



Parent Information Booklet



I show Respect, I am Safe, I take Responsibility

Unleashing Potential

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Barry Rowland
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Principal
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WELCOME TO MANIFOLD HEIGHTS PRIMARY SCHOOL

Dear Parents,

We welcome you and your child to the Manifold Heights Primary School community. We trust that your connection with the school will be both enjoyable and educationally productive.

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. Manifold Heights has a strong tradition of parental involvement, so we invite you to join in with our motto – **Unleashing Potential**.

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.

Barry Rowland
Principal

FIRST TERM OF SCHOOL

Prep students will attend from 9:00am – 3.30pm, except on Wednesdays for Term 1. Wednesday will be a rest day and also an opportunity for the Prep teachers to meet with your child one-on-one by organised appointments for some literacy/numeracy assessment.

SCHOOL BELL TIMES:

Students will be under supervision continually from 8:50am to 3:40pm. Students should not be in the school grounds outside these times unless attending Before and/or After School Care or another approved activity.

9:00am		School Starts
11:00am	11:30am	Recess
1:30pm	1:40pm	Lunchtime Eating Inside
1:40pm	2:30pm	Lunchtime
3:30pm		School Finishes

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.

STARTING NEW PREPS

Our Transition Program will ensure that all students and parents know who their class teacher will be, prior to starting school. Grade lists will also be displayed on the wall outside the Prep rooms. Bring your child into the room where you will be greeted by your teacher. Be sure to tell your teacher any important information or condition which may affect your child, and who will be collecting them at the end of the school day.

It has been the experience of teachers for the last few years that Prep children settle into school very quickly.

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 30 April in the year of starting. Children between six and sixteen 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).

Prep Entrance Requirements: Birth Certificate & Certificate of Immunisation

Parents are required to provide proof of their child's date of birth and immunisation status. Please supply the school a copy of your child's birth and immunisation certificate when completing the enrolment form. Immunisation Certificates are available from Medicare or your GP.

SCHOOL PROFILE

GUIDING PRINCIPLES:

Manifold Heights School community is committed to:

- Providing "best practice" in literacy and numeracy programs.
- Offering our students the optimum advantage in the utilisation of information technology.
- Creating opportunities for students with particular strengths to excel.
- Providing students with the necessary academic and social skills, which will provide a strong basis for life-long learning.
- Developing a pride in academic, cultural and physical achievement.
- Nurturing a spirit of inquiry.
- Encouraging leadership and team initiative as well as a sense of responsibility and belonging.
- Giving all students a fair and equal opportunity to succeed.
- Developing healthy relationship skills.

CURRICULUM:

Manifold Heights offers students challenging learning experiences. Program planning reflects an integrated inquiry approach, linking the learning areas around a central area of study. Teachers work as a team to plan, to implement and to evaluate these programs. These programs are supported by a high level of parent involvement.

Specialist classes are offered in the areas of PE, Art, Music, Library, Science and Language Other Than English (Indonesian).

Programs which have been developed to meet the needs of our school community include:

Adolescent Education	Excursions	Life Education
Bike Education	Gymnastics Program	Life Skills Program
Camps	Incursions	Literacy & Numeracy Week
Choir	Integration & Intervention Groups	Parent Helpers
Dance Troupe	Junior School Council	PMP
Education Week	Just Right Reading	Student Council
		Swimming Program

A range of strategies, including parent information evenings, Student Led Conferences and written reports, are used to report on student progress.

FACILITIES

The Junior (Grade 1 & 2) classrooms are located on the top terrace along with the administration office and staff room. Middles (Grade 3 & 4) and Senior (Grade 5 & 6) classrooms are located on the bottom terrace with the Multi Purpose Room, Music Room and Canteen. The Prep classrooms, Art Room, Library and Science Room are located in the schools BER building located on Manifold Street. All of these buildings are set in large attractive grounds and play areas maintained by the school community.

FOR PREP PARENTS

Your child is entering the preparatory grade this year. It will be an exciting and different experience. We know that you are eager to have your child continue the happy, normal life which they have begun at home. It is our pleasure to share with you, the responsibility of helping your child to learn to live a happy and useful life.

ENJOY SCHOOL WITH YOUR CHILD

- Develop the idea of going to school as a pleasant thing for them to do.
- Help your child to look upon parents, teachers and playmates as their friends.
- The wise parent makes the separation on the first day as unemotional as possible.
- Show an interest in what they do at school. Be enthusiastic about the things they bring home. Avoid criticism - be positive.
- Do not discuss in your child's presence, their abilities. Avoid comparing your child with other children in the neighbourhood.
- Listen to your child if they want to read to you from a book.
- Visit the school once in a while to learn what the teacher is trying to do for your child. Perhaps you can help each other. Become involved if you have the time, teachers welcome it. If you are concerned about your child's progress, please contact the teacher for an after hours conference on 5229 9643.
- Attend and take part in the Mano activities in the school which are designed to keep you informed about the school's progress.
- Participate in the excellent Transition Program in place at Mano.

