



MONMIA PRIMARY SCHOOL
- Learn and Achieve -

INFORMATION BOOKLET



PRINCIPAL: *Lorraine Bell*

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SCHOOL INFORMATION

PRINCIPAL:	Lorraine Bell
ASSISTANT PRINCIPAL: School Improvement:	Vineta Mitrevski
ASSISTANT PRINCIPAL: Student Engagement & Wellbeing:	Lucia Vorpasso
SCHOOL COUNCIL PRESIDENT:	Amanda Deakin
FAMILY AND FRIENDS PRESIDENT:	Talithia Diessel
ADDRESS:	144/130 Copernicus Way Keilor Downs, 3038
TELEPHONE:	(03) 9364 1007
EMAIL:	monmia.ps@education.vic.gov.au
WEBSITE:	www.monmia.vic.edu.au
TWITTER:	http://twitter.com/MonmiaPS
INSTAGRAM:	www.instagram.com/monmiaPS
CAMP AUSTRALIA (OHSC):	1300 105 343
FACEBOOK PAGE:	www.facebook.com/MonmiaPS



MONMIA PRIMARY SCHOOL
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Dear Families,

We are very pleased that you have chosen to enrol your child at our school. We welcome you and your child and trust that you will be very happy as a member of our warm and welcoming community.

The staff share with you the responsibility of supporting your child on their learning journey where the focus is on the whole child.

Please take the time to read through this information booklet. It has been compiled to make your transition into our school as smooth as possible.

We look forward to working in partnership with you during the years that your child attends Monmia Primary School.

Yours sincerely

Lorraine Bell
Principal

Copernicus Way
Keilor Downs 3038
Phone: (03) 9364 1007 Fax: (03) 9364 1300
Email: monmia.ps@edumail.vic.gov.au

SCHOOL PHILOSOPHY

MISSION STATEMENT

The Monmia mission statement embraces high expectations for all community members. It states:

At Monmia, we learn and achieve with excellence. The community works together to develop creative learners who will think, act and contribute positively to the world now and in the future.

VISION STATEMENT

The school community has engaged all stakeholders to develop a vision statement which embodies what Monmia community expects to achieve:

*Loving to Learn
Learning to Live
Being the Best!*

SCHOOL VALUES

The Monmia Primary School Community embraces the following core values:

- **Acceptance**
 - Acceptance is an understanding that everyone is different.
 - Acceptance is valuing someone or something for whom or what they are.
- **Caring**
 - Caring shows thoughtfulness and concern towards another.
 - Caring is showing respect and understanding how others feel.
- **Friendliness**
 - Friendliness is being kind and welcoming to others.
 - Friendliness involves including others.
- **Honesty**
 - Honesty is telling the truth, even when something goes wrong.
 - Honesty builds trust, respect and friendship with others.
- **Respect**
 - Respect is caring and treating each other with dignity.
 - Respect is looking after oneself, others, property and the environment.
 - Self-respect is when you like, accept and protect yourself.

WE BELIEVE:

We are a community of dedicated and passionate learners working in a dynamic and collaborative environment.

Students will:	Staff will:	Parents/Guardians will:
<ul style="list-style-type: none">• set high learning goals and work hard to reach them• be risk takers, learning from their mistakes• follow the code of cooperation• be active listeners• celebrate their own achievements and others' achievements	<ul style="list-style-type: none">• have high expectations of their own and student learning• know all students and how best to motivate their learning• be risk takers, learning from their mistakes• know what they need to teach and be prepared• cooperate with others and work together in learning communities	<ul style="list-style-type: none">• share their enthusiasm for learning• be involved in the work of the school community

We are focused on social, emotional and academic growth so that our students demonstrate resilience, responsibility and make informed choices.

Students will:	Staff will:	Parents/Guardians will:
<ul style="list-style-type: none"> • know and show the school values • make wise choices about friendships and relationships • stand up for themselves and others • be engaged in their learning 	<ul style="list-style-type: none"> • know and model school values • build trusting relationships with all students, staff and families • use restorative practices to help students in finding solutions • will give feedback on learning and personal behaviours • keep themselves and others safe 	<ul style="list-style-type: none"> • build trusting relationships with the school • know and model school values • have regular, positive conversations with their child • guide children with making wise choices

We serve our students so they will all learn and achieve at high levels.

Students will:	Staff will:	Parents/Guardians will:
<ul style="list-style-type: none"> • know where they are in their learning • know how they are going, and where to next • make smart choices about their learning and others • see mistakes as a learning opportunity • attend school regularly and punctually 	<ul style="list-style-type: none"> • develop Learning Intentions and Success Criteria to direct the learning • set goals for students so they know what they need to work on • give timely and specific feedback • deliver an exciting, rich curriculum • provide learning opportunities for students to work individually and together • adjust the learning experiences according to individual needs 	<ul style="list-style-type: none"> • reinforce that mistakes are learning opportunities • make positive comments about learning • encourage their children to do and show their best • establish morning routines that help their children to get to school every day on time • help their children at home with their learning • ask the teacher for what they can do at home to help them achieve

We are committed to building strong relationships with our families, embracing equality and diversity.

Students will:	Staff will:	Parents/Guardians will:
<ul style="list-style-type: none"> • include one another so that everyone belongs • treat others kindly and play fairly • be a 'bucket filler' 	<ul style="list-style-type: none"> • welcome and connect with families • model positive and fair behaviour • have a genuine interest in every child • be a 'bucket filler' 	<ul style="list-style-type: none"> • take an interest and be involved in the school community • communicate positively with the school • follow school processes when raising concerns • model positive behaviours with their children and all members of the school community • provide feedback to the right person, in the right place, at the right time • be a 'bucket filler'

We employ staff who are quality educators, committed to their own and student learning, taking collective responsibility for all our students. Our staff work in a collaborative culture in high performing teams ensuring all students achieve their individual goals, in a positive and safe learning environment. Our students are happy and engaged, taking active responsibility for their learning. We acknowledge and celebrate individual and whole school success.

SCHOOL PROFILE

Context:

Monmia Primary School was established in 1992 to serve the educational needs of the growing suburb of Keilor Downs. The backgrounds of students reflect a cultural and socio-economic diversity including students from non-English speaking backgrounds. An increasing number of students are coming from outside the traditional catchment area.

Parents/Guardians have high expectations of their children, and of the school. The School Council and Monmia Family and Friends are both very supportive of the school, staff and school programs, staff professional development and new school initiatives. Several School Council subcommittees operate with membership comprising councillors as well as community co-opted members.

Monmia has an extremely knowledgeable and skilled professional staff who work closely together to ensure the educational and wellbeing needs of all students are met. The development of a core set of values and a whole school approach to behaviour management has led to a consistent and supportive environment in which students flourish. Underpinning programs at Monmia is the belief and commitment to the school's motto where every student can: "**Learn and Achieve**".

The attractive buildings and landscaped gardens surrounding a central courtyard area are a feature of the school. The courtyard provides a popular meeting place for families waiting to collect their children. An installed friendship bench was donated by Rotary and serves the community well. Indoor school facilities are regularly used by the local community along with the location of a municipal kindergarten on the school grounds.

