



WELCOME TO MT. DUNEED REGIONAL PRIMARY SCHOOL

Dear Parents,

I welcome you and your child to the Mt Duneed Regional Primary School community. We trust that your association with the school will be both enjoyable and educationally profitable.

This booklet is intended to give you an overview of the operations of the school. We know it will be of assistance to you, supplementing the fine spirit of co-operation already evident between this school and its community.

*At school, we build on the foundations laid by parents in the early years, so it is important that home and school maintain close contact. Starting school should be seen as a natural progression and an exciting step your child is ready to take. Mt Duneed Regional has a strong tradition of parental involvement, so we invite you to join in with our motto – **Success with Community Spirit.***

We have highly qualified, caring and dedicated teachers, well equipped to create appropriate learning environments. School programs aim to cater for the many differences in children – academically, socially, emotionally and physically – and to challenge them to do their best.

We invite you to be involved and assure you that we want to do our best for your child. If you have any concerns please do not hesitate to come and see me, or our classroom teachers.

We look forward to a long and successful association with your family.

*Julie Makin
Principal*





FIRST TERM OF SCHOOL

Prep children will attend from 9am – 3.30pm each day, except on Wednesdays. Wednesdays, will be a rest day, and also an opportunity for our Prep teacher to meet with your child one-on-one for some basic assessment.

All pupil requisites are available for pick up on two nominated days prior to school beginning. All items should be named before the first day of school.



SCHOOL BELL TIMES:

Students will be under supervision continually from 8.45am to 3.45pm. They should not be in the school grounds outside these times unless attending After School Care or another approved activity.

8.45am – 9.00am	Students arrive at school
8.57am	Warning bell for students to go into classrooms and organise themselves for the day
9.00am – 11.00am	Teaching and Learning time
11.00am – 11.30am	Supervised recess time
11.30am – 1.30pm	Teaching and Learning time
1.30pm – 1.40pm	Supervised lunch eating in the classroom
1.40pm – 2.30pm	Supervised lunch recess time
2.30pm – 3.30pm	Teaching and Learning time
3.30pm – 3.45pm	Students leaving the school grounds

TERM DATES

2016

TERM 1 - 27th January (staff start) - 24th March

TERM 2 - 11th April - 24th June

TERM 3 - 11th July - 16th September

TERM 4 - 3rd October - 20th December

2017

TERM 1 - 30th January (staff start) – 31st March

TERM 2 - 18th April – 30th June

TERM 3 - 17th July – 22nd September

TERM 4 - 9th October – 22nd December



AM I READY FOR MY CHILD TO START SCHOOL?



It is common for parents to miss their child when they start school. You may have mixed feelings about your child's new identity as a more independent person.

Parents come to understand and accept that starting school is part of their child's long-term progression from dependence to independence. By talking to the teacher about how your child is settling in and the types of things they have been doing, you are forming a partnership with the school. This builds a strong foundation for your child's learning.

WHEN SHOULD MY CHILD START SCHOOL?

To be enrolled in a Victorian government school your child must be at least five years of age by 30th April in the year of starting. Children between six and fifteen years of age must attend school or be receiving an approved, alternative tuition program. In Victoria, children are admitted to government schools at the beginning of the school year (usually late January).

ABSENTEES/ATTENDANCE

*Regular attendance at school is a very important habit to develop but in the case of unavoidable absence, **a written note is required**. The law in the State of Victoria is very clear about the requirement of children to attend school. Schools can be asked to furnish evidence in court on a child's attendance. The school's roll is therefore an important legal document. Absence note pads are available to all families from the school office.*

ACCIDENTS

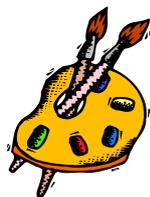
If a student has an accident at school the teacher on duty will bring the student to the first aid room (if possible) and the student will be assessed by qualified staff. The parents will be notified if required, and the incident will be recorded.

