underpin everything that we do at Mickleham Primary and are part of everyday life for the staff, students and families. Our students are encouraged to examine both their behaviour and learning styles to ensure that they fit with our school values.

Our Vision

At Mickleham Primary School our vision is to create and maintain an **encouraging** learning community in which students are **supported** and guided to realise and **achieve their personal best** both **academically** and **socially**.

Our Character

As Staff we are: Professional, Respectful, Communicative, Open to Learning and Collaborative

We Believe...

Students realise their potential when ...

- provided with equitable opportunities and high expectations
- they have a range of learning activities and realistic, achievable goals
- we celebrate success

Support for learning needs ...

- use of research, monitoring and reflecting on teaching, and provision of feedback
- clear learning intentions, success criteria and allowing time for students to build understanding
- teachers to know our learners and learning community

Academic and social development needs ...

- authentic purpose, differentiated teaching, acknowledging and providing for diversity
- teachers to be open to listen to and support student needs

Our Values

At Mickleham Primary our **RICH** values are:

Respect We think and act in a way that shows we consider ourselves and feelings of others within the school community.

Independence We have the courage to do things on our own and ask for support when needed.

Cooperation We include others, communicate and work well together to achieve as a team.

Honesty We are open and trustworthy with our actions, words and choices.

Water Bottles / Snacks

Students and staff are encouraged to bring water bottles to rehydrate throughout the day. Students should keep their water bottles in the classroom and on their desk. Water bottles can be refilled from the tap in the sink in the rubber area.

Students are permitted 'brain food' throughout the day. Students are encouraged to bring fresh fruit and vegetable snacks to eat. All classes permit healthy snacks and students are able to snack on their healthy snacks when it is convenient.

Working with Children Check

All parents and aides assisting in the classrooms must have a Working with Children Check. Forms are available from the Post Office and the school requires a copy of the card when it has been issued. (please see *Working with Children Policy*)

Yard Duty

All teachers undertake yard duty weekly. Yard duty is set to cover the following areas; Oval, Asphalt, Soccer Pitch, CICO room, Canteen line and covering the three school gates both before after school.

When on yard duty staff have a duty of care to all students at all times. Staff circulate around their area they have been allocated, making sure they have a visual of the majority of their area at all times. It is the responsibility of the teacher on duty to intervene in student games or issues to prevent any escalation of behaviours.

When on yard duty, teachers carry a first aid bag so that they can provide immediate support. Teachers wear a fluorescent vest so that they are easily visible to all students and carry their mobile phone so that they can call for assistance if the need arises. Teachers are on duty before school from 8.40am.

Education Support staff are rostered into the first aid room at recesses and lunch time to provide first aid care to students. All Education Support Staff are first aid trained. Education Support Staff will also be rostered to the canteen line this year to help supervise students waiting in line.

Wet Day

Mickleham Primary has a wet day and hot day timetable procedure. Classroom teachers share the supervision of students within two classes equally whenever a wet day timetable is called. The teachers are responsible for the active supervision of students during this time.

This procedure is also used for extreme heat and extreme wind.

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