



MONTMORENCY SOUTH PRIMARY SCHOOL NO. 4925

Together We Learn, Lead and Achieve

PREP PARENT HANDBOOK

TRIBES AGREEMENTS

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



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Parent Handbook

Welcome to 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 Sheehan
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 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 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 as well as 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 |
| 2.40 p.m | Music To Come Inside |
| 2.40 p.m. | 1 Teaching Block |
| 3.30 p.m. | Foundation – Year 6 Dismissed |

Anaphylaxis

Montmorency South has an anaphylaxis policy that can be found on the school's website. If a child has anaphylaxis 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 precautions when sending food to school.

For more information, visit <https://www.allergy.org.au/patients/about-allergy/anaphylaxis>

Child Safe

STATEMENT OF COMMITMENT

Montmorency South is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

We are committed to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in Montmorency South has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

There is zero tolerance of child abuse, and all allegations and safety concerns are treated very seriously. We meet our legal and moral obligations to contact authorities when we are worried about a child's safety.

Montmorency South Primary School is committed to preventing child abuse by identifying risks early, removing and reducing these risks. Our school is committed to regularly training and educating our staff and volunteers on child abuse risks. Montmorency South Primary School has specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

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.jdf.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 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 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:

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

After school basketball teams

◀ Music:

Instrument tuition – Individual and small group lessons, in school time, user pays. Details are on our website or come to reception to ask for details.

Keyboard – Private company, at school, during school time

Guitar – Private business, at school, during school time

Violin – Private business, out of school hours

◀ Other:

Chess Club – Private company, after school, user pays, promoted through newsfeed and annual chess days. (Kids Unlimited)

Chess tournaments promoted and participation encouraged.

Preps usually begin in Semester 2

Bright Sparks Creative workshop – Friday after school

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. When two or more cases 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. Students are to stay home until treatment commences. For more information, visit www.health.vic.gov.au

Library

Our school provides a quality library. Children in Prep may borrow up to 3 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' in the BER. 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:-

- my mum and I – 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. Lunch orders can also be ordered online at www.mymumandi.com.au booking system closes at 9am on the day of order.

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

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 1300 105 343. Email:- oshc@campaustralia.com.au

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)

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. (Term 1 only).

School Uniform

Uniforms can be ordered online at <https://www.rhsports.com.au>

RHSports has a shop front located at 1/902 Main Road Eltham where you can visit to purchase goods or order online via the website.

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
- 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
- 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.

February 2022

Specialist Programs

The school offers the following specialist programs:-

- Art
- Performing Arts
- 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 Ninox (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. House teams can be found on Compass.

◀ 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

The students take part in an eight (8) day intensive program at Eltham Leisure Centre 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 - Fortnightly

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 in the undercroft 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 2023.

Term 1 - 27th January (Preps begin 2nd February) – 6th April

Term 2 - 24th April – 23rd June

Term 3 - 10th July – 15th September

Term 4 – 2nd 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 (yellow) 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 our first aid attendant. 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 or the embankment near the Prep classrooms.