*****All head injuries are considered serious and parents must be notified to collect their child from school.**



AFTER SCHOOL CARE

An After School Care program is run each night from 3.30 – 6.30pm by School Support Services. For bookings call 0488 662 783 or download enrolment forms from www.schoolsupportservices.com.au. Children are well supervised with interesting activities by qualified staff. All enquiries regarding After School Care are to be made directly to School Support Services.



ART ROOM

Our special purpose art & craft room is fully equipped with weekly lessons taken by our specialist teacher.

ASSEMBLIES

Assembly is held every second Friday afternoon at 3.00pm in the assembly area or the centre area of the Senior Learning Community building. Once a term each class will put on a small performance.

BANK

School banking is done every TUESDAY. Bank books are to be sent straight to the office.

All new students are given Youthsaver opening kits at the start of the year. Please see the office if you would like a kit for your child.

BOOKCLUB

Once a year the school runs a Book Fair, students are offered a selection of books to purchase from Scholastic Books. The school benefits from the sale of these books by gaining bonus points which are used to obtain books for the school library. Each term Bookclub pamphlets are sent home and families can order from these during the year.



BIKES

Our "Bike Ed" course for students is conducted at Years 4, 5 & 6 levels. Any bike brought to school must be locked in an appropriate place and is the responsibility of the owner. Bikes should be regularly checked for road worthiness, and protective headgear is compulsory.

BUDDIES

Each Prep child is paired with a senior student whom they are introduced to at the beginning of term 1. The buddy will assist the student in becoming familiar with the school surroundings, and be involved in some classroom activities.

BUSES

Mt Duneed has 2 buses exclusively for our students. One bus covers the Connemare area whilst the other travels from Freshwater Creek to Waurm Ponds. Waurm Ponds bus users please note the Department charges a travel cost to families who use this bus and Mount Duneed Regional Primary School is not your nearest Primary School.



CAMPS

Currently the camping program at Mt Duneed Regional consists of the following:

- Year 2 – Sleepover at the school
- Year Three – 3 day 2 night stay
- Year Four – 3 day 2 night stay
- Year Five – 3 day 3 night stay
- Year Six – 3 day 3 night stay



COMPUTERS

Each year level is well equipped with computers and connected to the Internet. Internet user’s policy must be completed for each student. A computer “lab” has also been set up in the library.

CONCERT

A concert is traditionally held every second year. The format, time and venue will be set and co-ordinated by the staff.

CURRICULUM

Each of the following areas of the Victorian Essential Learning Standards (VELS) is taught in an integrated way in order to make teaching and learning as meaningful as possible.

- Health & Physical Education
- Interpersonal Development _____ **Physical, Personal & Social Learning**
- Civics and Citizenship
- Personal Learning

- The Arts
- English
- The Humanities
- Economics
- Geography _____ **Discipline – based Learning**
- History
- Languages Other than English
- Mathematics
- Science

- Communication
- Design, Creativity & Technology _____ **Interdisciplinary Learning**
- Information & Communications Technology
- Thinking Processes





CURRICULUM DAYS

The school is allocated four Pupil Free days a year for Curriculum Development and Staff Professional Development. These are organised by the Principal and/or Curriculum Co-ordinators. The school is closed to ALL students on these days.

DIARIES

Every child has as part of their booklist, a school diary. Diaries are an important communication system between the school and the child's parents and must be used regularly by all staff.

Purposes may include:

- Year level or classroom specific information eg: special days or timetable changes
- Organisation of student work eg: homework or projects
- Positive messages of student accomplishments
- A means of making a time to meet between classroom teachers and parents to discuss any concerns.

DISCIPLINE – STUDENT

The students are encouraged to maintain a standard of behaviour suited to their age and development. Each child is encouraged to develop a positive attitude that will enable them to work in harmony with all children at the school. Emphasis is on respect and self discipline. Students are expected to adhere to the Student Code of conduct. Mt Duneed has adopted the "You Can Do It" program as a positive whole school approach.