AVOID OVER ANXIETY AND FEARS

- Do not threaten your child by telling them what the teacher will do to them when they go to school.
- Avoid being over anxious about your child. Children's fears, can be relieved by parents who are willing to discuss these fears with their children.
- Parents can help overcome anxiety by showing children that they are valued for their own sake and that they have skills and talents with which they can contribute to the family and grade.

THE A – Z OF MANO

ABSENTEES/ATTENDANCE

Regular attendance at school is a very important habit to develop. A written note is required for all absences.

ABSENCE NOTES

If your child is absent, a written explanation or a phone call to the school is required. Written explanations can be provided on the blue absence forms available from the office or you may fill in the absence form on our Skoolbag app.

If your child is late to school for any reason you need to “sign in” your child on the iPad at the Office and collect a **pass in card**. If you need to take your child out of school for **any** reason, please contact both the office and your child's teacher via the student diary. Your child will need to be “signed out” on the iPad at the Office and collect a **pass out card**.

ACCIDENTS

If your child has an accident at school the teacher on duty will send the student to the first aid room and the student will be assessed by a First Aid trained staff member. Parents will be notified if required and all incidents are recorded. Head injuries are considered serious and parents will be notified.

ADOLESCENT EDUCATION PROGRAM

Senior students (Grade 5 & 6) participate in an Adolescent Education Program each year. Information is communicated parents prior to the start of the program, including information regarding a parent information session.

ART ROOM

The schools Art room is fully equipped with weekly lessons taken by our specialist teacher.

ART SMOCK

Please provide a large, named smock to protect clothing during Art Specialist Sessions.

ASSEMBLIES

Assembly is held every MONDAY morning in the Multi Purpose Room (Term 2 & 3) or one the middle terrace (Term 1 & 4). Teams may elect to have their own level assemblies if appropriate. The Students’ Pledge of Allegiance repeated and the National Anthem sung. The pledge is as follows:

“We, the students of Manifold Heights, take pride in our work and in ourselves. We respect the rights of others. We will try to care for our environment and lead happy lives.”

Student awards and special announcements are made at the weekly assembly. Parents are welcome to attend, however it is requested that younger children be supervised at all times.

BEFORE AND AFTER SCHOOL CARE

The school runs a before and after school care program in the OSHC room on Manifold Street each morning from 7:00am – 9:00am and from 3:30pm – 6:00pm, where the students are supervised whilst undertaking activities. More information is available through the Camp Australia website www.campaustralia.com.au.

BIKES

Bike Education is undertaken by children in Grades 4, 5 & 6. We recommend only children in Grades 3-6 ride bikes to school. Students below this year level are asked to be accompanied by an adult when riding their bike to or from school. Any bike brought to school must be locked in the bike racks and is the responsibility of the owner. Bikes must be roadworthy and helmets are compulsory.

BIKE EDUCATION

Bike Education is an important and successful part of the Middle and Senior Curriculum. It covers the areas of Road Safety, Bike Riding and Maintenance Skills as well as an "On Road" section, where students practise their skills on the road, under strict guidance. With the help of parents and teachers, the students are brought to a level of competency where the instructors feel they are capable of riding safely on the roads.

BIKES IN THE SCHOOL GROUND

Students are not permitted to ride their bikes in the school grounds before, during or after school. However, bike riding after 4:00pm and on the weekends in the grounds, is encouraged as long as care is taken.

Students are not permitted to play near or interfere with, bikes in the bike racks. Students who do ride bikes to school are requested, to have a safety lock and to use it.

BIRTHDAYS

The celebration of a child's birthday is a special occasion - probably the most momentous of their year. Many parents feel pressured from one source or another, to have parties for their children.

We wish to stress that school, is not the place for these celebrations. With strict Anaphylaxis guidelines now in place from the Department of Education and Training, birthday food and cakes will no longer be accepted in classroom. Birthdays will of course continue to be treated as special in classrooms through the use of songs and cards. This will ensure all our students are kept as safe as possible.

Please take note that the distribution of party invitations at school can be confusing and disappointing to some students and we would prefer that this be done privately and not at school.

BOOK LISTS

The book lists for each year level are carefully compiled to suit the needs of the students at that level. The Student Resource Package provided by the Department of Education covers the cost of many aspects of schooling, however, it is not sufficient to cover all needs, consequently, parents are asked to contribute a designated amount each year to cover the cost of their child's booklist supplies. Information regarding booklists will be sent home to parents in November each year.

