



# 2018 Handbook for Parents

Principal

03 9569 5820

1a Abbotsford Avenue, Malvern East

Gaylene Fehlberg

malvern.valley.ps@edumail.vic.gov.au

## Principal's Message

On behalf of the School Community, I extend to you a warm welcome to the Malvern Valley Primary School community. I trust that the information in this handbook is helpful and answers some of the questions that you may have. The information aims to provide both an introduction to and information regarding the routines, operations and features of the school.

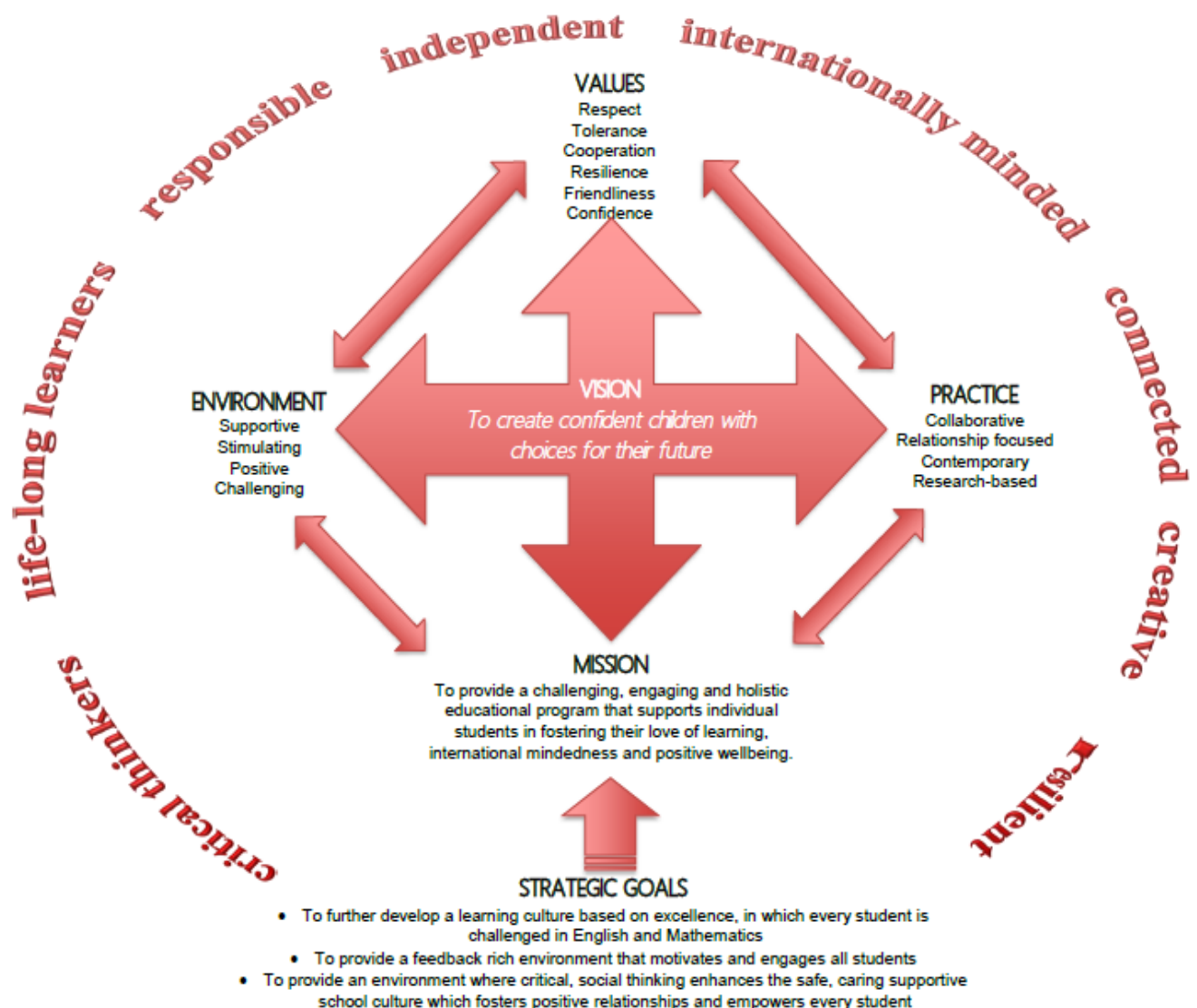
Malvern Valley is a warm, caring community school, providing a safe and secure environment in which students grow, develop and learn.

