

MELROSE PRIMARY SCHOOL (MPS) PARENT INFORMATION BOOKLET 2016

School Community Vision:

To create powerful lifelong learners and active citizens, capable of critical and creative thinking in order to solve problems, deal with events and competently cope with the dynamics of life.



Community Virtues:

Respect Learning Honesty Responsibility Excellence

Welcome to Melrose Primary School.

STAFFING:

Principal: Gail Murphy

Finance/Admin Officer (SSO2): Meridee Schwark

Middle/Upper Primary Teacher: Julianne Curtis (.8)

Junior Primary Teacher: Penny McCulloch (.6)

Junior Primary Teacher: Brooke Gamlen (.2) Terms 3 & 4

Library/Classroom Support/Admin: Craig Roberts

Groundsperson: John Potts

Playcentre Leader: Suzannah Govers

DAILY ROUTINE:

8:30: Children arrive

8.50: Organisation and Literacy Block

11.00: Recess eating

11.05: Recess play

11.30: Maths and other subjects

1.10: Lunch eating

1.20: Lunch play

2.00: Lessons including integrated curriculum

3:15: Dismissal

DUTY OF CARE:

Teachers are on yard duty from 8.20am, during play breaks and until 3.40pm. Students who use the bus service to and from school arrive earlier and leave later. Before and after school care is available from the Melrose Rural Care facility adjacent to the school.

TRANSITION PROGRAMMES:

Transition Programs are organised and co-planned with staff from Booleroo Centre District School (BCDS) and Booleroo and Wilmington Preschools.

All transitions involve planned meetings that enable teachers, support staff, parents and principals to share information and documentation that will increase knowledge and understandings of student's learning dispositions and achievement.

The Preschool Transition Program begins through a series of visits to the junior primary classroom and school site. In Week 2 of Term 3 a formalised transition program begins as a gradual build up to full days in Term 4.

The Transition Program to Booleroo Centre District School is co-planned by all stakeholders. This program provides a range of special activities that are planned for Terms 3 and 4. Currently it is becoming common practice that both Years 6 and 7 students transition to secondary school due to the development of the Middle School Program at Booleroo Centre District School. This allows all Year 7 students in the district to experience the teaching and learning of the same curriculum, which is equitable practice and educationally beneficial to all students.

Transition programs support positive socialisation, getting to know new teachers and support staff, understanding routines and timetables and importantly the internalisation of developing a sense of belonging within a new setting.

ADMISSION / ENROLMENT (BEGINNING SCHOOL):

This is best arranged as part of a transition program but children can be enrolled at Melrose Primary School at the beginning of the school year if they turn five before the 1st of May of that year. Because compulsory schooling doesn't apply until a child is six years of age, admission can be delayed, especially if this is beneficial for the child. Children transferring from another school can be enrolled immediately. The protocol is to make a meeting time with the Principal. During the meeting the necessary forms will be completed and an induction to the school will be provided.

PLAYCENTRE and PLAY GROUP:

A Playcentre program operates at Melrose in the Rural Care building adjacent to the school. If you wish to access this service please ask for the Melrose Playcentre Guidelines at either the Rural Care or Melrose Primary School office. Children need to be enrolled in the Playcentre program.

A Play Group program has been available on Friday mornings when parents can bring their young children to the Melrose Rural Care facility from 10am -12noon. The Play Group program is flexible and the schedule may change according to the needs of families.

WELLBEING GUIDELINES FOR THE WHOLE SCHOOL COMMUNITY:

A pamphlet providing information about the processes used at MPS to enhance wellbeing for school community members has been developed in consultation with the Governing Council. The premise of the guidelines is that everyone has the right to feel safe and that it's everyone's responsibility to create a safe learning environment through consciously choosing to behave respectfully towards others. A range of strategies have been developed at Melrose Primary School to reduce the incidence of bullying. Consistent consequences apply if behaviour choices negatively impact on the wellbeing of others.

PARENT GRIEVANCE PROCEDURES:

Parent Grievance Procedures are couched in the understanding that as a school community we need to work together to continually improve outcomes for everyone. At MPS we value and foster positive and respectful relationships between all members of the school community.

We are mindful of the nature of everyday human interactions and we are aware that sometimes miscommunication and misunderstandings occur between people. These can result in grievances. When issues arise the most efficient way to effectively address these is to use the school's Grievance Procedures.

