

PREP PARENT HANDBOOK 2024



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 2024



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Cathy Piesley



Middle Leader
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Senior Leader
Elizabeth McDonough

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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 their bag and place in bag boxes

SCHOOL VISION

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

OUR SCHOOL VALUES

Respect, Relationships, Resilience and Responsibility.

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 Tuesday the 30th of January to Friday the 2nd of February 2024, 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 week of school starts on **Monday 5th February, 2024**. School commences at 9.00am with students dismissed at 1:00pm each day of their first week at school.

Starting **Monday 12th February, 2024**, Prep students will start full days at school finishing at 3.30pm.

Bell Times

- Music plays at 8.55am for children to line up, greet teacher and enter class
- School begins at 9.00am. Two sessions of learning.
- Morning snack in classroom between 10.30 – 10.40am. Morning Recess (Outside Play) 10.40 – 11.10am
- Learning sessions 3 and 4
- Supervised lunch in classroom from 12.50 to 1.00pm
- Lunch outside play - 1.00 to 1.50pm
- Learning sessions 5 and 6
- Dismissal time is 3.30pm each day starting Monday 12th February 2024 for Preps

Compass

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.

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 Team includes our Wellbeing Leader, Vikki Noisette and a Chaplain 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
- Child anxiety and return to school post COVID
- Linkages to support services
- NDIS assistance
- Individual and group-based support
- Parenting peer support group

School Chaplain

The Chaplaincy Service aims to support the emotional wellbeing of students by providing pastoral care services and strategies that support the emotional wellbeing of the broader school community.

Pastoral care means looking after the personal needs of students, not just their academic needs, by providing general spiritual and personal support.

GENERAL INFORMATION

Punctuality

Help your child to be punctual. School begins at 9.00am and it is an unsettling experience for young children to have to walk into class/assembly late. It is also not fair on the teacher and rest of the students in the grade, as important instructions are given to students at the beginning of each day and the teacher will be forced to repeat these to students who arrive late, and this takes up valuable classroom time. If you arrive at school any time after 9.00am you are required to sign your child in at the office.

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 update the 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 the required form from the office, whereby the medication will be dispensed by the ladies in the office, as per doctor's instructions. Medication should not be stored in

school bags during the day. Asthma inhalers are the exception to this rule, however. If your child has been diagnosed with asthma by a GP, please supply the office with their up to date asthma plan.

Sunsmart

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

Safety

Encourage your child to follow the basic rules, such as:

- Meeting in a designated place, if you are picking your child up
- Look both ways before crossing the road
- Refuse rides with strangers
- If your child walks to school, educate them in the use of school crossings

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 should be made out to Scholastic Books not Monbulk Primary School.*** Scholastic Book orders are processed by a parent who volunteers their time.

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 on 9756 7379.

Curriculum Contribution

The voluntary curriculum contribution for 2024 is **\$275.00** for Prep – Grade 2 and **\$305.00** 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 2023 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 2024 with School Council approval.

QKR

QKR (pronounced Quicker!) is an online payment platform that we use for fundraising activities. This year the profits from our fundraising activities will enhance our Internet and Computer Technology devices which are available for the students to use at school. Further information about QKR is included in the enrolment pack or at the office.

SCHOOL CALENDAR FOR 2024

Term 1: 29/01/2024—28/03/2024 – (Last day dismissal – 2.30pm)

Term 2: 15/04/2024—28/06/2024 – (Last day dismissal – 2.30pm)

Term 3: 15/07/2024—20/09/2024 – (Last day dismissal – 2.30pm)

Term 4: 07/10/2024—20/12/2024 – (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 29 & 30 January 2024***
- ***Preps First Day at School Monday 5th February 2024***
- ***Labour Day Monday 11 March***
- ***Easter Good Friday 29 March***
- ***Anzac Day Tuesday 25 April***
- ***The King's Birthday Public Holiday - Monday 10 June***
- ***AFL Grand Final Eve Public Holiday – TBA***
- ***Melbourne Cup Day Public Holiday - Tuesday 5 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 Casey Thornton is the co-ordinator for OSHClub, phone 0438 568 149.