Malvern Valley has a strong tradition of parent participation in school activities. We view the education of students as a partnership between home and school. Together we seek the best opportunities to enhance learning, growth and development through quality programs, which prepare students for the world of tomorrow.

I invite you to take part in as many formal and informal aspects of school life as possible. Through your interest and participation I hope that you will come to feel part of our school community.

Gaylene Fehlberg

Principal



## Vision

Creating confident children with choices for their future

## Purpose

Malvern Valley Primary School is committed to providing an educational program that:

- Supports students to be life-long learners
- Promotes opportunities for all in a stimulating and caring community
- Encourages students to make a positive contribution to local and global communities

## Values

Our school values embody everything we do and espouse at Malvern Valley Primary School. They are:

	<b>CONFIDENCE</b> Having faith and trust in yourself		<b>RESPECT</b> Having regard for yourself, others and property		<b>TOLERANCE</b> Respecting differences and not expecting others to think, look, speak or act just like you
	<b>RESILIENCE</b> Being able to bounce back and make the most of a situation when unexpected things happen		<b>COOPERATION</b> Working together for the good of everyone		<b>FRIENDLINESS</b> Caring, taking an interest, making welcome, sharing with others

In our community these values are demonstrated when:

- Students have the opportunity to learn in a positive, caring environment and are encouraged to become **self-motivated**, life-long learners
- **Effort and success** are acknowledged and celebrated
- Teaching and learning programs support all students to learn and to develop a range of skills and strategies that enable them to be **critical and creative thinkers**
- Every student is encouraged to **achieve his/her personal best** and show a **commitment to improvement** in skills, knowledge and behaviours
- Students are encouraged to work **cooperatively and collaboratively** with their peers and other members of the school community, and to be active and responsible citizens
- Students are expected and empowered to develop **responsibility** for their learning and behaviour & feel secure in **accepting challenges**
- **Diversity** enriches our school and is valued and respected
- **Partnerships** between students, staff, parents and the wider community are fostered

## Contact



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@malvernvalleyps



Mobile App

Principal  
Assistant Principal  
Business Manager  
Student Administration

Gaylene Fehlberg  
Joshua Sheffield  
Merryn Gould  
Irene Papanikolaou

## Absence

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Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind. There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

It is a Department of Education and Training regulation that your child maintains full attendance at school. Full attendance is important for the successful education of children.

Children are expected to be at school each day by 8.50am.

Parents are expected to notify the school no later than the day following an absence via a note to the classroom teacher upon return, a phone call or email, or by filling out the eForm on the Skoolbag App providing a reason for the child being absent. If you know in advance your child is going to be away, please notify the school in via one of the aforementioned options.

Absence fits into the following categories:

- Illness or Injury (If your child is ill due to mumps, measles, chicken pox or slap face, please notify the school immediately. It is to be noted that all non-immunized children will be excluded from school during an outbreak of measles or diphtheria).
- Truancy (your child is absent without your knowledge)
- School Refusal (Your child does not want to attend school, even though you have tried)
- School Withdrawal (your child does not attend school with your permission. For example, family holidays,) While there are occasions when families need to take holidays during school time, parents are encouraged to use the school holidays. If families are away during school time they will be expected to continue the children's learning. Parents need to talk with the teachers to obtain the information as to the work that will need to be completed for that period.

## Accident or Illness at School

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Every effort is made to ensure your child's safety and well-being at school. Most staff members are first aid qualified. Staff are updated regularly with anaphylaxis and CPR.

The sick bay is only able to cope with minor cuts and abrasions at school. More serious illness and accidents may need medical attention or a second opinion. Parents will be contacted when children:

- Receive an injury involving head, eyes, teeth
- Are ill and should not be at school
- Are involved in an accident that causes them distress or serious injury
- Are very upset or distressed emotionally
- Cannot return to class after 30 minutes

If a parent cannot be contacted a note will be sent home detailing what happened and what action was taken.

