Information Book
2017
Dear Parents,

On behalf of Marnoo Primary School I extend to you a very warm welcome. We are confident that you will find that this school offers a quality, comprehensive education that meets the emotional, social and educational needs of your child in a happy, safe and caring environment.

We hope that you will take the opportunity to play an active role at Marnoo Primary School, and in doing so enhance the enjoyment and outcomes for your child.

The staff and School Council hope that all parents accept our invitation to visit the school to discuss matters of interest, concern, or just to say hello. Your interest and participation in the various activities undertaken by the Parents and Friends group, School Council and children themselves, will be greatly appreciated.

The information contained in this booklet is designed to familiarise you with the way our school operates. Please read it carefully and keep it handy. Material included in this booklet, along with information in our weekly newsletters, are essential for effective communication between school and home.

Regards,
Principal, Staff and School Council,
Marnoo Primary School
CONTACTING THE SCHOOL

PRINCIPAL: Grant Fiedler

SCHOOL COUNCIL PRESIDENT: Paul Zielinski

TEACHING STAFF: Grant Fiedler, Kathryn DiBella, Meggy Boan

Contact Details

P.O. Box 59 Marnoo 3387
80 Newall Street Marnoo
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Grant Fiedler 0439 592313
marnoo.ps@edumail.vic.gov.au

Communication between parents and the school is carried out on a number of levels. It may be done informally at any convenient time. If parents wish to discuss any problems with teachers, a telephone call or a note requesting a mutually agreeable appointment time would be greatly appreciated.

DAILY TIMETABLE

9:00 School begins
9.00 – 11.00 Session One
11:00 – 11:30 Morning Recess
11.30 – 1.00 Session Two
1:00 – 1:45 Lunch
1.45 – 3.15 Session Three
3.15 Dismissal

In the late1990s, the Department of Education and Training introduced literacy and numeracy programs known as Early Years Literacy and Numeracy. These programs are designed to further enhance the development of literacy and numeracy skills for students. A key element of these programs is the provision of uninterrupted two hour periods of literacy teaching and one hour blocks of numeracy teaching each day where possible.

SCHOOL NEWSLETTERS

The school newsletter, MAR-NEWS, is published every Tuesday and aims to keep you fully informed of school events. Please read the newsletter carefully as it contains details of all school activities. Your comments/suggestions on this publication would be appreciated.

Items may be included in the MAR-NEWS by contacting the school by Tuesday morning each week. Please look for the newsletter in your child’s bag and if you do not receive one contact the school. The newsletter can also be emailed to families on request.
The School Council has determined that all children are to wear a school uniform. Parents will be notified via the newsletter if there is to be any variation to this e.g. Out of Uniform days.

Light blue shirt  
Gold polo for sports (Wednesdays) and for excursions  
Navy Windcheater or jumper  
Navy track pants or trousers  
Navy shorts  
White or grey socks  
Broad brimmed Navy blue hat (September - April)  
Shoes, boots, or runners.

**GIRLS MAY ALSO WEAR**  
Navy and white gingham school dress for summer

**SPORTS UNIFORM** (for designated days only)  
- Gold short sleeved polo shirt  
- Navy shorts or navy sports skirt  
- White or grey socks.  
- Runners  
- Navy track pants and windcheater may be worn over this in cold weather

Uniform items can usually be purchased from department stores. Please contact the principal if you are having difficulty in sourcing an item.

**Please ensure that all items of uniform are clearly named**

**WHAT DOES YOUR CHILD NEED?**

**ART SMOCK:** This is essential and can be made in several ways. Probably the easiest form of art smock could be an old (thick) shirt with the sleeves shortened to fit. This should be clearly named. Art smocks are to be left at school at all times except for term breaks when they should be taken home and washed.

**LIBRARY AND READER BAGS:** To help the children, and the school, keep track of the books and readers which they will borrow and use, each child is required to have two material bags. Each should measure a minimum of 450 mm square and have a drawstring opening. New Preps are provided with a free bag on their first day at school.

**MATERIALS AND REQUISITES:** Each year the school makes a bulk purchase of materials for student use. These include paper, pencils, pens, textas, exercise books, text books, etc. Parents are asked to contribute to the cost of these materials purchased for their children. This charge is incorporated into the annual Subject Contribution.
In 2016 the charge for these items is $100 per student.

