

2025  
*Prep Information Booklet*



Montmorency South  
Primary School

Together we Learn, Lead and Achieve

# Contents

Welcome	3	Outside School Hours Care	13
Child Safe Commitment	4	Parking and Traffic Safety	13
Vision and Values	5	Parent Class Reps	14
Our School Culture	6	Prep Investigations	14
School Timetable	7	School Houses	14
2024 Term Dates	7	School Uniform	15
Prep Timetable - Weeks 1-5	7	Stephanie Alexander Kitchen Garden	15
Attendance	8	Seesaw	16
Anaphylaxis / Sharing food	8	Specialist Programs	16
Assembly	8	Student Awards	16
Buddy Program	9	SunSmart	17
Compass—School Management	9	Swimming Program	17
Community	10	Teacher/Parent Communication & Reporting	17
First Aid & Student Medical Plans	10	Toilet Breaks	18
Library	10	Wet or Hot Weather	18
Lost Property	10	Wheels in School Grounds	18
Head lice & Infectious Diseases	12	Yard Duty	19
Lunch Orders	12		

# Welcome



Welcome to Montmorency South Primary School and thank you for choosing our school to be part of your child's educational journey.

At Monty South we recognise that parents, through their interests, support, care and involvement in all aspects of school life, are a critical ingredient in the development of a successful school environment. We believe that student learning is a collective enterprise and we have a strong commitment to developing the whole child in partnership with parents.

This booklet should help you in helping your child settle into our school.

For anything that is not answered in here, please do not hesitate to contact us on 9439 6201 and we will have someone assist you.

We are looking forward to building a positive home/school partnership with you and your family.

*Keyla L. Jeffers*

Keyla L. Jeffers

Principal

# *Child Safe Commitment*

## *Statement of Commitment*

**Montmorency South Primary School 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 Primary School has a responsibility to understand the important and specific role they play 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 concerned 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. This documentation is available on our school website.

# Vision & Values

## Together we learn, lead and Achieve

Montmorency South Primary School is a school where staff, students, and parents all enjoy the mutual respect and care essential for growth and learning. We aim to create the best possible environment to enable children to explore their potential and to cater for children's individual needs.

Our vision is the healthy development of every child so that each has the knowledge, skills, and resiliency to be successful in a rapidly changing world.

Our objective is to provide a positive and varied academic program for the students which includes:

- Quality educational programs.
- Focus on achieving good Literacy and Numeracy results for ALL children.
- Social, emotional learning focussing on wellbeing and inclusion.
- Promote and nurture a close relationship between home and school.
- Highly trained and motivated staff with a commitment to their own learning.
- Regular staff training and Professional Development to ensure teachers' skills are updated.
- Environmental education is focussed on within the school through our Stephanie Alexander Kitchen Garden program, our Reconciliation Action Plan and the use and study of our bush block.

### **Our School Values are:**

Compassion, Inclusion, Respect, Curiosity, Learning– Everyday.



# Our School Culture

## TRIBES Program - We are a 'Tribes' school

'TRIBES' is a process – a way to establish a positive culture for learning and human development throughout the school community. We aim to work together as a learning community that is dedicated to providing a caring and supportive environment, encouraging active participation and positive expectations for all students.

The 5 'TRIBES' Agreements are:

- **Attentive Listening** – paying attention to the words and to the feelings behind the words
- **Appreciations/No Put Downs**
- **Mutual Respect** – for others, the school and the environment
- **The Right to Think** – allowing time to think in a group situation
- **Personal Best**

Another programs that we use at Monty South to support our student wellbeing is the Berry Street Education Model (BSEM) which has five domains: Body, Stamina, Engagement, and Character, all anchored by Relationship. These five domains reflect evidence based practice and understanding which inform daily classroom learning. A special feature of BSEM is that it unifies language, modelling and relationships to meet the special and complex needs of students. BSEM is both developmental and cyclically iterative; however, teachers apply the understanding that their practice must be fluid to meet the changing classroom needs.

## Wellbeing & Inclusion

We focus strongly on developing the social and emotional learning of students through ensuring positive wellbeing and inclusion strategies are implemented.

