

PARENT HANDBOOK 2026



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 2026



Principal
Estelle Alder



Wellbeing Leader
Jade D'Atri



Curriculum Leader
Kelly Cathie



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 – We take care of our school

Courage – We are brave

Compassion – We include others

Cooperation – We work as a team

CURRICULUM

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

- English – 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 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
- High Ability Programs for students excelling in numeracy and literacy
- Camps for students in grades 3 to 6

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

BUSHFIRE SCHOOL PROCEDURE

Monbulk Primary School listed on the Bushfire At-Risk Register (BARR) as we are at risk of bushfire attack. As such, there are special arrangements and requirements for the maintenance and operation of the school.

Monbulk Primary School will be closed when a **Catastrophic Fire Danger** has been declared by the Bureau of Meteorology for the **Central District**.

Monbulk Primary School may be closed when an **Extreme Fire Danger** has been declared by the Bureau of Meteorology for the **Local Government Area (LGA)** of the Yarra Valley.

We provide families with as much notice as possible of a closure by SMS message and Compass notifications. Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child.

Please see our website for more information www.monbulkps.vic.edu.au

Families are encouraged to develop and enact their Bushfire Survival Plan regardless of school closure.

SCHOOL HOURS & BELL TIMES

School commences at 8.50am with students dismissed at 3:10pm each day.

8.50am – 9.00am	Calm Start
9.00am – 10:00am	Session 1
10.00am – 11.00am	Session 2
11.00am – 11.10am	Snack in classroom
11.10am - 11.40am:	Recess – Outside Play
11.40am – 12.40pm	Session 3
12.40pm – 1.30pm	Session 4
1.30pm - 1.40pm	Supervised lunch eating time
1.40pm – 2.10pm	Lunchtime Outside Play
2.10pm – 3.10pm	Session 5
3.10pm:	School finishes

PREPARING FOR SCHOOL – PREP STUDENTS

Assessment Week

From Thursday the 29th of January to Wednesday the 4th of February 2026, Prep students will be booked in for an assessment session with their teacher. This will last about 1 hour.

This time helps each child's teacher understand the entry level of literacy and numeracy for each student. Interview times will be advised via email late December/early January.

For Preps the first day of school starts on **Thursday 5th February, 2026**. School commences at 8.50am with students dismissed at 1:00pm each day of their first week at school.

Friday 13th February, 2026, Prep students will start full days at school finishing at 3.10pm.

BEGINNING SCHOOL

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

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.

- 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.
- Name **all** your child's personal belongings with a waterproof marker, i.e. Clothes, lunch box and lid and drink bottle. This helps us return items to your child when they are misplaced.

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.

These items are available to purchase from Spartan School World (See Uniform section for more details)

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. (Not available through Spartan)



Big Green Satchel – Prep to Grade 2 only

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 - Prep to Grade 2 only

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 Hat for Prep – Green Hat for Grades 1 to 6

Prep students will receive their complimentary yellow Prep hat, marked with our school logo as well as their name for easy identification in the last session of Step into Prep in December.

Hats are required during outside play times and activities at school (During Term 1 and Term 4) for all students.

Please note that a green full brim hat is required to wear for all students in Grade 1 -6.



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 2026 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.

GENERAL INFORMATION

Punctuality

Help your child to be punctual. School begins at 8.50am and it can be an unsettling experience for young children to walk into class late. If your child arrives at school any



time after 8.50am they are required to sign in at the office to record their attendance at school. Your child will receive a welcome pass at the office which they give to their teacher, this informs the teacher that your child has been signed in at the office.

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

Absences

If your child is absent from school, please add an attendance note on the Compass App or phone the office on the morning of absence, there is a designated phone line for this purpose dial 9756 6481 then press 1 to leave a message. You will receive a text message after 10.30am if your child has been marked absent if no explanation note has been recorded on the CompassApp

If you need to sign your child out before the end of the school day please report to the office before collecting your child.

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 acceptable 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. Asthma inhalers can be stored in the First Aid Room or in your child's school bag if they can self administer, all families are required to supply the office with their current Asthma Plan signed by a GP every year.

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. Sunscreen is accessible for students who wish to use it.

Wet Day & Sweat Day Timetables, Recess and Lunch Play Activities

On days of extreme heat or rain, students are welcome to play indoors at recess and lunch play, supervised by the yard duty teachers. These are called 'Sweat or Wet Day Timetable' Please note, children will be playing in light rain, raincoats are required on these days.

On normal temperature days we offer:

- an outdoor Quiet Play area where students may colour, read, play lego or card games
- Two Nature Play areas including cubby houses
- Playground equipment
- Use of half of the Monbulk Recreational Oval
- Two full size Netball/Basketball Courts

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. There is also a small collection of 2nd hand uniform available for sale at the school office.

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.



*Green and white checked gingham dress

*White skivvy for under tunic

* Black pants/shorts/leggings or skirts

*Black or White socks

*Black shoes.

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

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 afternoon. Parents are welcome to attend all assemblies. End of term 1, 2 & 3 assemblies are held earlier due to the earlier finish time.

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 curriculum contribution for 2026 is **\$280.00** for Prep – Grade 6 children. 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 2025 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 2026 with School Council approval.

Compass App



Compass is our online platform allowing you to access up-to-date information about school events, excursions, camps, curriculum contributions 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.