There is a file kept for each child at school. It contains emergency contact numbers for parents, doctors and authorized carers. It is most important that his/her information is kept current.

**Please advise the school immediately if there is a change of telephone numbers or address.**

## Active Travel Program

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Being physically active every day leads to a happier and healthier school community. Riding and walking to school is a great way for students of all ages to meet their recommended daily dose of 60 minutes of physical activity.

Physical activity is one of the most important facts in disease prevention in Australia, but over the past 40 years, the number of children who are physically active everyday has significantly declined. In the 1970s, 80% of students rode or walked to school. Today the national average is only 20%.

We have developed our own system to ensure active travel is safe and enjoyable. Each student has access to a tag in their House Color, then every day when they walk or ride to school they can tag on at the station outside the school library. Students accumulate House Points and individual Active Travel Points and parents receive an email confirming their arrival at school. Please look out for permissions relating to this.

**We encourage students to ride and scoot at school however please note:**

- Before school, bikes and scooters go straight into the bike storage. All riders are to dismount at the gate and walk their bikes to the storage.
- Students must wear their helmets at all times.

Our Grade 4s also participate in a Bike Education Program aimed at developing safe riding skills, supporting them in being able to get to school actively.

## Assembly

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The whole school takes part in a morning assembly, each Monday, at which time various announcements are made, awards presented etc. These are held in The Sherwood Centre and parents are invited to attend. Parents with young children are asked to monitor them to ensure their safety at the back of the Sherwood Centre and to enable others to hear those speaking at the assembly. On the last day of each term there is a final assembly at 1.30-2:30pm.

## Assessment

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### Continuous Assessment

We use a model of Continuous Assessment at our school. Teachers regularly upload assessed work samples to our Sentral Parent Portal to enable you to know where your child is at and what their next steps in learning are. A Continuum Tracker filled with all outcomes that make up the Victorian Curriculum is also updated on an ongoing basis by teachers and can be seen by parents in real time.

Teachers use assessment to inform them of:

- The next step of learning for each student.
- The type of task or group the student will work for that step.
- The growth the student has made in their understanding.

## Junior Years Assessment

In February, the Prep students don't come to school on a Wednesday as on these days the Prep teachers have some 1-1 time with your child. The teachers will contact parents and arrange a time for their child to come in for an hour. This is a time that the teacher and child can get to know each other as well as the teacher gaining knowledge about what knowledge and skills the child bring with them to school. The focus for the gathering of information will focus around literacy and numeracy plus interests.

In Prep, we also have a Speech Pathologist complete a Speech Screening of identified students in order to pick up any concerns early.

In Grade 1, the Reading Recovery teacher will complete an Observation Survey to see where each child is in relation to reading and writing after a year at school. Through this survey, the children who are chosen to do Reading Recovery will be selected. Parents of these children will be notified and have a discussion with the Reading Recovery teacher prior to the program commencing.



## Banking

The Commonwealth Bank of Australia (CBA) operates a school banking service for children wishing to operate a Dollarmite Account.

Every Friday students at Malvern Valley Primary take part in the Commonwealth Bank's School Banking program. School banking is a great way for your child to learn to save & be rewarded for it.

Every time your child makes a deposit they receive a Dollarmite token. These tokens can then be exchanged for a range of rewards. Students have lots a fun saving their tokens for these cool rewards, for example money boxes, wallet, water bottle, lunch box & watch.

It also benefits our school, as we receive \$5 for every new account opened and a commission on every deposit made at school.

Early in the New Year you will receive an information pack. If you are interested in your child taking part in the School Banking program please complete the form & return it to the office. Alternatively, if your child has an existing Commonwealth Bank Youth saver account they can start banking straight away. They just need to bring their deposit in every week using their Dollarmite Deposit Wallet.

Happy Saving

Srinivasan Ranganathan      School Banking Co-coordinator

## Before and After School Care

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The school's Before and After School Care Program is run in partnership with OSH Club.

