



1 Belong, Together We Achieve

Prep Information Booklet 2020

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Principal: Susan Crispe

Beginning School

Dear Parents / Caregivers,

We welcome you and your child to Mickleham Primary School.

Our friendly staff are looking forward to sharing in your child's learning journey and celebrating their successes with you. The Mickleham Prep Program is focused on developing the child as a whole and celebrating their progress and successes as individuals.

We encourage our students to extend themselves academically and develop further socially, emotionally and physically.

We encourage children to become thinkers, problem solvers and life long learners. We know with your support and encouragement your child will have a fantastic learning experience at Mickleham.

This book is designed as an introduction to Mickleham Primary School. It contains information about procedures and policies at Mickleham Primary School. It also contains suggestions to help you and your child settle into school life.

If you would like any further information, please contact the School Office.

Susan Crispe

Principal



I belong, together we achieve

At Mickleham Primary School we believe that a strong connection between school, students and family is important to help students achieve. We believe that the responsibility for educating children is shared by parents and the school. Your opinions, desires and positive involvement are welcome within the school.

As we are a small community, there is opportunity for all children to know each other and for parents to be closely associated with the school. We strive to create an environment in which all our students feel safe, happy and important. We structure our classrooms and our programs so that the children experience success, are actively encouraged and have the opportunity to reach their full potential.

At Mickleham Primary School children belong to a community of learners and have every chance to achieve their personal best.

Our Story

Mickleham Primary School originally opened in April 1855 on a site in Mt. Ridley Road and in 1870 land was purchased for the present school site. With a grant of 100 pounds from the Education Department, met with a donation of 100 pound from local residents, the bluestone school building was erected.

Electricity was connected in 1955 and in 1969 the adjoining land was purchased. In the next 16 years minor changes were made to the school ground's appearance. The toilet block was upgraded and portable buildings added. In 1987 wheels were set in motion for the conversion of the bluestone building into a permanent library, the construction of a combined staffroom and administration building and new classrooms. The refurbishment was completed in 1988.

In 2005 Mickleham Primary celebrated its 150th year as a local school.

Our Vision

All our students are to achieve; through feedback, positive reinforcement and high expectations, in a respectful and collaborative learning community.

Our school RICH values are:

- Respect
- Independence
- Cooperation
- Honesty

Beliefs

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 successes

Support for student learning needs:

- The use of research, monitoring and reflecting on teaching and the provision of feedback
- Clear learning intentions, success criteria and allowing time for students to build understanding
- Us to know our learners and learning community well

Academic and social development needs:

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

An encouraging learning community requires:

- Positive relationships with students and parents
- Developing curiosity and student voice

Educational Provision

At Mickleham Primary School, providing the best possible education for all students is our highest priority. Our enthusiastic and dedicated staff provide a safe and supportive classroom environment that caters for the academic, emotional and social aspects of the school life of our students. Our teaching staff are professionally active and keep up to date with current research through professional development, reading and networking.

The learning and teaching processes at Mickleham Primary are not restricted to the academic curriculum. Nurturing and developing the complete student is very important.

Our Educational Philosophy includes:

- A belief that all children can learn and progress to reach their full potential
- A belief in the importance of positive, constructive feedback and encouragement
- A positive approach to discipline and an expectation that all students behave in a manner that respects the rights of others
- An approach to curriculum delivery that encourages students to become active participants in their own learning
- A learning and teaching process that values the social, emotional and academic needs of all individuals
- Programs that actively promote positive social values and behaviours

To provide for these philosophies we have:

- A comprehensive curriculum that promotes curiosity, initiative and problem solving while challenging students to move beyond their own expectations
- An emphasis on social skill development as well as academic achievement
- A School Wide Positive Behaviours program that supports the development of positive behaviours and social learning

First Day – Thursday 30th January 2020

Please bring your child to the classroom at 9:30am and leave him/her in the care of the classroom teacher. It is unsettling for your child and others if he/she sees that you are apprehensive about leaving. Please tell your child firmly, but happily that you will be back to collect him/her in the afternoon. The earlier this routine is established, the earlier children become accustomed to and settled at school.

Please collect your child at 3.30pm from their classroom door.



