

PREP PARENT HANDBOOK 2025



At Monbulk Primary School we build confident learners of outstanding character who are valued members of our community.

Monbulk Primary School

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WELCOME TO MONBULK PRIMARY SCHOOL 2025



Principal
Estelle Alder



Prep/Junior Leader
Melissa Murray



Office Admin
Cathy Piesley



Business Manager
Michelle Bearup

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SCHOOL VISION

At Monbulk Primary School we build confident learners of outstanding character who are valued members of our community.

Confident Learners are curious, resilient, take risks, and share their ideas. They know what they're learning, use different strategies to improve and give and receive feedback.

Students of *Outstanding Character* show our values of Courage, Compassion, Co-operation and Respect.

Valued *Community Members* have a sense of belonging, and are accepting and inclusive of others. They understand their responsibilities towards their community, and are actively connected to their school and wider community.



OUR SCHOOL VALUES

Respect, Courage, Compassion and Cooperation

CURRICULUM

Our curriculum offered to students is guided by the Victorian Curriculum;

- Literacy – Reading, Writing and Word Study (Spelling)
- Numeracy – Number & Algebra, Measurement & Geometry, Statistics and Probability
- Science
- The Humanities – History and Geography
- Respectful Relationships – Personal, Social and Emotional Capabilities

Our Specialist subjects taught by our highly qualified teachers include;

- Health and Physical Education
- Visual Arts, Performing Arts and Music
- S.T.E.M. (Science, Technology, Engineering and Mathematics)
- Grades 3 to 6 - Stephanie Alexander Kitchen and Garden Program (Cooking, Gardening and Sustainability)
- L.O.T.E. Auslan

Our Cross-Curricular learning includes;

- Aboriginal and Torres Strait Islander histories and cultures
- Sustainability
- Global education – Australia's engagement with the world
- Digital Technology – using technology to seek information, communicate and collaborate

ENSURING A SMOOTH TRANSITION

Assessment Week

From Thursday the 30th of January to Wednesday the 5th of February 2025, Prep students will be booked in for an assessment session with their teacher. This will last about 1 hour. Interview times will be advised via email and mailed late December/ early January.

School hours

For Preps the first day of school starts on **Thursday 6th February, 2025**. School commences at 9.00am with students dismissed at 1:00pm each day of their first week at school.

Starting **Monday 17th February, 2025**, Prep students will start full days at school finishing at 3.30pm.

Bell Times

8.55am:	Music Plays students line up, greet their teacher and enter the classroom
9.00am – 9:50am	Session 1
9.50am - 10.30am	Session 2
10.30am – 10.40am	Snack in classroom
10.40am - 11.10am:	Recess – Outside Play
11.10am – 12.00pm	Session 3
12.00pm - 12.50pm	Session 4
12.50pm - 1.00pm	Supervised lunch eating time
1.00pm – 1.50pm	Lunchtime Outside Play
1.50pm – 2.40pm	Session 5
2.40pm - 3.30pm	Session 6
3.30pm:	School finishes Starting Monday 17 th February for Preps

Compass App



Compass is our online platform allowing you to access up-to-date information about school events, excursions, camps and your child's progress. We use Compass as the main communication between parents and teachers.

The portal is accessible via the web and also through the Compass School Manager App (available for download via the App store on your device).

Your login details and the installation guide will be provided to you once enrolment has been processed.

PREPARING FOR SCHOOL

Below are some recommendations to prepare your child for what will be one of the most important transition stages of their life:

- Encourage your child to look forward to school by highlighting positive aspects of their new experience.
- Try to avoid talking in a way that may make your child apprehensive or let your own anxieties be reflected in your child.
- Encourage your child to take care of and be responsible for their own belongings. At first children need lots of time to learn to do these things independently; please allow them extra time in the short term as it will reap rewards in the long term. For example, give your child plenty of opportunities to practise independently putting on and taking off their socks and shoes, tying up shoelaces, doing up buttons and zippers, and pulling up their pants.
- Encourage your child to wear clean clothing and be tidy.

Your child will find school easier if they have started to learn to:

- Say their full name and address
- Put their things away after finishing
- Recognise and care for their named belongings
- Go to the toilet and adjust clothing
- Flush the toilet after use and wash hands
- Use a tissue or handkerchief properly
- Cover their mouth with elbow when coughing or sneezing
- Take off their jumper/jacket
- Pack and zip their school bag
- Open and close their lunch box and use their drink bottle

WHAT YOUR CHILD WILL NEED TO BRING TO SCHOOL

All these items are essential and will be needed from the first day of school.

