School Information Guide
Dear Parents

Welcome to Morang South Primary School. We are proud to provide your child with a happy, caring and secure start to life. We place great emphasis on open communication and the positive partnership between parents and school and actively encourage the involvement of parents in school programs and activities.

The purpose of this School Information Guide is to help make transition from home [or pre-school or day care] to school, with the maximum of ease and to ensure that you and your children do have a happy and trouble free start. We also want to ensure you can readily access information about our school programs, daily routines, administrative procedures and a range of organisational matters.

It is alphabetically organised for easy access. If you cannot find the answer to a particular question that may arise or if you have any suggestions to improve our Information Book, please let us know. We really value your contributions.

Yours sincerely

Julie Jones
Principal
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ABSENCES
It is essential we are informed of all absences. Department of Education and Training regulations require a written explanation from parents giving the reason for a child’s absence. A telephone call, informing us of an anticipated extended absence is appreciated. However, we still require a written note to be given to your child’s teacher on return to school.

ACCESS POINTS
Access to the school is via small gates situated on Gorge Road and Riverside Drive, also there is a walkway at the back of the school through Doreen Rogen Way. The General Office is situated in the building closest to Gorge Road. The Car Parks are for School Staff and delivery vehicles only. Children are not permitted in the car parks; therefore parents are not to use the car parks for setting down or picking up children. Parking bays are available in and around Riverside Drive.

ACCIDENTS AND/OR ILLNESS
See COMMON ILLNESSES/EXCLUSION TABLE – APPENDIX 1
Children with illness or who are unwell, should be at home – not sent to school. Our facilities are inadequate for caring for children over an extended time. Parents will be contacted to arrange for collection of sick children or if your child becomes unwell during the day. (We will do everything possible to care for a sick child or one who has had an accident but a parent is usually the one to give most comfort).

We have a level 3 trained person who administers our first aid.

The school requires up to date information from all parents that includes all details in relation to medical conditions or allergies etc. and emergency contact phone numbers.

ART CRAFT
Art/craft is a specialist curriculum area although art/craft activities commonly occur in classrooms. The school has a fully equipped artroom allowing participation in a wide range of art forms. We expect children to have an art smock. An adult’s old shirt will do.

ASSEMBLIES
Each Monday a school assembly will be held in the gymnasium. The aim of these assemblies is to provide a positive focus for the week. A range of awards are handed out and parents are both welcome and encouraged to attend. The upper and lower school rotate on a fortnightly basis.

ASSESSMENT
See INTERVIEWS; REPORTING
Assessment and reporting are integral to teaching and learning.
Their purpose is to assist the improvement of student learning by:
- allowing students to confirm what they have learned and find out where improvement may be needed
- informing teachers of areas where additional assistance is needed
- providing a basis for program evaluation and continuing curriculum improvement
- developing a sense of partnership in learning among parents, teachers and students.

Assessment is the process of identifying, gathering and interpreting information that will relate to the progress of a student's learning development. Monitoring and recording student's abilities and achievements is a consistent and continual process. Different assessment methodologies, which may be used, are as follows:
Portfolios, formalised tests, checklists, conferencing, anecdotal records, verbal and/or written peer assessment, self-assessment, product analysis, observation, video, audio, photographs and journals. Information gathered from assessment will be reported to parents and discussed during interviews. However, if you have any concerns please see your child’s teacher and we encourage you to keep regular contact.
ASTHMA
Asthma has become one of the most common illnesses that effect children. Parents are asked to ensure that asthma sufferers carry their spray/medication with them at all times, and a duplicate is left at the Sick Bay. This should be clearly named and a plan supplied outlining dosage and instructions for use. Please also complete the asthma treatment permission form available from the office.

Parents of asthmatic students should provide written consent for their child to take part in swimming activities. This consent should indicate that their doctor has no objections to the child taking part in swimming.

ATHLETICS
See INTERSCHOOL SPORT

ATTENDANCE
Hours of attendance are 9:00am to 3:30pm each day. Lunch is eaten in the classroom between 12:50pm and 1:05pm. Luncheon recess is 1:05pm to 1:50pm. Morning Recess break is between 10.40am and 11.10 am.

From the commencement of the school year and for the month of February, Prep children will be attending school on Mondays, Tuesdays, Thursdays and Fridays from 9:00am to 3:30pm. Prep children will not attend school on Wednesdays during this time, but will be required to attend for a scheduled meeting with their class teacher to enable the Prep Entry Assessment Procedure to be undertaken. Parents and students will be advised by letter of the date and time of their child's meeting with their teacher. From the first week in March, Prep children will attend full time school.

School does not dismiss early on wet days or on days of extreme heat.

Any changes to normal dismissal times will be advertised well in advance.

BANK
See SCHOOL BANK

BEFORE AND AFTER SCHOOL CARE
Before and After School Care operates daily for a set fee for both permanent and casual users. Parents need to register each year in order to access this service. Registration forms are available from the General Office.

Children are provided with breakfast and afternoon tea – depending upon the session.

A range of activities are provided for the children at all sessions and include inside and outside games, cooking and craft.

BEHAVIOUR
See CODE OF COOPERATION SUMMARY - APPENDIX 2.

This school has a Student Code of Co-operation (included in the School Charter) which sets out the expectations for pupils. This Code Of Co-operation has been formulated within and is consistent with Department of Education and Training guidelines and regulations. It reflects our commitment to the school’s Mission, Vision and Values. Rules and consequences for breaching School Rules are clearly set in the summary of our Code of Cooperation.

All children are expected to use acceptable manners, care for each other, school property and at all time set a good example for their peers.

BICYCLES
See SKATEBOARDS AND SCOOTERS

Bike riding to and from school is both potentially dangerous and a privilege. All students must wear a helmet and are not permitted to ride their bike in the school grounds during school hours. Students are required to walk their bikes into the school ground from the school gate to the bike enclosure. Bikes are to be kept in the locked enclosure during the day. Failure to obey School expectations will result in the loss of this privilege.
BOOKCLUB
Approximately five times a year pupils will bring home Bookclub handouts from Ashton Scholastic. Ashton Scholastic books are at a special discount.

Purchase of books is not compulsory. Money and the completed order form must be sent to school by the date published in the school newsletter.