The school prides itself on the excellent facilities which include a Visual Arts Room, a Performing Arts Room, STEAM space, Information and Communications Technology Laboratory, Community Room, Gymnasium and collaborative learning spaces. Most recently the school has refurbished its amazing school library which is now world class and a warm, inviting and interactive learning space for students to enjoy. The extensive sporting grounds have been installed with artificial turf on the football, soccer fields, basketball courts and bat tennis courts. There are three separate playground areas for Year Prep students, Year 1-2 students and Year 3-6 students. A new climbing structure was installed by funds raised by the active Family and Friends committee. All playground equipment and the sandpit have been covered with expansive shade covers and rubberised softfall.

The school is organised into professional learning communities which correspond to the levels of the Victorian Curriculum. Home groups are organised into composite year levels with planned opportunities to combine home groups to differentiate the curriculum to best meet the needs of students.

The Victorian Curriculum provides a continuum of learning for students from Year Prep to Year 6. Teachers cater for student needs through ongoing assessment and their knowledge of the expectations of the curriculum standards. English and Mathematics are taught in small teaching focus groups based on teacher assessment.

Specialist programs operate in Physical Education, Visual Arts, Performing Arts and Science, Technology, Engineering, the Arts and Mathematics (STEAM). Literacy intervention programs are provided within the classroom for students needing assistance in developing their literacy skills. Additional assistance is provided in Literacy and Numeracy through the Tutor Learning Initiative that

allows additional support to targeted students outside the classroom program. Teachers cater for intervention and extension of students through differentiating their classroom programs.

Primary Music Institute provides keyboard and guitar lessons for students during school times on request and at a cost to families. This is optional.

Opportunities are provided for students to develop leadership skills through a number of programs and learning opportunities such as: Peer Mediators, Year Prep and Year 4 Buddy Program, Junior School Council, School Captains, House Captains and leadership of the whole school assembly.

A number of traditions contribute to a stable yearly routine. These serve the community and the students by promoting enthusiasm and family involvement at a variety of levels. Some examples of these popular events are the 'Be You' Twilight Picnic, the Annual House Athletic Sports, the Art Show, Education Week activities, Multicultural Lunch and the biennial School Concert.

The school has an extensive Camps Program which starts with a Prep Barbecue, followed by a Year 1/2 Sleepover, Year 3-6 Camp.

Monmia Primary School provides the school community with an educational facility that is unique in its innovative programs-delivered by dedicated staff, enjoyed by enthusiastic students and supported by families in striving for excellence in learning and achievement.

BEYOND BLUE 'BE YOU' INITIATIVE

Monmia Primary School is a proud 'Be You' school. 'Be You' is a national initiative for educators, aimed at promoting and protecting positive mental health in children and young people. The vision is for an education system in which every learning community is positive, inclusive and resilient, and where every child, young person, staff member, and family can achieve their best possible mental health.

The 'Be You' framework has 5 components that the school community works through:

1. Mentally Healthy Communities
2. Family Partnerships
3. Learning Resilience
4. Early Support
5. Responding Together

The school community was honoured to host the launch of the Beyond Blue '**Be You**' initiative on November 1, 2018. The Honourable Julia Gillard, Chair of Beyond Blue and Johanna Griggs Beyond Blue Director and Be You National Advisory Council Chair as well as host on Better Homes and Garden were at our school. The amazing '**Be You**' team and TV crews were part of the big day as well. We still talk about this event and the photos are still on the slideshow in the administration area because we are so proud of our involvement in this significant day.

As a result of our new partnership with '**Be You**' we have:

- Developed a culture handbook for each student to set the scene for the positive climate for learning
- Created Code of Conducts for each class and sent these home to families to support the school in expected behaviours
- Shared the Monmia PS statement of commitment with all community members
- Provided professional learning for staff on the dimensions of the '**Be You**' Strategy
- Continued with the BounceBack Resilience and Wellbeing Social and Emotional Program and the CASEA program
- Established a '**Be You**' Action team that meet twice per term to identify the school's needs and develop action plans
- Updated the Student Engagement and Wellbeing page on the school website to reflect the school's involvement with '**Be You**'
- Created a new 'Creating Mentally Healthy Communities' section in the new library that has a range of literature that promotes wellbeing for students to read and borrow
- Created a new '**Be You**' display in the administration office and in each of the classroom learning spaces
- Updated the glass cabinet that demonstrates our commitment to Student Engagement and Wellbeing and involvement in the '**Be You**' strategy

If you are interested in being part of the 'Be You' Action Team, please fill in the expression of interest form in your pack or see the Student Engagement and Wellbeing Assistant Principal.

School Strategic Direction 2019-2022 plan

Goals	Targets	Key Improvement Strategies
Goal 1 To improve Numeracy outcomes for all students	<p>By 2022 NAPLAN assessment will demonstrate that 85% of students will achieve medium or high growth in Numeracy from Year 3 to Year 5. (The adaptive online NAPLAN test may require an adjustment)</p> <p>By 2022 NAPLAN assessment will demonstrate that 90% of students are maintained in the top two bands from Year 3 to Year 5 in Numeracy</p>	<p>Develop whole school scope and sequence documents that promote high quality teaching and learning in numeracy</p> <p>Build the capacity of all staff to use evidence-based targeted teaching across the school</p> <p>Build teacher capability to utilize data and a range of assessment strategies to teach to a student's point of learning</p> <p>Develop a school-wide instructional model that effectively supports student learning in Numeracy</p>
Goal 2 To increase student agency and voice in learning	<p>By 2022 Student Attitudes to School Survey (AToSS) to record a 92% positive response to the dimensions of Student Voice and Student Agency</p> <p>By 2022 maintain at or above 85% parents positively endorsing the Parent Attitude survey for Student Voice and Agency</p> <p>By 2022 reduce percentage of students with absence exceeding 10 days to 10% or below.</p>	<p>Develop whole school structures and processes to support and embed student voice and agency for learning in all classrooms</p> <p>Embed the high impact teaching strategies of Goal Setting, Questioning, Feedback and Metacognitive Strategies to enhance students' intellectual engagement and self-awareness</p>
Goal 3 To improve Reading outcomes for all students	<p>By 2022 NAPLAN assessment will demonstrate that 85% of students will achieve medium or high growth in Reading from Year 3 to Year 5. (The adaptive online NAPLAN test may require an adjustment)</p> <p>By 2022 NAPLAN assessment will demonstrate that 90% of students are maintained in the top two bands from Year 3 to Year 5 in Reading</p>	<p>Develop the capability of teachers to evaluate the impact of teaching practices on students' literacy learning</p> <p>Strengthen strategies and programs that build partnerships between the school and wider community to support students' learning in literacy</p>

STUDENT CODE OF CONDUCT

At Monmia Primary School the School Council and staff believe that we should provide a safe, happy and physically attractive environment where students enjoy learning. This requires an acceptance of responsibility and consideration for others, within a purposeful, orderly and safe environment.

The Code of Conduct is viewed as an integral part of the Student Engagement and Inclusion Policy. This policy expands upon the following principles, indicating the rights and responsibilities of Parents/Guardians, students and staff. Students' rights and responsibilities are included in this Code of Conduct, with the rights and responsibilities of Parents/Guardians and staff included in the relevant codes of practice.

This Code of Conduct is based upon the following principles:

- All members of the school have the right to be valued, respected and treated without discrimination.
- All students are expected to develop responsibility for their own learning and behaviour as articulated in the school's values.
- All students have the right to work and play in a cooperative, supportive and safe environment without interference, intimidation, harassment or bullying.
- All students will be encouraged to be polite, courteous and well-mannered.
- All students will be encouraged to exhibit pride in their school.
- Teachers have the right to be able to teach in an atmosphere of order and cooperation.
- Parents/Guardians have an obligation to support the school in its efforts to maintain a productive teaching and learning environment.
- Principal and staff have an obligation to implement the Code of Conduct fairly, reasonably and consistently.