STUDENT GRIEVANCE PROCEDURES (Restorative Justice):

If students experience issues or conflict at school, the processes used to support students to report and resolve their grievances are the Restorative Justice processes.

These are based on the use of assertive communication and the willingness to solve problems. All students who are involved in a conflict are given the opportunity to talk about what happened from their perspective. Often visual pictures that explain the thinking and feelings which contribute to wrong doing are used to support students to gain a clear understanding of how a situation develops and leads to conflict. Clear visual images also provide information about how problems can be resolved and which strategies need to be used in the future.

Agreements are made between students and if necessary parents are made aware of the outcome of the Restorative Justice conference.

The Principal and staff continually monitor the relationship between all students.

CHILD PROTECTION GUIDELINES:

Child protection and duty of care is at the heart of our work at MPS. We all have a responsibility to ensure that students learn in a safe and supportive environment. Adults are expected to listen to and notice when children and young people are experiencing problems and need support.

At MPS we expect that all children will reach their potential in all domains of wellbeing. The domains of wellbeing are: learning, social, emotional, behavioural, spiritual and psychological.

The Keeping Safe Curriculum forms the basis of the Social Emotional Learning program in conjunction with the learning area of Health and PE in the Australian Curriculum. There are a range of supportive programs and procedures including protective strategies that reinforce the message that everyone has the right to be safe.

It is mandatory for all staff to participate in the Responding to Abuse and Neglect online training and completion of the training is verified with a certificate.

ATTENDANCE:

For students to achieve their maximum benefit of education and to fulfil their learning potential they need to participate consistently at school by attending regularly and being punctual. In South Australia it is compulsory for students to attend school between the age of six and sixteen.

It is expected that parents contact school personnel either the class teacher, Administration Officer or Principal when your child is late or absent from school. Contact can be made via a note, phone call, text or email.

The Roll Ledger is a legal document. In accordance with DECD guidelines teachers need to keep accurate records of attendance and lateness. They are required to record the reason for a child's absence within formal school times. We are responsible for the duty of care for your child during school hours, which are from 8.30am until 3:40pm. Children who use the bus service for travel will arrive earlier at school.

Legal implications require a note every time a child is taken out for some special reason or is away from school. A book is kept in the front office to sign your child out of school and sign in if late.

If it's unavoidable to plan a holiday during term time for family reasons, please negotiate exemption from school with the Principal. An educational program can be co-planned to support curriculum coherence especially in literacy and numeracy learning.

It's important to be mindful that research shows that missed learning is difficult to catch up. Maintaining a high level of attendance in the early years of schooling is a positive pattern for children to develop and continue throughout their educational journey.

STUDENT BEHAVIOUR DEVELOPMENT PROCEDURES:

At Melrose Primary School we are using the Assertive Discipline Model as a basis to student management. This model was developed by Lee Canter who is a child guidance specialist. The Assertive Discipline Model incorporates ideas and techniques from several other models. These include the thinking around behaviour as choice, using logical consequences rather than threats and punishment, adopting positive reinforcement for desired behaviour and addressing the situation rather than the student's character. The unique features of Canter's model is that it's easy to implement and the prime focus is on meeting teachers and students rights in the classroom. It emphasises the belief that teachers need to care sufficiently about students to limit their self-defeating behaviour and that teachers need to have support from administrators and parents.

WHOLE SCHOOL COOPERATIVE CODE:

At Melrose Primary School our aim is that students understand and follow the Cooperative Code. The Cooperative Code is based on the following behaviours:

RESPECT: Respect each other, property and the school environment.

LEARNING: Everyone needs to concentrate on their own learning and allow others to learn.

FOLLOW ADULT INSTRUCTIONS: It's important to follow adult instructions for learning at school.

COMMUNICATION: Communication needs to be assertive and friendly.

SAFETY: Safety is everyone's responsibility.

STUDENT VOICE:

Student Voice is a focus within the school. The Australian Curriculum equips students for the challenging world of the twenty-first century to ensure that students are supported to take increased responsibility for their own learning, their physical, personal and social wellbeing, their relationships with others and their role in the local, national and global community.

