Parent Information Booklet

Safe, fair and friendly for all our kids.

Unleashing Potential

School Address: Strachan Avenue, Manifold Heights Vic 3218.
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Contacts:
Marina Keegan  Principal
Peta Mundine  Assistant Principal
Kylie Roskosch  Business Manager
Anna Clausen  Office Administration
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 association with the school will be both enjoyable and educationally profitable.

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.

Marina Keegan
Principal
FIRST TERM OF SCHOOL
Prep children will attend from 9am – 3.30pm, except on Wednesdays for term one. Wednesday will be a rest day, and also an opportunity for our Prep teacher to meet with your child one-on-one for some literacy/numeracy assessment (by organised appointments).

SCHOOL BELL TIMES:
Students will be under supervision continually from 8.50am to 3.45pm. They should not be in the school grounds outside these times unless attending After School Care or another approved activity.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.50 – 9.00</td>
<td>Students arrive at school</td>
</tr>
<tr>
<td>8.55</td>
<td>Warning bell for students to go into classrooms and organise themselves for the day</td>
</tr>
<tr>
<td>9.00 – 11.00</td>
<td>Teaching and Learning time</td>
</tr>
<tr>
<td>11.00 – 11.30</td>
<td>Supervised recess time</td>
</tr>
<tr>
<td>11.30 – 1.30</td>
<td>Teaching and Learning time</td>
</tr>
<tr>
<td>1.30 – 1.40</td>
<td>Supervised lunch eating in the classroom</td>
</tr>
<tr>
<td>1.40 – 2.30</td>
<td>Supervised lunch recess time</td>
</tr>
<tr>
<td>2.30 – 3.30</td>
<td>Teaching and Learning time</td>
</tr>
<tr>
<td>3.30 – 3.45</td>
<td>Students leaving the school grounds</td>
</tr>
</tbody>
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TERM DATES - 2013

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tbody>
<tr>
<td>TERM 1</td>
<td>29th Jan (teachers start) – 28th March</td>
</tr>
<tr>
<td>TERM 2</td>
<td>15th April – 28th June</td>
</tr>
<tr>
<td>TERM 3</td>
<td>15th July – 20th Sept</td>
</tr>
<tr>
<td>TERM 4</td>
<td>7th Oct – 20th Dec</td>
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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.
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 in each of the VELS domains (Victorian Essential Learning Standards). 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, The Arts, Music, Library, Research skills and Language Other Than English (Indonesian). Programs which have been developed to meet the needs of our school community include:

- Literacy Week
- Outdoor Education Camps
- Integration
- P.M.P.
- Parent Helpers
- Just Right Reading
- Swimming Program
- Towards Real Independence
- Authentic Action Celebration days
- Mano Parent Forum
- Special Assistance Programs
- Bike Education
- Junior School Council
- Life Education
- Junior Red Cross

A range of strategies, including parent information evenings, parent-teacher interviews and written reports, are used to report on student progress.

FACILITIES: An attractive red clinker brick building forms the hub of the school, housing 5 classrooms, and staff and administration facilities. On the lower terrace we have two specially built classroom blocks, a new Multi Purpose Room and Music...
Centre. A new canteen and student toilet block also forms part of this impressive structure. We are very pleased to have just moved into our brand new Prep centre along with new library and Art rooms. Various local groups use Manifold Heights outside of school hours thus reflecting the community nature of our school. All of these buildings are set in large attractive grounds and play areas maintained by the school community.

FUTURE PLANS:
Future plans for improving opportunities for students include:
- to continually strengthen our delivery of initiatives in Literacy and Numeracy
- to maximise the educational opportunities available through advancement in Information Technology
- to create the best possible reflection of local community values in our curriculum delivery/environment, through consultative thorough whole school planning
- a building upgrade to provide a more modern and spacious environment
- a tree planting scheme to enhance our grounds further.

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. The home and the school both working together should help them develop physically, mentally, emotionally and socially.

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 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 via the principal for an after hours conference.
- Attend and take part in the Mano Parents' Network and activities in the school which are designed to keep you informed about the school's progress.
- Participate in 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.

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.