RIGHTS AND RESPONSIBILITIES

A set of rights and responsibilities outlining acceptable and unacceptable behaviour is included below to assist the school to meet its educational, social and emotional goals.

These rules are displayed around the classrooms and school.

STUDENTS' RIGHTS	STUDENTS' RESPONSIBILITIES
<ul style="list-style-type: none"> • Learn in a positive, supportive and safe environment • Access a range of ongoing learning experiences • Participate fully in educational programs • Be supported with additional support and student services as required • Have success acknowledged in various ways • Be treated with respect • Work and play without intimidation, bullying or harassment • Be heard and to express opinions • Know what is expected behaviour and the consequences of unacceptable behaviour • Be given a fair hearing and develop skills in conflict resolution • Be actively involved in decision making • Be valued for their individuality including that of race, gender, cultural, intellectual and physical diversity • Use a range of information communication technologies respectfully 	<ul style="list-style-type: none"> • Model and support school values and code of conduct • Attend school regularly when well • Follow the set processes for late arrivals or absenteeism • Value others for their individual differences • Treat others with courtesy, kindness and respect • Report inappropriate treatment of others, including bullying to a teacher • Follow the school's uniform guidelines • Respect the rights of individuals to hold differing beliefs and opinions • Behave in a safe and responsible manner • Give others a fair hearing and develop skills in conflict resolution • Accept decisions and consequences resulting from their own behaviour • Take increasing responsibility for their own learning • Sign and adhere to the Monmia Primary School Acceptable Use Agreement • Alert teachers to inappropriate sites or information

STAFF RIGHTS	STAFF RESPONSIBILITIES
<ul style="list-style-type: none"> • Teach in an atmosphere of cooperation and order • Be accepted as an individual by colleagues, parents, guardians and students • Receive support and recognition from peers and leaders • Be treated with consideration and respect • Be actively involved in decision making • Access professional learning to develop additional knowledge and skills • Have confidentiality maintained • Be involved in a recognition and appraisal process that involves receiving feedback from peers and leadership • Expect the involvement and participation of parents in their child's learning • Expect students to be at school regularly, arriving prior to the start of the school day 	<ul style="list-style-type: none"> • Support student learning through a safe, stimulating and challenging learning environment • Implement all school and Department of Education and Training policies consistently • Assess constantly teaching performance as reflected in student outcomes and feedback • Treat colleagues, parents, guardians and students with respect and dignity • Know their students to cater for individual student differences by planning a variety of teaching and learning strategies and programs • Implement student management processes in accordance with the school's Behaviour Management Process • Develop positive parent, guardian and school partnerships • Model appropriate computer usage in

	<p>accordance with the Monmia Primary School Acceptable Use Agreement</p> <ul style="list-style-type: none"> • Implement the Student Engagement and Inclusion Policy fairly and consistently • Monitor student punctuality and attendance and respond to concerns through parent contact • Inform leadership of consistent attendance or punctuality concerns • Encourage and celebrate consistent attendance and punctuality
PARENTS AND GUARDIANS' RIGHTS	PARENTS AND GUARDIANS' RESPONSIBILITIES
<ul style="list-style-type: none"> • Expect that their child will attend a school that provides a safe learning environment both within the classroom and in the schoolyard • Expect their child to be safe and happy at school • Expect a consistent management approach to implementing the Student Engagement and Wellbeing Policy • Expect differentiated learning programs that reflect individual needs • Expect that their child will learn to their potential • Be informed of their child's academic and social development • Expect that their child will be a participant in the decision-making process • Expect the school to be open for learning at all expected times • Be informed of their child's unexplained absence • Be invited to school and class events as appropriate 	<ul style="list-style-type: none"> • Model positive behaviours in line with the school's values • Support the efforts of the school community in providing a quality education • Encourage and support their child in their endeavours • Monitor their child's learning and behaviour • Follow school procedures • Inform the school of information that may influence their child's educational progress or behaviour • Attend relevant meetings including student led conferences • Support their child in the completion of homework • Be actively involved in their child's education • Ensure their child attends school if well and provide explanations for their child's absence • Promote learning in positive ways • Keep informed of school events and information by reading the school newsletter and notices sent home • Respect the confidentiality of all students • Adhere to speed and parking restrictions and use correct gates when entering and leaving the school • Promote and maintain safe ICT usage in the home • Report any concerns to the school promptly

APPROACH TO STUDENT BEHAVIOUR MANAGEMENT

Our school has a consistent and positive approach to behaviour management that fosters a school climate where personal responsibility and self-discipline are developed.

IMPLEMENTATION OF THE STUDENT CODE OF PRACTICE

At the commencement of the school year, each classroom teacher and their students will establish a Code of Cooperation that is consistent with the school values. School values will be discussed as part of the BounceBack Wellbeing and Resilience Program and classes will work on learning experiences to reinforce these throughout the year. The five core school values are displayed prominently at the front of the school. Codes of Cooperation and School values will be sent home to Parents/Guardians for their information and for family discussion and teachers will display these in the classroom.

A Behaviour Management Process has been developed outlining clear expectations for behaviour and lists the logical consequences, which will be used to implement a consistent approach to those who choose to act inappropriately. As a Restorative School, we follow Restorative Principles to elevate student behaviour, empathy and cooperation. Bullying is seen as a serious breach of the Student Code of Conduct and will not be tolerated in any form. Once again, through the BounceBack Program, students are exposed to developing their understandings about what is bullying is and what to do if you see bullying or are bullied.

The school uses a range of positive reinforcement strategies to improve self-esteem and acknowledge student achievements such as:

- Student of the Week
- Student Leadership
- School Assembly presentations
- Class Experts Display
- Bucket Filling Philosophy

The school has developed the following policies to reflect the school's position on behaviour management and bullying:

1. Student Engagement and Wellbeing Policy
2. Behaviour Management Policy and Procedures
3. Bullying and Harassment Prevention Policy and Procedures

Please refer to these policies for further information.

DAILY TIMETABLE

8.45am – 9.00am	Students arrive at school – classroom doors are open and students participate in a morning routine
9.00am – 11.00am	Instruction time (Includes fruit break at 10:00 am)
11.00am – 11.30am	Morning recess
11.30am – 1.30pm	Instruction time
1.30pm – 1.45pm	Lunch eating time in the classroom
1.45pm – 2.30pm	Lunch break outside
2.30pm – 3.30pm	Instruction time

**Students are dismissed at 3.30 pm each day except on the last day of each term.
The bell is at 8:55 am on Monday so Assembly can start at 9.00 am**

2022 TERM DATES

TERM 1			
Thursday	28 January	BOOK PACK COLLECTION DAY	
Friday	29 January	Curriculum Day	Student Free Day
Monday	31 January	Students Resume (Preps at 10am)	
Friday	8 April	Last day of Term 1	Students finish at 2.30pm
TERM 2			
Tuesday	26 April	Students resume	
Friday	24 June	Last day of Term 2	Students finish at 2.30pm
TERM 3			
Monday	11 July	Students resume	
Friday	16 September	Last day of Term 3	Students finish at 2.30pm
TERM 4			
Monday	3 October	Students resume	
Tuesday	20 December	Last day of Term 4	Students finish at 1.30pm



GENERAL INFORMATION

Absences

When your child is absent from school you are required by law, to supply the classroom teacher with a medical certificate or a written note explaining the reason for the absence. This information is recorded in the student absence register. Parents/Guardians are also encouraged to ring the Administration Office on the morning of the absence and report the student absence. This will be passed onto the classroom teacher. Student attendance is monitored daily. An SMS is sent to families when a student absence is marked, and a reason has not been provided by the family. Unexplained or excessive absences will be followed up by the school on the day of the absence.