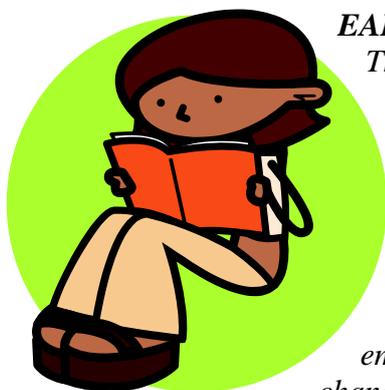


EARLY LEAVERS

Parents who wish to take their child/ren from school early for appointments etc. should send a note to their child's teacher in the morning. Parents **MUST** sign the child out in the book provided at the school office. Parents should notify the school if someone other than themselves will be collecting their child during school hours.

EARLY YEARS PROGRAM

The Early years Literacy and Numeracy programs are currently in place at the school. The program includes a daily focused two-hour literacy block – one hour reading, one hour writing, and a daily focused one hour numeracy block.



EMERGENCY INFORMATION

Current information is important for each student including emergency contacts. Parents are encouraged to notify the office of changes of student information details.



EMERGENCY NUMBERS

*It is imperative that we have several contact numbers for any unexpected emergency. To help us keep our records up to date, please inform the school if you change any of the following- **address, telephone numbers, doctor, emergency contact numbers, place of work.***

END OF TERM ARRANGEMENTS

Students are dismissed at 1.30pm on the last day of each term. Buses and After School Care will all begin earlier.

ENROLMENT

*Enquires regarding enrolment should be directed to the Principal. Parents are required to complete an enrolment form and **send a copy of their child's Immunisation and Birth Certificates** along to the school. It is a legal requirement for Schools to have copies of these documents for all children when they start school.*

EXCURSIONS/INCURSIONS



Each excursion will have clearly identifiable links with curriculum and should be selected with time and cost in mind. Excursion notices should be distributed to parents well prior to the proposed date to enable them to make appropriate financial arrangements.

EXTRA CURRICULAR ACTIVITIES

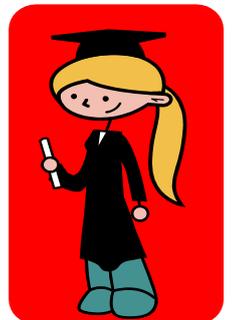
At various times extra activities are organised for students in a variety of year levels. These may include sporting activities, participation in the Active After School Sports program, or environmental activities. Music tuition is available during class time also.

GLASS CONTAINERS

For safety reasons we ask that you do not send glass containers of any description to school. This includes drinks in glass bottles.

GRADUATION

The year 6 students will plan and prepare a Graduation Evening with their teachers at the end of the year. Each student invites special guests and shares the evening with staff members. The number of guests invited will vary depending on the number of students.



HEAD LICE

Where a child is thought to have head lice this information should be passed on to the Principal immediately. The student will need to be collected from school by his/her parents and treated. Permission note for a whole school check is on the Multiple Permission (blue sheet) form in the enrolment pack.



HOMEWORK

Homework should be viewed as a means of stimulating parental involvement and as a benefit to the student socially and academically through the meaningful extensions of tasks and assignment instigated initially in the classroom.

See - Homework Policy for details

ILLNESS

If a student takes ill at school the teacher in charge of the child shall assess the student's condition and immediately notify the office if a parent needs to be contacted.

JUNIOR SCHOOL COUNCIL

The school has a Junior School Council each year, which is an elected group of children within the school. All year levels are represented and this group meets in conjunction with the supervising teacher each month. The students take responsibility for issues raised by the students and some social service activities.

LANGUAGE OTHER THAN ENGLISH – LOTE

All students are taught Japanese in the classroom each week. This is an important opportunity to provide language and experiences, which will help prepare students to live in a multi-cultural society.

LATE ARRIVALS / EARLY DEPARTURES

- Parents **must** come to the school office to sign their child in / out when either leaving early or arriving at school after the bell.
- It is a legal requirement that the Student In / Out book is filled in.



LIBRARY

The school has a well stocked Library with a computerised catalogue which all our students use during weekly Library sessions.