Take your leave quickly and cheerfully. It has been the experience of teachers for the last few years that Prep children these days 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 plus Certificate of Immunisation.

Parents are required to furnish proof of the child’s date of birth. Each child should be immunised against communicable diseases before starting school. Dental examinations are also recommended before a child enters school. (See also Immunisation and School Dental services). Please take your Child Health Record Book to any City of Greater Geelong Information Centre and, once checking the immunisation record, they will issue you with an Immunisation Certificate. Please bring this to school.

THE A –Z OF MANO

ABSENTEES/ATTENDANCE
Regular attendance at school is a very important habit to develop but in the case of unavoidable absence, a written note is required. The law in the State of Victoria is very clear about the requirement of children to attend school. Schools can be asked to furnish evidence in court on a child’s attendance. The school’s roll is therefore an important legal document.
ABSENCE NOTES
If your child is absent a written explanation (blue absence forms available from the office and sent out regularly with the newsletter) is required. The note must be recorded and filed by the class teacher. If you are going to be late a phone call is appreciated.
If your child is late to school for any reason you need to “sign in” your child at the office, also if you need to take your child out of school for any reason, please contact both the office and your child's teacher. The child will need to be “signed out” in a booklet at the General Office. You will then be given either a pass in or pass out card.

ACCIDENTS
If a student has an accident at school the teacher on duty will bring the student to the first aid room (if possible) and the student will be assessed by qualified staff. The parents will be notified if required, and the incident will be recorded.
***All head injuries are considered serious and parents must be notified to collect their child from school.

AFTER SCHOOL CARE
The school runs After School Care in room 1A (in the main building) each night from 3.30 – 6.00pm, where the children are well supervised with interesting activities.
More information is available through the After School Care information booklet.

ART ROOM
Our special purpose art & craft room is fully equipped with weekly lessons taken by our specialist teacher.

ART SMOCK
Please provide a large, named smock to be used to protect clothing during Art/Craft Sessions.

ASSEMBLIES
Assembly is held every FRIDAY afternoon in the assembly area or in the Multi purpose room. Teams may elect to have their own level assemblies if appropriate.

The flag is hoisted, 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.”
Parents are most welcome to attend and are invited to join in. It is requested that younger children be kept in check and parents refrain from talking or walking around for the duration of this school ceremony. Social Service, awards and special announcements are then made.

Punctuality - If by chance, you are late, please keep your child at your side and wait on the fringe of the gathering until the ceremony is completed. Your child may then take their place with their class.

BIKES
Because our “Bike Ed” course for students is conducted at Years 3 & 4 levels, it is recommended that only children in grades 3-6 ride bikes to school. Children below Grade 3 level are asked not to ride a bike to school unless accompanied by an adult. Any bike brought to school must be locked in an appropriate place and is the responsibility of the owner. Bikes should be regularly checked for road worthiness, and protective headgear is compulsory. 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 children practise their skills on the road, under strict guidance.
With the help of parents and teachers, the children 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
Children are not permitted to ride their bikes in the school grounds before, during or after school. However, bike riding after 4.00pm and at weekends in the grounds, is encouraged as long as care is taken. Children are not permitted to play near or interfere with, bikes in the bike racks. Children 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 new Anaphylaxis guidelines now in place from the Department of Education and Early Childhood Development, 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.

*NOTE: We would also like to point out that the distribution of party invitations at school can be confusing and disappointing to some children and we would prefer that this be done privately and not at school.
BUDDIES
Each Prep child is paired with a Grade five child whom they are introduced to at the term 4 Orientation Days, prior to beginning school, and remain their buddy during the year. The buddy will assist the student in becoming familiar with the school surroundings, and be involved in some classroom activities.

BOOK LISTS
The book lists for each year level are carefully compiled to suit the needs of the children 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 Essential Education Items (stationary supplies). There is also a Voluntary School Council contribution per child which is used for special school projects (as determined by School Council) not covered by the Department of Education.

Each year, the books and requisites are purchased in bulk by the school from an educational supplier. This ensures a uniformity of materials which is essential for the smooth operation of each class. Bulk purchasing of requisites enables cheaper prices and thus minimising costs.

All booklists will be sent home to parents late November.