**EXCURSION LEVY**

In addition to a Subject Contribution charge, an annual Excursion Levy is charged to parents. In 2016 the fee was $30.00. This money is used to help cover the costs of excursions.

**SCHOOL BAG / LUNCH BOX / DRINK BOTTLE:** Children should have some way of keeping their belongings together while at school. A suitably sized bag to carry lunch box etc. is advised.

**SUNSMART POLICY – HAT & SUNSCREEN**

It is compulsory that students wear a 10cm broad brimmed hat during outdoor sessions at all times from September until the end of April. The school has on hand SPF30+ or higher sunscreen for children to apply at school. Parents are welcome to send sunscreen to school with their child as long as it is SPF30+ or higher. Students who do not have a hat to wear during recesses will remain under cover in the gazebo. During P.E. and sport sessions they will be excluded from participating in activities. It is compulsory that hats be worn for all outdoor excursions, from September to the end of April.

**HEALTHY EATING**

Children benefit from eating a substantial breakfast every day. We strongly recommend that every child is encouraged to eat this important meal before coming to school each day. Breakfast provides the body with ‘fuel’ to work and play. It is necessary for the children to maintain a regular intake of food throughout the day to ensure their bodies are functioning to the maximum.

**LUNCH ARRANGEMENTS**

Lunch break is from 1:00 to 1:45 daily. Children are required to sit in a designated area for the first 10-15 minutes of their lunch break to eat their lunch. During unsuitable weather lunch is eaten in classrooms.

Please try to ensure that your child has a healthy lunch that they will enjoy eating, as it is a very difficult task to encourage children to eat their lunch if they don’t like it. Children sometimes want to swap food, but we do not allow this.

The school has a pie warmer for children to bring along items from home to heat up during terms two and three. Food for the pie warmer should be wrapped in foil and clearly named to avoid confusion (permanent texta is best).

**YARD SUPERVISION**

Teachers will be in attendance from 8:45 a.m. until 3:30 p.m. each day. Students should not be at school outside unless accompanied by an adult. A teacher will remain in attendance each afternoon until all students have departed. Teachers are also rostered to supervise the playground during all recesses. Please notify the school if you need to leave your children at school outside these times to arrange for supervision.
STUDENT HEALTH

Good health is vital to progress at school. We suggest that you consult your doctor concerning protection against diseases such as diptheria, poliomyelitis, tetanus, measles and mumps. From the beginning of 1990 it has been a condition of enrolment in all schools that the parents provide the school with a Certificate of Immunisation which states the child’s immunisation status. The certificates are provided from records kept by Municipal Health Officers. It is the responsibility of the parents to provide these certificates.

The school does not have the staff nor the facilities to cater for ill children. If students are unwell the best place for them is home. If you are unable to care for your children due to work commitments, please make arrangements for a friend or relative to look after them. The school does not have the appropriate facilities to care for sick children.

We require accurate, up to date emergency contact phone numbers in the event of an accident or the sudden onset of an illness, when you will need to take your child home or to the doctor. If the phone numbers that you submit to the school change at any time, please ensure that the office is informed of the change, preferably in writing.

Some illnesses and medical conditions require that the child (and with some diseases siblings or contacts) be excluded from school for a designated period of time, e.g. headlice, conjunctivitis, measles, whooping cough, chickenpox, impetigo (school sores), mumps, ringworm, rubella, etc. Please inform the school if you believe your child is suffering from any infectious disease, to help with disease control as well as to check possible exclusion periods. With some infectious diseases, a certificate from the doctor is required before the child can recommence school.

HEAD LICE

From time to time some children may be found to have lice in their hair and because of the nature of the closeness of children at school this condition is easily spread to any child no matter how clean the child and their hair.

Regular checks are made by the Parent Managed Headlice Team. If you suspect your child has head lice, please notify the school immediately and we will advise you of the appropriate actions to take.

PLEASE NOTE: If the school is notified of a case of head lice we must take appropriate action. Any child who has live lice will be required to stay home until the school has received written notification of treatment.