BOOKS AND REQUISITES
All students are provided with a booklist at the end of each year. The school ‘Supplier’ packages these materials for Grade 3 to Grade 6 children and these can collected from the office on payment of the booklist. Specific bulk materials are dispensed in the classroom throughout the year by class teachers.

Prep to Grade 2 children do not collect books as their teachers purchase and distribute in the classrooms throughout the year, however parents do need to pay for these requisites before the commencement of the school year.

BOOKWEEK
Book Week is an Australian wide celebration that coincides with the announcement of the year’s children’s book awards.

Special events are held at the school throughout the year, including presentations by guest authors and illustrators.

CALENDAR
Regularly a calendar of school events is published in the Newsletter and sent home. Changes are sometimes unavoidable – however accurate dates for at least a fortnight ahead are included in the newsletter.

CAMPING PROGRAM
The school camping program operates across all grade levels and incorporates:
- Prep Children having breakfast at school on a designated day.
- Grade One children having dinner at school on a designated evening.
- Grade Two children having a sleep over at school on a designated evening.
- Grade three and four children attending a camp, which lasts for three days.
- Grade five and six children attending a camp, which lasts for three to five days.

All camps are under cover and fully catered.
Information nights are held for parents so that the camping program is explained and any questions may be answered.
Parents need to make an initial deposit and then may choose to pay by instalments or in one lump sum. A medical form must be completed.
Information such as the itinerary, suggested clothing and other requirements will also be provided.

CANTEEN
See LUNCH ARRANGEMENTS
Canteen operates Monday, Wednesday, Thursday & Friday for lunch orders. The canteen is closed on Tuesdays A price list and menu is sent home at the start of each term and price increases will be notified in the newsletter.
Orders written on paper lunch bags with the correct money folded inside must be placed in the lunch order tub in the classroom by 9.10am daily. Lunches are delivered to rooms by 12.50pm.
Over the counter sales occur at recess and lunchtime to students for the sale of sundry items.
Occasional special lunch days are held.

CAR PARKING
See ACCESS POINTS
The school car park is reserved for Staff car parking and delivery vehicles. Parents are not permitted in the car parks. Parents are encouraged to use the parking bays in and around Riverside Drive. Please minimise stay to allow maximum usage of the limited parking spaces.
CHANGE OF CLOTHING
The school has a small assortment of clothes for pupils to wear in case of accidents. If your child comes home in a change of clothing, please wash and iron and return them promptly to the school.
If you wish, you may leave a spare set of clothing at the school in your child’s school bag.
It is advisable for all PREP CHILDREN to keep a change of clothes in their school bag in case of an accident.

CHILDREN LEAVING SCHOOL GROUNDS
Children are not permitted to leave the school during school hours. (From time of arrival until 3:30pm) unless collected by a parent or authorised adult. The parent must sign the child out at the Office and take an Early Leave Pass to the class teacher. Only then will the class teacher (or Specialist) release the child to your care. If your child returns to school (i.e. after visiting the dentist) please make sure he/she reports back to the Office to have the return to school recorded.
No child will be sent home unattended.

CODE OF CO-OPERATION
See BEHAVIOUR/ CODE OF CO-OPERATION- Appendix 2.

COMMON ILLNESSES – EXCLUSION TABLE
See Appendix 1 – COMMON ILLNESS/EXCLUSION TABLE

COMMUNICATION WITH PARENTS
This is undertaken in a number of ways:

- “Gorge News.” This is the official school newsletter. It is prepared and distributed every second Thursday to keep parents informed of school and community activities. A copy goes to the youngest child of each family and it is requested that parents read the newsletter carefully, as it is the major way for the school to communicate with parents. We are pleased to include any items of interest from parents and community groups. You may choose to have it emailed to you.
- Notes from class teachers regarding progress or problems encountered by children.
- Excursion notes and information bulletins about special events. These are usually sent home on Thursdays. Parents are encouraged to assist their children to develop responsibility for passing on notices and newsletters to their parents.
- Telephone – usually if (a) your child is sick or has had an accident, or (b) your presence is required because of your child’s unacceptable behaviour.
- Parents are welcome to contact the school at any time. It is requested that an appointment be made by telephone prior to calling at the office should you require a meeting with school administration or class teachers. This will ensure sufficient time is set aside for you and interruptions will be avoided and the person you wish to see is available.
- To facilitate communication, please inform the school office of any changes to student details especially contact numbers for parents – including phone numbers both work, home and mobiles.

CONTACT NUMBERS
It is most important that parents provide up to date contact numbers in case the school needs to ring you. Information should include:
- Home phone number.
- Work phone numbers with the appropriate extension number.
- Mobile phone number, if you have one.
- The phone number of a friend, neighbour or relative who would care for your child in case the school is unable to contact you.

The school should be notified immediately if changes occur.

CROSS AGE TUTORING
This occurs when older children work with younger children in a specially prepared program. The activity is beneficial for both age groups. This is arranged between teachers and can be a special occasion or timetabled regularly.

At times cross age tutoring involves pupils from post-primary schools.
CROSS COUNTRY
See INTERSCHOOL SPORT

CURRICULUM
The term ‘curriculum’ covers all the arrangements the school makes for children’s’ learning and development. It includes the content of courses, student activities, teaching approaches and the ways in which teachers and classes are organised.

Your child is able to participate in a wide range of curriculum subjects. These include English, Maths, Studies of Society and Environment, Health and Physical Education, Science, The Arts, Information and Communication Technology - ICT and in some areas of the school LOTE (Italian).

The Victorian Essential Learning Standards is the basis upon which all Victorian schools plan and deliver curriculum and monitor student achievements. It describes what students should know and be able to do at various stages during years Prep to year 10. At all levels, and particularly in the primary years, schools teach many of the key learning areas in an integrated way. Students may develop their literacy and numeracy skills while working on strands in several key learning areas simultaneously.

If you wish to read the VELS documents, you are most welcome to borrow this from the Assistant Principal.

CURRICULUM DAYS
See PUPIL FREE DAYS; REPORTING

The Department of Education and Training has granted schools permission to have several curriculum days each year. On these days children do not attend school. Teachers spend this time participating in professional development activities, which in turn, benefit your children. You will be notified well in advance via Gorge News, of the nominated days.

CURRICULUM POLICIES
Curriculum policies are constantly under review as we strive to incorporate current philosophies and practices in education as they apply to this school.