Anaphylaxis

Parents/Guardians must provide the school with an Individual Anaphylaxis Management Plan if their child is diagnosed of being at risk of an anaphylactic reaction. All students with anaphylaxis must have a clearly labelled and current Epipen or Anipen available at school for emergencies.

Assembly

The Year 6 School Captains conduct an assembly in the gymnasium every Monday morning. The bell rings at 8:55 am on Mondays so Assembly can start promptly at 9:00 am. Assemblies commence with the singing of the Australian Anthem and the school song and reciting the Acknowledgement of Country. During Assembly there are opportunities for staff and students to present class items, make announcements about forthcoming school events, announce Student of the Week awards, introduce Bounce Back focuses for the week, announce Bucket Filling drops, distribute Athletics Awards, announce special events and school sport results. Parents/Guardians and younger children are very welcome to attend Assembly, which finishes at approximately 9:30 am. Seating is available at the rear of the gymnasium and Parents/Guardians taking photos can move to the front when their children are receiving an award or performing. All Parents/Guardians attending assembly must sign in at the administration office prior to attending the assembly, wear a visitor lanyard and then sign out at the end of the assembly.

Asthma Management

Parents/Guardians must fill out an Asthma Management Plan form if their child has asthma. The school's Asthma Register contains essential information on known asthmatics within the school. All asthmatic students attending the school should have their own medication available for immediate use.

Attendance

'Everyday Counts' is a DET Initiative aimed at elevating the importance of students attending school daily and on time. There is a direct link between school attendance and achievement. Students need to attend school regularly to make the most of educational and social opportunities. Poor patterns of attendance in the early years can lead to poor patterns of attendance throughout the school years. Poor attendance makes it difficult for students to form positive relationships with their peers. Families that are intending to travel on extended holidays need to inform the Principal in writing or by completing a form obtained from the Office. The Student Engagement and Wellbeing Assistant Principal will contact families of students who are frequently absent or have absences that are unexplained.

Book Packs

The school operates a booklist system which enables families to purchase 'Book Packs' from an external provider. These Book Packs contain essential school items for students to use in the classroom. Booklists are distributed to families at the end of each school year in readiness for the new school year.

Bring Your Own Device Program (BYOD)

The school implements a Bring Your Own Device Program (BYOD). This program educates and prepares students for 21st Century Learning and will complement our STEAM Program in line with the Victorian Curriculum under Design and Digital Technologies. Parents/Guardians are encouraged to supply their child with a digital device that they bring to school each day.

The benefits of your child being part of this 1:1 BYOD program is to:

- maximise the access students have to technology in the classroom, and to complete tasks
- have immediate access to the Educational apps the school has purchased
- access online resources and digital applications in a safe and secure environment
- capture their learning through a variety of platforms they can share at home

Staff scaffold learning and lessons are structured to encourage students to learn through exploration, self-direction and inquiry, with explicit teaching at key points during the learning sequence. Students are actively engaged in safe and ethical use of technologies to create innovative solutions that meet current and future needs. These solutions and information are created through the application of computational design and technical skills.

Camps

Students are encouraged to participate in the school's camping program as they are planned to relate to units of work. The camping program begins in Prep with a barbecue dinner in Term 4. Students in Years 1 and 2 participate in a sleepover at school. Students in Year 3 and 4 attend a three-day camp and students in Year 5 and 6 participate in a five-day camp. Money returned for excursions and camps should be placed in envelopes provided, clearly marked with child's name and grade and name of the excursion and handed to the class teacher. Please ensure the CASES consent form and medical form is completed for all camps. All information must be kept up to date.

Canteen

The school canteen is open every day for students to place lunch orders and purchase snacks. The canteen operates within the healthy eating requirements of the Department of Education and Training. When ordering lunch, please include your child's name and class on the paper bag with the food required. Correct money is appreciated and saves your child looking after change.

Communication

Parents/Guardians who have concerns about school or other issues in regard to their children should talk to their class teacher first. If the concern continues or becomes more serious, we encourage all parents/guardians to make an appointment with the class teacher if additional time is required to work through the issue. Parents/Guardians can make an appointment to see the Principal if they need to discuss a serious or private issue. Student learning concerns can be discussed with the School Improvement Assistant Principal. Student Wellbeing concerns can be discussed with the Student Engagement and Wellbeing Assistant Principal.

COVID 19

The school is taking every precaution to keep our school community safe during the COVID 19 Pandemic. The school follows the health advice of the Department of Education in line with the State health orders and can change at any time as instructed the DET Operations Guide.

All visitors to the school must sign in using the QR Code and show proof of their COVID 19 vaccination or exemption or sign in manually.

Safe practices are implemented such as:

- All adults must wear a face mask whilst on school site unless they have an exemption.
- Year 3-6 students wearing a face mask unless they have an exemption.
- Implementing physical distancing of staff and students onsite.
- All staff and students using hand sanitiser frequently.
- Ventilation increased in classrooms and classes taken outside where possible
- Students playing in cohort bubbles out in the yard.

Curriculum Days

Government Primary Schools are allocated four pupil free days that are used for curriculum planning and professional development. Students are not required to attend school on these days. The focus for each curriculum day is determined by staff, based on the needs of the school. Some of these days will be held at the beginning of the school year.

Custody and Court Orders

It is essential that the school has accurate up-to-date information and evidence of court orders pertaining to access and to custody of children. The school cannot operate on word of mouth by a Parent/guardian so please ensure that any court orders are handed to the office when issued. This information is treated as confidential.

Department of Education and Training Student Support Service Offices

The school has access to qualified Educational Psychologists, Social Workers and Speech Pathologists. Family support and cooperation is essential for access to these services. Parents/guardians wishing to discuss any of these support services further should contact the Student Engagement and Wellbeing Assistant Principal.

Excursions and In School Experiences

Parents/Guardians are required to sign a permission form at the beginning of the year to allow their children to participate in local walking excursions. Other excursions and in school experiences organised during the year will require a separate permission form to be signed. Excursions and in school experiences are arranged each term and they relate to the units of work being studied in the classrooms. Students are encouraged to attend to help build on their learning.

Extracurricular Activities

Monmia Primary School provides students with extracurricular activities to develop specific skills and pursue specific talents. These include:

- Involvement in interschool sport for students in Years 5-6
- Involvement in the School Choir for students in Years 3-6
- Participation in Athletics and Cross-Country carnivals for students in Years 3-6
- Private keyboard and guitar tuition provided by Primary Music Institute during school hours
- District Physical Education events – cross country, athletics etc.

Family Participation

Monmia Primary School values the important role families have in supporting their child's learning. The school strongly encourages a partnership between the school and home through providing opportunities for involvement in:

- Classroom Helpers Program
- School Council Subcommittees
- Family and Friends
- Be You Action Team Committee
- Camps and Excursions
- Specific information evenings

Please see 'Involvement at the School Section' for more information.

First Aid

Yard Duty teachers manage and administer first aid to students for minor accidents that occur outside in the yard. If more specific first aid is required, the student will be sent to the first aid room and trained staff will manage the situation. Parents/Guardians will be notified in writing if their child has attended the sick bay for a head injury. Serious injuries will be reported to the Principal/Assistant Principals and the Parents/Guardians contacted immediately.