To cater for individual students being valued and included, we provide initiatives and programs such as:

- Resilience, Rights and Respectful Relationships learning (RRRR)
- Student wellbeing captains and student voice
- Cross-age buddy system
- Wellbeing and Inclusion Assistant Principal
- The appointment of a Mental Health and Wellbeing Leader (MHWL)

## School Timetable

8:57 am	Music followed by bell
9:00 am	Session 1
9:50am	Session 2
10:40am	Recess
11:10am	Session 3
12:00pm	Session 4
12:50pm	Lunchtime
1:50pm	Session 5
2:40pm	Session 6

## Student Free Days

**Term 1:** Mon 28 January

Tues 29 January

**Term 2:** Tues 10 June

**Term 3:** Mon 21 July

**Term 4:** Mon 3 November

## 2025 Term Dates

### Term 1 10 Week Term

Start Date: Thurs 30 Jan - **All students begin Preps are staggered finish 2pm** Finish Date: Fri 4 April at 2:30pm

Fri 31 Jan - Preps \*See Prep timetable below

### Term 2 11 Week Term

Start Date: Monday 21 April Finish Date: Friday 4 July at 2:30pm

### Term 3 9 Week Term

Start Date: Monday 21 July Finish Date: Friday 19 Sept at 2:30pm

### Term 4 11 Week Term

Start Date: Monday 6 October Finish Date: Friday 19 Dec at 1:30pm

## Prep Timetable—Weeks 1 to 4

**Week 1:** Thurs 30 Jan - Preps staggered start from 9:00am and finish 2.00pm  
Fri 31 Jan - Preps start from 9.00am to 2.00pm  
Tues 4 Feb - **Prep BBQ from 3.30pm until 4.30pm. All families welcome.**

**Weeks 2 to 4:** Mon to Thurs - Preps attend full days 9am to 3.30pm.  
Fridays - No school / Prep individual assessments (1hr each) at school.  
(by appointment– will send you link).

**Week 5:** Mon 24 Feb - Preps attend full week - Mon to Fri 9am to 3.30pm.

## Attendance

Daily school attendance is important for all children to succeed in education and to ensure they don't fall behind both socially and emotionally. It is important that children develop habits of regular attendance at an early age.

We have different support services available if your child experiences difficulties attending school. Please see your child's teacher if this is the case.

Student absences must be logged as an Attendance Note (or Approval Note) on Compass by parents. Please ensure you log each absence as soon as possible.

A holiday beyond 5 days requires a Student Absence Learning Plan in order to be approved. Parents/Carers need to inform the Principal Mrs Jeffers via [keyla.jeffers@education.vic.gov.au](mailto:keyla.jeffers@education.vic.gov.au) or your family intends to take an extended holiday.

Students arriving late (after 9am) or being picked up early must be signed in or out via the attendance terminal located at the school reception.

## Anaphylaxis / Sharing Food

If there is an anaphylactic child in a class, a letter will be sent home to all children in that particular class. The individual classroom teacher will ask parents to refrain from sending nuts and nut products to school, however, the school does not have a 'nut free' policy at present.

Another precaution taken is that students are not to share their food. We understand that our younger students in particular, are not always able to identify foods they cannot eat, nor understand their condition fully. We therefore ask parents to assist us by providing foods that do not pose a risk to students with anaphylactic

## Assembly

Whole school assembly is held every 2 weeks on Wednesdays from 2.45 to 3.15pm, generally in the gym. Dates are published on the school Term Planner which is sent to you via Compass at the beginning of each term. Parents are welcome to attend.

## *Buddy Program*

Year 6 students are paired with a prep student at the beginning of each year to become their *buddy*. During the first half of the year in particular, they do activities together and the Year 6 student provide guidance acting as a role model for the younger student. This develops social skills and responsibility in the older students and helps the prep students to settle in and to have a sense of belonging.

## *Compass — School Management Portal*

*Compass* is our web-based school management system. It is used at Montmorency South for communication, reports, attendance, payments, etc.



*Compass* can be accessed at <https://montysouth-vic.compass.education/> or download the app to ensure you are notified of important information as it becomes available.

Families will receive one username and password to access this system. If you have not received this information **by the end of this year**, please contact the office. Note that separated families will need to complete an *Additional Family Form* and parents will be provided with separate usernames/login information.

# Community

It has been 52 years since Montmorency South Primary School first opened its doors to students in 1972. We believe that an enduring partnership between our staff, parents and carers is the foundation of our school community and vital to the success of our school. The school community provides strong support for the school through active involvement in management, classroom volunteering, social, and fundraising tasks.