Parents are welcome to read these. A copy is available from the office. There is a Policy and Planning Committee of School Council. One of their roles is to develop and review policies. We are keen to have parent participation on this committee so please contact the school if you are interested in making a contribution.

CUSTODY – COURT ORDERS
It is essential we have accurate, up-to-date information (and proof) of custody of children and any court orders pertaining to access to your child.

Naturally all information is kept in strictest confidence.

DENTAL & MEDICAL APPOINTMENTS
See CHILDREN LEAVING SCHOOLGROUNDS. Naturally we would prefer these not to take place during school hours. However, we realise that sometimes it is unavoidable. Please make sure that you complete the appropriate documentation at the school office, obtain an Early leave pass and hand this to the class teachers.

DISCIPLINE POLICY
See BEHAVIOUR

DISMISSAL TIMES
See ATTENDANCE
DISPLAN
The school has a Displan, which is designed to deal with emergencies. This may be borrowed from the office.

EARLY COLLECTION OF A CHILD
See CHILDREN LEAVING SCHOOL GROUNDS

EDUCATIONAL MAINTENANCE ALLOWANCE
Parents who have a Commonwealth Health Care Card are eligible to apply for a special allowance to assist them with their child’s education. Application forms are to be filled in during February each year.

EMERGENCY INFORMATION
See CONTACT NUMBERS/ACCIDENTS AND/OR ILLNESSES

ENTRANCE (ENROLMENT) REQUIREMENTS
A child must be five or turn five before April 30th, in the year of commencing school. To enrol your Prep child, you must present proof of age (i.e. birth certificate/health centre booklet) at the time of enrolment. As well, a certificate of immunisation must be provided. If this certificate, obtainable from the City of Whittlesea, or shire where child was inoculated, is not provided, your child will be excluded from school if there is an outbreak of a contagious disease e.g. measles.

EVACUATION PROCEDURES
See DISPLAN

EXCLUSION TABLE
See COMMON ILLNESSES – Appendix 1

EXCURSIONS
All children are encouraged to attend the relevant excursions that are planned for their learning area. Excursions are a vital part of our school program, related closely to class work both before and after the event. Class members not attending an excursion are placed in another classroom for the day. Before an excursion you will receive an information letter. Please sign and return the permission form with payment – where applicable - by the due date. Please note special requirements for excursions, such as clothing or lunches. Excursions within walking distance of the school do not require a permission form. Usually four excursions/incursions are covered under general levies in the book pack.

FIRST AID
See ACCIDENT/ILLNESSES

FUNDRAISING
Although the Department of Education and Training provides buildings and staff and a considerable amount of money through grants, this is insufficient to maintain high quality programs or maintain grounds and buildings. Therefore it is most necessary that we ask parents to assist us with fund-raising activities each year. You are encouraged to become a member of the Parents and Friends Committee, to help with the various other fund raising activities. Information regarding Parents and Friends Committee meetings will be advertised in the school newsletter.

GRADUATION – YEAR 6
Year 6 children celebrate the conclusion of their Primary schooling at a Graduation Ceremony (Parents & family invited). This function is held during the last full week of the school year.

GROUNDS IMPROVEMENT
See WORKING TOGETHER

GUIDING PRINCIPALS
Morang South Primary School, as a values based school, is committed to:
- Maintaining an effective partnership between parents, teachers and students in an open relationship between the school and its community.
• Shared decision making processes and a systematic approach to policy development and evaluation.
• Providing a safe, caring environment where students enjoy learning.
• Providing effective student welfare programs with an emphasis on self-esteem, social skills and resilience.
• Ensuring that the rights of students, staff and parents are protected and that all are considerate, tolerant and respectful of the rights of others.
• Implementing a team approach with a high level of commitment to comprehensive planning and professional development.
• Providing a high quality, balanced and comprehensive curriculum catering for all students, maintaining a focus on continuous and improved student learning.
• Challenging and supporting students to reach their full potential and strive for excellence.
• Developing high standards in numeracy and literacy as a major educational focus.
• Integrating studies across the curriculum with an emphasis on incorporating Information and Communications Technology in all Key Learning Areas.

See APPENDIX 2 CODE OF COOPERATION

HANDWRITING
Victorian Cursive Script is taught at Morang South. Lower classes use print script (letters not joined), refer Appendix 2 for examples of both infant and joined script. By year 6 children will be developing individual styles. Parents should note that handwriting used for writing drafts needs to be only of a standard that is legible to the student and teacher. Handwriting skills are best judged by final copies of work.

HATS
Morang South Primary School is a SunSmart School, which has a SunSmart Policy. Children are required to wear school hats ( legionnaires, broadbrim or bucket) during the first and fourth terms, when the sun is hottest. Children are also required to wear school hats during sport sessions in these two terms. Hats can be purchased from the school or our uniform supplier. Children not wearing school hats in terms one and four are required to sit in the shade during recesses and sport.

HEALTH AND HYGIENE
See PERSONAL DEVELOPMENT

HOMEWORK
See APPENDIX 3.

ILLNESSES AND/OR ACCIDENTS
See ACCIDENTS AND/OR ILLNESSES

IMMUNISATION PROGRAM
Each year the City of Whittlesea arranges an immunization program for children in specific year levels. Parents are always notified via permission forms and a letter.

INFORMATION AND COMMUNICATION TECHNOLOGY
Information and Communications Technology is a Department of Education and Training priority. People come into daily contact with a wide variety of both simple and complex information and communication technologies. This technology contributes to cultural, social environmental and economic changes. Information and communication technologies education gives students the knowledge and skills to produce quality products that solve problems and meet needs. In order to participate in a technologically based society, students must become computer literate both locally and globally. By educating them towards computer literacy, individuals will be equipped to make decisions concerning the use, role and potential of information and communication technologies in the twenty-first century.
At least four multimedia computers are provided for student use in each classroom. There are also a number of peripherals (e. digital cameras and scanners) provided to be used by staff and students across the school. The school is networked and children have supervised access to the Internet.
A wide range of programs are provided, particularly for mathematics, language, problem solving, personal development and general knowledge.
INTEGRATION
The Department of Education and Training has set down specific guidelines for the enrolment and support of children with learning difficulties or disabilities. At Morang South children who have enrolled under the Integration Program are given as much assistance as possible to meet their special needs. Regular meetings with held with parents, class teachers and support staff to ensure that the needs of these children are being met.