BOOK BAGS

Book Bags are included in the booklists for Prep and Junior students and can be purchased from the School Office.

BUDDIES

Each Prep child is paired with a Grade 5 child whom they are introduced to at the Term 4 Transition Days, prior to beginning school, and remains their buddy during the year. The buddy will assist students become familiar with the school surroundings and be involved in some classroom activities.

CAMPS

Currently the camping program at Manifold Heights consists of the following:

Grade 4 – 3 day, 2 nights stay

Grade 6 – 4 day, 3 nights stay & 2 day, 1 night Bike Ride

Whilst students are on camp, our Grade 3 and 5 students will participate in special activities at school.

Prep students participate in at BBQ dinner at school and the Junior students attend the Big Day Out.

CANTEEN

The canteen currently operates on Tuesday, Thursday and Friday. All lunch orders must be placed in the classroom basket by **9:30am**. These are taken to the canteen by the class monitor. Orders are then collected by the monitors at lunchtime and returned to the classroom.

The canteen is open at recess and lunchtime for the sale of snack items. A menu will be sent home at the beginning of each year and also again when there are price or menu changes.

From time to time, a Special Lunch Day is held, e.g. Pancake Day, Footy Day, Sausage Sizzle etc. Details of menu, prices and procedures will be communicated as required.

CHARITY APPEALS

The school responds to causes taken up by the Student Council year to year.

CHILDREN IN ROOMS

Children and parents are not permitted to be in rooms at any time without the presence of a teacher. This includes before, after school, during lunch and recess. There are always duty teachers outside should there be any problems.

Inclement Weather - Should it be too wet or hot for children to be outside, children will be in their classrooms supervised by teachers.

COMPUTERS & iPADS

Each class has access to iPads and computers which includes internet access. An Acceptable Use Agreement must be completed for each student at the commencement of each year. Our Senior students are asked to participate in a Bring Your Own Device (BYOD) iPad Program.

CONCERT

A concert is traditionally held every second year. The format, time, venue will be set and coordinated by the staff. This may change from year to year.

CURRICULUM

Each of the following areas of the Victorian Curriculum is taught in an integrated way in order to make teaching and learning as meaningful as possible.

Learning Areas	Capabilities
The Arts - Dance - Drama - Media Arts - Music - Visual Arts - Visual Communication Design	Critical & Creative Thinking Ethical Intercultural Personal & Social
English	
Health & Physical Education	
The Humanities - Civics & Citizenship - Economics & Business - Geography - History	
Languages	
Mathematics	
Science	
Technologies - Design & Technologies - Digital Technologies	

CURRICULUM DAYS

The school is allocated four pupil free days per year for curriculum and staff professional development. These days are coordinated by the Leadership Team and the school is closed to all students on these days. Parents will be notified well in advance of these days. Staff return at least one day prior to students at the beginning of the year (this counts as a pupil free day).

DIARIES

Each child will receive a student diary at the commencement of each year. Diaries are an important communication system between the school and the child's parents.

Purposes may include:

- Year level or classroom specific information eg: special days, timetables changes
- Organisation of student work eg: homework, 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

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 School Wide Positive Behaviour Support (SWPBS) Matrix.

 <h2 style="display: inline;">School Wide Positive Behaviour Support Matrix</h2>			
	Class	Outside	Inside
<p>I show Respect</p> 	<ul style="list-style-type: none"> • I allow others to learn • I work cooperatively with my peers • I accept that people learn in different ways • I take pride in my work 	<ul style="list-style-type: none"> • I respect my friends' choices during playtime • I keep our school clean • I play fairly by the rules • I am inclusive of others 	<ul style="list-style-type: none"> • I use the 5Ls • I move quietly all the time • I let people out before going through doors • I take turns and share
<p>I am Safe</p> 	<ul style="list-style-type: none"> • I keep my belongings tidy • I ask for permission before leaving the classroom • I keep my hands and feet to myself 	<ul style="list-style-type: none"> • I care for others • I keep my shoes on outside • I report problems I cannot solve to a yard duty teacher 	<ul style="list-style-type: none"> • I walk inside • I use my inside voice • I keep my belongings tidy • I keep to the left • I am resilient
<p>I take Responsibility</p> 	<ul style="list-style-type: none"> • I have the correct equipment ready for each lesson • I make the most of my learning time • I put effort into my work • I use strategies to solve problems 	<ul style="list-style-type: none"> • I am responsible for my actions even when I make mistakes • I make my school proud of me when I am on excursions 	<ul style="list-style-type: none"> • I focus on the task at hand and do the work that is expected of me • I ask for help if needed • I show I can be trusted • I show initiative
<p>I always in the class, inside and outside:</p> <ul style="list-style-type: none"> • Use manners - 'please', 'thank you' and 'excuse me' <ul style="list-style-type: none"> • I begin and reply to greetings • Follow instructions • Use, return and store equipment properly <ul style="list-style-type: none"> • I wear my uniform with pride 			