## **School Council**

School Council members, representing parents/carers, teachers, and members of the community, are elected or appointed for a two-year term. Elections are held every year in Term 1 for those positions that become available. School Council meets monthly.

Councillors are active on working sub-committees, and may also accept an executive position as Council President, Treasurer or Secretary. Current sub-committees include Finance, Education, and Environment and Facilities.

## **Class Support**

Montmorency South Primary School encourages parents/carers to participate in their child's learning programs by assisting teachers:

- in maths and reading classroom activities;
- in our Stephanie Alexander Kitchen Garden program for Preps.
- during some sport activities such as the school cross country and athletics day.

All volunteers will be provided with a Parent Helper induction pack and are required to sign in at the reception desk when volunteering.

## **Social & Fundraising Activities / Parents & Friends Committee**

Numerous fundraising activities are held by Montmorency South Primary School each year. Events are run by our Parents and Friends (P&F) Committee.

The P&F Committee has in the past, organised these great events: Colour Fun Run, the Monty South Fete, Movie night, Halloween Disco, Easter and Christmas raffles, Mother's & Father's Day stalls and other social activities. The group meets once a month and any parent/carer is welcome to join or to help out on a casual basis. This is a great opportunity to meet other parents, have fun, and be involved in your child's school activities. Funds raised by the P&F Committee are used to improve playground facilities and equipment.

Find out more on the P&F Facebook page: @MSPSParentsandFriends or email: presidentpandfmsps@gmail.com or secretarymsspspf@gmail.com.

## *First aid & student medical plans*

Students sick or injured at school are sent to Sick Bay and will be seen by our School Medical Officer or first aid attendant. Should the injury or illness be sufficient for the student to go home, we will advise parents/carers by phone to request early pick up from school. Sick bay attendances are recorded on Compass and an incident notification is automatically emailed to parents/carers.

Parents/carers are required to complete a Medication Authority Form for **any** medication required to be taken whilst at school. Medical Authority Forms and medications kept at school must be updated when expired.

Please notify the Medical Administration & Wellbeing Officer (MAWO—Victoria) if your child has a medical condition, or is diagnosed with a medical condition during their time at Monty South. A Medical Plan is required for the management of medical conditions. Medical Plans authorised by your child’s medical practitioner will expire on the “next review” date, or 12 months after the issue date. The School MAWO will send follow up notices on a quarterly basis for all expired plans and Medical Authority Forms; however, it is the responsibility of parents/carers to provide new plans upon expiry.

## *Library*

Our school has a fantastic library. Students may borrow up to three books; however, only one goes home. Students will require a named library bag to protect the books to be taken home. Please note that any lost or damaged book will be invoiced to the parent.

## *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 the ‘Lost Property’ cupboard in the BER (gym building). Parents are invited to check for any lost articles in this cupboard at any time.

At the end of each term, items of school uniform that are unclaimed and in suitable condition, will be resold at a second-hand uniform sale organised by the Parents and Friends Committee.

Other lost property items will be disposed of or donated to charity.

## *Head lice & Infectious Diseases*

Parents/carers are required to report any infectious disease diagnosis to the school by email if a student has been at school within 48hrs of becoming symptomatic.

Infectious diseases include, but are not limited to: Head lice, gastro, chicken pox, worms, Covid-19, Whooping Cough etc. Most infectious diseases carry a school exclusion period for the management of infection control.

When two or more cases of a particular condition are reported, a Compass note is sent out to all families in the child's year level so that they can take the appropriate action. Students are to stay home until symptoms are no longer present.

Specifically, **head lice** are not a threat to health and they are not spread like other infections. Therefore, as there is no guaranteed method of prevention, early detection is the best way to avoid an outbreak. The earlier we can advise the year level, the better we can prevent the spread. Please advise the school by email as soon as detected. Once the head lice has been treated they can return back to school.

In the case of **gastro** being reported, the affected student may return to school no less than 24 hours after the last vomit or loose bowel movement.

## *Lunch Orders*

Lunch orders are available from: **My Mum and I on Mondays, Wednesdays and Fridays.**

Lunch orders can be made online at [www.mymumandi.com.au](http://www.mymumandi.com.au). Orders close at 9am on the day of order.

A current price list is available at the office or on the school website. Orders can also be placed on the day with cash payment. When ordering, please include a clear first and last name and grade. Orders are sent to the canteen from each classroom by 9.10 am and lunches are delivered directly to each classroom.