Head Lice

Once the school is informed of an outbreak, notices are sent home to students in the relevant class. Please inspect your child's hair regularly at home and seek appropriate treatment if head lice or eggs are found. If found in your child's hair, please inform the school so others can be alerted. Health regulations require that when a child has head lice, that they should not return to school until appropriate treatment has commenced. The school treats all notifications confidentially.

Homework

All year levels have regular homework tasks, and it is most important that you encourage and support your child's effort to complete them to the best of their ability. All students need to have a Monmia Reading Satchel that holds their take-home books, homework and school diary. The teachers need to see what the students are capable of so please allow your child to hand in work completed by them.

Illness

The school encourages attendance each day, even if your child has a little cough or cold as it all helps to build their immunity. However, the school does not have the staff or facilities to care for students if they are very sick or contagious. If your child takes ill or is hurt during the day, the school will contact you on your emergency numbers and request the child be taken home. Please keep information on your enrolment form up to date in case there is a need to contact you in the event of an emergency. If your child suffers from asthma, an Asthma Management Plan (available from the Administration Office) must be completed by your doctor and handed to the school. If your child is susceptible to severe allergies an Anaphylaxis Plan must also be provided to the school.

Late Passes and Punctuality

The school encourages all students to be at school by 8.45am to participate in the morning routine. The bell rings at 9.00am and that is when formal instruction commences. It is important to ensure all students are in class by 9.00am and ready for their learning. Teachers operate a timetable with established routines, and students arriving late not only miss the commencement of lessons but also interrupt other students. Students find it very distressing to enter class late. It is also less stressful for the students when they arrive at school on time to have a settling down period before the school day commences. Students who arrive at school after 9.00am must go to the Administration Office to have their name registered and collect a Late Pass. This register is monitored, and the Principal/Assistant Principals will contact the Parents/Guardians if their child is regularly late for school.

Leaving Early

Parents/Guardians wishing to collect their child early from school must go to the Administration Office and obtain an Early Leavers Pass for their child/children. This pass must be presented to the teacher before the student can be dismissed. The person collecting the child must be over 18 years of age. Students will not be released into the custody of strangers. Please try to make appointments out of school hours where possible, as missing the end of the school day also impacts on learning.

Lost Property

It is highly recommended that all items of clothing, bags and lunchboxes be clearly labelled with the child's name as young students do not always recognise all of their belongings. If lost, a named item can be returned promptly to its owner. Please check your child's belongings regularly and if anything is missing check the lost property bin which is located in the gymnasium. Items of clothing not collected at the end of term are washed and sold at second-hand stalls throughout the year. Valuable items and money found on school premises are sent to the Administration Office.

Lunch Eating Arrangements

The students are supervised eating their lunch in the classroom between 1:30pm and 1:45pm before going out to play. In a conscious effort to cut down on the amount of waste that students bring to school, the school promotes a 'Nude Food Campaign'. Students are strongly encouraged to bring their lunch in a lunchbox or any other type of small container, rather than use plastic wrap, foil or greaseproof paper. In keeping with DET nutritional guidelines, the school requests that chip packets, confectionery etc. are not brought to school. Students are expected to take home any part of their lunch which is not eaten. We also ask that Parents/Guardians do not bring take away foods as lunch for their children as this is not part of our healthy eating guidelines. Parents/Guardians can order their child's lunch through the school canteen which operates on a daily basis.

Media Consent

The school is committed to promoting the achievements of the students, staff and community through various media such as the school newsletter, the website, twitter, promotional posters and DVDs, information brochures and newspapers. Please complete the consent form provided each year, indicating whether your child's name, photo and/or work samples can be included in the above documents.

Medication

Occasionally students need medication for ongoing illnesses. All medication is dispensed by administration staff. Medication must be handed to the Administration Office and be clearly labelled with dosage and time to be dispensed. Students are not permitted to keep medication in their school bags. A medication permission form or written note must be filled out with the student's name and dosage and signed by the Parent/guardian before any medication can be administered. Forms are available at the Administration Office.

Monmia Primary School Acceptable Use Agreement

Monmia Primary School is committed to providing current technologies to assist students to achieve excellent learning outcomes in information and communication technology. Each year your child will be involved in a wide range of activities using the school's computer network. Students will be able to access information in the World Wide Web using child safe search engines under the strict guidance of their teachers. In order for your child to access these opportunities, a partnership between the home and school is important and is a Department of Education and Training (DET) requirement. Please discuss and sign the Acceptable Use Agreement with your child so they understand the access to the system is a privilege and that any deviation from the guidelines will result in the privilege being withdrawn. The policy is distributed to families each school year.

Newsletters

The school newsletter provides a vital link between the school and home. Regular features include messages from the principal, student wellbeing, Students of the Week, Fundraisers and student work. It is distributed to families electronically, via email, every Thursday. Please ensure that you provide an up-to-date email address to the staff in the office. Read and discuss the newsletter with your child as it contains important information about current and future events. Information relating to excursions and other events are also sent home from time to time, so please get into the habit of checking your child's bag regularly. Newsletters will also appear on our website and some hard copies are available at the office for families.

Out of Hours School Care

Monmia Primary School has a high quality Out of Hours School Care program, which operates in the gymnasium. It is facilitated by CAMP AUSTRALIA and provides 'Before Care' from 7.00am to 8.45am and 'After Care' from 3.30pm to 6.00pm. Vacation care is also available. For further information or to make a booking, please register at www.campaustralia.com.au

Parent Payment Policy

Each year the school distributes information regarding the various Parent Payment Contributions. Under new DET guidelines the categories are:

- 1. Curriculum Contributions:** These items and activities that students use or participate in to access the curriculum such as consumable items and online subscriptions.
- 2. Extra Curriculum Items and Activities:** These are items or services that are offered in addition to the standard curriculum such as the school magazine, Health Education in School Experience.
- 3. Other Contributions:** Parents/Guardians, or anyone else, can be invited to make a contribution or donation for School Grounds Maintenance and Improvements.

Parking

There is adequate parking surrounding the school and we remind Parents/Guardians of the following:

- The two disabled parking bays near the Willy's Avenue entrance gate are strictly for vehicles with occupants who have a valid permit.
- The 2-minute drop-off and pick-up zone at the main gate on Copernicus Way is not for parking. It is purely a drive-in area and allows passengers to get in or out of the car and then to drive away. The 2-minute zone operates between 8.00am-9.30am and 2.30pm-4.00pm.
- Please ensure that you are not blocking the driveways of neighbouring homes or double parking on or near school crossings.
- All restrictions regarding parking and speed limits must be strictly adhered to.

Police and Brimbank City Council Officers regularly patrol the school to enforce these restrictions for the safety of all of the students.

Privacy Policy

Personal information is collected and used by Monmia Primary School to:

- provide services or to carry out the School statutory functions
- assist the School Services and its staff to fulfil its duty of care to students
- plan, resource, monitor and evaluate school services and functions
- comply with DET reporting requirements
- comply with statutory and/or other legal obligations in respect of staff
- investigate incidents or defend any legal claims against the school, its services or its staff
- comply with laws that impose specific obligations regarding the handling of personal information.

The purposes the school uses personal information of students and Parents/Guardians include:

- keeping Parents/Guardians informed about matters related to their child's schooling
- looking after students' educational, social and health needs
- celebrating the efforts and achievements of students
- day-to-day administration
- satisfying the School's legal obligations, and
- allowing the School to discharge its duty of care.