School Wide Positive Behaviour Support Parent Matrix



Respectful

Respectful Rocky

- Support school staff in helping my child develop a sense of respect for others and their belongings
- Assist my child in making sure they are neat and tidy and in school uniform
- Support school staff to improve my child's academic and behavioural success
- Follow visitor procedures by checking in at the main office before going anywhere in the school building or grounds during school hours
- Return phone calls and forms/notes from school in a timely manner
- Make an appropriate time to meet with a teacher when I need a meeting



Safe Sally

Safe

- Teach and practise good health habits regarding personal hygiene, exercise and nutrition
- Help my child develop alternative, peaceful methods of resolving conflicts
- Make sure my child does not bring disruptive, harmful or illegal things to school
- Teach my child to exit and enter the car on the footpath side
- Make sure my child uses the School Crossing when crossing the road
- Do not walk through or park in the staff car park



Responsible Ronnie

Responsible

- Make sure that my child arrives at school before 8.55am
- Help my child get up in the morning to arrive at school on time
- Help my child go to bed at a reasonable time so they get enough sleep before coming to school
- Encourage my child to eat breakfast before they come to school
- Make sure I contact the school if I am going to be late to pick up my child from school
- Attend Student Led Conferences
- Talk with my child each day about their school activities
- Improve student welfare by becoming part of the School community. Involvement as a classroom parent helper, volunteering for fundraising activities or helping with ground improvements all contribute to providing a better learning environment for our children.

I always

- Find ways to help my child to practise behaviours that will make them responsible and independent
- Read the school newsletter and check the school website to learn information about our school and special events
- Attend parent information activities, community events (e.g. fundraising, working bees) throughout the school year
 - Contact my child's teacher to discuss any issues that may affect their learning and/or welfare
- Provide my child with a quiet place in the home for daily reading and supervise the completion of their homework

EARLY LEAVERS

Parents who wish to take their child/ren from school early for appointments should send a note through the diary to the classroom teacher. Parents must sign the child out on the iPad at the school office. Parents are required to notify the school if someone other than themselves will be collecting their child during school hours, especially if they are not listed as emergency contacts.

EMERGENCY INFORMATION

It is important to ensure the school is provided with up to date details in case of emergency. Parents are encouraged to notify the office of any changes to student information details.

END OF TERM ARRANGEMENTS

Students are dismissed at 2:30pm on the last day of Terms 1, 2, 3 & 4. On the last day of Term 4, parents are encouraged to collect their children after the special morning assembly. After school care commences earlier on these days.

ENROLMENT

Enquires regarding enrolment should be directed to the office. School tours can be arranged with the Principal. Parents of Prep children are required to complete an enrolment form and attach copies of the Birth and Immunisation Certificates. These will be due by the end of May in the year prior to Prep commencement.

ESSENTIAL STUDENT LEARNING ITEMS

Includes your child's Student Diary, Mathletics & Reading Eggs Online Subscriptions, Photocopied Resources, Assignment & Project Construction Materials and selected Sports activities for Middles and Seniors students.

Payment of the Essential Student Learning Items can be made directly to the booklist supplier online or to the school via Qkr, Bpay, Credit Card, Eftpos, Cheque or Cash. Details regarding Essential Student Learning Items will be communicated to families in November each year. Payment plan options are available by contacting the Business Manager.

EXCURSIONS/INCURSIONS

Each excursion will have clearly identifiable links with curriculum and will be selected with time and cost in mind. Excursion notices will be distributed to parents prior to the proposed date to ensure appropriate financial arrangements can be made.

All students are expected to participate in school excursions. Excursions are an integral part of the curriculum. These activities are usually accompanied by various classroom activities.

It is the school policy to have limits on the number of excursions per year. Limits related to the impact on the classroom program and parent costs.

If parents are experiencing difficulties for any reason (e.g. finance, health, philosophical etc.) relating to excursions, please contact the Principal to discuss the issue. We can usually solve the problem together.

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 Art, Music 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 in the year level and the capacity of the venue. The format of the evening will change slightly every year depending on the students and their teachers.

HEAD LICE

Head lice can infect anyone. All parents are asked to check their child's hair regularly for nits and lice. Nits are small, whitish eggs, about the size of a pin-head, glued to hairs.