INTERSCHOOL SPORT
Athletics and Cross-Country - These are annual events where our senior children compete against children from other schools in our district.
The Athletics program is divided into two sections; field – such as high jump, shot put etc. and track – sprints, hurdles and relays.
Training for these events take place during Physical Education lessons and other nominated times.
Parents need to ensure that children have appropriate clothes and shoes for training.
Interschool team sports – Senior children are encouraged to play both winter and summer sport against other schools in the District. Sports offered in season are Bat Tennis, Football, Cricket, Softball, Soccer, Newcombe, Volleyball (boys and girls), Netball, Athletics, Cross Country and Swimming.
Children in school teams are required to wear a school uniform appropriate to the sport chosen. It is compulsory for children to wear school hats for sport in Terms 1 and 4.
Parents must fill in a permission form, and pay bus fares for the away games.

INTERVIEWS
See REPORTING
Communication between parents and teachers is critical to a child’s education. Parents and teachers both have information to share.
Parent/teacher interviews are held in Term 1 and 3.
Parents are welcome to meet with teachers at other times to discuss their children’s progress. A mutually agreed appointment is necessary.

Written reports are sent home in Term 2 and Term 4.

JUNIOR SCHOOL COUNCIL
Each grade from years 3-6 elects two representatives to be on our Junior School Council. They become involved in fundraising for Social Service and report to School Council on a range of issues raised by children.

KINDERGARTEN/PRE-SCHOOL TO PREP
See TRANSITION

LIBRARY
The school library is adjacent to the office area and is a well used part of the school. We have an excellent resource collection. All classes have one session a week with our trained teacher librarian. In these sessions the children experience a wide range of literature and learn how to access books and information in and beyond the library. The children will borrow a book during their first library session, so it is important that your child has a named library bag available. As they also need a bag for classroom books, it is important that the children know the purpose of the bags. It would be a good idea if parents could label the bags so they look different.

The library is open during some lunch breaks and the children are able to come in and relax, read, draw or play games - a quiet alternative to the hustle and bustle of the playground.

Parent Library
We have a small, but growing collection of resources (books and videos) for parents covering topics such as - parenting, sex education, reading, ADHD, epilepsy and so on. Please see the librarian if you would like to borrow from this collection.
**Book Club and Book Fairs**

Book Club leaflets are distributed twice a term. They give parents an opportunity to purchase good books for their children at reasonable prices. Details are published in our newsletter. The school earns valuable free resources from your participation in Book Club. Parents should not feel pressured to participate.

We hold 1 or 2 Book Fairs each year. Book Fairs operate like a shop. Parents and/or children visit the library and view a large selection of books. Books may be purchased and taken home on the day. The school earns valuable free resources from your participation in Book Fairs. Parents should not feel pressured to participate.

**Bookweek**

We usually celebrate Bookweek in August. The Children's Book of the Year competition is finalised during this time and winners are announced. To recognise this competition, we always organise a special event. We have had authors, illustrators, storytellers and theatre groups entertain us in the past. The cost of this activity is covered with a portion of the money paid for in your book pack.

**LOST PROPERTY**

Please make sure you label your child’s clothing using a laundry marker rather than normal texta as it washes off and make sure it is obvious to staff and your child. Check the label constantly to ensure it is still readable.

Lost clothing is housed near the General Office.

Pupils should also have other items labelled – both things kept at school and things brought on special occasions.

Property found in the school grounds is held at the office.

Children are to be discouraged from bringing valuable items, including toys to school.

**LUNCH ARRANGEMENTS**

See CANTEEN

Children eat lunch in their classrooms from 12.50 p.m. to 1.05 p.m. Please ensure that lunch containers and drink bottles are clearly labelled. They are encouraged to bring food for playlunch that is not wrapped, because all wrapped food must be unwrapped before children go outside. Children who bring food in containers, such as yoghurt, will of course be able to eat it outside.

**MAINTENANCE – SCHOOL**

See WORKING TOGETHER

**MEDICAL CARDS**

It is essential that parents fill in correctly the medical cards which are required to permit examinations of children by the Department of Education and/or City Council Doctors. Correctly filled in cards for immunisations are also essential.

**MEDICAL CHECK – UPS**

See SCHOOL MEDICAL SERVICE

**MONEY**

All money sent to school to pay for excursions, special programs or the purchase of books should be placed in a sealed envelope, with the child’s name and grade clearly labelled on the front, together with the program name and the amount enclosed and given to your child’s class teacher.

All money related to student activities is required to be processed via class cashbooks maintained by class teachers.

**NAMING OF PROPERTY**

PLEASE NAME ALL ITEMS OF PERSONAL PROPERTY CLEARLY.

Check regularly that the name is still clear.
NEWSLETTER
See COMMUNICATING WITH PARENTS

PARENTS AND FRIENDS COMMITTEE
This committee is a fundraising group who is always looking for help both during and after school hours. New parents are always welcome and as well as organising some terrific activities, such as, sausage sizzles, Mothers and Fathers days stalls, Chocolate Drives and Fun Runs, they also have a lot of fun. Meetings are held once a month in a friendly and informal environment.

PARENT INFORMATION LIBRARY
See LIBRARY
The library includes books and tapes especially purchased for parents to borrow. These include publications about effective parenting and education topics. A substantial number of resources are available for parents to borrow including videos and books to help with parenting. These may be borrowed through the library resource centre.

PARENTAL INVOLVEMENT
See PARENTS AND FRIENDS COMMITTEE; SCHOOL COUNCIL; WORKING TOGETHER
At Morang South there are many ways in which you can participate in your child’s learning and become involved in school activities. Ways you can contribute are as follows:- nominate for School Council, join the School Council’s committees, join Parents and Friends or Out of Hours Care committees, assist in classrooms, help with the Perceptual Motor Program, library, making learning centres for our literacy and numeracy programs, artroom, help on excursions, attend working bees and join in information nights. Opportunities will be provided for “on the job” training, particularly for reading and computers.

Parents play a vital role in assisting in classrooms, particularly in the Early Years programs. Parents are provided with the opportunity of undertaking a course such as “Classroom Helpers” to enable clear expectations and understandings to be established between the school and parents helpers. All events will be advertised in the school newsletter.