Permission forms for checking by the team will be sent home each February.

STUDENT MEDICATION PROTOCOL

A Student Medication Protocol has been developed detailing the administration procedures that must be followed when children require medication during school hours. These procedures are in line with the Department of Education and Training directives and requirements.

Medicines will only be administered at school by the teachers if the parent has completed a Student Medication form (available from the school).

Medicines should handed to the class teacher with the Student Medication form on arrival at school unless other arrangements have been made with the school.
**FIRST AID**

The school has a first aid cabinet stocked with bandages etc to deal with most first aid situations. Children in need of attention should seek out the duty teacher, or in an emergency situation go to the office for help.

Accidents deemed serious by First Aid trained staff will be dealt with as follows:

1. Immediate First Aid.
2. Contact with parent or emergency contact (it is essential that the school has up to date and relevant information regarding these. If things change let us know immediately)
3. Ambulance attendance if considered necessary.

Records of such accidents must be kept by the school and reported to the Department of Education and Early Childhood Development so please pass on any relevant information to the school as soon as possible.

**STUDENT ABSENCE**

If your child is absent from school you are required to inform the school by phone or by note. We would appreciate knowing of absences in advance if they are planned or anticipated, e.g. medical appointments.

**EXTRACURRICULAR ACTIVITIES**

Excursions are arranged throughout the year for a variety of purposes and experiences. Some may simply involve a walk down the street, others involve travel by bus for sporting, camping or cultural activities. Parental consent will be sought for all out of town excursions. Prior to any activity that requires students to travel by bus or be involved in any out of town activity, a form requesting up to date information will need to be returned to the school. A large proportion of the costs for these activities is paid by the school through the Country Areas Program grant, the Excursion Levy, and school funds.

Throughout the year the children will be involved in three or four Victorian Arts Council performances which are organised and subsidised by the Central Wimmera Country Education Project. These are usually held in Rupanyup with other schools.

Costs are usually subsidised by the school but any family suffering from financial hardship is encouraged to discuss the matter of payments with the Principal. We do not want any child to miss out on any of these excursions.
HELPING CHILDREN PREPARE FOR SCHOOL

It is of great benefit to both teachers and students if you have assisted your child to develop the following habits to help them at school:

- Putting playthings away after use
- Taking off and putting on outer clothes, e.g. jumper, jacket
- Tying shoelaces/ doing up shoes
- Use handkerchief/tissue
- Flushing the toilet and washing hands
- Opening lunch box and knowing which is playlunch etc
- Using correct speech
- Sharing things with other children
- Using correct manners, e.g. waiting their turn, using ‘please’ and ‘thank you.’

SAFETY RULES

In your child’s best interest, it is important that he/she be aware of the following safety rules-

He/she should know:-

- His/her name, address and phone number.
- His/her parents’ names.
- The safest and most direct route to and from school.
- The correct way to cross the street
- To refuse rides from strangers.
- NOT to bring to school articles that may result in accidents, e.g. glass containers, knives etc.

WAYS TO HELP YOUR CHILD WHILE AT SCHOOL

Talk with your child about the events of the day
Enjoy reading to and with your child
Listen to your child read
Sing songs and play games with your child
Encourage your child to help with cooking, shopping, cleaning etc
Do jigsaws, play card games etc
Give them the opportunity to use scissors, play dough, plasticine, pencils, throwing and catching balls, play outdoor games, skipping and hopping.
REPORTING OF CHILDREN’S PROGRESS

The reporting of progress to parents is an integral part of the school's program and is in two parts:

WRITTEN REPORTS
Written reports are issued twice yearly – at the end of the first semester and again at the end of the year. The written reports follow a format preferred by the Department of Education Early Childhood Development and report against the standards as set down in the Victorian Curriculum. We understand that parents may have some difficulty fully comprehending the reports and we are willing to discuss them and what they mean as required.

PARENT TEACHER INTERVIEWS
There is provision for three interviews during the year – the first during Term 1, the second after the mid-year report and the third in Term 4 (if required by parent or teacher). Parents are free to request an appointment for an interview any time that they have concerns regarding any aspect of their child’s progress.