Head lice can vary in size from a speck to 3mm long, and look similar to a small ant. If you find head lice, check the hair of everyone in the house. If your child or anyone

else is found to have head lice, treat them as soon as possible and notify the school. Children can return to school after the head lice have been treated.

HEALTHY HABITS

Help your child to learn to attend to their own toilet needs before they come to school by teaching them to flush the toilet and wash their hands after using the toilet.

We would ask all parents to make every effort to ensure their child/children attend school every day. However, please keep your child home if they have a temperature, cold or cough or signs of contagious diseases. Inform your child's teacher of any specific health condition.

HOMEWORK

Homework should be viewed as a means of stimulating parental involvement and as a benefit to the student socially and academically through meaningful extensions of tasks and assignment instigated initially in the classroom. Homework policies vary across communities especially from Prep to Seniors.

HYGIENE- Personal

Encourage your child to take pride in being clean each day, as they get ready for school. This is especially important as children grow older and reach puberty. For younger children, help them learn to brush their teeth every morning and night.

Makeup and nail polish is not to be worn at school.

Hair Styles: Long hair should be neatly tied back off the face. Natural hair colour only, unless there is a specific school event or activity requiring hair to be coloured.

ILLNESS

If a student presents to be ill at school the teacher in charge will assess the student's condition and notify the office before sending to Sick Bay.

IMMUNISATION:

The Department of Education and Training requires all children in primary school to have an Immunisation Certificate. Immunisation Certificates are available from Medicare or your GP and shows that:

- Your child has been immunised OR
- You are a conscientious objector OR
- you, as a parent/guardian have undertaken to have your child immunised.

Without this certificate, your child will need to be excluded if a relevant infection is detected. If your child cannot be immunised for medical or conscientious reasons, the certificate will show this.

Any child who catches measles, mumps, polio or diphtheria will be excluded from school. All unimmunised children will also be excluded if there is a case of measles or diphtheria in the school.

INFECTIOUS DISEASES IN SCHOOLS: EXCLUSION FROM SCHOOLS

The Principal is required to exclude children according to the table under The Public Health and Wellbeing Regulations 2009. Note that the regulations require the parent or guardian to inform the Principal as soon as practicable if the child is infected with any of the diseases listed in the table or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery will be matters for the municipal Medical Officer of Health.

“Contact” means child of school age or pre-school age living in the same house as the patient, “patient” includes carrier and “school” includes any pre-school centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions hereunder prescribed are complied with.

JEWELLERY

Jewellery is not to be worn to school to ensure it is not caught in play equipment or accidentally tugged during games.

Pierced Ears: Studs are preferable to sleepers.

LANGUAGE OTHER THAN ENGLISH – LOTE (INDONESIAN)

All students learn Indonesian as part of our Arts program each week. This is an important opportunity to provide language and experiences, which will help prepare students to live in a multi-cultural society.

LIBRARY

The library program at Manifold Heights encourages students to develop an appreciation and a love for reading books. The library has a broad selection of picture story, fiction and non-fiction books and is well equipped to meet the interests of our students from Prep to grade six.

An older readers section has been established to cater for the senior students and this resource will continue to be extended. The Library program provides students with clear guidance in locating and selecting one book to borrow and read each week.

A Library bag is encouraged when borrowing, in order to highlight the importance of caring for the Library resources.

During Library lessons, students are presented with opportunities to take part in discussions about author themes and making connections to personal experiences and world events.

The program supports Inquiry projects across the school, class Libraries, the Just Right reading sessions in classrooms, Book Week activities and The Victorian Premiers' Reading Challenge.

The Library is an inviting learning environment that encourages students to visit and read books during lunchtimes. It celebrates books and student projects in the form of colourful and informative displays.

The Scholastic Book fair is an integral part of the School Library program. It is a fantastic social event that provides students and the school community with opportunities to purchase from a wide range of books. All proceeds from the Book Fair go towards new resources to enhance and create a valuable learning, Library environment.

LIFE EDUCATION VAN

The Life Education Van visits our school every second year to run programs around Caring for our bodies, Drug Education, and Healthy living. A parent session is offered to all families.

LINING-UP AREA

Children line up in designated areas in close proximity to their classrooms. This procedure is followed every day for every recess and lunch.

Many parents like to stay to see their children walk into school and also to hear any special announcements. This is great and we welcome you to stay, but we ask you please to keep any toddlers off the playground equipment, as it is very difficult to bring an assembly of small children under control whilst there is background noise and distraction.