YARD DUTY
As well as being happy and settled in the classroom it is important that your child feels safe and secure in the playground. Teachers are on duty during play and lunch times to supervise playground behaviour. If your child hurts them self while playing they will be sent to the first aide room to be cared for. Parents are contacted if deemed necessary or if further medical attention is required. It is important that children see a yard duty teacher if they have a problem in the yard. The yard duty teacher will follow this up by speaking to all children involved in order to resolve an issue.

PERCEPTUAL MOTOR PROGRAM
This is a program specifically planned to develop confidence, body co-ordination, movement skills and related vocabulary in young children. These not only lead to healthy individuals, but contribute to progress in other subjects, especially language and maths. Children are required to remove shoes and socks during PMP sessions. When the PMP timetable is sent home, please avoid sending a child to school in tights on PMP days.

Parents are invited to assist with the PMP ‘work stations’.

PERSONAL DEVELOPMENT
The development of the whole person is paramount in Morang South’s programs. The areas of self esteem, caring and sharing, co-operation, physical education, personal hygiene, health and equal opportunity are all part of the personal development program.

PHYSICAL EDUCATION
See INTER-SCHOOL SPORT
Children have specific skills sessions weekly, with provision in upper grades for children to incorporate those skills in team sports at house/grade area or inter-school level. Children in school teams are expected to wear school uniform and hat appropriate to the sport chosen.
POLICY – SCHOOL
See CURRICULUM POLICIES; GUIDING PRINCIPALS

PROTECTIVE CLOTHING
Thongs are not to be worn at school because they offer no protection to the feet.
A smock is necessary for art lessons to protect clothing. A large shirt will do. A legionnaires, broad brimmed or bucket school hat is required to be worn in the yard during first and fourth terms to prevent sun damage to skin.

PUNCTUALITY
Punctuality is important because:
- It sets up good habits for life
- Late comers interrupt the class at work
- Late comers miss out on work
- Parents will be contacted if punctuality is of concern and may be required to discuss this issue with the Principal.

PUPIL FREE DAYS
See CURRICULUM DAYS
The Department of Education, and Training has nominated a number of pupil free days each year. These are set aside for curriculum development and reporting to parents. In 2009 three curriculum days will be held prior to the children beginning school and one pupil free day will be held later in the year. You will be notified of the date well in advance. On these days no children attend school.

REPLACEMENT POLICY
Pupils losing or damaging library books, other borrowed materials or school equipment must pay for their replacement or repair. Parents will be contacted either by phone or letter to discuss the situation.

REPORTING
See ASSESSMENT; INTERVIEWS.
Schools are responsible for reporting on student achievement to the students themselves, to parents, other teachers and schools, and to the school council and the Department of Education and Training through the Annual Report and Triennial Review.
The main purpose of reporting is to improve student learning.
Immediate classroom responses to students, the continuing communication between parents, teachers and students, and written reports on student achievement to parents all focus on this purpose.
Taking a longer term view, the reporting of student achievements in annual reports also contributes to improved student learning through informing program evaluation.
Morang South Primary School provides parents with two written reports on student achievement each year – one in term two and one in term four.
Parents and children are given the opportunity to attend an interview in term one and three, focusing on their child’s progress and can access opportunities for informal discussions with teachers when requested, at mutually agreed times.

SAFETY
See PROTECTIVE CLOTHING; SUPERVISION
- We ask parents to ensure children dress suitably for school. Long, dangly earrings have the capacity to cause serious injury so we discourage the use of them for School.
- Physical Education lessons require correct clothing. Sneakers or similar footwear, shorts and T-shirt are most appropriate.
- Children are not to enter the carpark areas or leave the school grounds without approved adult supervision.
- The gates around the quadrangle will be locked during school time and if children need to go to the toilet they will do so in pairs.
- Children are not permitted to climb trees or school buildings and fences.
SCHOOL BANK
A school banking service is run in conjunction with the Commonwealth Bank.
In term one each year an opportunity is offered to the children to participate. Information is distributed via the classroom and the newsletter. Volunteer parents collect and bank deposits weekly on a designated day.

SCHOOL COUNCIL
This is the local policy making body charged with a large range of responsibilities including Finance, Education policy development and Facilities management.

Membership: Our School Council comprises elected and co opted parents and elected staff plus the Principal. Elections take place in March of each year. Members are elected for 2 year terms (the Principal is automatically a member and does not face election). Half the total membership retires each year. All parents are encouraged to consider serving at least one two year term on School Council. A list of School Council Members is published each February and again after elections in March.

SCHOOL COUNCIL COMMITTEES
School Council invites parents to join one or more of its committees. The Projects and Finance Committee deals with all buildings and grounds development, maintenance and the monitoring of the monthly financial statements. Other school council committees parents are welcome to join are canteen and Out of Hours Care.

SCHOOL CROSSING
Would you please make sure your child knows the importance of using school crossings and their location. Our crossings are supervised from 8:15. to 9:10 in the morning and from 3:20 to 3:55 in the afternoon. Children and parents are strongly urged to use them.

SCHOOL HOURS
See PUNCTUALITY
9.00am to 10.40am (sessions 1 & 2)
Recess
11.10am to 12.50pm (sessions 3 & 4)
Lunch
1.50pm to 3.30pm (sessions 5 & 6)

SCHOOL RULES
See BEHAVIOUR

SCHOOL UNIFORM
See HATS AND CAPS; PHYSICAL EDUCATION; SAFETY; INTERSCHOOL SPORT
School uniform including hats (legionnaires, broadbrim or bucket) is compulsory. Uniforms are available at Northern Regional Uniforms, Oleander Drive Sth Morang. Hats and School Bags are also available at the school office. Year 6 children can also buy “Class of ….” windcheaters – these are organised and ordered through the school.

SECOND HAND UNIFORM SHOP
The second hand uniform shop is open Tuesday and Thursday from 3.20-3.40pm in the Parents and Friends room. Prices start from $5 for jumpers, polo shirts, track pants etc.

SKATEBOARDS, SCOOTERS AND ROLLER BLADES
Generally these are not to be brought to school. However, there is one exception. About once a term we have a special day where children may bring these to school and use them at recess breaks. They must also bring along a helmet. These days are usually announced about a week in advance.