## *Outside School Hours Care*

MSPS offers a before and after school care program run by Camp Australia. It is necessary to register your child before using the OSHC program at [www.campaustralia.com.au](http://www.campaustralia.com.au)

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

- Before school care hours are 7am – 8:45am, with breakfast provided.
- After school care hours are 3:30pm – 6pm, with a snack provided.

During the program, the children are involved in a variety of activities including art and craft, cooking, sports, games etc.

Prep children will be collected from the Prep classrooms for the afternoon sessions of OSHC (in term 1 only). From Term 2, they will be expected to make their own way to the gym where the OSHC program is run.

On pupil-free days, all-day care will be provided if there is sufficient need. On the last day of term, OSHC is available from 2.30pm when the school day finishes.

Holiday care is provided on the school holidays including selected days over the Christmas break. Sessions are from 7.00am – 6.00pm. Breakfast and a fruit snack are included, lunch will need to be provided by parents.

### **Parent Information Evening (PIE)**

Each year we hold a PIE for all cohorts. At this session you will meet with the whole Prep team who will take you through a half hour presentation on what is done as a cohort, followed by a half hour session where you will meet with your child's teacher in their room as they take you through particular details relevant to your child's class.

## *Parking & Traffic Safety*

Two *Kiss and Drop* zones are located around the school to ensure movement of traffic at peak times. Designed for quick entry and exit, these zones minimise traffic congestion and risk to pedestrians.

During peak times, these zones operate under the same conditions as no parking zones, which means you may stop to drop off or pick up children for a maximum of 2 minutes. Drivers are required to remain in, or within 3 metres of their vehicle. Please do not park in areas that are no standing, drop-off zones or anywhere that your vehicle can obstruct the view of a child crossing. The southern carpark in the school grounds is for staff use only.

## *Parent Class Reps*

Early in Term One, parents are invited to volunteer for the role of Class Representative of their child's class. Ideally each class will have 1-2 Class Reps.

As a Class Rep you will be asked to liaise between the class teacher and parents/carers of your child's class in order to:

- Generate a class list of student and parent /carer names and contact numbers.
- Set up a WhatsApp group for parents/carers to share information and coordinate social activities. (WhatsApp is preferred as some parents do not have Facebook)
- Call on parents to help in class or other related school activities (this may include sharing information and requests for parent help for activities organised by the P&F Committee).
- Join other Class Reps in that year level to organise an after school activity.
- Organise occasional social activities for parents within their class level.

This scheme allows parents to meet others in the School Community.

## *Prep Investigations*

Prep Investigations is a program where students are given an opportunity to complete investigations.

Students are taught the steps and are given freedom and flexibility to take their investigations where their interests lay. Literacy and maths is heavily embedded in the program. Prep classes are combined during Prep Investigations time to promote collaboration, play based learning and social skills.

## *School Houses*

When your child joins the Montmorency South school community they will be allocated a house team. Our school emblem is the owl and our House names are derived from various genera of owls.

Our Houses are: Strix (Red), Otus (Green), Tyto (Blue) and Ninox (Gold). Your child's House colour can be found on their Compass profile.

If there is an older sibling in your family, each child commencing at Monty South will put in the same house as their sibling. Students are encouraged to wear their house colours for whole school sport and sports carnival days.

# School Uniform

**Spartan** is the supplier of our school uniform. They have a shop located at 97 Main Road, Lower Plenty where you can try on and purchase uniform, or collect online orders. Uniforms can also be ordered online at [spartanschoolworld.com.au](http://spartanschoolworld.com.au).

## MSPS Dress Code

- MSPS Jade green polo top with school emblem (short or long sleeve).
- MSPS Sports top - this can be worn as an alternative to the polo, not just for sport and is an optional uniform item.
- MSPS summer dress - blue, white and jade check.
- MSPS girls winter tunic (with optional navy tights).
- MSPS navy hoodie or bomber jacket with school emblem.
- Navy shorts, pants (tracksuit/cotton drill etc), leggings, skirt or skort
- Sunsmart navy hat (compulsory from 1st September to 30 April) - most students wear the school branded hat, but a plain navy broad brim, bucket or legionnaires hat is acceptable.
- Shoes, boots or runners (supportive runners essential on sport or PE days).