**Payment of Book Lists and School Council Contribution:**
Payment of money for Book Lists and the Voluntary School Council Contribution can be paid at the school office either before the end of the previous year, or at the beginning of the new year.

**NOTE:** All students except Preps receive their books and supplies in a box and can be taken home to be named. Prep requisites do not go home. They are retained at school by the Prep teachers.

BOOK BAG:
Please provide one named book bag for Library books, approximately 35cm x 40cm

CAMPS
Currently the camping program at Manifold Heights consists of the following:
Grade 4 – 4 day 3 night stay and
Grade 6 – 4 day 3 night stay
Whilst students are on camp, our Year 3 and 5 students will participate in special activities at school
Prep – tea at school.
Grade 2 – Big Night Out
Grade 1 – special activity after school.

COMPUTERS
Each grade is well equipped with computers and connected to the Internet. Internet users policy must be completed for each student.

CANTEEN
The canteen currently operates Tuesday–Friday and is coordinated by our Canteen personnel. All orders must be placed in the classroom basket by 9.30am. These are taken to the canteen by the class monitor.
Orders are collected by the monitors at lunchtime

Menu and Price List - Early in the year, and at the commencement of each term, you will be supplied with a menu and current price list. You will also be notified of any alterations to prices and procedures which may occur, through the weekly newsletter.

Hours - Lunches are available Tuesday – Friday.

Sales of Extras - The canteen is open at lunchtime/recess for the sale of snack items throughout the year. A menu will be sent home early in the year.

Special Days - From time to time, a Special Canteen Day is held, e.g. Pancake Day, Footy Day, Sausage Sizzle etc. Details of menu, prices and procedures are always supplied well in advance.

Ordering Lunches
1. All lunches must be ordered first thing in morning.
2. Write your child's name, grade, and room number on lunch sized bag. Order through canteen
3. Place the money inside the lunch bag and fold over top of bag twice. Please try and have the correct money - it is greatly appreciated. Any change will be taped to the lunch bag by the canteen staff after the order is processed.
4. Send the money with each child and not with an older brother or sister.
5. The child places the order in the canteen basket in their room. The basket is then taken to the canteen and collected a few minutes before lunch.

Please check the menu and the items for quantity and order realistic amounts for your child.
SAMPLE LUNCH BAG:

<table>
<thead>
<tr>
<th>LISA SMITH   Prep D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 5</td>
</tr>
<tr>
<td>1 Vegemite Sandwich       ......</td>
</tr>
<tr>
<td>1 Orange Juice      ......</td>
</tr>
<tr>
<td>1 Billabong        ......</td>
</tr>
<tr>
<td>Amount sent        $ .. ....</td>
</tr>
</tbody>
</table>

Snack Items
1. On lunch order - snack items may be prepaid on the lunch order. They are not put in the bag with the other food on the order, but collected from the Canteen after the lunch has been eaten. A stamp is placed beside each prepaid item not sent to the room.

2. Over the Counter sales - children who do not have a lunch order may buy their snack over the counter after they have finished eating.

3. It’s a good idea to send money in a named purse for snack purchases.

CHARITY APPEALS
The school responds to the Royal Children’s Hospital Appeal each year, as well as causes taken up by the Junior School Council and Junior Red Cross.

CHILDREN IN ROOMS
Children and parents are not permitted to be in rooms at any time without the presence of a teacher. This includes the times before and after school, and during 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, an Inclement Weather Procedure is put in place. Children will be in their classrooms supervised by teachers.

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 Essential Learning Standards (VELS) is taught in an integrated way in order to make teaching and learning as meaningful as possible.

- Health & Physical Education
• Interpersonal Development
• Civics and Citizenship
• Personal Learning

• The Arts
• English
• The Humanities
• Economics
• Geography
• History
• Languages Other than English
• Mathematics
• Science

• Communication
• Design, Creativity & Technology
• Information & Communications Technology
• Thinking Processes

CURRICULUM DAYS
The school is allocated four Pupil Free days a year for Curriculum Development and Staff Professional Development. These are organised by the Principal and/or Curriculum Co-ordinators. The school is closed to ALL students on these days. Parents will be notified well in advance of these days.