SOCIAL SERVICE
As part of our concern for the welfare of others; the children at Morang South Primary School are encouraged to raise money for social service. This is usually organised as special event activities held throughout the year, by the Junior School Council.
SPECIAL PROGRAMS
Throughout the year, your child will be involved in special programs and whole school events run by the school. These events will be advertised in “Gorge News” and you are most welcome to attend the special activities.
Some elective in-school programs are offered at various times eg: Music Instrument session – Keyboard, School Choir, Chess, Art club, Science Club, Wakakirri & Dance, Junior School Council, Talent Quest etc.

SPORT
See INTERSCHOOL SPORT; PHYSICAL EDUCATION

STUDENT OF THE WEEK
Each staff member nominates children for “Star of the Week” awards. Awards are related to the school values. Criteria is wide and varied, accommodating such items as classwork, citizenship, helpfulness, honesty and sporting success.

STUDENT WELFARE
At Morang South Primary, we have a caring student welfare policy, which endeavours to balance the interests of the individual with the interests of the whole school.
Pastoral Care
Includes: Year 6/Year 7 transition, Kinder/Prep transition, buddy system, cross-age activities, Sun Smart policy, yard duty, peer mediation.
Student Services
Includes: Psychologists, Social Workers, Speech Pathologists, School Nurse to assess Preps and other children as requested, Visiting Teachers (Hearing/Visually Impaired and Physically Disabled), as well as referrals to/from other government student support services.
Leadership and Decision Making
Includes: Classroom meetings, Peer Mediation, Junior School Council.
Service to the School and Community
Includes: activities organised by Junior School Council, the school choir singing at local nursing homes.
Students taking on roles
Includes: classroom helpers, being involved in the recycling program, assisting in the library, assisting on special occasions.

SUGGESTIONS/ACKNOWLEDGEMENTS/CONCERNS
At Morang South Primary School we work to establish partnerships between students, parents and all staff.
An important part of our behaviour code is the positive reinforcement we give children for achievement and appropriate behaviour. We celebrate success!
Staff and parents work hard for the benefit of the children and it is appropriate to celebrate the successes we have as individuals and as a team. As professionals we gain an enormous amount of joy and satisfaction out of the work we do with children, often well beyond what is required by the Department of Education, Employment and Training. It is also appreciated when the community acknowledges the effort and successes.
Please take the time, occasionally, to thank your child’s teacher for their efforts and acknowledge the successes they are having with your children.
Parents are also encouraged to present suggestions and concerns directly to their child’s teacher.
Items of a significant nature can be brought directly to the attention of the Principal or Assistant Principal. Direct oral communication or written comments provided they are accompanied by a parent’s name and signature will be taken most seriously and acted upon.
SUPERVISION – PLAYGROUND
See SAFETY
Teachers are on duty in the playground at each recess time and one teacher is on outside duty from 8.45am to 9.00am each school day and from 3.30pm to 3.45pm each afternoon. Supervision is not provided at other times unless children are under direct control of a sports coach. It is advisable not to send children to school earlier than 8.45am unless your child attends Before School Care. Teachers in classrooms are usually preparing for the days activities, and children should not enter classrooms unless invited in by the teacher.

SWIMMING
A Swimming program, organised by the PE staff, is offered to children in Prep to Grade 4. (Term 1-grade 3 & 4, Term 2 and Term 3 - grades 1 and 2, Term 4 - Prep.)

TAKE HOME READING
Children in grades Prep to Grade 4 have access to class sets of take home books. These books are to be borrowed overnight and shared with other members of the family. Pupils may wish to read every word in a book but this is not mandatory. A child may merely look through a book or listen to another family member read it. Children in grades 5 and 6 are encouraged to borrow from the library and read at home every night. Each child will also have a reading diary and parents are asked to record comments. If your child does not bring home a book on occasion, select one from home.
The importance of establishing good daily Home Reading habits cannot be overstated. Children who experience the joys of reading with their parents, being read to by others, and independent reading are creating life long reading habits.
Books for Home Reading may also be borrowed from the Library for children in all grade levels.

TIMETABLE
At the beginning of the year, a timetable is drawn up to ensure that all children attend specialist program (e.g. Art, Music and Library).

Each classroom works from a timetable to ensure that time devoted to curriculum areas is balanced.

TRANSFER OF PUPILS
Please notify the office and your child’s class teacher if you are intending to transfer your child to another school. It is not necessary to obtain a transfer form from the school as your child’s new school will contact us.
Please make certain that your child takes all his/her belongings and that items belonging to the school such as library books and Home Reading books are returned.

TRANSITION
Preschool to Prep: During November and December, prior to commencing school, children are invited to attend a series of activities to gain an understanding regarding school activities, and make their start easier. The transition program includes an information night for parents and activity sessions for the children. A family BBQ evening is held during which time, children and their families visit their classroom for the Prep year and get to meet their teacher. Staff in the Early Years are involved in Network meetings with other local Pre-schools and Schools.
Year 6 to Post-Primary School: This transition program is designed to help with the choice of secondary school/ college and provide information about programs offered. The program usually includes: information meetings organised by the secondary school/ college (held mid year) AND visits to the secondary schools by year 6 students AND orientation day (held in December). Staff in the senior years of primary school have contact with the relevant staff at local Secondary Schools/ colleges.

USSR
This stands for Uninterrupted Sustained Silent Reading, a habit that begins before a child starts school. It continues in Prep and develops throughout school life. Teachers also practise USSR as a model for children and parents are encouraged to set a similar model at home (if they don’t already do so).

UNIFORM
See HATS and SCHOOL UNIFORM
VALUABLE ITEMS OR ITEMS OF SENTIMENTAL VALUE AND TOYS
It is recommended that such items not be bought to school. In a school family of over 550 people, it is sad but inevitable that things can be broken or lost.
Please assist us here in keeping valuable items at home. When a pupil wishes to bring prized items it is suggested that parents bring them for a special showing only with prior arrangement with the class teacher.

VALUES
See CODE OF COOPERATION- Appendix 2
Morang South Primary school is a values based school. The values are:
RESPECT, LEARNING, TRUST, HONESTY, CARING, TOLERANCE, COOPERATION.

VIDEO/AUDIO LIBRARY
See PARENT INFORMATION LIBRARY
We are gradually building up a video (VHS)/audio tape library of educational and informational value for parents to borrow. These will include videos of school excursions and activities. Also available are ‘parenting’ audio tapes.

VISITING ARTISTS
From time to time performing artists come to the school to allow children the experience of seeing professional productions involving music, drama and dance. Each Specialist will organise an event and it will be paid for out of curriculum activities money. (Events over the amount will be charged for.)