Timetable for Preps until the end of Term 1

Thursday 30th January to Friday 28th February

After the first day, students will attend between 8.55am and 3.30pm on Monday, Tuesday, Thursday and Friday only. **There will be no regular classes for Prep on Wednesdays between these dates.**

From Monday 2nd March

Prep students attend full- time, 5 days a week, 8.55am – 3.30pm

Prep Assessment Days

Individual assessments of all Prep students will take place during the first weeks of the school year. Your child will be allocated a time, on ONE of these days:

Wednesday 29th January, Wednesday 5th February, Wednesday 12th February, Wednesday 19th February or Wednesday 26th February.

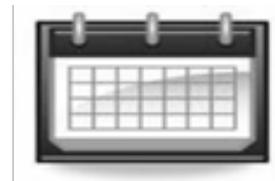
Drop off and Pick up

It is essential that children are picked up from school by a parent or authorised person. If you are not available, please notify us of the name of the person who will pick up your child from

school. Please keep to the scheduled 'pick up' times, as late arrivals by parents can cause distress in children.

Term Dates 2020

Term 1	29 th January – 27 th March Prep students return – Thursday 30 th January
Term 2	14 th April – 26 th June
Term 3	13 th July – 18 th September
Term 4	5 th October – 18 th December



Curriculum 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.

Curriculum Days for 2020 are yet to be determined. Further notification will be sent as these dates are confirmed.

Students do not attend school on these days.

Public Holidays for 2020

Labour Day - Monday 9th March
Good Friday - Friday 10th April
Easter Sunday - Sunday 12th April
Easter Monday - Monday 13th April
ANZAC Day - Saturday 25th April
Queen's Birthday - Monday 8th June
Melbourne Cup Day - Tuesday 3rd November

**Public Holidays are as accurate as possible – may be subject to change.*

Attendance

Teachers are on duty from 8:40am until 3:45pm each day. An Out of School Hours Care program (Big Child Care) is available for children who need to be at school outside these hours.

Children should arrive at school between 8:40 and 8:55 every morning to allow time for them to put their belongings away, chat to their friends and settle down before class.

All students must be collected at 3.30pm or be registered to attend the Out of Hours Care Program and will be charged accordingly. Teachers are unavailable to supervise students beyond 3.45pm as they have commitments to attend meetings.

Your child's schooling is MOST important, and unnecessary absenteeism can affect his or her progress.

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.

Regular attendance will promote your child's:

- academic growth
- good social adjustment
- development of self-responsibility

However, home is a good place for a sick child and it is inadvisable to send your child back to school, if they are still recovering from an illness.

If your child is going to be absent you phone the school and notify the of the absence. All student absences may be logged on our student management portal Sentral. It is a requirement by the Department of Education that all student absences are reported to the school on the morning of the absence.

Taking your child out of school for family holidays is not recommended. If you must take your child away during school term, parents are required to seek permission from the Principal and agree to an additional work plan to be completed during the holiday.

Please Note:

There are no staff on duty to supervise your children before 8.40am. Should you need to drop your child before this time, you will need to enrol them in the before and After School Care Program.

Out of School Hours Care

A Before and After School Care Program operates onsite at Mickleham Primary School. The programs are provided with well-supervised care for students whose parents find it difficult to drop their child/children at school at the correct time or who are not available to pick up their child/children by 3:30pm.

The program hours are:

- | | |
|-----------------|--------------------|
| 6:30am – 8:45am | Before School Care |
| 3:30pm – 6:30pm | After School Care |



We ask all our parents to enrol their children in the Out of School Hours Care program. This enables parents to use the program on short notice should there be an emergency. There is NO cost to enrol. Families will only be charged if the service is used.

Leaving the School Grounds

Children will not be permitted to leave the school ground at anytime during the day unless collected by a parent or other adult who has been “approved” by the parent. If another adult is collecting your child, please notify the school.

If you have to collect your child during the day, please go to the Office first to sign an ‘Early Departure’ form and sign your child out before collecting them from their classroom. If your child is arriving late to school, you **must** come to the Office with your child and sign a ‘Late Arrival’ form, which your child then takes to the class teacher

Early departures and late arrivals are only acceptable with a reason approved by the Department of Education, such as a medical or dental appointment or speech pathologist visit.

How can I help my child before they begin school?

