



**MONTMORENCY SOUTH
PRIMARY SCHOOL NO. 4925**

Your Child - Our Priority

*Working Together to Inspire Confident Learners of
the Future*

**PREP STUDENT INDUCTION
HANDBOOK**

TRIBES AGREEMENTS

*Appreciations / No Put downs, Attentive Listening,
Mutual Respect, Personal Best, Right To Think*



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Prep Student Induction

Welcome to your child's first year of school. We are delighted that you have chosen to become a member of our Montmorency South Primary School community. To help you make a very successful start we have tried to answer any questions that you may have. This booklet should help you in settling into our school.

Best wishes

Leanne Sheean
Principal

TRIBES Program

The aim of the TRIBES program is to develop a positive learning environment where people respect each other and work co-operatively. The program is based around five agreements about how everyone at the school will treat each other and has processes and activities to include everyone and to improve learning outcomes for all children.

The Five Agreements are:-

- Attentive Listening
- Appreciations / No Put Downs
- Personal Best
- Mutual Respect
- Right to Think

Other components of the TRIBES program include:

Energisers

These are quick activities at the beginning of the lesson to focus the children before beginning work. They may involve movement, breathing exercises, word games, or drama.

Community Circle

The children will sit in a circle and every child is given an opportunity to contribute. The Community Circle can be used in teaching sessions, for discussing any issue that comes up within the room or yard, and for reflection. This is where the 'Right to Think' agreement comes in. It recognises that some people may need a little more time to process their thoughts. So they say 'Right to Think' and are given another opportunity at the end.

Reflection

The children are given time to reflect on what they have learned, how well they learned it, how well they co-operated or worked, what they could do better next time, their behaviour, their learning style, and much more. This enables the children to think critically about what and how they learn. Listening to other children's contributions can help them to make more sense of what they learned too. Research shows that reflection at the end of a lesson helps children to retain what they have learned.

Group Work

Co-operative learning in groups is also part of TRIBES. There are many strategies within the program to promote group co-operation and to enable the children to solve a problem or complete a task together.

The TRIBES process aims to equip the children with the skills to enable them to work productively together. A major part of the TRIBES program focuses on the establishment and use of co-operative groups (Tribes) as an approach to teaching and learning.

A school wide focus on TRIBES occurs at the beginning of each school year as a transition back to school and an opportunity to get to know new classmates and to establish a safe and caring environment in the grade.

February For Prep

The Preps attend school on Monday, Tuesday, Thursday and Friday of each week in the month of February. The children will be scheduled in for an assessment meeting on one of the Wednesdays.

March For Prep

The Preps will attend their first full week of school in the first week of March. They will be presented to the school community at a special assembly at a date to be announced.

What Is The Timing Of The School Day?

8:58 a.m.	Music To Come Inside
9:00 a.m.	3 Teaching Blocks
11.30 a.m.	Bell - Lunch Eating Time (Supervised In Classrooms) Begins
11:40 a.m.	Bell - Lunch Play Begins
12:27 p.m.	Music To Come Inside
12:30 p.m.	2 Teaching Blocks
2:10 p.m.	Bell – Recess Play Begins Outside
2.37 p.m.	Music To Come Inside
2.40 p.m.	1 Teaching Block
3.30 p.m.	Preps – Year 6 Dismissed

Banking – Student

Student banking is arranged through the Commonwealth Bank Dollarmite accounts. Volunteer parents organize the program. Wednesday is currently banking day.

Compass – School Management System

Compass is our web-based school management system used at Montmorency South for communication, reports, attendance, payments, etc. Compass can be accessed at <https://montysouth.vic.jdlf.com.au>

All parents will receive a username and password to access this system, if you have not already received these, then please contact the office to acquire the relevant information.

Cross-Age Tutoring

Preps are matched with a Year 5 or 6 student. The older students help to make sure their 'cross-age' buddy is settled into the school and they are involved in various activities throughout the school year. If you enter the school in Year 5 or 6 you will be assigned a Prep buddy.

Extra-Curricula Activities

The school offers a range of extra-curricular activities to meet the diverse needs of students. Programs currently running include:

◀ Sport:

Tennis Train – (user pays) - Private company, at school, lunch and recess times, promoted through newsletter and with fliers.

Kelly Sport – (user pays) - Private company, at school, lunch and after school, user pays, promoted through newsletter and with fliers.

After school basketball teams – organized and run by parents and promoted through newsletter.

◀ Music:

Instrument tuition – Individual and small group lessons, in school time, user pays.

Keyboard – Private company, at school, during school time, user pays, promoted through newsletter and with fliers.

◀ Other:

Chess Club – Private company, after school, user pays, promoted through newsletter and annual chess days.

Chess tournaments promoted and participation encouraged.

Head Lice

Head lice can be managed with the cooperation of parents and the school. They are not a threat to health and they do not spread other infections. As there is no guaranteed method of prevention, early detection is the best way to avoid an outbreak. If head lice are reported a note is sent out to all of the parents in the child's class to inform them so that they can take the appropriate actions. For more information, visit www.health.vic.gov.au

Icy-Poles

Icy-poles are available on Fridays at recess in terms 1 and 4. The Prep teachers collect the children's money at the commencement of the day and the icy-pole volunteers ensure that the icy-poles are delivered to the classrooms so that the Preps do not have to line up to make their purchases.

Library

Our school provides a quality library. Children in Prep may borrow up to 2 items, however only 1 goes home. Children will require a named library bag to carry these items.