VISITORS PASSES
All visitors to the school, including parents are asked to come directly to the office, to sign in and then wear a badge to designate their official role in the school i.e. ‘Visitor’ or ‘Parent Helper’. All visitors are asked to sign out when they leave too.

WET DAYS AND DAYS OF EXTREME HEAT
There is no provision in Department of Education and Training regulations for early dismissal on days of extreme heat or heavy rain. Therefore children will be retained on those days as normal. On very hot days children will be encouraged to stay in shaded areas and given less arduous tasks. Please note that we are a SunSmart school, and it is School Council Policy that hats be worn in the sun during Terms one and four.

WORKING TOGETHER
See PARENTAL INVOLVEMENT; PARENTS AND FRIENDS COMMITTEE; SCHOOL COUNCIL
It is the responsibility of all members of society — families, schools, business and the wider community — to ensure that each child develops the necessary skills and understandings to prepare them to operate effectively within our changing world.
Parents are a child’s first and most influential teachers and continue to assist their child’s learning. Working in partnership with their child’s school, parents can develop shared understandings about learning. By bringing home and school experiences together, children will have a very solid and secure foundation on which to build future learning. In the same way that parents encourage children as they learn to crawl, walk and talk, they can continue to be actively involved in and informed about their child’s learning at school.
Class teachers are very happy to have the assistance of parents in their classrooms.

Early in the year, an orientation program will be initiated to alert and inform volunteers of the schools’ expectations and the range of areas where you may care to assist.
If you have some time and can make the commitment parent participation is much valued by class teachers, very rewarding and the children experiences are enriched.
Naturally parents who participate in classroom programs are required to maintain confidentiality.
Working Bees - our school grounds are extensive and require a great deal of time and some effort to maintain and further improve them. We seek your assistance with this endeavour and ask all parents to give at least one day a year to assist at a working bee. Working together we can provide an attractive environment for the entire school community.
The dates of working bees are published in the newsletter.
### Appendix 1: School Exclusion Table

**THE BLUE BOOK: Guidelines for the control of infectious diseases**

## School Exclusion Table

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Exclusion of Cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox</td>
<td>Until fully recovered or at least one week after the eruption first appears.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute infectious)</td>
<td>Until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Domiciliary contacts excluded until investigated by the medical officer of health, or a health officer of the Department and shown to be clear of infection.</td>
</tr>
<tr>
<td>Giardiasis (diarrhoea)</td>
<td>Until diarrhoea ceases.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A (infectious hepatitis)</td>
<td>Until receipt of a medical certificate of recovery from infection or on subsidence of symptoms.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Until recovered from acute attack.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has commenced, and that sores on exposed surfaces (such as scalp, face, hands or legs) are properly covered with occlusive dressings.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until receipt of a medical certificate of recovery from infection.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Until at least five days from the appearance of rash, or until receipt of a medical certificate of recovery from infection.</td>
<td>Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.</td>
</tr>
<tr>
<td>Meningococcal</td>
<td>Until receipt of a medical certificate</td>
<td>Domiciliary contacts must be excluded until</td>
</tr>
<tr>
<td>Infection</td>
<td>Duration and Notes</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Pediculosis (Headlice)</td>
<td>Until appropriate treatment has commenced. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection. Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.</td>
<td></td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Until at least 14 days after onset of illness, and until receipt of a medical certificate of recovery from infection. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Ringworm</td>
<td>Until appropriate treatment has commenced. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Rotavirus (diarrhoea)</td>
<td>Until diarrhoea ceases. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered or at least five days after onset of rash. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment has commenced. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Shigellosis (diarrhoea)</td>
<td>Until diarrhoea ceases. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Streptococcal infection including scarlet fever</td>
<td>Until receipt of a medical certificate of recovery from infection. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Trachoma</td>
<td>Until appropriate treatment has commenced. Not excluded.</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of medical certificate from a health officer of the Department that the child is not Not excluded.</td>
<td></td>
</tr>
</tbody>
</table>
considered to be infectious.

| Typhoid and paratyphoid fevers | Until receipt of a medical certificate of recovery from infection. | Not excluded unless the medical officer of health or a health officer of the Department considers exclusion to be necessary. |
APPENDIX 2

SUMMARY OF CODE OF COOPERATION FOR CHILDREN AT MORANG SOUTH PRIMARY SCHOOL

Our Code of Cooperation Program for Children has been formulated within and is consistent with Department of Education Employment and Training guidelines and regulations. We recognise that for children to learn and continuously improve in their learning, they must do so in an environment that is safe, orderly, supportive and caring. Even though the children at Morang South are mostly polite and very well behaved we still need to have a clear policy for those few who do disrupt classes or become involved in problems in the playground from time to time or behave inappropriately.

Towards the end of 2003 we again reviewed the program and have now incorporated changes that reflect our Mission, Vision and our move from being a rules-based to a values-based school.

We see the positive management of behaviour as being a shared responsibility between home and school and that all stakeholders will work together to understand and uphold the Values of our school.

Our values are: RESPECT LEARNING TRUST HONESTY CARING TOLERANCE COOPERATION

The principles Our Code of Cooperation are based on reflect and support our values. They are as follows:

- all children have the right to work and play without interference
- all children have a right to learn and need discipline – they need it to protect themselves against self-destructive behaviour and disruption from others
- all children should be encouraged to be polite, courteous and well mannered
- all children will be encouraged to exhibit pride in their school
- teachers should expect to be able to teach in an atmosphere of order and co-operation
- teachers can manage behaviour fairly – we accept that behaviour management is a skill, a procedure and a set of techniques that all teachers can develop and use effectively for the child’s benefit
- parents have an obligation to support the school in its efforts to maintain a productive teaching and learning environment
- the principal and staff have an obligation to implement the code of cooperation fairly, reasonably and consistently
- the rights of children, teachers and parents have associated responsibilities and are reflected our values
- positive behaviour management is a shared responsibility between teachers and parents

Teachers will work on our values with the children throughout the year, however, they will spend at least the first four weeks of each year working on them in detail to ensure that they have a clear understanding of what they mean, and what behaviours and actions reflect them.