DIARIES
Every child has as part of their booklist, a school Diary. Diaries are an important communication system between the school and the child’s parents and must be used regularly by all staff.

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
The 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 Student Code of conduct.
Manifold Heights has adopted a VALUES statement and the You Can Do It program as a positive whole school approach.

CODE OF CONDUCT - STUDENT

The Code of Conduct for students attending Manifold Heights Primary School has been formulated within and is consistent with DEECD guidelines. Manifold Heights Primary School aims to create a harmonious and safe school environment which respects the rights and needs of all students. The school encourages students to take responsibility for their own actions and to develop self discipline.

The Code of Conduct is based upon the following principles:

- All children have the right to work and play in a safe and secure environment without interference or intimidation.
- All children have the right to be spoken to in a polite and courteous manner and to be treated with respect.
- All children have the right to be accepted as individuals.
- All children will be encouraged to show pride in their school.
- Teachers have the right to be able to teach in an orderly and co-operative environment.
- Parents have a right to expect that their child or children will be taught in a positive and productive teaching and learning environment.
- The Principal and staff have an obligation to implement this Code of Conduct in a fair, reasonable and consistent manner.

School Rules and Standards of Behaviour -

At the beginning of each year teachers will negotiate a set of classroom rules for their own grades. These will be consistent with and reflect the nature of the school rules as set down in our Positive Behaviour and Relationship booklet.

Manifold Heights Primary School expects all students to comply with the following rules and standards of behaviour:
- Move and play safely
- Care for yourself, others and property
- Resolve problems calmly, sensibly and fairly
- Respect others through your speech and actions
- Work as well as you can and allow others to do the same
- Respond to teacher instruction in a positive manner

School and classroom rules should be prominently displayed, referred to and reinforced.

Consequences -

Inappropriate behaviour will incur some penalty or action. These penalties or actions will be logical consequences of the misbehaviour. These may include:
- Discussion between child and teacher to explain and reinforce the rules
- Written and/or verbal apology
- Tasks to be completed during recess, lunch times or after school
- Meeting with parents, teacher and Principal
Warning Card/Formal Report Card system
Serious and continued breaches of school rules may lead to suspension/expulsion procedures in accordance with DEECD guidelines.

EARLY LEAVERS
Parents who wish to take their child/ren from school early for appointments etc. should send a note to their child’s teacher in the morning. Parents must sign the child out in the book provided at the school office. Parents should notify the school if someone other than themselves will be collecting their child during school hours.

EMERGENCY INFORMATION
Current information is important on each student including emergency contacts. Parents are encouraged to notify the office of changes of student information details. It is imperative that we have several contact numbers for any unexpected emergency. To help us keep our records up to date, please inform the school if you change any of the following- address, telephone numbers, doctor, emergency contact numbers, place of work.

END OF TERM ARRANGEMENTS
Students are dismissed at 2.30pm on the last day of term 1, 2 & 3. After school care will also begin earlier. On the last day of the year, students will be dismissed at 1.30pm.

ENROLMENT
Enquiries regarding enrolment should be directed to the Principal. Parents are required to complete an enrolment form and Prep children are required to have an immunisation certificate when they start school.

EXCURSIONS/INCURSIONS
Each excursion will have clearly identifiable links with curriculum and should be selected with time and cost in mind. Excursion notices should be distributed to parents well prior to the proposed date to enable them to make appropriate financial arrangements.

All children are expected to participate in school excursions. Excursions are an integral part of the curriculum. They are always carefully planned and accompanied by various classroom activities, which result in the actual excursion being a very rewarding experience. It is the school policy to have no more than three major and three minor excursions per year. Visiting performers to the school are considered a minor excursion.

**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.

Permission Notes - For each excursion, an official school permission note is issued. Written consent, i.e. a parent's or guardian's signature, MUST be given on this form. A private note, phone call or verbal consent cannot be accepted. To avoid any difficulties and upsets, your child should always return an envelope with the money promptly to the class teacher.

Children are not permitted to go on an excursion without this written permission.

Payment needs to be finalised before the due date. Any difficulties with payment need to be discussed with the Principal before the excursion. Students will not attend excursions if payment or an alternative arrangement hasn’t be made. Parent assistance is necessary on excursions. However, if you have a toddler, they cannot be included in the excursion.