Kerry Prendergast is our OSHC Coordinator:

The program runs from	Before School Care	7.15am to 8.45am	\$18.00 per child
	After School Care	3.30pm to 6pm	\$20.00 per child

On the last day of each term ASC will commence at 2.30pm. The OSHC program will be offered on Pupil Free Days if there are sufficient numbers.

Parents may be eligible for Child Care Benefits and Kerry has information regarding this. Included in this pack is an OSHC booklet which will answer many of your questions however if you are interested in using the program please speak with Kerry and she can work with you in setting up any bookings.

In order to attend any of the OSHC programs, each family must first complete and online enrolment at

<https://www.oshclub.com.au/oshclub/html>

You will be able to manage your bookings and cancellations through this online account. Your account is managed through OSH Club and payment is made through direct debit. Bookings are essential in order to plan and staff the program



## Book Club

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Children will be given the opportunity to purchase books through the Scholastic Book Club. Order forms will be sent home throughout term. Orders can also be placed online via the Scholastic Book Club Loop. At MVPS, this program is coordinated by a volunteer so please remember to get your order in on time.

## Buddies

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All children in Prep have a Grade 5/6 buddy. They get together each week and will do activities that foster personal and interpersonal development, as well as specific curriculum areas. Big buddies are very important as they assist the preps to settle in. They are a support person in the yard and throughout their first year at school.

Buddies become very special friends!



## Buses

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A number of bus companies run services, which could be of benefit to school families. Bus services run along Warrigal Road, Waverley Road and Chadstone Road, stopping at the Chadstone Shopping Centre terminal, which is only a short walk away from the school.

## Camps

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Children in Grades 3 - 6 are involved in an annual camp. Grade 3/4 Students attend for one night whilst Grade 5/6 Students attend for three nights. Our sites include

- Camp Jungai: Rubicon
- Phillip Island YMCA
- Coastal Forest Lodge - Anglesea
- Cave Hill Creek – includes a visit to Sovereign Hill

Prep - 2 children are involved in an afternoon of activities and a dinner at school during Term 4.

## Canteen

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The Parents' Association operates a canteen service on a Friday and it is run by PARENT VOLUNTEERS managed by Jacqui De Boer and Tina Johnson, our Canteen Supervisors.

The school uses [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au) for all lunch orders. Parents simply create an account and deposit funds to order lunches. Students can still bring money for recess snacks as these aren't ordered online.

Your support in helping on Canteen days will be appreciated. Roster times are 9:00am -11.30am and 11.30am – 2:30pm.

We also have a Canteen Garden which some parents and students grow veggies for the canteen. If you would like to get involved with this team, your help is always welcome.

Students are also encouraged to use a re-usable canteen bag, which can be purchased at the canteen for \$10.



## Christmas Concert

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Every year we have two events at school that we like everyone to come to and the Christmas concert is the second of those.

Families come along with their picnic and set up beside other families. It is a great way to get to know new families and to catch up with older families.

After the picnic the students put on a concert which is held on our stage near the oval. This is also when we present our Honor Board Awards.

## Communication

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Malvern Valley Primary School places a high priority on providing effective avenues of communication to keep the school community fully informed of school events, school policies, child progress and educational matters affecting the school.

### Appointments

All staff are available to make appointments with. However, it needs to be appreciated that teachers are focused on all students and that a meeting may not be able to be made immediately.

### Newsletter: Tuesdays

The Newsletter is the single most important source of information for all happenings at school. All parents and teachers are required to read the newsletter.



The Newsletter is sent out via an email and is also available on our website.

### Notices

Children will be given a hard copy of notices. Notices are colour coded to enable easy identification.

- Yellow notices require parents to take action,
- White notices are general information
- Blue notices are from the Parent Association

We appreciated parents responding to all notices promptly.

## Exhibitions

Throughout the year there will be opportunities for parents to visit classrooms and become immersed in the learning of your child.

## Parent/Teacher Interviews

Parent-teacher interviews are an opportunity for you to meet your child's teacher. By asking questions and finding out more about the information on your child's report card, you have an opportunity to become more involved in your child's learning and give support where needed.