Our Approach to Behaviour Management
At Morang South we have a consistent and positive approach to behaviour management that fosters a school climate where personal responsibility and self-discipline are developed. We are committed to the following strategies:
• giving positive reinforcement to foster and develop self-esteem, e.g. student of the week, sports awards, grade awards and principal’s award
• acknowledging student achievements in the newsletter and at assemblies
• encouraging friendships
• requiring children to accept some responsibility for their actions
• providing adequate supervision in the school grounds
• providing opportunities for children to develop the skills of being resilient

**Consequences for Breaches of our Values**

Consequences or actions for breaches of our school values are clearly outlined in our ‘Code of Cooperation for Children at Morang South’ program. They will always be the logical consequences of the misbehaviour. You are very welcome to a copy of this if you wish.

Should any children breach our values in a serious way such as-

- **Refusing to carry out teacher requests**
- **Fighting**
- **Throwing objects**
- **Destruction of property**
- **Spitting**
- **Severe verbal abuse**
- **Severe bullying**

**Continuous misbehaviour in the classroom or specialist program**
then he/she will receive 30 minutes time-out at the office. Parents will be contacted if this occurs. If two lots of time-out at the office are incurred in the one week then the child will either lose a half hour of lunchtime for a week or have a half day in-school suspension. If a third lot of time out at the office is incurred, the child will have a whole day in-school suspension.

From time to time we may also have children on individual behaviour plans and may consider official suspension if necessary.

**Bullying**

We also have a clearly set out policy in relation to dealing with bullying.

It aims both to deal with all occurrences of bullying and hopefully to eliminate it fully. It includes a package to be given to parents when their children have been found to be involved in bullying behaviour. A copy of this will be given to parents on request.
APPENDIX 3

MORANG SOUTH PRIMARY SCHOOL

HOMEWORK POLICY
Ratified – October 2006

RATIONALE:

Homework helps students by complementing and reinforcing classroom learning, fostering lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

Homework provides children with the opportunity to:
· develop skills and knowledge
· develop regular study habits
· take responsibility for their own learning
· work independently in a self motivated way
· complete unfinished class work
· be extended and challenged

Homework is another opportunity for parents to participate in their child’s education. Parents, in partnership with the school, should encourage their children to establish good homework patterns from early primary school.

Homework should be kept in perspective. Homework is not designed for instruction or evaluation of the students’ achievements. Care should be taken to ensure that undue pressure is not placed on students and that a balance is maintained between homework, recreational, family and cultural pastimes. Hence the time spent on homework is minimal compared to the amount of time the students spend on their learning at school.

Homework should provide opportunities for students to link into the wider community in areas such as research / surveys. It should reflect and extend the classroom program based on skills already introduced. The school will encourage parents to support the policy and promote involvement through written / verbal communication.

This homework policy is consistent with the DE&T Homework Habits guidelines.

AIMS:

We provide homework to: -

1. Enable parents to be involved and share with the teacher the task of educating children.
2. To foster closer links between family and school in the learning process.
3. To assist children to assume an increasingly greater responsibility for their own learning.
4. Encourage children to develop work and study habits including time management and routines.
5. Provide an opportunity to consolidate and practise learning that has taken place at school.
IMPLEMENTATION:

Homework activities may include:

VOLUNTARY HOMEWORK - in which children are encouraged to pursue current class programs and interests through:
reading, researching information, preparing a talk, discussing class activities with family members

PRESCRIBED HOMEWORK - in which children complete a task set by the teacher. This could include:
reading, mathematics, Integrated Studies projects, language (writing / spelling), school work not completed.

• The range of homework activities will vary according to the grade level of each child. For example activities in the early grades will be designed so that parents and children can share experiences and are more informal. However some work at the senior school level will be formally set and will require some independent work by the children.

Prep/Grades One and Two: Homework will consist mainly of:
• Reading activities to, with and by parents
• Simple extension tasks associated with classroom activities
• Playing dice, card or board games that reinforce basic number and reading skills
Homework will generally not exceed 10 minutes per day, or up to 1 hour per week

Grades Three and Four: Homework will consist mainly of:
• Reading activities to, with and by parents
• Simple extension tasks associated with classroom activities including playing card or board games that reinforce basic number skills
• Gathering of additional information or materials
• Occasional project/research work related to the units of work being studied within the class
Homework will generally not exceed 20 minutes per day, or up to 2 hours per week

Grades Five and Six: Homework will consist mainly of:
• Independent reading on a daily basis
• Tasks such as continuation of classroom work, assignments and research.
• Homework is a consolidation of the work the student has been focusing on in class each week.
• Unfinished classroom work may also be sent home during the week.
• Homework is the student’s responsibility and should be spread out over the week in order to foster independence and organizational skills.
• Homework will generally not exceed 30 minutes per day, or up to 3 hrs per week

Other homework tasks
Projects
Projects set as part of homework need to include the following:
• An explanation of the link between work in class and the project
• An emphasis on the fact that the project is directed at students, not parents
• An explanation of how and when parents can provide assistance
Games
- Board games, card games and dice games. These promote conversation, use of strategies and reinforce in a game setting, basic number facts, counting, reading and spelling skills
- Locating and writing instructions for games

Keeping journals/diaries
- Particularly related to holidays
- Personal experiences and thoughts

Helping around the home
- Reading and following instructions
- Cooking - reading recipes, measuring and timing. Putting into a real situation the skills that are presented at school
- Planning meals for the week
- Setting personal routines using timetables, calendars
- Writing shopping lists
- Calculating the cost of items - either at the supermarket (and other shops) and using catalogues
- Using road maps to plan journeys
- Writing lists for parties etc
- Taking the dog for a walk and talking

- Students in grades 3-6 are expected to use homework diaries. Students in grades prep-2 are expected to use reading diaries to record their home reading. Diaries provide a means of regular communication between parents and the school.
- Given the range of out-of-school activities that our children are involved in, adequate time will be given for children to complete set tasks.
- Students will be offered opportunities during the week to discuss or seek clarification of tasks.
- *Teachers will check that homework is being completed through individual/class organisation.*
- Parents will be encouraged to give their children feedback on their homework.
  - Failure by students to complete homework on a regular basis should be followed up with parents.
  - Parents will be advised of homework expectations including the aims of the Homework policy, at the beginning of the school year and informed that a copy of the complete policy will be made available from the office on request.

EVALUATION:
1. Observing the results of the participation of children in homework activities.
2. Discussion with, and comments from parents.