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 Arts programs, 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 but is usually four. The format of the evening will change 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. Look at all hair, especially near the scalp. Nits won’t pull off the hair. Dandruff is easily brushed from the hair.

Lice vary in size from a speck to 3mm long, and look similar to a small ant. If you find nits or lice, check the hair of everyone in the house - adults can be infested by headlice too. If your child or anyone else is found infested, treat them. Do not bother treating people who are not infested - it does not prevent it! Please notify the school as soon as you are aware of the problem and you will be informed of the procedure to follow.
All Chemists sell suitable LOTIONS (do not expect normal shampoo to be effective in the eradication of nits). The infestation cannot be considered clear until ALL NITS are removed and NO LICE are present. This is because some nits may not have been destroyed by the lotion and live to hatch into lice, so causing re-infestation.

See Headlice Policy for details.

HEALTHY HABITS
Help your child to learn to attend to their own toilet needs before they come to school. Flushing the toilet and washing hands after using the toilet should become a habit.

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 teacher of any unusual health condition.

All absences must be explained by completing an absence form on return to school.

HOMEWORK
Homework should be viewed as a means of stimulating parental involvement and as a benefit to the student socially and academically through the meaningful extensions of tasks and assignment instigated initially in the classroom.
See - Homework Policy for details

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. Help them develop enjoyment in physical activities. Running, skipping, jumping and hopping are exercises which develop good co-ordination.

Makeup and nail polish is not to be worn at school.
Hair Styles: Long hair should be neatly tied back off the face. This will help students to see clearly and hair won’t get caught in the play equipment.

ILLNESS
If a student takes ill at school the teacher in charge of the child shall assess the student’s condition and immediately notify the office if a parent phone needs to be made.

IMMUNISATION:
The Health Act now requires all children in primary school to have an Immunisation Certificate. This certificate is issued to you by your local Council Health Department and shows that:
- your child has been immunised against measles, mumps, diphtheria, tetanus and polio
there is a good reason why your child has not been immunised
you, as a parent/guardian have undertaken to have your child immunised

Without this certificate, your child will need to be excluded if the relevant infection is detected.

If your child cannot be immunised for medical or conscientious reasons, the certificate will show this and your child enrolled.

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 their classroom.

**INFECTIOUS DISEASES IN SCHOOLS: EXCLUSION FROM SCHOOLS**

The principal is required to exclude children according to the table under the Health (Infectious Diseases) Regulations 1990. 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.

**INFORMATION:**

It is most important that the school is notified of any change of address and phone numbers of both parents and emergency contacts and any other information which may directly affect your child in their day to day existence at school.

Early in Term 1, you will receive a form updating this information. Please complete it and return it promptly with your child.

**JEWELLERY:**

It is requested that jewellery not be worn to school so that nothing can be caught in play equipment or accidently tugged during games.

Pierced Ears: Studs are preferable to sleepers.

**JUNIOR SCHOOL COUNCIL**

The school has a Junior School Council each year, which is an elected group of children within the school. Years 2-6 are represented and this group meets in conjunction with the supervising teacher each month. The students take responsibility for issues raised by the students and some social service activities.
LANGUAGE OTHER THAN ENGLISH – LOTE
All students are taught 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.

LATE ARRIVALS / EARLY DEPARTURES
- Parents check in at the office and inform the office staff that their child is leaving early
- Fill in Sign In/Out book at the office and collect relevant card to take to classroom teacher.

LIBRARY
The school has a well stocked Library with a computerised catalogue which all our students use during their weekly Library/Research sessions.
Borrowing may also be done during lunchtimes on a particular day. Children are encouraged to make use of all of the Library including the picture story-book section, the fiction and non-fiction areas, the reference section and the audio visual materials (although not all materials from these latter two sections may be taken home).

Children in Prep take home one book at a time. Each book may be borrowed for a period of one week. Younger brothers and sisters of children at the school are also very welcome to join our library and borrow books. All children are required to supply a cloth bag for borrowing books. Check when your child’s library sessions are held.