- Promote independence when it comes to eating and drinking at school. A ‘practice run’ of eating a packed lunch at home, similar to that which the child will have at school helps make him/her familiar with the routine. When purchasing lunch boxes and drink bottles, make sure your child is able to open and close them themselves.
- Check that all belongings are clearly labelled with your child’s name.
- Emphasise the importance of staying within the school boundaries and not leaving the school during the day.
- Choose a school bag that is easy for your child to manage.
- Teach your child to manage his/her own clothing; especially when going to the toilet. Try to make sure that clothes are easy to get on and off and have fastenings that are easy to cope with.
- Ensure that your child has adequate rest. A tired child cannot learn effectively. Many Prep children go to bed at 7.30pm, but the need for sleep varies with each individual child.

How can I help my child at the start of the school year?

- Share information about your child with the teacher. This information is always confidential.
- Talk to your child about morning tea and lunch breaks and what they will eat at these times
- Create an organised routine for the beginning (getting to school – right from waking up to arriving at the classroom door) and end of each school day
- Be organised for the transition to school every day – a set routine REALLY helps
- Chat with your child about what they are doing at school – try to avoid “what did



you do today?” Instead ask, “What was the best thing that happened at school today?” or “Tell me something that made you laugh today?”

- Visit the classroom at the beginning or end of the day (after dismissal)
- Provide a healthy lunch and fruit snack and a fresh water bottle. This helps to revitalise your child so their brain is ready to learn
- Encourage your child to develop independence and self-reliance
- Celebrate your child’s personal bests and recognise positive attitudes to learning
- Work in partnership with the school
- Share your own knowledge and support classroom interests and programs

What your child will need

All the books your child requires will be available for purchase at the school on Tuesday 21st and Wednesday 22nd January.

School Council have set a fee of \$190 per student. This fee covers the cost of all books, internet costs, classroom materials and art materials used by the students as well as the cost of photocopied resources students use.

Cash, cheque and credit card are the methods available to pay for school supplies, curriculum contributions, swimming, camps and excursions. At this stage, we are unable to accept payment by EFTPOS.

You will receive a list of student requisites – pencils etc. that you need to purchase prior to the start of the school year.

On book collection day, you will receive a bag containing all the books your child will need. You need to name all articles and return them to school on the first day in the coloured bag provided.

You will need to provide:

- Appropriate enclosed footwear to be worn at all times (thongs and sandals are not to be worn at school).
- Mickleham Primary School Uniform – you can purchase the school uniform from PSW (refer to the attachment at the back of this booklet for information and the pricelist.)
- A lunch box and drink bottle
- A school bag – these can also be ordered through PSW if you wish, along with Library bags.
- It would be a good idea if Preps could bring a spare change of clothes and two pairs of spare underwear for those emergencies that may arise.

All belongings should be clearly labelled.

Children are encouraged to be responsible for their own belongings.



Prep orientation

Thursday 21st November 9:30am – 10:30am

Thursday 28th November 9:30am – 11am (Children to bring a hat)

Thursday 5th December 9:30am – 11am (Children to bring a hat)

Parents are asked to leave their child with the Prep teachers during this time. You are welcome to go home as we do not have a space large enough to accommodate parents during this time.

What do Preps learn?

The Prep learning program is an integrated one, where all subject areas are introduced at the foundation level.

During the Prep year, the curriculum focuses on developing the fundamental knowledge, skills and behaviours in English and Mathematics.

In the first year of school, students develop a sense of number, order, sequence, pattern and position in relation to familiar settings. Typically, students will:

- connect numbers, their names and quantities up to 20
- count numbers in sequences up to 20, continue patterns and compare lengths of objects
- use materials to model problems, sort objects and discuss answers
- group and sort shapes and objects
- connect events with days of the week
- develop an understanding of location words, such as above, outside, left.

In the first year of school, students view, listen to and enjoy texts that entertain and inform, such as picture books or rhymes. They begin to learn to read and create texts. Typically, students will:

- communicate with others in familiar situations
- read stories with one or more sentences, pictures and familiar vocabulary, recognise rhyming words, syllables and sounds
- recognise letters and the most common sounds the letters make
- listen to, read and view picture books, stories, poetry, information books, films and performances
- write some words
- recognise and write simple words and develop skills in 'sounding out' words
- create their own texts such as giving information orally or in writing; presenting a narrative, which may include pictures

Social skills are developed as children learn to get along with each other in an unselfish way – sharing things and learning to relate to their playmates. Finally, they become more independent and self-assured as they gain emotional maturity.