## School Accessories

- Essential for Prep - MSPS branded Reader Bag for decodable reading program (compulsory).
- Library Bag - a named, protective cloth library bag is essential by all students for taking books home (compulsory but does not have to be MSPS branded).
- School Backpack - recommended MSPS branded, but not essential.

NOTE: all preps enrolled for 2025 will be given a free school bag on the Step-Up day in December 2025.

**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 out-of-school-uniform days.

# 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. This year our Prep students will have the opportunity to be active participants in the garden and spend time with our chickens.

# Seesaw

Seesaw (<http://seesaw.me>) is a secure online journal where students can document what they are learning in class.



**Seesaw**

Your child will be able to add the things we work on (including photos, videos, worksheets, drawings and voice recordings) to their Seesaw journal and we can share them privately with you and other family members to view and comment on. Parents/ Carers can only access their own child's Seesaw posts; however, as learning is often done collaboratively, posts may include photos and videos of students working with other students.

A Seesaw Permission Form with further information about the platform, is included in your Enrolment Acceptance pack. Please read it carefully and return the signed form prior to the start of the school year.

## Specialist Programs

Monty South Primary School offers the following specialist programs:

- Art
- Performing Arts
- French (LOTE)
- Physical Education

## Student Awards

### **Student of the Week - Fortnightly**

Each class teacher nominates students every fortnight to receive a Student of the Week certificate. These are handed out at each assembly. The TRIBES program's five agreements provide a basis for awards. See our information on TRIBES under the Our School Culture section of this handbook.

### **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.

A Sunsmart hat provides sun protection for the face, ears and neck. It will have a brim such as a bucket hat or legionnaires hat. Non-uniform baseball caps are not Sunsmart.

Students 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.

Please refer to our Student Dress Code Policy on our website in 2025.

## *Swimming Program*

Students in Prep to Year 2 take part in an eight day intensive program at Eltham Leisure Centre. Please refer to the Term Planners sent at the beginning of each term for details.

Students in Years 3 to 6 take part in a half-day Open Water swimming activity in Term 4.

## *Teacher/Parent Communication & Reporting*

Parent/Carer contact with the school is encouraged to discuss issues of concern. Parents may contact staff by school phone, email or Compass, and are encouraged to do so during the hours of 8.30am – 4.30pm. Whilst teachers do their best to respond swiftly, our school policy requires they respond within 2-3 working days. If a meeting is required, a mutually convenient time should be arranged.

At the start of each year, parents are encouraged to notify the teachers first and if need be then school if there are any special requirements for communication with their families, or if there are any specific requirements for their child's academic or wellbeing needs.

In Terms 1 and 3, 3-Way Conferences involving parent/carers, teacher and student will be held. Written student reports are provided at the end of Terms 2 and 4.

## *Toilet Breaks*

During class times, students are permitted to go to the toilet. The Prep area has a dedicated toilet block for their use and it is expected that they use this at all times. Other year levels are to use their dedicated toilets accordingly.

## *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.

## *Wheels in School Grounds*

We highly encourage our students travelling to and from school by sustainable means of transport such as walking, cycling and scooting; however, when students arrive at school we ask that they *walk* their bike, scooter or skateboard within the school grounds. This is a safety precaution and will be strictly enforced during peak pedestrian times.

We have several bike hoop banks located around the school grounds for locking up bikes.

# Yard Duty

Staff are timetabled to be on Yard Duty during the following times:

- 15 minutes before the commencement of school
- During recess
- During the lunch break
- 15 minutes at the end of the day

Yard Duty staff 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 our MAWO or first aid attendant. The Preps and new students to the school are made aware of the Yard Duty staff and their role. Please note students are not to be on school grounds outside of these times unsupervised.

## Boundaries

The students are able to play in areas that are clearly visible by the teachers on yard duty. The staff car park and the area near the skip bins, behind the Year 4 portables, the kitchen-garden embankment and the bush block are all off limits to students as they are not visible to yard duty staff.

The corner block in front of the school office (on corner of Grand Boulevard and Reichelt Ave) is available for Year 6 students only during school hours. This is identified as the 'Tan Bark Area'.



64 Buena Vista Drive  
Montmorency, VIC 3094  
Tel: 03 9439 6201  
Email: [montmorency.south.ps@education.vic.gov.au](mailto:montmorency.south.ps@education.vic.gov.au)  
Primary School No. 4925  
[www.montysouth.vic.edu.au](http://www.montysouth.vic.edu.au)