Remember, that small children may borrow a book which you may not consider to be suitable for them. Children must be free to look at a wide variety of books. Be discreet if this happens and just browse through it and talk about it naturally. Book browsing is a very pleasurable pastime for anybody! Children may lose confidence in themselves if their selections are criticised. Encourage your child to change their library book each session.

Library Book Bag- This is a material bag, with a strong plastic lining (or rubber backed curtain material) and a draw-string. (something that will protect the library books being taken between home and school)

LIFE EDUCATION VAN / ADOLESCENT EDUCATION PROGRAM
The Life Education Van visits our school every year to run programs around Caring for our bodies, Drug Education, and Healthy living. A parent session is always offered so that parents know what their children might be discussing. Each year an Adolescent Education Program for Year 5 and 6 children is held. Details are given to children and parents prior to the start of the program.
LINING-UP AREA
Children line up in designated areas in close proximity to their classrooms. One bell is rung to warn students allowing three minutes for children to get to line, before the final bell is rung. This procedure is followed every day for every recess.

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 to please keep any toddlers in check - particularly 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 on clothing when their child arrives home. All clothing students are likely to remove should be labelled. Unclaimed articles are kept in the lost property basket and all named items will be returned at the end of term. Unnamed items will make their way to the Brotherhood Stores.

LUNCH ORGANISATION
The bell that rings at 1.30pm signals the start of supervised lunches in rooms. The students are then dismissed to play at 1.40pm. Children who have not finished lunch must remain seated in the eating areas until they do.
As the lunch break is later, children are encouraged to have a substantial snack (or ½ of their lunch) at morning recess at 11am.

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.

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. Drinks in glass containers are not permitted at school.

Type of Lunch-Box - The design of the lunch box is extremely important. There are so many gimmicky types available. 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 permitted 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. (See also “Spending Money”).
MEDICATION
Teachers are not to administer medication to students. Clear written instructions as to the dosage and frequency of medicine on a School Medication Proforma must be left at the school office. Students need to come to the office for all medication. We are fortunate in having the services of staff who are qualified First Aid Assistants. (Level 2) The school has a Sick Bay which has a supervision window from the Office.

In the event of accidents, emergencies or illnesses, parents are contacted immediately for children to be taken home. For this reason, it is most important that files be kept up to date with any changes of addresses, phone numbers etc., and that two (if possible) contact numbers be given. Please notify the Office immediately any changes occur.

NOTE - School is NOT the place for children who are ill.

Parents of students requiring regular medication will be asked to complete a medication form and provide a tablet dispenser in order for Administration Staff to administer the correct dosage at prescribed times. If any medication is to be administered to a child, the medication, written instructions and permission must be provided to the teacher. Children are not to have medication in their bags for self administering.

Manifold Heights P.S. is a Sunsmart School. Children are required to wear hats and sunscreen lotion during terms 1 and 4. Please check with your child’s teacher when sending these to school.

Bandages and Slings - Could all bandages, slings and splints be returned promptly after these have been used by your child. Please request the doctor to return them to you.

Medical Examinations - All Prep children are given a free medical examination during the year. Sight, hearing and physical development and any social/emotional problems are examined. The examination is carried out by a specially qualified nursing sister employed by School Medical Services. Medical information cards and permission forms are issued to each child prior to the examination.

MONEY
All money sent/brought to school must go to the class teacher using the school payment envelopes. It should not be paid at the Office, unless specifically directed.

Please ensure money is enclosed securely in the envelope, sealed, clearly named and signed, before returning to school. To avoid confusion, we request that payments for each child and each reason, be kept separate. Correct amounts are also a great help.

Spending Money at School - A small, named, zipper purse for icy-poles etc., and any other special occasion money, is recommended. Children are not permitted to leave the school grounds to visit shops during school hours. The Canteen will only accept coins for spending at recess and lunchtimes.
**NEWSLETTER**

Newsletters are distributed each Thursday through the eldest child in the family. Staff will ensure all students receive the newsletter, and if absent, the newsletter is given to the child on the day they return to school. Spare newsletter will be available at the office on Fridays. Having the Newsletter emailed to you by the office will guarantee you receive it.