We provide opportunities for students to give their viewpoint about a range of topics related to their schooling experience. Students are able to negotiate aspects of their learning tasks, in particular project work.

STUDENT LEADERSHIP:

The oldest students in the school automatically become the school's student leaders. These are usually the Years 6 and 7 students. Their role is to attend meetings with the Principal or classroom teacher and in doing so they learn about meeting procedures and the skills involved. The aim is for leaders to be able to independently conduct meetings in pairs with their class and also the Junior Primary class.

CAMPS and EXCURSIONS:

Camps may be held every year or two years depending on the age of the children and parental support being available. Consultation and planning happens before each camp and strong parental support is essential for these to take place.

We visit nearby centres to attend performances and other excursions. Local excursions around Melrose are covered by a consent form signed by parents early in the year. All other excursions involving travel in a vehicle require a special consent form signed by parents for each event.

PARENTAL INVOLVEMENT:

At Melrose Primary School we value community participation. We hold assemblies for parents, families and friends to attend. Student leaders organise and present the assemblies.

Our Governing Council meet twice a term and are active in shared decision making about the strategic direction of the school, developing policies, approving and monitoring the budget and supporting and coordinating community events.

We have a Parent, Friends and Community Group (PFC) who plan community initiatives, meetings and fundraising events.

The Community Room in the school, previously known as the Activity Room is used for meetings, assemblies and special events.

Melrose Primary School will continue to welcome the whole school community to be partners in the continuous improvement of the educational processes and programs in the school.

COMMUNICATION:

Class teachers set up communication systems at the beginning of the school year. Diaries and home communication books are taken home at the end of the school day and returned to school in the mornings. They are checked each day by teachers and provide a means for two way communication between parents and teachers. Other forms of communication are: emails, texts, phone calls, informal and formal discussions.

The school's newsletter is produced every second Thursday. It can be sent home either via email or as a hard copy taken home by the eldest child in the family.

STUDENT SIGN IN/SIGN OUT:

It is expected that children's late arrivals or early departures from school are recorded in the Sign In/Sign Out leger in the front office. The main reasons for a child not being present at school for a full day are: illness, medical or dental appointments, family reasons and participating in an enrichment program.

HOMEWORK:

This will vary according to the child's year level, but generally speaking, homework is set to support children to consolidate the learning that is happening in the classroom. Extra practice at home helps children to develop sound homework habits in the primary years which will be beneficial in their secondary education. Please contact your child's teacher if homework is a concern.

DRESS CODE/UNIFORMS:

It is expected that students wear the school uniform at school and when attending events taking place outside of the school.

The school uniform is:

- Maroon tops: (polo shirts, windcheaters)
- Winter jackets can be either maroon or navy blue
- Navy pants: (track pants, shorts) Denim jeans are not encouraged.
- Summer: dresses for girls (blue or maroon check)
- Navy broad brimmed hats worn in Terms 1 and 4
Hats are available from the school office for \$10.
- Sandshoes or sneakers (fashionable shoes or boots are not encouraged)
- Rubber boots are allowed for winter however thongs are not permitted.

Year 7 students co-design a windcheater or polo shirt with their teacher and office staff. This complements their uniform and is symbolic in recognising their last year in primary school as well as their leadership in the school.

In accordance with the Governing Council's decision, Year 7 students need to choose one colour of the school uniform (maroon or navy) for the top and are able to choose an alternate colour for the trim and embroidery (their name and names of any other Year 7 student/s).

LUNCHES:

Lunches can be ordered from the local businesses. The order forms are available from the office and need to be prepared at home and placed in the classroom lunch order box by children. Lunches will then be delivered to the school at lunchtime.

TRANSPORT:

Children who ride to school on bikes or scooters can use the bike racks to store their vehicles.

If children require the DEDC bus service please contact the BCDS office.

Parents who need to transport children five kilometres or more to the nearest school bus run are eligible for a travel allowance. Application forms are available from the office.

HEALTH AND SAFETY:

All staff have received training in Basic Casualty Care. When a child is unwell and experiencing difficulties in participating in learning, parents (or a nominated contact person) will be contacted to collect the child.

If a child has a minor injury they need to attend the office for consoling, first aid and observation. If the injury is of a more serious nature parents will be contacted to collect the child.

If a serious accident occurs we will use our initiative in getting medical support immediately. Depending on the type of accident, an ambulance may be called.