LOST PROPERTY

Parents are requested to check their child's clothing when they arrive home. All students clothing should be labelled. Unclaimed articles are kept in the lost property basket located near the Office and all named items will be returned to students. Unnamed items will make their way to our own second hand uniform shop or depending on the quality of clothing, disposed of.

LUNCH ORGANISATION

The bell that rings at 1:30pm signals the start of supervised lunchtime in classrooms. Students are then dismissed to play at 1:40pm. Children who have not finished lunch will eat their lunch outside, while seated in a designated area.

As the lunch break is later, children are encouraged to have a substantial snack for (or ½ of their lunch) at morning recess at 11:00am. Snack Attack is a short break taken at approximately 10am each day and students are encouraged to bring along a healthy snack.

Lunches - Any play-lunch should be wrapped separately. Pack a simple, realistic lunch for your child, with food that they like. Generally speaking, finger foods are

most easily managed. One round of sandwiches is usually sufficient, followed by a small piece of fruit. Uneaten food is encouraged to be taken home. Food that requires heating at school is NOT encouraged and take away lunches such as KFC, McDonalds etc. is certainly NOT encouraged at school.

Milk Drinks - These are not advisable during hot weather, as we have no refrigeration. Some milk drinks are available with lunches from the Canteen.

Soft Drinks - They do not comply with our Healthy Eating Schools program and so we ask parents not to provide these. Small "Fruit Boxes" may be a useful alternative.

Type of Lunch-Box - The design of the lunch box is extremely important. Many have lids which are too hard for children to close. We advise you to consider your choice carefully.

Going Home for Lunch - Children are allowed to go home for lunch, but not by themselves. Students must be signed out by a parent/guardian at the school office. Children are not permitted to leave the school grounds to buy their lunch.

MEDICATION

If your child requires medication during school hours please complete a School Medication Form available from the Office. This form must have clear written instructions regarding the dosage and frequency of medication. Student medications will be stored in a locked draw at the Office and given as specified by office staff.

In the event of accidents, emergencies or illnesses, parents are contacted if children are required to be taken home.

School is not the place for students who are unwell. Germs are spread far too easily in a school environment and we suggest keeping your child at home until they feel better.

MONEY

All money brought to school must go to the class teacher or to the Office. Please ensure the permission note and payment are together in one school envelope.

Please ensure money is enclosed securely in an envelope, sealed and clearly named before returning to school. Please ensure that you have the correct amount of money as we often do not have much change.

NEWSLETTER

Newsletters are distributed each Thursday via email, through our SkoolBag app and are available on the school website. Printed copies of the newsletter will be available at the office on Thursday afternoons.

PARENTAL PARTICIPATION

Manifold Heights 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. Parents will be given the opportunity to attend a Classroom Helpers Session as a means of helping in literacy.

School Council sub committees also provide a way of parents to be involved in an area they are interested in.

PARENT INFORMATION SESSIONS

Various sessions and programs are conducted throughout the year for the purpose of informing the school community about our school programs and how children learn. Some of these sessions include:

- Guest speakers on a range of educational issues,
- Parent Helpers Session - a short session to support parents who wish to be a classroom helper in the Literacy Block
- Bike Education
- Adolescent Education
- Grade Information Evenings
- Resilience Project
- ICT Sessions

Please keep an eye out for these sessions and make the time to participate in those which relate to your child. If you have ideas for other sessions please suggest them to a staff member.

PARENT INVOLVEMENT

Parents are warmly encouraged to actively support daily programs.

Toddlers may be a distraction in the classroom so we would prefer it if you could arrange to have them cared for by somebody else for the duration of the session.

PERMISSION NOTES

An official school permission note is issued for each excursion. Written consent is required, i.e. a parent's or guardian's signature, on these permission notes. A private note, phone call or verbal consent cannot be accepted. To avoid any difficulties your child should always return an envelope with the money promptly to the class teacher. ***STUDENTS ARE NOT PERMITTED TO GO ON AN EXCURSION WITHOUT WRITTEN PERMISSION.***

Payment is required to be finalised before the due date. Any difficulties with payment need to be discussed with the Principal or Business Manager before the excursion. Students will not attend excursions if payment or an alternative arrangement hasn't be made.

PHYSICAL EDUCATION

Timetables are available at the commencement of each term. Please find out when your child's Physical Education days ensure they wear appropriate footwear on these days e.g. runners.

PLACEMENT OF CHILDREN IN CLASSES

The placement of children in classes is determined by several factors - enrolment numbers dictate class sizes and number of teachers that we have; we aim for a cohesive cohort of children e.g. balance of gender, mixed abilities.

The Prep teachers work closely with the kindergarten teachers in deciding the grade placement of new children. In all cases, teachers take great care in balancing social, emotional, behavioural and educational needs of children.