Lost Property

Labelling of all school clothing and containers is essential. Please continually check that your child has not misplaced any items. Items found will be placed in 'Lost Property.' Parents are invited to check for any lost articles. Final reminders will be issued to parents at the end of each term. Any unclaimed property will be distributed to a worthwhile charity. After a reasonable period of time items of school uniform which are unnamed and in suitable condition will be claimed and resold by the Parents' and Friends Association.

Lunches

Lunch orders available from:-

- Catering By Lisa – Monday, Wednesday and Friday

Price lists are available at the office or on the school website. Order and money collected from container outside each classroom at 9:05 a.m. Lunches are delivered to each classroom.

When ordering please include a clear first and last name, grade and room number.

During 1st and 4th term the Parents' Group organises the sale of icy-poles at recess on Fridays.

Outside School Hours Care – Morning and Afternoon

The school has an Outside School Hours Care Program, which is run by Camp Australia. Enrolment forms must be completed before your child can use this program. Forms are available at the school office or at 'Outside School Hours Care'. For more information please ring 9439 6244.

The program runs every school day at the following times:-

- 7:00 a.m. – 8:45 a.m.
- 3:30 p.m. – 6:00 p.m. (2:30 p.m. – 6:00 p.m. on early dismissal days)

The costs are subject to School Council review.

During the program the children are involved in a variety of activities:- Art/Craft activities; cooking; sports; games - indoor and out, etc.

The Prep children will be collected from the Prep 'bus stop' for the afternoon sessions of OSHC.

School Uniform

The uniform shop is open every Thursday morning.

Summer Uniform

- Jade green polo top with school emblem (short sleeve)
- Navy shorts/skirt/pinafore
- Blue, white and jade check dress for girls made from sunsmart material
- Black shoes, boots or runners (runners essential on sport or phys.ed days).
- Navy School Hat (compulsory for Terms 1 and 4)

Winter Uniform

- Jade green polo top with school emblem (long sleeve)
- Navy long pants (tracksuit/cotton drill etc)
- Navy windcheater/ bomber jacket/ rugby top with school emblem
- Navy pinafore with navy tights optional for girls
- Black shoes, boots or runners (runners essential on sport or phys ed days).

Please Note: - Thongs, open sandals and tank tops are not to be worn at school, due to the risk of injury. Students are to be dressed 'sunsmart' at all times, this includes the out-of-school-uniform days.

Specialist Programs

The school offers the following specialist programs:-

- Art
- Drama
- French
- Physical Education

◀ School Houses

When your child joins the Montmorency South school community they will be allocated a house team e.g. Strix (Red), Otus (Green), Tyto (Blue) and Ninnox (Gold). If there is an older sibling the child is put in the same house. The children are encouraged to wear their house colours for the whole school sport days.

◀ School Sport Events

School events are organized for Years 3 – 6: Cross country and athletics.
The grade 5/6 students have the opportunity to also participate in inter-school sports.

◀ Swimming Program – *Whole School*

The students take part in an eight (8) day intensive program at Watermarc in Term 4.

Stephanie Alexander Kitchen Garden

The Stephanie Alexander Kitchen Garden provides an opportunity for the students in grades 3 – 6 to take an active role in growing, harvesting, preparing and sharing healthy food. Although the Preps do not take part in these sessions they have the opportunity to visit the garden and spend time with the chickens.

Student Awards

◀ Student of the Week

Each class nominates students each week to receive a Student of the Week certificates, which are handed out at assembly on Wednesday afternoon. The names of recipients are published in the school newsletter. The TRIBES program's five agreements provide a basis for awards. Other categories include academic achievement, effort, co-operation, bravery, good sportsmanship etc.

◀ Powerful Owl Award

This award is presented once or twice a term to students who are exemplary role models and embody the five TRIBES agreements. This award is for *consistent excellence*.

Sunsmart

MSPS is a 'Sunsmart' school and students must wear a sunsmart hat from the beginning of Term 1 until the end of April and then from the beginning of September until the end of Term 4.

This means a school uniform broad brim/ bucket/legionnaires hat which provides sun protection for the face, ears and neck. Non uniform baseball caps are not sunsmart. No hat means No play and please note the decking is not a sunsmart area. Children who do not bring their hats to school will spend lunch and recess inside near the office and staffroom area.

Teachers are also required to wear sunsmart hats as they are role models for the students.

Term Dates

The Minister for Education has approved the following term dates for the year 2016.

Term 1 - 28th January – 24th March

Term 2 - 11th April – 24th June

Term 3 - 11th July – 16th September

Term 4 - 3rd October – 20th December

Toilet Breaks

During class times the students are permitted to go to the toilet. The school has a policy of sending three (3) children at a time for safety reasons.

Wet Or Hot Weather

If the weather is considered too wet or too hot for children to play outdoors, a 'wet/hot day' timetable is declared. Children play quiet games in classrooms. Classroom teachers make activities and games available for this purpose.

Yard Supervision

- Teachers are timetabled to be on Yard Duty during the following times:
 - o 15 minutes before the commencement of school
 - o During the lunch break
 - o During recess
 - o 15 minutes at the end of the day

The teachers wear bright fluoro vests to make them more visible. They also have first aid bags to allow them to treat minor injuries. If a child has a more serious injury they will be sent into the First aid room to be attended by a teacher on First Aid Duty. The Preps and new students to the school are made aware of the 'yard duty' teachers and their role.

Boundaries

The students are able to play in areas that are clearly visible by the teachers on duty. The areas behind the portables, near the skips, the bush block and the lower side of the oval are all strictly out of bounds. They are also not to go past the front of the BER (Senior school) building.