**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. The Principal will give parents the opportunity to attend the Classroom Helpers Program as a means of helping in Literacy. School Council sub committees provide a way of parents to be involved in an area they are interested in.

**PARENT FORUMS**

Parent Forums are held for parents. Watch the Newsletter for times. All parents are welcome to attend. These forums are held for the following purposes:
- information transfer between parents and Principal
- organisation of special events
- education – training and information about curriculum and parenting programs

**PARENT AMBASSADORS/ BUDDIES**

Each class has a volunteer parent (or 2 in some cases) who act as a link between the teacher and the other parents as well as a contact person for parents of children in the class (welcome newcomers, coordinate classroom support, build community)

**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 Program - a three week program dealing with how children learn to read, write, speak/listen spell and think.
- Bike Education, Adolescent Education.
- Prep Information Evening in Term 4

Please keep an eye out for the advertisement of 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.
PARENTS 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.

POLICIES
Manifold Heights has all its policies written up and available. These are reviewed regularly by School Council.

PHYSICAL EDUCATION
Timetables are finalised early in Term 1. Please find out when your child’s Physical Education days are and see to it that they wear appropriate clothing and footwear on these days e.g. sneakers.

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 eg 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.

PREP ATTENDANCE –TERM 1
All Preps are to attend Monday, Tuesday, Thursday and Friday from 9am – 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 the Council for Christian Education in Schools provide an agreed syllabus for pupils. This is not compulsory. Parents are required to complete a form to opt into the approved program.

Christmas Church Service:
At Christmas, a church service is held by the Religious Education Instructors. This takes the place of the Religious Education lesson for that week. Parents are invited to attend this special service. Only students who have attended the RE classes will be able to attend this service.
REPORTING TO PARENTS
An informal “Getting to know you/information session” evening is conducted early in the year. Written reports are written by teachers using the school’s report forms each June and December. They must reflect the student’s skills and achievements as recorded through accountability documentation such as VELS. Teachers will ensure they reflect an accurate picture of the student’s development both academically and socially. Reports will follow the department guidelines. Student led interviews will be held at the end of term 2. These interviews focus on goals the student 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 CROSSING
Road Safety is a compulsory subject in our curriculum. 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 - here the gates are not locked. Also explain that children are not to go outside of the school ground unless they ask the duty teacher, eg to chase a ball.
No child is permitted to leave the school ground for any reason without a note. Children from ANY LEVEL must be picked up by a parent/guardian during school hours.

SCHOOL BAGS
The choice of a school bag is an important one. The school bags available from the uniform shop are excellent. They are well designed, versatile and come with a high recommendation from teachers. They are extremely durable.
Commercially there are many styles to choose from. Whilst these may be bright and attractive, there are many deceptive features.
From your child's point of view, school bags need to:

1. **Have plenty of room** - need to fit a lunch box, book bags, usually a jumper, sometimes a parka or other rain gear, their day's work and often items they bring to school to share at show and tell etc..

2. **Be easy to handle** - many styles are gimmicky with inferior materials, catches and zips which are difficult for both children and teachers to manage! Usually these are too small, have very limited life and are generally most unsatisfactory.

3. **Have a side pocket** - for smaller items, e.g. lunch orders, envelopes containing money, special notes or a purse.

4. **Have an ID tag** - where the child's name can be written clearly and can be quickly and easily located (It is a good idea to put some form of ID individually on the outside of the bag - e.g. a piece of coloured tape).

Be aware that Prep children are not very experienced or adept at organising possessions and packing bags.
If you are looking for a very acceptable gift from Santa, a Manifold Heights school bag will go down very well! These bags may be ordered from the uniform supplier – Bellarine Uniforms. Be sure to order in plenty of time.
SCHOOL BANK

**Bank Day:**
Each week at 9.00am on Tuesday mornings, children who bring money may bank it with the school bank, (Commonwealth). A special brochure with an application form is issued to each newcomer early in the school year. Money should be wrapped with NAME AND AMOUNT on the outside and placed in the bank voucher holder provided.

Do not send money until the bank has processed your application. You will receive a bank book and a voucher book. When making a deposit, you are only required to send the voucher book along with the money inside. The voucher books are returned to the school and given back to the children later in the week.