Enrolling Your Child At School - Be guided by those who have been working with your child, before enrolling for school. If you have any concerns, please come and talk to us.

POLICIES

School policies are available on the school website. These are reviewed regularly by School Council.

PREP ATTENDANCE – TERM 1

All Preps are to attend Monday, Tuesday, Thursday and Friday from 9:00am – 3:30pm (parents may be guided by teacher's judgement if child is tired). Prep children are not required to attend on Wednesday. Individual appointments will be made to conduct a School Entry Assessment in Literacy and Numeracy.

RELIGIOUS EDUCATION

Approved Instructors from a local church provide a religious education program for children. This education program is not compulsory and is held during lunchtime on one day per week. Parents will be required to complete a form before their child participates in the program. These sessions are currently offered on a Tuesday during the lunch break.

REPORTING TO PARENTS

Student reports are completed by teachers and distributed to parents in June and December each year. Teachers ensure these reports reflect an accurate picture of the student's development both academically and socially in accordance with the Victorian Curriculum.

Student Led Conferences are held at the end of Term 2. These interviews focus on goals your child has set for themselves and reflections on how they have been achieved.

SAFETY

For their own protection, your child should know their full name, street and house number, telephone number and the names of members of the family, and the names and numbers of an emergency care person.

Teach your child to go to and from school without help from others. Study the routes your child may take and teach him/her to follow the safest one, even though it may be the longest.

- Teach them to obey the safety and traffic rules.
- Teach them to cross streets at crossings.
- Help them form the habit of coming directly home from school without delay.
- Teach them not to speak to strangers

SCHOOL BAGS

Students are required to have a school bag marked with the Manifold Heights Primary School Logo.

SCHOOL BARBECUE

During the early weeks in Term 1, a Family BBQ is held to help families get to know each other. This is a great night for children and parents alike.

SCHOOL COUNCIL

Role - School Councils have the responsibility for overall school policy; curriculum policy; assessment policy; a student code of conduct, including uniform and expulsion review; the development and approval of a school Strategic Plan; making a recommendation to the Secretary for the appointment of the Principal; and determination of budget priorities.

Composition -

Currently, our School Council comprises:

5 Department of Education Representatives (incl. Principal)

9 Non Department of Education (Parent) Representatives,

1 Co-opted Representative

Membership Requirements - All parents are eligible for nomination/election and elections are held annually.

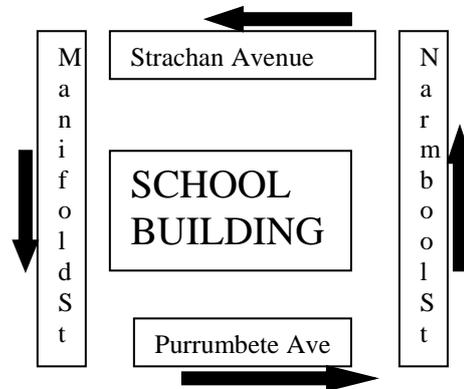
We are very fortunate in having a dynamic School Council which enables us to have a happy, harmonious and very productive school life for our children and staff. If you are interested in joining School Council you are most welcome to come to the meetings which are held monthly.

SCHOOL CROSSING

We have a supervised school crossing in Strachan Avenue. Many of our children need to use the crossing in Minerva Road. We urge you to talk to your child about the purpose and rules of the school crossing. Please observe the Road Laws and exercise care about dropping and picking up your child adjacent to the school

crossing. Below is a traffic flow chart which outlines a safe way to drop your child off to school.

***Crossing supervisors have the authority to report blatant law breakers.**



Leaving The School Ground: (For Prep children)

Explain and discuss that school is not like kindergarten – the gates are not locked at school. Also explain that children are not to go outside of the school ground unless they ask the duty teacher, e.g. to collect a ball.

No child is permitted to leave the school ground for any reason without permission from a teacher. Children from any year level, must be picked up by a parent/guardian during school hours.

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 these photographs.

SENIORS BRING YOUR OWN DEVICE (BYOD) PROGRAM

In 2017, the Senior students participated in a Bring Your Own Device (BYOD) Pilot Program. This program was designed to strengthen the learning environment for students and enhance their study skills for their senior years and into secondary school.

The BYOD program entails students bringing a suitable device to school each day. If students do not currently have a device the school does have limited devices available for student use and these will be available to students who are unable to bring in a home-based device or purchase a device.

SKOOLBAG

Skoolbag is a parent communication tool used at Manifold Heights PS. This mobile app provides schools with an easy way to tell parents and carers everything they need to know about school news, newsletters, cancellations, school notices, parent sick note forms, school documents and much more. No more lost paper in school bags!