Please note - if at any time in your child’s schooling you are concerned about their progress in any area of the curriculum DO NOT hesitate to make immediate contact with the school. You do not need to wait for a formal report.

ATHLETICS SPORTS
The annual Dunmunkle School Sports Association Athletic sports are held in August each year with other schools involved namely Murtoa, Murtoa Catholic, Minyip and Rupanyup.

The sports are standardised which means that all children are expected to participate in all events. The scores are then averaged to find the winning school.

Each school takes it in turn to host these sports. Our last turn was in 2016.

Students who achieve the highest standard in events for 10,11 and 12 year olds may be invited to compete at the next level.

SCHOOL SWIMMING PROGRAM
The school conducts a swimming program each year. This is an integral part of the school curriculum and each child is expected to participate. The person in charge of the swimming program will be qualified to teach swimming and a teacher will always be present.

Parents of Prep children are asked to ensure that their child is dressed in a way that allows them to dress and undress by themselves during this time.

A Swimming Activity day is held annually during which all children participate at their own level.

Note:
- It is a school rule that all children must wear a t-shirt when swimming with the school.
- The pool committee has informed us that there will be a daily fee applied to non-members which will be collected at school.

ANNUAL SCHOOL CONCERT
Our school concert is held each year towards the end of the school year. This concert is a chance for the children to present items of music, plays, poems, etc.; many of which have been learned during Music sessions throughout the year.

During the evening presentations are made to the Year six students who are leaving the school for Secondary schools.

Father Christmas also visits during the evening to distribute presents that have been provided by parents. Notices regarding this practice will be sent home during Term 4 each year.
MONEY SENT TO SCHOOL

There will be occasions when you will need to send amounts of money to school with your child. To help us administer this money it would be appreciated if it could be sent in a sealed envelope which is clearly labelled with the reason and your child’s name.

SCHOOL COUNCIL

The School Council is the Governing Body of the school and consists of elected parents and one elected teacher. The School Principal (Executive Officer) is automatically a member of School Council.

Current members of School Council are:
President: Paul Zielinski
Vice-President: Ben Duxson
Secretary: Kathryn DiBella
Committee: Peter Cameron
Leanne Slee
Karina Polkinghorne

Executive Officer: Grant Fiedler

The Role Of The School Council

All government schools in Victoria have school councils. They are legally formed bodies that are given powers to set the key directions of a school.

In doing so, a school council is able to directly influence the quality of education that the school provides to its students. For example, within guidelines provided by the Department of Education and Training (DE&T), a school council has responsibilities for developing such things as:

- the school charter which sets out the main goals and priorities of the school for three years
- the school's budget which shares out the available resources to make sure that the plans of the charter are carried out
- the general educational policy of the school
- the physical appearance and maintenance of the school's buildings and grounds
- an annual report on the school's achievements.

School Council members are elected (or appointed in the case of co-opted members) for a two year term. Half the membership is elected or co-opted each year and this creates vacancies for the annual school council election.

Why is parent membership so important?

Parents on councils provide important viewpoints and have valuable skills that can help shape the direction of the school.

Those parents who become active on a school council find their involvement satisfying in itself and may also find that their children feel a greater sense of belonging.

How can you become involved?

Please express your interest to the principal who will inform you about the election process.
PARENTS AND FRIENDS ASSOCIATION

All parents are welcome to be involved in their children’s education. The Parents and Friends Association provides an opportunity for members to work together to further the interests of their children by:

1. stimulating interest in the school and taking part in aspects of its operation
2. encouraging social interactions among parents and between parents and staff
3. providing resources and facilities for the pupils through fund raising activities.

SCHOOL RULES

As in all sections of society it is necessary to have rules at school. The rules developed by the school are designed to ensure that everyone is able to participate fully and to fulfil their educational potential while working and playing at school. It is important that children learn to abide by these rules and that parents reinforce them at home to ensure a consistent approach in the development of a safe and happy school.

School rules are not static and must alter to fit any given situation but there are several which are normally applied.