**NOTE:** The normal bank book is not required by the bank with each deposit.

SCHOOL BARBECUE
During the early weeks in Term 1, a family barbecue is held to help families get to know each other. The barbecue is held after school during Daylight Saving. This is a great night for the children and parents alike. Watch the Newsletter for information about this evening.

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 charter; making a recommendation to the secretary for the appointment of the principal; and determination of budget priorities.

**Composition** -
Currently, our School Council comprises:
- 4 Department of Education Representatives (incl. Principal)
- 7 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 currently as near to the third Tuesday of each month at 7.30pm in the Staff Room.
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 the photographs.

SPARE CLOTHING
We do have a cupboard of spare clothing for accidents or emergencies. Please wash, iron and return promptly to school if your child has used any of the garments. Donations of good used clothing of appropriate size for all levels and genders are very gratefully received.

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. These are great days and usually leave lasting memories with the children.

Usually on special/curriculum activity days parents will be notified via the Newsletter or a special notice will be sent out well in advance.

SPECIAL PROGRAMS
It is the policy of our school to be continually updating and exploring other avenues, as well as the 3 Rs, to enrich our children and prepare them for their future place in the community. These are slotted in at various levels through the school.

Current programs include:
- Early Years Literacy/Early Intervention Program
- Early Years Numeracy
- Bike Education (Middle and Senior)
- Adolescence Education (Senior)
- Life Education
- Perceptual Motor Program (PMP). (Prep)
- Leadership Programs
- Junior School Council
- Student Welfare
- Camping Program (Grade 4 and Grade 6)
- Swimming Program (Prep and Junior)
- Integration/Life Skills
- Junior Red Cross

SPORTS DAYS

Senior Sports - Each week these 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.
Middle levels are also involved in regular weekly sport.

**House Competition**
When your child is enrolled they will be allocated to one of the following houses:
- **Purrumbete** Blue
- **Manifold** Green
- **Narmbool** Red
- **Strachan** Yellow

Various activities, competitions are organised in these groups.

**STAFF MEETINGS**
Staff are involved in many team planning and staff meetings each week. These are usually 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 TEACHERS**
Manifold Heights has been very proactive in encouraging student teacher placement in our school.

**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 during term 1 & 4 – No Hat No Play.
See Sunsmart Policy for details.

**SWIMMING**
Swimming forms part of the Physical Education program at Manifold Heights. All prep and junior classes participate in a two week swimming program at the end of the year.

**TELEVISION PROGRAMS**
**A Point to Ponder:** Beware of TV before school. 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. Many programs are not really suitable for young children and sleep is very important in the early days of school.
“THE GUNYAH”
The 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.

TISSUES
Because of the high loss rate of handkerchiefs and for hygiene purposes, we ask parents to provide one large box of tissues for each child per year. These are usually brought to school during the first few weeks of Term 1.

TOYS AT SCHOOL
The school will not be responsible for expensive or special toys brought along by your child. Skateboards, 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 Year 6.

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

UNIFORM AND HATS
School Council has made uniforms compulsory at Manifold Heights and all students are encouraged to wear school uniform each day. The uniform items are available from Bellarine Uniforms.

Please see the Uniform policy for full details.

VISITORS
All visitors to the school during school hours are asked to sign-in at the office and collect a visitors badge. This is done for student safety. The sign-in book also enables us to monitor who is in the school in case of emergencies.

WET WEATHER
During wet weather at recess and lunch time students are supervised in their classrooms by teachers on a roster basis. On wet mornings students will be asked to come inside to their classrooms.
YARD DUTY
During all recess times, and for the 10 minutes preceding school and 15 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 adventure playground equipment. Generally our children play harmoniously together.

OUR VALUES - RESPECTFUL MOTIVATED RESILIENT INQUIRING

CARING FOR THEMSELVES

ENCOURAGE INDEPENDENCE
Children should be able to:
- Toilet themselves with assistance
- Dress and undress themselves
- Begin to tie their own shoelaces
- Look after their belongings
- Open their school bag, lunch box, drink bottle (a little practice at opening cling wrap would be a great idea)
- Communicate their needs to the teacher ie: if they feel sick, need to use the toilet
- 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 health 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 afield 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.