School Bag

Please ensure the bag you purchase is a decent size. Our school bag sold through Spartan is a good size, hard wearing and supports their back.



Library Bag

The preferred item is a cloth bag, approximately 30 x 40cm with a drawstring or carry bag with handles. This will be used to carry borrowed library books.



Big Green Satchel

To keep notices neat and safe whilst also keeping classroom readers separate from borrowed library books. Great for sending notes between teacher and parents. This PVC satchel is available from Spartan.



Art Smock

Spartan have ready-made Art Smocks for the junior grades available to purchase. The senior grades are encouraged to bring an old business shirt or something similar to protect their school uniform.



Chair Bag

Chair bags store your child's work and belongings in their classroom. The preferred material for your child's chair bag is denim/heavy cord. When decorating the chair bag with fun designs please include your child's name for easy identification. Denim chair bags are available from Spartan.



Yellow Prep Hat

Your child will receive their yellow Prep hat, marked with our school logo as well as their name for easy identification in the last session of transition in December. They will be required to wear this during outside play times and activities at school (During Term 1 and Term 4) whilst completing Prep. Please note that a green full brim hat is required to wear for all students in Grade 1 -6.



BEGINNING SCHOOL

It is important to discuss the coming event with your child, to ensure that they feel happy and relaxed about starting school.

A social story, 'Beginning School' will be posted to you in January for you to read together with your child. The purpose of this will be to help your child get ready for school. Helping your child to master certain skills before schools starts, will assist in an easy adjustment. Please refer to the social story 'Beginning School' for suggestions.

All your child's personal belongings MUST be named with a waterproof marker, i.e. Clothes, lunch box and lid and drink bottle.

REPORTING SCHOOL PROGRESS

A discussion between parents and teachers is the most effective method for reporting progress. We use continuous online reporting through Compass to keep parents up to date with their child's academic progress.

Each semester, we will provide you with the opportunity to book a parent-teacher interview with your child's classroom teacher as well as their specialist teachers. However, if at any time you wish to discuss your child's work or provide information that may be affecting progress or wellbeing, please email your child's teacher to arrange a mutually convenient time to meet.

WELLBEING

Student Wellbeing is an important part of student learning and development. Our **Wellbeing Leader** in 2025 is Jade D'Atri. Mrs D'Atri leads and oversees our student wellbeing program, Mental Health in Primary Schools, and Inclusion and Disability support and programs.

Our **Chaplain**, Janet Hergt, provides wellbeing programs such as Art Retreat, Girls Power, Boy Power, Friendship Group and 1:1 pastoral care. The Wellbeing Centre is a safe space for children to go and access Wellbeing support, take part in programs, or just spend some quiet time.

We also host the **Child & Family Wellbeing Program** which consists of family wellbeing practitioners located onsite to assist with:

- Practical parenting advice & Parenting peer support group
- Child anxiety and school refusal or school reluctance
- Linkages to support services
- NDIS assistance
- Individual and group-based support

GENERAL INFORMATION

Punctuality

Help your child to be punctual. School begins at 9.00am and it can be an unsettling experience for young children to walk into class late. If your child arrives at school any time after 9.00am they are required to sign in at the office to record their attendance at school.

If your child arrives home during school hours, please notify the school immediately.

Absences

Do not take your child away from the school ground, other than at home time, without notifying the class teacher and signing your child out at the office. If your child is absent from school for any reason, please create an absent note on compass or phone the office on the morning of absence (there is a designated phone line for this purpose). If you are taking your child on a family holiday, outside school holiday times, please process on Compass or drop a note to the office before you take off.

Illness

If your child is ill, please keep them at home. We have a sick-bay for students suddenly taken ill – please note the emphasis on suddenly. If your child is not fit to attend school, it is not advisable to send them. A sick child cannot learn or function effectively in the classroom.

Medicines

If your child is taking or has prescribed medication, we request that you either arrange to dispense the medicines at school yourself, or collect a Medication Authority form from the office, whereby the medication will be dispensed at the office, as per doctor's instructions. Your child's medication will be stored in the First Aid Room or Staff refrigerator. Asthma inhalers can be stored in the First Aid Room or your child's school bag if they can self administer and supply the office with their current Asthma Plan signed by a GP.

Sunsmart

The School's Sunsmart Policy requires all children to wear a wide-brimmed hat during outdoor activities, such as P.E., recess and lunch times, during Terms 1 and 4.

Child Safety

Monbulk Primary School is committed to Child Safety and follows the Child Safe standards. Child Safety is everyone's responsibility. Our policies are available on the school website or are available on request from the Front Office.