The first formal parent/teacher interview will occur in Term 1 and the second is in Term 3. Parents will be given ample warning via notices and newsletters. If you have any concerns or a query about your child's educational, social or emotional development please do not put off or wait until the interviews. Often there is a simple answer or solution to a problem; and frequently a problem can be magnified by not attending to it immediately.

Interviews are booked through our Sentral Parent Portal, for which you will receive login instructions early in the year.

## Reports

Reports are prepared and sent home twice yearly (end of Terms 2 and 4).

These reports are given to parents in a folder, with the aim that all the reports can be added over the years at school. They are also available on the Sentral Parent Portal.

School Reports include information about the student's attitude to learning, achievements and areas for growth for all subject areas. It also provides a comparison of the student's progress against the expected levels for that grade level and their achievements the previous year.

## Sentral Parent Portal

The Sentral Parent Portal is our schools online reporting and learning hub, and a place where parents can access an array of information you're your child. Reports can be accessed via the portal, as can the Continuum Tracker and ongoing assessments throughout the term. Our model of Continuous Reporting is one which we are very proud to be a leader of in Victoria.

## Skoolbag App

The most up to date information, event details and news is available using our School's App. Please visit the App Store or Google Play Store and search 'Malvern Valley Primary School' to download it for free.

## Website

The school's website ([www.mvps.vic.edu.au](http://www.mvps.vic.edu.au)) contains mostly static information regarding many aspects of the school. It contains policies, newsletters, subject specific information and much more.

Parents can also access the Department's Website [www.education.vic.gov.au](http://www.education.vic.gov.au) where a substantial amount of information is and where you can sign up to receive the Parent Update online.



## Class Placement

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Each year in term 4 class lists for the following year are formed. The process involves

- Teachers considering each student's academic, social and specific needs
- Parents have the opportunity to write to the Principal with things that they feel are important to be taken into consideration when allocating their child to a class (this does not allow a request for specific teachers.)
- Students have the opportunity to nominate 4 friends that they would like to be with



Putting this information together, these classes are formed and this information is sent home with the end of year report in the last week of the year.

For more information, please see the school's Class Formation Policy on the school's website.

## Concerns and Complaints

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The Department of Education and Training is committed to treating everyone with dignity and respect and encourages good communication between parents and schools.

Schools need to know if you have any concerns about your child's education. Teaching and learning works best when parents and teachers talk to each other and work together to solve any problems.

- The school should always be your first point of contact.
- Talk about the problem with your child's teacher/s by telephone or organise a face to face meeting. Most problems can be solved this way.
- Plan what you will say, so you can clearly explain what the issue is
- Have some ideas about how the problem could be solved
- If you still have a concern after talking to your child's teacher/s you may want to speak to the Assistant Principal or Principal (any appointment to speak with school staff about a complaint should be arranged through the school office)
- If the matter is not resolved by speaking to the Assistant Principal or Principal at your school you can contact the Community Liaison Officer at the DET's South Eastern Regional Office who will assist you and the school to find a solution.

For more information, please see the school's Raising Concerns and Complaints Policy on the school's website.

## Curriculum and Co-Curricula

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The School offers quality educational programs which are stimulating, challenging and focused on encouraging children to achieve their full potential.

### Victorian Curriculum

Our programs are based on the Victorian Curriculum which is the Prep (Foundation) to Year 10 curriculum. The Victorian Curriculum covers all students and embodies the School's aims, values and principles. Its breadth includes the following Learning Areas, which are taught as disciplines, and Capabilities which transcend all learning areas.

#### Learning Areas

- English
- Mathematics
- Science
- Technologies
- The Arts: Drama, Music and Visual Arts (all taught by specialist teachers at MVPS)
- Health & Physical Education (taught by specialist teachers at MVPS)

- Civics and Citizenship, Economics and Business, Geography and History
- Languages: Japanese (taught by specialist teachers at MVPS)

### **Capabilities**

- Ethical
- Intercultural
- Critical and Creative Thinking
- Personal and Social

Our strategic goals focus heavily on ensuring we are providing a curriculum that challenges all learners, particularly those who are highly able, and is rich in feedback to enable student growth.