If a child is unwell at home, and you're not sure about whether to send your child to school, it's best to keep them home. Unwell children gain very little benefit being at school and might even infect others with an illness.

Injuries requiring first aid are recorded in the school's First Aid Log.

INFECTIOUS DISEASES:

The school must abide by DECD regulations about exclusion from school if children have certain diseases. Information is available on the DECD website.

HEAD LICE:

Please notify the school immediately if your child has head lice. The school will notify parents whenever head lice have been noticed. Staff are not responsible for checking children's hair for lice so we ask that you check your own child's hair regularly. When head lice are detected in the school, a note will go home to all families asking them to be vigilant in checking their child/children's hair. It is important to work together to control the spread of head lice.

SUN SAFETY PROCEDURES:

In accordance with DEDC policy and sun safety procedures it is compulsory for children to wear hats during Terms 1 and 4. The school hat, a navy broad brimmed hat is part of the school uniform.

Hats can be purchased from the school office (when stocks are available) or a number of businesses in Port Pirie or Port Augusta.

It's advisable that sunscreen is applied a half an hour before children play outside. Parents may choose to provide their own brand of sunscreen for children to apply. Each classroom has sunscreen available for students to use. Teachers will remind and support children to apply sunscreen half an hour before play periods.

DENTAL CLINICS:

The School Dental Service provides free dental advice, care and treatment to all children (unless parents opt for private care). Clinics are available in both Port Augusta and Port Pirie.

SEVERE WEATHER:

Children are supervised indoors during play times if the weather is extremely windy or hot, and also when it's raining. If children are playing outside and it begins to rain, the bell is rung and children return to their classroom.

ROAD SAFETY/PARKING:

Children are to cross at the road safety crossing in front of the school. Please set a good example when walking across the road yourself. To help our road safety efforts please avoid parking where the kerb is painted yellow as this is the bus zone.

EMERGENCY DRILLS:

Emergency drills for bushfires, evacuation and invacuation are practised each year. The Playcentre and Rural Care group are involved in the bushfire drills in Terms 1 and 4.

FIRES/BUSHFIRES:

Melrose is a high risk area for bushfires.

The School has Emergency Procedures to cover both internal fires and bushfires.

In a bushfire emergency the Melrose Institute is equipped as a refuge for MPS, Playcentre and Rural Care personnel and children.

If threatened by a bushfire our plans centre around recognising levels of alert.

The levels of alert are:

- Level 1: (extreme danger/red alert day (when a total fire ban is issued)
- Level 2: (fire in our area)
- Level 3: (movement to refuge)

If on any given day the bushfire rating has been forecast as catastrophic conditions the school will be closed.

Parents will be notified accordingly if the school will be closed. They will also be notified if the school, Playcentre and Rural Care groups need to evacuate to the Melrose Institute due to the alert level reaching Level 3.

CULTURAL ACTIVITIES:

Teachers select a variety of performances or events throughout the year for children to attend. These are selected to expand or complement school curriculum and need to be easily accessible.

It is expected that children attend these organised performances and events.

FACILITIES AND EQUIPMENT:

These are budgeted for and managed and upgraded by MPS staff and the Governing Council. Working bees involving parents' help are valuable in supporting the upgrade of grounds.

The Community Room is available for hire. Contact the Principal for further information.

FRIDGE and MICROWAVE:

Fridges are located in both classrooms for students to store their lunches and drinks. Please make sure that containers are clearly named and have tight closing lids.

A microwave is available for students to use in Terms 2 and 3. This is supervised by the student leaders and is located in the Community Room. Please do not send meals that require boiling water to be added to them as this is considered a high risk unsafe practice and is a WHS (Work Health Safety) issue.

INTERNET:

The internet is available for student use and is used in classrooms for research assignments and projects. This is closely supervised by teachers. A Code of Conduct Agreement form is filled in by the student and their parents at the beginning of each year. This is a mutual and binding agreement about how computers need to be used.

LIBRARY BORROWING:

The Flinders Mobile Library visits every fortnight. Students are able to borrow three books at a time. They can only re-borrow if the books are returned. Any lost or damaged books need to be replaced or paid for. The school library is used at the discretion of the teachers and usually books are borrowed to make a class library resource.