Key policies for Child Safety are:

- Child Safety & Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Risk Register
- Child Safety Responding and Reporting Obligations Policy and Procedure.

Our Child Safety Champion is the Principal, Estelle Alder.

Uniform

Uniform is available for purchase online at www.spartanschoolworld.com.au or from Spartan School World Retail Shop located at 1/210-214 Canterbury Rd, Bayswater North. Online orders may be delivered direct to your home for a small fee or a weekly delivery to the school free of charge.

Our uniform includes a Green Bomber Jacket or Hoodie, polo top, checked tunic dress and green hat which can be purchased from Spartan. Other items of our uniform are available from general department stores. This uniform consists of:-

- Green and white checked gingham dress, white skivvy for under tunic, Black pants/shorts/leggings or skirts, Black or White socks and black shoes.

Please note: Open toed shoes including Thongs and Crocs are not considered safe or suitable footwear to wear to school.

House Colours

Forest – Green, Ranges – Red, Lyrebird – Blue, Nathania – Yellow

Your child's house team is displayed on the student Compass profile page.

Embrace the team spirit, students may be asked to wear clothing in their house colour on Sports carnival day and other events throughout the year.

School Assemblies

Whole school assemblies are held each Friday at 3pm. Parents are welcome to attend all assemblies.

Monny Mag – Our School Newsletter

As a means of keeping in touch with what is happening within the school, our newsletter is published fortnightly and available to view on Thursday afternoons via Compass under the school document tab or via our website under the news tab. www.monbulkps.vic.edu.au. Most communications from school are via Compass by email or text notifications.

Scholastic Book Club

Scholastic Book Club catalogues are sent home throughout the year. This is a great opportunity to purchase quality books at reasonable prices. Orders can be made online (see catalogue for details) otherwise cash payments and order forms need to be returned to the school by the due date, in an envelope marked clearly with your child's name and grade. Books generally take about three weeks to be processed and delivered. *Cheques are no longer accepted.* Scholastic Book orders are processed by a parent who volunteers their time.

Curriculum Contributions

The voluntary curriculum contribution for 2025 is **\$270.00** for Prep – Grade 2 and **\$280.00** for children in Grades 3 to 6. This includes access to Netbooks, S.T.E.M. and the Stephanie Alexander Kitchen Garden Programs. A tax deductible contribution to our Building Fund may also be made, this supports renovations, upgrades, and maintenance of school infrastructure.

Curriculum contribution details will be forwarded to you in November 2024 or may be viewed on our website in more detail.

Payments can be made via Compass Pay, QKR, Bpay, EFT or Cash.

Please note prices may change for 2025 with School Council approval.

QKR



QKR (pronounced Quicker!) is another online payment platform that we use for fundraising activities, camps and curriculum contributions. Further information about QKR is included in the enrolment pack or at the office. Thursday Lunch orders can only be made from the QKR App, view food menu items in the Canteen Tab.

SCHOOL CALENDAR FOR 2025

Term 1: 28/01/2025—04/04/2025 – (Last day dismissal – 2.30pm)

Term 2: 22/04/2025—04/07/2025 – (Last day dismissal – 2.30pm)

Term 3: 21/07/2025—19/09/2025 – (Last day dismissal – 2.30pm)

Term 4: 06/10/2025—19/12/2025 – (Last day dismissal – 1.30pm)

Our school newsletter 'Monny Mag' will keep you informed of Public Holidays and additional Curriculum Days throughout the school year.

- ***Curriculum Days 28 & 29 January 2025***
- ***Prep interviews take place from 30th January to 5th February***
- ***Grades 1 to 6 First Day at School Thursday 30th January 2025***
- ***Preps First Day at School Thursday 6th February 2025***
- ***Labour Day Monday 10 March***
- ***Easter Good Friday 18 April***
- ***Anzac Day Tuesday 25 April***
- ***The King's Birthday Public Holiday - Monday 9 June***
- ***AFL Grand Final Eve Public Holiday – TBA***
- ***Melbourne Cup Day Public Holiday - Tuesday 4 November***

Before and After School Care (OSHC)

A 'Before and After School Care Program' is run each day by OSHClub which is located in our beautiful Arts Building. Enrolment procedures and any other details are set out on the enclosed brochure provided by OSHClub.

Ms Isabelle Melford is the co-ordinator for OSHClub, phone 0438 568 149.

Monbulk Pre-school

Monbulk Primary School is the licensee of Monbulk Pre-School. If you are interested in enrolling your child at the Pre-School contact them directly phoning 9756 7379 or enrolment packs are available at the school office.