GENERAL RULES

1. Children are not allowed to leave the school ground without the direct approval of a teacher.

2. Children may not play in any OUT OF BOUNDS areas.

3. Children are expected to play games in appropriate areas e.g. football on the oval etc.

4. Children are expected to stay out of the school buildings during recesses unless under instruction from a teacher.

5. Children are expected to assist in the keeping of classrooms tidy.

6. Children MUST NOT:
   - play in toilets, sports shed or on garden beds and tank stands
   - throw sticks, stones, sand, dirt or other such objects
   - run on walkways or around buildings
   - play ball games on or near buildings
   - climb trees or on any part of any buildings
   - ride bicycles in the grounds
   - fight
   - interfere with other people’s activities
   - interfere with or damage either school or other people’s property
   - cross the road unless with an adult

INTERNAL CLASSROOM RULES

These are generally organised by each teacher with the group of students but generally they will include something like the following.

CHILDREN WILL

- walk in classrooms or corridors
- use furniture appropriately
• use quiet voices while inside the classrooms
• speak politely to all people at all times
• eat only in designated areas
• respect the privacy of another’s belongings (this includes other students as well as teachers)
• avoid bullying type behaviours

THE FOLLOWING ITEMS ARE BANNED FROM THE SCHOOL
• very brief or outlandish clothing
• high heeled shoes, thongs
• excessive jewellery
• bubble and chewing gum
• weapons of any sort – real or replica
• roller skates, in line skates or skateboards
• chemicals or medicinal preparations except in accordance with the Medications policy
• motorised vehicles
• glass bottles

To make it easier for the children we have issued them with a much simpler list of rules that we feel covers all of the above situations.
They are:

• everyone has the right to learn and play without being disturbed
• treat others as you would like to be treated
• look after school equipment and other people’s property
• care for yourself.

The Student Engagement and Wellbeing Policy is reviewed regularly to ensure we have a safe environment for all our children.

PROBLEMS OR COMPLAINTS

It cannot be emphasised strongly enough, that when you feel things are not going well, you should contact the principal or a staff member immediately.

There may be times when we are unaware of a problem but we hope that you will notify us as soon as you are aware of it so that we can attempt to rectify the problem as soon as possible.

This school operates on a system of openness and trust. As a school our obligation is to listen and respond to your enquiries, whilst your obligation as a parent is to approach the school.
SCHOOL TERM DATES 2017

The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes.

Term 1: *30 January (school teachers start) to 31 March. Children start on the 31st January
Term 2: 18 April (Tuesday) to 30 June
Term 3: 17 July to 22 September
Term 4: 9 October to 22 December

SCHOOL POLICIES

Below is a list of the school’s policies. If you would like a copy of any of the policies, please contact the principal.

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<th>Student welfare</th>
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<tbody>
<tr>
<td>• Student Engagement and Wellbeing policy and procedures (includes school discipline)</td>
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<td>• Bullying and Harassment policy and procedures</td>
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<th>Student safety</th>
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<td>• On-site supervision policy and procedures</td>
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<td>• Excursion and Camp policy and procedures</td>
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<td>• Ensuring safety and welfare of students with external providers policy and procedures</td>
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<tr>
<th>Student care</th>
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<tr>
<td>• Care arrangements for ill students</td>
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<td>• Distribution of medication policy and procedures</td>
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<td>• Anaphylaxis management policy and procedures</td>
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<tr>
<th>Additional Policies</th>
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<tr>
<td>• Mandatory reporting policy and procedures</td>
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<td>• First aid policy and procedures</td>
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<td>• Internet policy and procedures</td>
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<tr>
<td>• Critical incident plan</td>
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<td>• Emergency management plan</td>
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SCHOOL PHILOSOPHY

Purpose

Marnoo Primary School strives for our students to become motivated and independent learners through the provision of a wide range of learning choices. We consistently encourage students to become lifelong learners who value themselves, others and learning. We promote a social responsibility, resilience, perseverance and independence to capably prepare our students for an ever changing world.

Values

The qualities we value at Marnoo PS are:
We show **Courtesy** by speaking nicely to others.
We show **Excellence** by striving to be the best we can.
We show **Honesty** by being truthful and trustworthy in action and deeds.
We show **Respect** by displaying an attitude of caring and consideration for ourselves, others and our environment.
We show **Self Discipline** by keeping our feelings under control.

These values are used to support our students in becoming positive citizens within their community.

*Your children are our Number One Priority.*