LOST PROPERTY

Some students don't recognise their clothing which then becomes lost property. Lost property collects and is stored in the classroom locker foyers. If your child is missing clothing please come and look through the lost property collection. To avoid lost property, please make sure that all your child's/children's clothing items are clearly labelled.

SAPSASA (SA Primary Schools Amateur Sports Association)

This state wide organisation provides organised competition within districts, for a very wide range of sports as well as athletics. Our district stretches from Crystal Brook to Jamestown and all schools north, this side of the Ranges. Children can start competing in the year during which they turn 10, normally this is in Year 5. One of our staff members coordinates our involvement. Parents will need to transport their children to the trials.

Being selected to be in a district team involves travelling to Adelaide and sometimes to other areas where the matches are being played. Parent help with coaching is most welcome and can be expected.

Parents of children attending games in Adelaide will need to organize transport and accommodation for their children.

SCHOOL PHOTOS:

A consent form is needed for any child to be photographed for a range of purposes. At the beginning of each school year parents decide the conditions concerning consent for their children to be photographed. For annual school photos, photo packs are sent home from professional photographers for parents to decide which photos they wish to order and purchase. The choices of photographs include: individual, family, class, student leaders and whole school.

SPORTS DAY:

Sports' Day is an annual combined schools day held in Term 1 at Booleroo Centre District School (BCDS). The BMW schools, (Booleroo, Melrose and Wilmington) come together to enjoy a day of activities.

The day features tabloid events in the morning, involving all children and the championship events are held in the afternoon. Children are placed in house groups according to which house their family or siblings belong to. If they have no family connection to BCDS they will be placed in the team with least numbers. Sports' Day is considered an important part of the curriculum and all children are expected to participate. Parents are responsible for transporting their own children to and from BCDS on the day. It's a family day and a great time for the wider community to come together and celebrate their children's achievements.

SWIMMING LESSONS:

We will organise two swimming sessions for our students providing that qualified swimming instructors are available. These will take place in Terms 1 and 4 either in the Booleroo Community Pool or the Wilmington Community Pool. Swimming lessons are an essential part of the school curriculum and therefore all children are expected to participate. Learning to swim is also an important life skill for children's safety. There is no cost involved for families.

SUPPORT SERVICES:

CaFHS: (Child and Family Health Services)

A range of services are available from CaFHS in Port Pirie and Port Augusta.

These include:

- Free health checks for children 0-12
- Information about child health and development
- Parenting support

CaFHS Contact Information (www.cyh.com):

Parent Helpline: 1300 364 100 (7 days a week 7.15am – 9.15pm)

Calls received outside of these hours are diverted to the National Health direct helpline.

Appointments: 1300 733 606

Port Augusta:

Address: 1 Stirling Road Port Augusta

Phone: (08) 8642 3201

Hours: 9am – 5pm

Port Pirie:

Address: Alexander Street Port Pirie

Address: 14 Fourth Street Pirie West

Phone: (08) 8642 3201

Hours: 9am – 5pm

Centacare Catholic Family Services:

A range of services and programs are available from Centacare.

These include:

- Counselling
- Critical incident responses
- Education and training
- Critical incident responses
- Family and relationship services
- Family dispute resolution

Port Augusta:

Address: 6 Gibson Street Port Augusta

Phone: (08) 8641 2379

Hours: 9.30am – 4.30pm

Port Pirie:

Address: 85 Gertrude Street Port Pirie

Phone: (08) 8638 2100

Hours: 9.30am – 4.30pm

Wesley Unity Care Country SA:

Wesley Unity Care provides a range of services and programs.

These include:

- Youth services particularly engaging young people in education and skills training
- Disability and mental health
- Housing and secure accommodation
- Domestic violence counselling and support

Port Augusta:

Address: 36 Stirling Road Port Augusta **Phone:** (08) 76283101

Port Pirie:

Address: 82 Ellen Street Port Pirie **Phone:** (08) 8633 3900

Booleroo Centre District Hospital Care and Health Services:

Address: 1-13 Stephens Street Booleroo Centre

Phone: (08) 8667 221

A range of hospital and health care services and programs are available. These include emergency care, mental health support and healthy living guidance.

Parents, Friends and Community (PFC) Committee:

At Melrose Primary School you are invited to be part of the PFC.