SPARE CLOTHING

Spare clothing is available from the Sick Bay for accidents or emergencies. Please wash, iron and return promptly to school if your child has used any of the garments. We also accept and appreciate donations of clothing for this purpose.

SPECIAL DAYS

Each year Special Days are held where the children perhaps dress up or are invited to participate in a particular activity. Please support your child by assisting them in every way possible. Parents will be notified via the Newsletter or a special notice will be sent out well in advance.

SPORTS DAYS

Middle & Senior Sports – Middle and Senior children participate in major games and sports, some amongst themselves and some against other schools. Selection for District, Zone and State levels of competition in the Victorian Primary Schools Sports Association is available to children who perform well. Parents and friends are always welcome to attend these important and enjoyable days.

House Competition - Various activities and competitions are organised in houses for students in Grade 3 or above.

Purrumbete	Blue
Manifold	Green
Narmbool	Red
Strachan	Yellow

STAFF MEETINGS

Staff are involved in many team planning and staff meetings each week. These are held after school on Tuesday and Wednesday. Parents are asked not to choose these times to speak with teachers as attendance at staff meetings is compulsory for all staff. Parents are asked to make an appointment to see a teacher if possible, especially if there is an issue requiring more than a few minutes.

STUDENT COUNCIL

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

STUDENT TEACHERS

Manifold Heights is proactive in encouraging student teacher placement in our school (often in partnership with Deakin University).

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 from September to April – No Hat, No Play. The Sunsmart Policy is available on the school website.

SWIMMING

All Prep and Junior classes participate in a two week, Swimming Program at the end of each year (usually early Term 4 for a two week period).

TELEVISION PROGRAMS

Many children watch as much as an hour's TV before school. Studies have shown that children who watch TV before school come to school "brain drained" and generally do not achieve as well as those who don't watch at all. Consider evening TV too.

THE GUNYAH (near Strachan Avenue school entry)

The Prep children have access to an indoor/outdoor developmental play area during recess and lunchtimes. Children can use the puppet theatre, the fairy corner, the home corner, the shop, read books and play indoor games. In Term 1, the Grade 5 buddies are also allowed to join their Prep Buddies in the Gunyah.

TOYS AT SCHOOL

The school will not be responsible for expensive or special toys brought along by your child. Toy guns, knives, swords, daggers, water pistols and other toys of violence, along with stereos, transistors, walkman radios and expensive toys and expensive watches are not permitted at school.

TRANSITION PROGRAMS

A Transition Program exists for both students coming from Kindergarten into Prep, and for students entering Secondary school. If you have any questions regarding transitions please speak to the teachers in Prep or Grade 6.

TREES

Trees are for shelter and shade only. No climbing of trees is permitted.

UNIFORM

School Council has made uniforms compulsory at Manifold Heights and all students are encouraged to wear school uniform each day. Uniform items can be purchased from Bellarine Uniforms located at 162 Moorabool Street, Geelong. The Uniform Policy is available on the school website.

VISITORS

All visitors to the school during school hours are asked to sign-in at the office via the iPad and collect a 'visitor' lanyard. All visitors to the school are required to have a current Working with Children Check.

WET WEATHER

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

WORKING WITH CHILDREN CHECKS

All parents who are helping within the school must have a valid Volunteer Working with Children Check and have supplied a copy of this card to the Office.

If you don't have a valid Working with Children Check please apply by following the instructions listed below. There is no cost for a Volunteer Working with Children Check (a passport photo is required).

Applications can be made online at <http://www.workingwithchildren.vic.gov.au/> . Parents will be required to complete the application form online, print the application summary and receipt which must be printed on single-sided A4 pages without any scaling or cropping. Do not sign the application summary before lodging, this will be need to be done whilst in store at Australia Post. When you have successfully lodged your application at Australia Post, your receipt will be stamped and returned to you. You can use this receipt to prove to organisations that you have applied for a Check. Once your card arrives in the mail please supply a copy of the card to the Office.

YARD DUTY

During recess and lunch times and for the 10 minutes preceding school and 10 minutes following dismissal, there are teachers on Yard Duty. The duty teachers are responsible for playground supervision. We do not have any designated areas for any one level, other than the years Prep-2 and Grade 3-6 climbing equipment. Generally, our children play harmoniously together.

CARING FOR THEMSELVES

ENCOURAGE INDEPENDENCE - Children should be able to:

- Toilet themselves without assistance
- Dress and undress themselves
- Begin to tie their own shoelaces
- Look after their belongings
- Open their school bag, lunch box, drink bottle
- Communicate their needs to the teacher
- 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 healthy 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.