The school will use and disclose personal information about a student, Parent/Guardian and staff when it:

- is required for general administration duties and statutory functions
- relates to the purposes for which it was collected
- is for a purpose that is directly related to the reason the information was collected and the use would be reasonably expected by the individual and there is no reason to believe they would object to the disclosure.

The School can disclose personal information for another purpose when:

- the person consents
- it is necessary to lessen or prevent a serious or imminent threat to life, health/safety
- it is required by law or for law enforcement purposes.

Program for Students with Disabilities

Monmia Primary School has a Disabilities Program that addresses the specific needs of a number of students. Funded students on the program may have a range of services to support them with their learning. These may include access to speech therapy, occupational therapy, physiotherapy, visiting teacher service or through the support of an Education Support Staff. Education Support Staff assist these students in the classroom under the instruction of the classroom teacher. Regular Student Support Group meetings are held to ensure successful implementation of the program including pastoral care of the students. The Student Engagement and Wellbeing Assistant Principal coordinates this program.

Reporting Student Progress

As part of the school's reporting processes Parents/Guardians are regularly informed of their child's progress. Student Led Conferences are conducted early in Term 1 and at the end of Term 2. Written reports and student portfolios are distributed prior to the conferences in Term 2 and at the end of Term 4.

Safety

All external gates are kept locked between 9.00am and 3.15pm. During these hours all visitors and classroom helpers are asked to sign the visitors' book in the Administration Office and wear an identification pass when on site.

- War toys, toy guns and knives, electronic games, mobile phones, digital music players, trading cards, expensive or sentimental items should not be brought to school. If students are required to have a mobile phone at school, the phone must be handed to your child's class teacher upon arrival at school and collected at the end of the school day.
- Students are not permitted to be in classrooms without a teacher present.
- The staff car park is strictly for staff. Please do not enter the car park to drop-off or pick-up your child. It is also not permitted to walk your children through the car park.
- All students are supervised within the boundaries of the school between 8.45am and 3.45pm. Please do not send your child to school before 8.45am. Similarly, students should leave the school by 3.45pm at the end of the day. The Out of Hours School Care Program should be used if these times pose a problem.
- Dogs are not allowed in the grounds at any time.

School Entry Age

A child must be five or turn five years of age before April 30 in the year of commencing school. To enrol a Prep child, you must present proof of age such as a birth certificate at the time of enrolment.

School Entry Immunisation Certificate

A school entry immunisation certificate is a specific document which shows your child's record of immunisation. It is a legal requirement to provide a school entry immunisation certificate on enrolment to primary school in Victoria.

School Policies

School policies are constantly under review to reflect current best practices. Copies of specific policies can be obtained from the Principal/Assistant Principal and uploaded on the school's website.

Smoking

All DET workplaces are smoke free zones. No smoking is permitted within the buildings or on the grounds. In the interests of staff and students the school administration asks for your cooperation in this matter. New legislation states that smoking should not occur within four metres of school gates. There are signs displayed at all school gates around the school.

Specialist Areas

All students participate in one hour of each of these specialist areas:

- Information and Communications Technology provided by the class teacher
- Library provided by the class teacher
- Science, Technology, Engineering, The Arts, Mathematics (STEAM) provided by a STEAM specialist
- Physical Education by a qualified PE teacher
- The Arts (6 months Visual Arts & 6 months Performing Arts) provided by qualified teachers

Student Leadership

Monmia Primary School offers enrichment and support programs that promote and encourage students to develop leadership skills. Programs and opportunities include:

- School Captains
- House Captains
- Junior School Council
- School Assembly
- Peer Mediators
- Prep/Year 4 Buddies

SunSmart Policy

As part of the school's Sun Smart policy, students are required to wear a Monmia wide brimmed hat when outside from mid-August to the end of April. This includes recess, lunchtime, physical education and any other outdoor activities. Staff and visitors to the school are also required to wear a protective hat outside to protect themselves and to act as role models for students.

Supervision of Students at Recess and Lunch Time

Teachers on yard duty are responsible for the observance of school rules to ensure the safety of all students. The large playground provides ample spaces and designated adventure playground equipment for students to play cooperatively during recess and lunch time. Teachers supervise the playgrounds at all times and students are not permitted into the school buildings during morning recess and lunchtime. Monmia Primary School operates a wet weather and an extreme weather timetable when necessary. On these days students are supervised by teachers in their classrooms.

Supervision of Students Before and After School

It is preferred that students do not arrive at school before 8.45am as the playground is only supervised by yard duty teachers between 8.45am and 9.00am. Students are not permitted to enter classrooms without teacher supervision. The yard is also supervised between 3.30pm to 3.45pm at the conclusion of the school day. Students who have not been picked up by their Parents/Guardians must report to the Administration Office. Any students who are not collected by 4.00pm will be sent to the Out of Hours School Care Program where Parents/Guardians will be asked to pay for the service.

Traditional School Events

Monmia Primary School has a variety of community events which feature as very popular on the school calendar. They are:

- Annual 'Getting to Know You' Be You Twilight Picnic
- Education Week including the Arts Show
- Literacy/Numeracy Week
- The biennial School Concert
- The annual publication of the school magazine
- The annual Multicultural Lunch

Families receive information close to the dates when these events are to be held.

Uniform

School uniform is compulsory at Monmia Primary School. The uniform items are of excellent quality and can be ordered through the Administration Office. The School Uniform Guidelines are included in this booklet. **Please label all articles of clothing** to assist in returning lost items to you. Students are required to wear shoes which are white soled or non-marking for any activities conducted in the gymnasium. Second-hand uniform sales usually occur once a week.

Visitors

For the safety of students and staff, all visitors to the school are required to report to the Administration Office to sign in and obtain a Visitor's Lanyard to wear whilst at the school. All visitors to the school must show their Working with Children Check and proof of COVID vaccination or exemption. Before being permitted on the school grounds, all visitors must read and sign the Child Safe Standards and agree to follow safe and respectful practices. When exiting, visitors should return their visitor lanyard and sign out.

INVOLVEMENT AT THE SCHOOL

Monmia Primary School works in partnership with families in the education of their children and are encouraged to become involved with the school at the level that is most comfortable for them.

1. School Council

The School Council is responsible for the governance of the school in accordance with government policies and guidelines. Key responsibilities include school accountability and improvement processes, policy making and policy review as well as financial management and accountability. Parents/Guardians are encouraged to give consideration to nominating for a position on School Council or joining a School Council Subcommittee. School Council subcommittee's meet at 6.00pm on the third Tuesday of each month (except school holidays). School Council meetings follow at 6.45pm. You are most welcome to attend.



2. Monmia Family and Friends

The Family and Friends committee assists the school to manage the fundraising program in order to provide additional resources to the school for students. It is a wonderful opportunity to meet other families in a friendly, relaxed and informal atmosphere. There are opportunities to make suggestions regarding a variety of topics relating to the school. Meetings are held once a month, alternating between mornings and afternoons. The school has a community room where this group meets in a welcoming space. Younger siblings are most welcome to come and play with the box of toys and read books!

3. School Participation

There are variety of ways in which families are able to help across the school. They include:

- Participating in the Classroom Helpers Program. Training is required for this.
- Assisting on excursions throughout the year.
- Assisting at the Prep BBQ, Year 1/2 Sleepover and Year 3-6 camps.
- Membership in the Family and Friends and assisting with fundraising activities.
- Assisting with the House Athletics.
- Contributing a special cultural dish to the Multicultural Lunch Day.