The role of the committee is to develop and maintain an interest in the welfare of the children at school and to work in cooperation with the school staff. There are a number of sub committees which operate and organise events when needed.

Reasons why groups of people work together include:

- Organising Tuck Days
- Fund Raising
- Involvement in organising the End of Year Celebration
- Supporting curriculum initiatives

PARTNERSHIPS and ADMINISTRATION:

PARTNERSHIPS:

MPS is part of the Flinders Partnership. Schools work together to improve teaching and learning outcomes through implementing new initiatives in education. A Partnership Review is held annually. Our Education Officer is Terry Sizer and she is based in the Port Pirie District Office.

GOVERNING COUNCIL:

DECD schools have an elected Governing School Council to provide guidance about the needs of the school in accordance with Education Department policy and regulations. Our Constitution is being updated to reflect the changes in our school. Our Governing Council consists of parents, including a Parent Representative and the Principal. Elections take place at the Annual General Meeting (AGM) before the end of March and elected parents serve for a two year period. Meetings are held twice a term. Sub committees are formed for a variety of purposes based on current needs.

FINANCE COMMITTEE:

Management of finance is overseen by a Finance Committee comprising of the Chairperson and Treasurer of the Governing Council, the Principal and the School Finance Officer. Meetings are twice a term prior to Governing Council meetings. The Budget preparation meetings are held in October and November.

MATERIAL AND SERVICES CHARGES

Stationery is given out at the beginning of each year and is part of the fee charged. The balance is used for curriculum implementation resources. Students are involved in designing book covers for the different learning areas and plastic covers are used to protect their work books. The material services charges are set each year with the Governing Council and currently are \$200 per year. Fees can be paid online through Net Bank to the school's Commonwealth Bank account.

SCHOOL CARD:

This is an allowance paid by the Government to low income families to assist with education costs. Information for the current year is forwarded to schools at the commencement of each school year. Please contact the school office if you think you could be eligible or to seek further information.

POLICIES and GUIDELINES:

DECD have a range of policies from A-Z. The school is responsible for developing guidelines to implement DECD policies. These are developed in partnership with the Governing Council and MPS staff.

Guidelines are reviewed every three years. They are available from the office.

RECORDS AND INFORMATION:

Consent forms and emergency contact/first aid data forms are updated each year. Please let the school know if your contact details change during the year.

STAFF MEETINGS:

Staff meetings are held weekly. At present two meetings are held per week. The purpose of one is for Professional Learning and the other relates to administration and organisation of school matters and projects.

CURRICULUM:

At MPS we have implemented the Australian Curriculum. The Australian Curriculum learning areas are: Mathematics, English, Science, The Arts, Technologies, Health and PE, HASS (History, Geography, Civics and Citizenship (Years 3-7) and Economics and Business (Years 5-7).

REPORTING AND ASSESSMENT:

Reporting to parents happens as follows:

TERM 1:

In Week 3, we hold a parent information night which involves teachers presenting information to parents about their programs, procedures, practices, school and home contact, school structures, and expectations. Parents are invited to ask questions and generally form a connection with the teacher and their child's classroom and school.

In Week 8, Three Way Conferences are held. Individual Learning Plans (ILPs) are devised collaboratively between teachers, parents and students. These detail specific goals in the areas of Literacy, Numeracy and Wellbeing. These plans are modified, adapted or extended as necessary. There is ongoing communication between the teacher, parent and student to assess how the student is going towards achieving the ILP goals. New goals are set when they have been achieved.

TERM 2:

In Week 10, a written report is sent home. Parents have the opportunity to clarify information with their child's teacher.

TERM 3:

In Week 8, another Three Way Conference is held to discuss the progress of the student throughout the year and to show evidence of student learning and achievement of learning goals.

TERM 4:

In Week 9, the final written report summarising student achievement is given to parents. Parents need to speak with their child's teacher if they have any queries.

TERM OVERVIEWS:

Term overviews of the content that will be taught in the learning areas of the Australian Curriculum are sent home in Week 2 of each term. This information provides a summary of what will be taught and assessed in each term.

TWO WAY COMMUNICATION:

At Melrose Primary School we value the partnership with parents in their child's education. We believe that robust two way communication is important. If there is information you seek or problems you wish to resolve please contact us at MPS.