### **Extra Curricula Programs**

Extra Curricula Programs enhance the curriculum and add breadth and depth to student learning. Some programs the school currently provide include:

- Brass Band: Grades 3-6
- Passion Clubs: an array of activities run by teachers at lunchtime
- Private music lessons



### **Individual Needs**

At Malvern Valley we aim to ensure that all children have the chance to develop their potential. Class teachers work with those children needing extra help and also to offer extension work to those children who require it. Plus there is other support available.

- Program for Students with a disability (PSD)
- Children requiring extra support Student Support group, Individual Learning Plan, School support services, as determined by the specific needs of the child.
- Gifted and Talented programs. - The school offers a number of extension programs run by other agencies plus by our staff; for example Gateways.

### **Home Learning**

Home Learning is based on work familiar to the child and explained prior to going home. Tasks can take many forms and will include an array of subject areas. Tasks may be individual rather than set for the entire class to cater for individual needs. Sufficient time and notice will be given for the completion of homework, considering the children's extra-curricular activities.

Those children who attend After School Care will have 30 minutes each night for home learning time. During this time they can complete associated tasks and read.

For more information, please see the Home Learning Policy on our website.

### **Reading**

Prep - 6 students are expected to read daily at home.

The children have access to a broad range of reading material from school, the library and on the Internet. It is expected that this will be logged and signed every night by a parent.

To help them with their understanding talk to them about what they are reading including 'direct questions such as what happened' where they can give you information that they have read. It is also important to infer things about what they have read, for example, questions about what they think might happen or why it might have happened.



# Daily Organisation

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## Session Times

**It is important for children to be punctual** as this allows for a smooth start to their day and ensures that they don't miss any important information and the program can begin on time.

- 8:45am – 9:00am Students arrive at school
- 9:00am – 10:40am Periods 1 and 2
- 10:40am - 11:10am Morning Recess
- 11:10 – 12:50pm Periods 3 and 4
- 12:50pm – 1:00pm Lunch eaten under supervision
- 1:00 – 1:50pm Lunch Break
- 1:50 - 3:30pm Periods 5 and 6

If unexpectedly, you cannot pickup your child before 3.45pm please contact the school office.

## Drop Off and Pickup

Students are to arrive at school before 9:00am, and line up with their bag in their Grade in an allocated space on the Basketball Courts when the music begins playing.

Parents are asked to wait outside the buildings when dropping off or picking up their children.

Students are expected to be independent in managing their bags at the start of and end of the day. Prep parents can help their child get ready for school by practicing packing and unpacking their bags themselves at home.

## Late Arrival and Early Departure

Children are required to be at school between the hours of 9:00am and 3:30pm. Should you have to bring them late or collect them early, please visit the office and sign them out on our Arrival and Departure Kiosk. They will then be brought to the office or will independently go to their class. Students are not to be taken directly to or collected from classes.

All Late Arrivals and Early Departures (as well as absences) are printed on each child's report.

## Lunch

Students eat lunch between 12:50 and 1:00pm.

Our school promotes and celebrates 'Nude Food', therefore we encourage students to bring wrapping free lunches, however please make sure that lunch boxes and drink bottles are clearly labeled.



## Parking

As parents 'drop off and collect' children, traffic can become congested and obscured vision creates dangerous situations.

To assist with the safety of the students and people in the Precinct:

- Please note and observe the no standing areas and restricted parking times around the school at all times.
- Parents are not to stop outside the school gate in Phoenix Park to drop off the children, please park in the designated spots and then let your child out.
- Please do not park in the disabled parking bays around the school, they are there to assist community and school members who need to be parked close to the facilities they are using.
- There is a designated 'Kiss and Go' zone on Quentin Rd where parents drop off or collect children safely. Children must then independently go into school. Parents are not to leave their cars in this zone.

## School Crossings

**Children must cross at the designated crossings.**

The school can be entered from Abbotsford Avenue or Phoenix Park and at both entries the safety of all children is paramount and we ask all to assist us in this area.

There is a supervised School Crossing in Abbotsford Avenue, which operates-8.10am – 9.10am, and 3.20pm – 3.50pm every day.