Child Safety Standards

All staff, volunteers, contractors and school council members at Monmia Primary School are expected to actively contribute to a school culture that respects the dignity of its members and follows the school's core values. They are required to observe child safe principles and expectations for appropriate behaviour towards and in the company of children. The school has developed a Statement of Commitment to Child Safety, Safeguarding Children Code of Conduct and a Child Safety Policy that clearly outlines all community expectations. These are available on the school's website.

All staff, volunteers, contractors and school council members are responsible for supporting the safety of children by having a Working with Children Check (WWCC). When working at the school in either a paid or voluntary capacity, a copy of the Working with Children Check must be given to the office before involvement in the school can occur. Please contact the Administration Office for further information to assist you with this process.

MONMIA FAMILY AND FRIENDS

Dear Families,

Monmia Family and Friends would like to invite you to join us. We have many things planned and hope that they will raise lots of money for the school, which will benefit all of our children.

In previous years, we have raised enough money to provide uniforms for our inter-school sport teams and choir, as well as additional classroom items not covered by the school's budget.

Most recently, we have resurfaced the Bat Tennis Courts, completed extensive concreting around the school, installed a new sandpit, installed a new climbing structure playground and contributed to the refurbishment of the amazing school library.

For those of you who are unable to attend our monthly meetings, there is the opportunity to help with our fundraising events. Members and non-members contributing even an hour or two when we are packaging hampers for raffles or distributing fundraising is a huge help and greatly appreciated.

Whether you are a new family to Monmia or an existing family who is keen to help, it is a wonderful way to meet other families in a relaxed and friendly environment. Keep an eye in the newsletter for details about our various events. We would love for you to join us!

Membership is \$3.00 per year and will entitle the member to vote at any meeting where a quorum is present. All paid-up members receive a copy of the minutes, which gives you a chance to keep up with what is happening. You can also contact us with thoughts, ideas or comments. These can be raised in your absence, so you will always have a chance to contribute.

Usually, our meetings are held at times and days to accommodate as many people as possible and we would love for you to join us!

If you have any questions regarding Monmia Family and Friends or if you are happy to assist us without becoming a member, you can call the office and leave a message for the Family and Friends President, Talithia Diessel to contact you.

We hope to see you soon and look forward to working with you as we continue with our efforts within the school.

Kind Regards
Monmia Family and Friends



MONMIA PRIMARY SCHOOL

- Learn and Achieve -

MONMIA FAMILY AND FRIENDS MEMBERSHIP FORM 2022

I enclose \$3.00 for my annual subscription to the Monmia Family and Friends. This will entitle me to vote at any meeting where a quorum is present.

SURNAME: _____ **FIRST NAME:** _____

EMAIL ADDRESS: _____

PHONE: _____

ADDRESS: _____

CHILD 1: _____ **CLASS:** _____

CHILD 2: _____ **CLASS:** _____

CHILD 3: _____ **CLASS:** _____

SIGNED: _____ **DATE:** _____

PREFERRED MEETING DAY: _____ **AM or PM:** _____
(School hours)

**PLEASE RETURN THIS MEMBERSHIP FORM WITH YOUR PAYMENT IN AN
ENVELOPE MARKED 'MONMIA FAMILY AND FRIENDS'.**

Monmia Family and Friends

Order Form



Child's Name _____ Class _____

Contact Name _____ Phone _____

Monmia Key Ring \$3.00 each Qty _____ \$ _____

Monmia Report Folder \$5.00 each Qty _____ \$ _____

Large Library Bag \$6.00 each Qty _____ \$ _____

BOY DESIGN ☐

GIRL DESIGN ☐

NEUTRAL DESIGN ☐

(if you are making your own library bag, please use thicker fabric - preferably something like lined curtaining material)

Art Smock (Navy ONLY) \$15.00 each Qty _____ \$ _____

SMALL ☐

MEDIUM ☐

LARGE ☐

EXTRA-LARGE ☐

Sunglasses (Black ONLY) \$10.00 each Qty _____ \$ _____

SMALL (Kinder/Prep) ☐

MEDIUM (up to Gr4) ☐

LARGE (Gr5+) ☐

Hair Elastic Bow (Red & Black) \$4.00 each Qty _____ \$ _____

TOTAL AMOUNT DUE: \$ _____

PLEASE RETURN THIS ORDER FORM WITH YOUR PAYMENT IN AN ENVELOPE MARKED 'MONMIA FAMILY AND FRIENDS ORDER' YOU WILL BE CONTACTED WHEN YOUR ORDER IS AVAILABLE FOR COLLECTION.

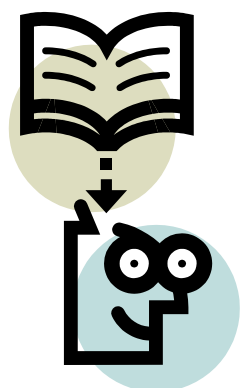
COMMUNITY PARTNERSHIPS

Monmia Primary School has a Community Room that is used by staff, students and families for special events. It is used by the Family and Friends committee when meetings are being held and when organising fundraising events.

The school has commenced purchasing the Community Room with furniture and resources that can be utilised by all of the school community when coming together formally or informally.

AusParenting and Information brochures and tip sheets are available on a wide variety of topics, as well as information regarding local events that you may find interesting. These can be found in the Administration Office area.

Tea and coffee making facilities are also available, and periodic morning teas and afternoon teas are held which are a great opportunity to meet with other Parents/Guardians to discuss topics and share your thoughts and ideas.



Occasionally, classes may organise events that you are welcome to attend. Families are invited to come and join their child and class teacher, Principal, other staff and other families for an informal and enjoyable time. Such opportunities foster a greater sense of belonging within the school. It is proven that children whose families actively participate in their school have a higher rate of success, both academically and socially.

The Monmia school community encourages a high level of informal participation on many levels and hope that you will take the opportunity to make the most of these.

APPENDIX

UNIFORM POLICY GUIDELINES

Tops with Monmia logo

Red short-sleeved polo top (unisex)

Red long-sleeved polo top (unisex)

Red windcheater (unisex)

Red bomber jacket (unisex)

Black parka (unisex)

ONLY BLACK OR RED SKIVVIES ARE TO BE VISIBLE UNDERNEATH THESE ITEMS

Bottoms (may be purchased from department stores or the school)

Black shorts (unisex) – **NO LOGOS OR STRIPES**

Black skorts (girls)

Black fleecy track pants – **NO LOGOS OR STRIPES**

Black bootleg pants (girls)

Black school trousers (gabardine, microfibre, full-length leggings)

Dresses (may be purchased from department stores or the school)

Red and white gingham school dress to be worn with short white socks

SHORTS/PANTS/LEGGINGS ARE NOT BE VISIBLE WHEN WEARING A DRESS

Hats to be worn from Mid-August to the End of April

Red wide brimmed hat

NO OTHER HATS ARE ALLOWED

Footwear (with black or white socks – no coloured socks)

White or black runners

Black shoes or boots

NO SANDALS, THONGS OR OPEN TOE SHOES

Outerwear

Windcheaters, coats, jackets, parkas, hats, beanies, scarves are to be in line with the school colours of red and black but branded clothing such as AFL teams items are not permitted. Outerwear may be worn outside the classroom, but they are to be removed in class.