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 2026

Term 1: 27/01/2026—02/04/2026 – (Last day dismissal – 2.30pm)

Term 2: 20/04/2026—26/06/2026 – (Last day dismissal – 2.30pm)

Term 3: 13/07/2026—18/09/2026 – (Last day dismissal – 2.30pm)

Term 4: 05/10/2026—18/12/2026 – (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 27 & 28 January 2026*
- *Prep interviews take place from 29th January to 4th February*
- *Grades 1 to 6 First Day at School Thursday 29th January 2026*
- *Preps First Day at School Thursday 5th February 2026*
- *Labour Day Monday 9 March*
- *Easter Good Friday 3 April*
- *Anzac Day Tuesday 25 April*
- *The King's Birthday Public Holiday - Monday 8 June*
- *AFL Grand Final Eve Public Holiday – TBA*
- *Melbourne Cup Day Public Holiday - Tuesday 3 November*

Before and After School Care (Theircare)



A 'Before and After School Care Program' is run each day by Theircare which is located in our beautiful Arts Building. Enrolment procedures and any other details are set out on the enclosed brochure provided by Theircare. The Theircare co-ordinator phone is 0418 100 553. To register visit theircare.com.au Vacation care is also available during holidays and curriculum days.

Parking

We share the carpark between the school and the Living and Learning Centre. Please take note of the parking signs and be mindful of other patrons using the car park. Parking is NOT Permitted in the Kiss and Drop, and all traffic should turn left when exiting the car park. The flow of traffic through the car park should never be blocked, if there is no space to pull into the kiss and drop area please vacate the car park and rejoin the cue. Other option is to park around the oval, skate park or Woolworths and collect your child(ren) from school.

SCHOOL WIDE POSITIVE BEHAVIOURS

MONBULK PRIMARY SCHOOL



	At All Times	Learning Areas	Outside	Transitions and lining up	Toilets
RESPECT	<ul style="list-style-type: none"> We keep ourselves and others safe We look after our own and other's belongings 	<ul style="list-style-type: none"> We show whole body listening We keep our hands, feet and objects to ourselves We keep our classrooms tidy 	<ul style="list-style-type: none"> We take care of our school environment and equipment We return any equipment we use 	<ul style="list-style-type: none"> We are on time We walk inside We line up when we hear the music 	<ul style="list-style-type: none"> We keep water and soap in the sink We knock and lock We use toilets at break times
COURAGE	<ul style="list-style-type: none"> We are brave We are honest We are resilient 	<ul style="list-style-type: none"> We try new things We seek help if needed We celebrate our successes 	<ul style="list-style-type: none"> We accept the rules of the games, even if we lose We try and solve problems ourselves We report unsafe behaviour 	<ul style="list-style-type: none"> We move safely We finish, pack up and line up when asked 	<ul style="list-style-type: none"> We report damage to our teacher immediately
COMPASSION	<ul style="list-style-type: none"> We include others We show kindness We accept each other's differences 	<ul style="list-style-type: none"> We use manners We use a quiet inside voice 	<ul style="list-style-type: none"> We share play equipment and spaces We are humble in victory and gracious defeat 	<ul style="list-style-type: none"> We help others pack up and line up We let our peers in the line 	<ul style="list-style-type: none"> We give each other privacy We keep toilets clean and tidy
CO-OPERATION	<ul style="list-style-type: none"> We work as a team We follow instructions and rules straight away 	<ul style="list-style-type: none"> We share resources We listen to the teacher and our peers 	<ul style="list-style-type: none"> We stick to the rules of the game We take turns and are fair We use friendly words and a friendly voice 	<ul style="list-style-type: none"> We pack up and line up quickly We line up in the right spot We respect each other's space 	<ul style="list-style-type: none"> We flush the toilet and wash our hands We stay with our buddy We have one person per cubicle



Monbulk Primary School Behaviour Response Chart



Minor Behaviours

Safety

Climbing on buildings & fences
Throwing objects
Unwanted physical contact
Unsafe activity or behaviour
Entering out-of-bounds areas & buildings
Playing in the toilet area
Not respecting personal space

Wellbeing

Disrespect toward others
Excluding others
Teasing
Unfair play
Inappropriate language
Dishonesty
Poor sportsmanship
Inappropriate gestures with body
Improper use of ICT

Learning

Interrupting learning & teaching
Refusing to follow instructions
Refusing to participate
Not sharing equipment/resources
Damaging or neglecting equipment/resources
Disrespecting others belongings
Purposely late to class
Leaving class without permission

In the Classroom:

Re-focus

Remind student of our positive behaviours

Relocate

Move student to a more productive learning space

Remove

To another class

In the Yard:

Re-focus

Restorative talk with yard duty teacher

Relocate

Different space to play

Remove

To Office

Follow up to Minor Behaviours

Walk and talk with staff member, designated play space, conversation with teacher, written or verbal apology, contact with parent/carer, Restorative Conversation, Reward Chart

Major Behaviours

Any repeated minor behaviours

Safety

Serious physical contact
Possessing/Threatening to use a weapon
Absconding (leaving the school grounds)
Repeated leaving class without permission
Deliberate & unsafe throwing of items

Wellbeing

Making threats
Abusive & aggressive language
Cyberbullying
Racism
Bullying
Repeated ICT breaches
Vandalism
Theft
Lying/deception

Learning

Repeated disruption of learning & teaching
Repeated refusal to follow instructions

Removed from Class:

- Remove to buddy class.
- Student fills in reflection sheet in Buddy classroom.
- Restorative chat with classroom teacher.
- Reflection sheet goes home to sign.
- Contact parents via Compass Chronicle or call home.

Removed from Yard:

- Sent to office/collected from yard by leadership.
- Student fills in reflection sheet at office.
- Restorative chat with leadership.
- Reflection sheet goes home to sign.
- Contact parents via Compass Chronicle or call home.

Follow up to Major Behaviours

Designated play space, Family meeting/ SSG, Restorative Conversation, Behaviour Support Plan, sent home, Internal or External Suspension, Expulsion (last resort)