Parental Involvement

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

- Representing Parents on the School Council
- Participating in Parents' Club activities
- Helping at various working bees
- Working closely with individual class teachers in a variety of class
- Helping on excursions, at barbecues, school camp and events when needed



It is now a legal requirement that all parents helping at 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 School Council is responsible for the school's general Education Policy. Its further responsibilities include the maintenance and improvement of the grounds, overseeing the financial controls of the school and the stimulation of community interest in the school. The school council has up to 15 members and includes 8 parent members, 5 staff members including the Principal and we are able to include 2 community members to make up the 15.

Meetings are normally held on the last Monday of each month commencing at 6:30pm.

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

School Council, together with staff, formulate the School Strategic Plan, which is our four year plan for the future. The council oversee the implementation of the Strategic Plan as well as having input into the development of school policy. Half of the parent representatives on the school council are elected each year and this is a great way to become involved with your child's school.

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.

Parents & Friends

The Parents & Friends Committee 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 Parents & Friends meetings are usually held once a month.

Swimming Program

A strong commitment is made to an ongoing swimming program at the school. Swimming sessions are offered for Grades Prep – 6. Dates vary each year depending on availability of the swimming complex.

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 includes a camping experience away from school for year 3,4, 5 & 6 students, a school sleepover and an evening BBQ for students in Grade 2, breakfast for Grade 1 and Preps have a special evening of Lullabies.

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.

Sending Money to School

All money for excursions, camps, swimming, uniforms or other school activities **must be given to the classroom teacher**. Permission notes and communications to parents will include an envelope that is to be used for returning monies to school. This envelope provides for child's name, grade and details of the purpose of the payment. Please ensure money and permission notes are returned to school prior to any event, as students are not permitted to leave the school without the necessary forms having been completed.

As money is not kept on site at school, we are unable to provide change and require correct money.

School Banking

All children are given the opportunity to become active savers through the school banking system. Students are invited to open a School Bank account with the Commonwealth Bank and make cash deposits into that account each week. Currently School Banking is conducted on a Tuesday.

Special Services

The Department of Education provides the school with assistance through a Speech Therapist, a Guidance Officer and the Visiting Teacher Service if needed.

We are able to apply to use these services on a needs basis

Accidents at School

Staff are trained and regularly updated in First Aid Certificate 2. Staff are vigilant and on duty every recess and lunchtime. In the case of accidents or sudden illnesses, the following procedures are used:

Serious Cases:

Serious cases are rare.

Staff will give help and remain with the student until appropriate assistance arrives. The Principal is notified and the parents are immediately telephoned. An ambulance will be called immediately in an emergency.

All of the medical costs will be the responsibility of the parents. Details of these cases are reported to the Department of Education & Training.

Minor Cases:

When a student becomes unwell or suffers a minor accident, appropriate first aid is given. The parent is notified, and the child may be collected from school. All minor accidents are recorded in the School's Accident Register and parents are given a slip outlining any treatment that has been given at school.

Emergency Contacts

Parents are asked to notify the school immediately if they change their place of work, phone number, or friend who would act on their behalf in an emergency. It is essential that we are able to contact parents promptly if an emergency occurs.

Medication at School

Prescribed medicines will be administered to children by staff members if appropriate details are supplied in a note signed by the parent / guardian.

To assist teachers, parents should supply such medicine or tablets in a container that gives the name of the child, the dose, and the time the medication is to be given. Ideally, this should be in the container provided by the chemist. The name of the medication should be clearly marked on the container, particularly when the medicine is kept at school. No medication should be left with children.

PLEASE LET THE SCHOOL KNOW IF YOUR CHILD IS:

- Asthmatic
- Diabetic
- Anaphylactic
- Epileptic
- Allergic to drugs, stings or any foods or has a series medical condition.

Canteen Lunches

The school has a parent run Canteen, operating on Monday, Tuesday and Wednesday. Orders are collected at the beginning of the day from children in their classes, and delivered to the rooms at lunchtime.

When your child has a Canteen lunch order, please still supply him / her with play lunch.

A Canteen list of available foods and prices will be sent home early in Term 1.

Parent / Teacher Interviews

Formal Parent / Teacher contact is arranged during the year. These interviews give you a chance to discuss your child's progress with the class teacher. Parent/Teacher interviews are held in Term 1 and Term 3.

However, if a problem arises and you wish to discuss this with your child's teacher, or the Principal, you are welcome to do so at anytime. In this case, we ask that you contact the school office to MAKE AN APPOINTMENT in order to avoid unnecessary interruptions to class.

Individual progress reports for all pupils are sent home in June and December.

School Information



School: Mickleham Primary School

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