The pedestrian lights in Chadstone Road are also supervised between 8.10 am and 9.00 am in the morning and 3.20pm and 4.00pm in the afternoon. There is also an unsupervised School Crossing in Quentin Road.

The Crossing Supervisor is not able to supervise children dropped off early or picked up late from school. The Crossing Supervisor's responsibility is ensuring children and others get across the School Crossing Safely

## Yard Supervision

Staff are on duty prior to school starting from 8.45am, during morning recess and lunch breaks and after school until 3:45pm. They will be wearing a fluorescent vest so that they can be seen more easily. During recess and lunch they have a tablet to enable them to record any incidents that occur.

There are well-defined boundaries that children respect, to ensure the safety and well-being of all.

Children are not permitted to leave the school grounds on any account without permission.

## Dental Service

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Parents of Prep children are invited to contact the School Dental Service when School resumes. If you are a concession cardholder the School Dental Service is free. For non-concession cardholders a fee of \$28 per child, which covers a check-up and all general dental care found necessary.

Children in higher grades can also participate if parents are health cardholders.

To find your nearest School Dental Service Clinic please phone 1300 360 054

## Disabilities and Impairments

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If your child has a disability, a serious illness or an ongoing medical condition please discuss this in confidence with the Principal or class teacher.

Early knowledge of such matters mean teachers can be more attuned to the needs of the child and take appropriate actions if and when necessary.

Funding applications can be made for children who meet the Department's Program for Students with Disabilities criteria. To find out if your child is eligible, please contact the Principal.

If your child, is funded through this program then regular Student Support Group meetings will be organised to monitor your child's progress and to set goals.

Please see the school's Disabilities Policy for more information.

## Excursions and Incursions

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We strongly believe that the children's education should, where possible, be based on real experiences. Hence our excursion & incursion program takes the children out of the school into the community or brings people in from the community.

Excursions & incursions are planned to relate to concepts being studied, and are built on within class. A wide range of excursions & incursions are planned by levels throughout the year. All permissions and costs will be sent to parents at the beginning of each term.

Parents are often invited to attend, however require Working

With Children Checks to do so.

Please see our Excursions Policy on our website for more information.

## Finance

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### Parent Payments

Parents' financial contribution to their children's education enable us to deliver a high-quality teaching and learning program. Payment of the Parent Contribution must be paid on the 16<sup>th</sup> February 2018 either:

- As one instalment
- As the first of 3 instalments, due in the 2<sup>nd</sup> week of Terms 1-3
- Negotiated payment plan with the Principal, and may utilise the Department of Education support systems

It consists of:

#### Essential Educational items

- Booklist: While the school has negotiated a great price for the booklist items, parents have the option to purchase booklist items through a preferred provider. Parents of Grade 1 - 6 students are asked to pick up their child/children's supplies Monday 29<sup>th</sup> January, between 9am – 12:00pm, from the Multi-Purpose Room at the school (Prep Packs are distributed by the classroom teachers). Payment for the booklist items must be made when picking up these supplies. The other items which were previously listed on the booklist are now listed on the general contribution list.
- Additional Essential Materials for Learning (eg Art, technology, maths, science, reading, sport & ICT resources).
- Swimming and Inter-school Sport Contribution (Grades 5&6)
- Excursions, Incursions and Camps
- Excursions are held throughout the year and parents will be notified of the cost each term. Payment is required prior to the student going on the excursion. Teachers will aim to keep the total cost of all excursions through the year to \$100 per child.
- Information regarding the School Camp, Swimming program and P-3 dinner will be sent home during the year. Parents will be given an instalment plan for the camp.

#### Optional Extras: including

- Grounds contribution - \$100 (or the completion of 2 Working Bees)
- Year book \$20

For more information, please see our parent Payments Policy on the school's website.

## Money Collection

All payments can be made using

- BPay – each family is allocated a unique reference to use for all their payments
- EFTPOS at the office

If sending Cash, please put in a sealed envelope with: Student's Name, Class, Amount, Purpose of the money. This money needs to be given to the teacher so it can be recorded in the class Cash Book. Please put the correct amount in an envelope as we do not carry change in the office.