Accessories

Students are able to wear stud or sleeper earrings in the ears and watches

Long hair must be neatly tied back for health and safety reasons

Hair ties must be red and/or black

COSMETICS, MAKE-UP OR NAIL POLISH MUST NOT BE WORN

Study (school bag and reading satchel)

Black school bag (preferred)

Black reading satchel (required for nightly home reading program and homework)

Library bag is needed for weekly borrowing from the library

CASUAL DRESS DAYS

The following items are NOT permitted:

- sleeveless or spaghetti strap tops or bare midriffs
- heels, sandals, thongs, open-toe shoes or other unsafe footwear that expose the feet.

COMMUNICABLE DISEASES

Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

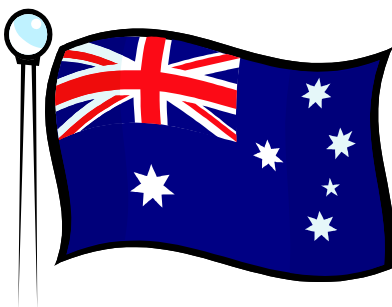
Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, they may return to school
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close childcare contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10-day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or Parvovirus (erythema infectiosum fifth disease).

NATIONAL ANTHEM – ‘ADVANCE AUSTRALIA FAIR’

Australians all, let us rejoice,
For we are one and free.
We've golden soil and wealth for toil,
Our home is girt by sea.
Our land abounds in nature's gifts,
Of beauty rich and rare.
In history's page, let every stage,
Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.

Beneath our radiant Southern Cross,
We'll toil with hearts and hands.
To make this Commonwealth of ours,
Renowned of all the lands.
For those who've come across the seas,
We've boundless plains to share.
With courage let us all combine,
To Advance Australia Fair.
In joyful strains then let us sing,
Advance Australia Fair.





MONMIA PRIMARY SCHOOL SONG

(Sung to Beethoven's 'Ode to Joy')

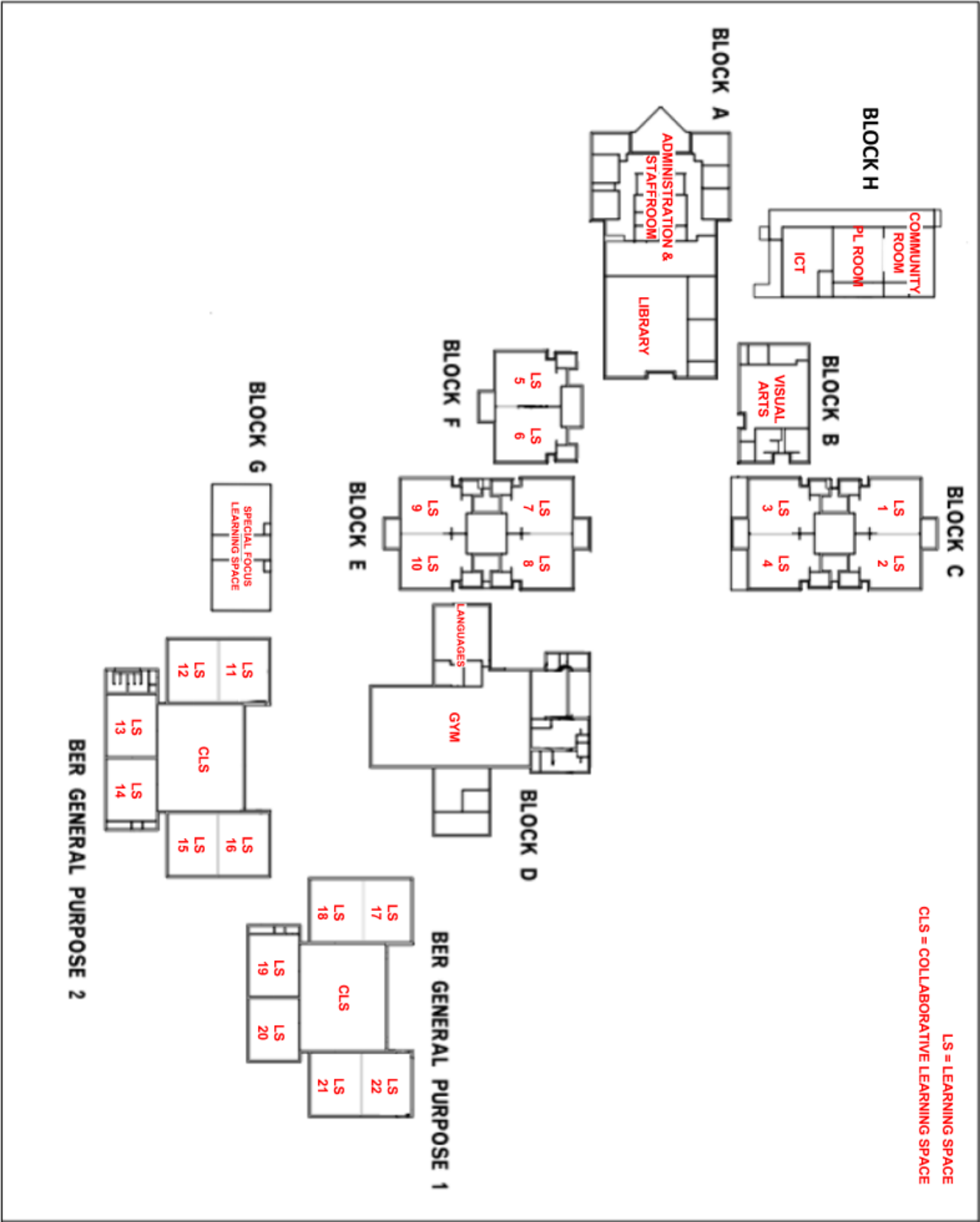
Day by day, from 'round the world,
We all come to Monmia.
A place to strive and do our best,
Growing stronger year by year.
Through our school we're working together,
Knowledge the gift we all receive.
Our community joins as one,
So, we can learn, and we achieve.

Looking back in years to come,
The vision will be clear.
Of the start you gave to us,
Thanks to you Monmia.
Friendships forged and times spent together,
A world that's united we believe.
So, we share a common goal,
We will learn and we'll achieve.

SCHOOL MAP



MONMIA PRIMARY SCHOOL





MONMIA PRIMARY SCHOOL
- Learn and Achieve -

UNIFORM ORDER FORM

ITEM	PRICE	SIZE 4	SIZE 6	SIZE 8	SIZE 10	SIZE 12	SIZE 14	SIZE 16	TOTAL
Bomber Jacket	\$37.00								
Windcheater	\$25.00								
Windcheater Polo Collar	\$26.00								
Shorts – Rugby	\$13.00								
PE Shorts – Mesh	\$14.00								
Skort	\$19.00								
Track Pants – Reinforced	\$19.00								
Track Pants – Straight Leg	\$19.00								
Summer Dress Gingham	\$23.00								
Polo Shirt – Short Sleeve	\$21.00								
Polo Shirt – Long Sleeve	\$24.00								
Parka Lightweight Black	\$37.00								
Wide Brimmed Hat S, M, L, XL	\$13.00								
Reading Satchel	\$10.00								
TOTAL									

OFFICE USE ONLY:

Name of Student: _____

Class: _____

Date of Order: _____

Payment Method: Cash ☐ Card ☐

All items taken: Yes ☐ No ☐

Items to Be Ordered: Please **highlight** any ordered items

Ordered items received and delivered to classroom teacher: _____