LOST PROPERTY

*Parents are requested to check on clothing when their child arrives home. **All students clothing should be named.** Unclaimed articles are kept in the lost property basket and all named items will be returned at the end of term. Unnamed items will make their way to the Brotherhood Stores.*

LUNCH ORGANISATION

The bell that rings at 1.30pm signals the start of supervised lunches in rooms. The students are then dismissed to play at 1.40pm. Children who have not finished lunch must remain seated outside their classrooms until they do.



MEDICATION

Teachers are not to administer medication to students. A School Medication Authority form **must** be filled in at the school office for any student who requires medication during the day. Students will need to come to the office for all medication.



NAPLAN

The National Assessment Program Literacy and Numeracy is a national assessment and reporting program in English and Mathematics for students in years 3, 5, 7 & 9. It compares a student's performance with other students in the same year level Australia wide.

NEWSLETTER

Newsletters are distributed every second Wednesday, parents can access our newsletter through email, Skoolbag phone app & our website. Paper copies are no longer handed out. If you wish to have your newsletter emailed to your home please see the office to have your name added to the distribution list.



PARENTAL PARTICIPATION

Mt Duneed has a very strong tradition of parent involvement in many aspects of school life. Parents are encouraged to assist in a variety of areas at the request of classroom teachers. School Council sub committees also provide a way of parents to be involved in an area they are interested in. Parents helping in the classrooms or on excursions must hold a current working with children check.

PMP

At Mt Duneed a Perceptual Motor Program for junior students is run over two terms. This builds a good foundation for Fundamental Motor Skills Program which continues through the Physical Education Program. The PMP program gives the students experiences in seeing, hearing, touching and making perceptual judgements and reacting through carefully sequenced activities which children enjoy doing like running, hopping, skipping, jumping etc.

POLICIES

Mt Duneed has all its policies written up in the booklet School Programs and Resource budgets. This booklet is updated as new policies are written.

RELIGIOUS EDUCATION

Approved Instructors from the Council for Christian Education in Schools provide an agreed syllabus for pupils. This is not compulsory and parents need to fill in an Opt in form for children to participate in R.E. Payment for R.E needs to be paid for separately at the time of paying school requisites.



REPORTING TO PARENTS

An informal “Getting to know you/information session” evening is conducted early in the year. Written reports are written by teachers using the school’s report forms each June and December. They must reflect the student’s skills and achievements as recorded through accountability documentation such as VELS. Teachers will ensure they reflect an accurate picture of the student’s development both academically and socially. Reports will follow the department guidelines.



SCHOOL MEDICAL EXAMINATIONS

During the year the School Medical Service conducts medical examinations for students in Prep classes. Your permission is required. Where it is considered necessary, teachers and parents may request medical examinations for particular students in other year levels. Again parental permission is required. Students referred in previous years are also often reviewed in the following year.



SCHOOL PHOTOS

During the year, photographers will come to the school and take class, individual, and family photographs. There is no obligation for you to purchase the photographs.

STUDENT TEACHERS

Mt Duneed has been very proactive in encouraging student teacher placement in our school.

SUNSMART

*Students are encouraged to be sun-smart at all times. We have plenty of shade areas and programs are introduced to encourage sun-smart activities. Wide brimmed school hats are compulsory during Term 1 & 4 – **No Hat, No Play.***



SWIMMING

Swimming forms part of the Physical Education program at Mt Duneed. All classes participate in a two week intensive swimming program through the year at the Leisurelink Centre.

TRANSITION PROGRAMS

A transition program exists for both students coming from kindergarten into Prep, and for students entering Secondary school.



TREES

*Trees are for shelter and shade only. **No climbing on trees is permitted** at Mount Duneed Regional Primary School.*

UNIFORM AND HATS

The wearing of school uniform at Mt Duneed Regional Primary School is compulsory. Our uniform is available from A+ Uniforms in Belmont.

VISITORS

All visitors to the school during school hours are asked to sign-in at the office and to wear a visitor's badge. This is done for student safety. The sign-in book also enables us to monitor who is in the school in case of emergencies.

WELLBEING

Staff and student wellbeing issues are addressed in the Staff and Student Wellbeing document. This document will be regularly updated.

WET WEATHER

During wet weather at recess and lunch time students are supervised in their classrooms by teachers on a roster basis.

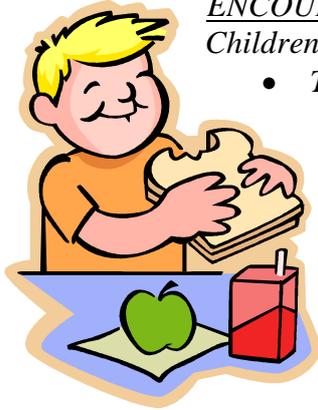




CARING FOR THEMSELVES

ENCOURAGE INDEPENDENCE AND RESILIENCE

Children should be able to:



- Toilet themselves with assistance
- Dress and undress themselves
- Begin to tie their own shoelaces
- Look after their belongings
- Open their school bag, lunch box, drink bottle (a little practice at opening cling wrap would be a great idea)
- Communicate their needs to the teacher ie: if they feel sick, need to use the toilet
- Recite their full name and perhaps their address

SOCIAL SKILLS

Can your child:

- Mix with other children socially
- Share toys
- Take turns

SCHOOL READINESS

Practise these with your child:

- Following a set routine
- Sitting and listening to a story
- Following simple instructions
- Joining in with songs
- Recognising own name
- Holding a writing/drawing pencil
- Using scissors efficiently
- Recognising colours, shapes and numbers to 10
- Completing a jigsaw
- Building with construction material
- Having a good breakfast
- Establishing a routine with a set bedtime to ensure your child gets enough sleep
- Packing a health lunch and snacks, and explaining when they should be eaten



On the day.....

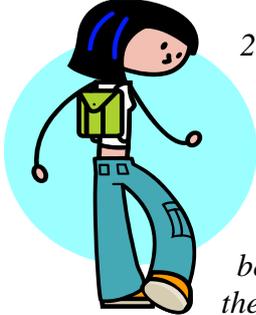
- Avoiding the last minute rush - arrive at school in plenty of time to say goodbye and for your child to join others at play
- A short and reassuring goodbye encourages independence.
- Always tell your child that you are leaving.
- Be guided by your child's teacher.
- Arrive in plenty of time to collect your child.



10 TIPS - HOW CAN I HELP MY CHILD?

1. Assure them of security

Help them feel that they are wanted. Give them friendship and sincere affection.



2. Help them to live democratically

Help them to follow simple directions and perform reasonable tasks and duties.

3. Help them to learn responsibility

Make them responsible for caring for and putting away their belongings. Let them carry their own school bags and put them away in the classroom.

4. Help them to develop independence and self confidence

Help them to play freely and to amuse themselves, to create things – painting, drawing, cutting and making. Praise and encourage – never make fun of what they try to do.

5. Listen to them and answer their questions

Take time to talk to them, encourage them to put their ideas into words. Oral expression is the basis of all language development. Show interest in what they do and answer their questions simply, sincerely and to the best of your ability.



6. Encourage clear speech

Encourage them to speak distinctly in sentences without baby talk or excessive slang. Speak clearly yourself because speech is learnt by imitation.

7. Endeavour to avoid anxiety and fear

Don't threaten them with "what the teacher will do" but endeavour to relieve their fears by trying to find the causes with them. Aim to do things well for self satisfaction rather than through competition with other students. Doing things well to beat someone else or gain a reward or attention at another's expense is undesirable.

8. Set a single standard of behaviour

Parents and teachers should work together in establishing clear, consistent standards of behaviour. Discipline should be honest, fair, gently firm and leading towards self discipline.



9. Provide a background of experiences

Experience is pure learning and provides a basis for further learning affecting understanding, enthusiasm and readiness. Visits to different places around the community and further a field will allow for lots of talking, explanations and further research.

10. Enjoy the school with your child

Develop the idea that school is a pleasant place and that parents, teachers and children are friends. Show an interest in, and be enthusiastic about his/her achievements. Avoid applying adult standards to the work they do. Encourage them to follow up their interests and do things with them. Be involved.