Money being sent in for Parent Association events and fundraisers can be placed in the Red Box in the Office or sent via the classroom. Note, this does not include the credit card facilities of the school.

## Gifted and Talented Program

Class programs are planned to cater for all children so include opportunities for gifted and talented children to be extended and challenged. The school's first Strategic Goal is to ensure that highly able students are challenged and reach their fullest potential.

The school uses an approach called SOLO Taxonomy to ensure all students are challenged to extend and deepen their learning and develop skills essential in the 21<sup>st</sup> century workforce such as metacognition, creativity, analysis, collaboration and problem-solving.

Students also have the ability to participate in activities such as the Maths Olympiad, Maths Talent Quest and other external academic competitions.



## Head Lice

Parent will be notified by the school to come and pick their child up for treatment if the lice are noticed at school. Head lice require appropriate treatment before your child/children returns to school.

If you find lice at home please still notify the class teacher as this allows us to inform other parents so they can check their child/children's hair.

If you receive notification of lice in your child's class, please check his or her head as the only way to reduce head lice is to have everyone checking regularly.

## House Teams

Each child is allocated to a House when they enroll in the school and families are kept together. House Captains are elected each year by their peers and presented with their badge at an assembly early in the year.

Students compete in their houses at school events such as Athletics and Swimming Carnivals and Twilight Sports The four houses are:

Abbotsford: **Blue**

Ivanhoe: **Green**

Quentin: **Yellow**

Rob Roy: **Red**

## Immunization

All children entering school since 1990 have had to provide a Certificate of Immunization. This certificate is now a compulsory requirement of school entry at the Prep Grade level. Please ensure you have supplied the school with a copy of your child's current immunization summary.

## Junior School Council

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Student voice is represented at Malvern Valley Primary School through our Junior School Council.

A representative group of children from Grade 2 to 6 meet regularly to discuss child-identified matters. These are discussed as appropriate to the school. A senior staff member leads this group through a formal process of keeping to an agenda, taking minutes and reporting to the child body. Some very valuable contributions have been made to the quality of programs, facilities and events, as well as fundraising for specific causes.

## Lost Property

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**All belongings brought to school should be clearly labeled.**

Lost items of clothing, lunch boxes and other items are placed in the lost property box the Administration Area.

All personal property brought to school is done so at the owner's risk, and the Department of Education, and Training and the school accept no responsibility for loss or damage.

Children will not be permitted to leave the school to buy their lunch at the local shops. They are also discouraged from going home to lunch.

## Library

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All children are involved in the library program, which covers both literature and research skills. Children are encouraged to borrow material. When borrowing these materials, children have a responsibility for the care of them and for returning them on time. Our school library operates all day and during some lunchtimes as well.

We regularly use the Phoenix Park Library so we encourage all children to be registered at the library by their parents. The teachers take the children over the library each week and they are able to borrow using their card.

## Medical Issues

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### General

If your child seems unwell during the night or in the morning, please keep him/her at home. The school does not have the facilities to deal with unwell children. Should children become ill during the day, you will be contacted.

Please ensure that you notify your child's teacher of any change in your child's health to ensure that we can care for him/her appropriately.

For the safety of all children at school our First Aid Policy states that all medication needs to be in a locked cupboard and written permission (Medication Authority Form) must be given. We consider cough lollies as medication. Please hand the cough lollies or medication, with a note, to your child's classroom teacher.

We have a Medication Authority Form that we like parents to use and these are available on the MVPS website as well as in the office. It includes information re the names of the medication, dosage, time to taken.

For more information, please see our First Aid Policy on the school's website.

## Allergies

If your child has allergies, please inform the school with the details and the management plan. There is a plan on the Health website that you can download to write up for your child with your Doctor's support. If you have difficulty finding this, please speak to the staff in the office.

## Anaphylaxis

We do have anaphylactic students in the school who are allergic to a range of things the most common of these being NUTS.

We don't claim to be a nut free school but we do ask that parents keep nuts as a home food. We don't have nut products in the canteen however some foods do have a label saying may contain traces of nuts.

Parents with Children who have anaphylactic reactions need to provide an Anaphylaxis Plan signed by the Doctor and an Epi Pen as per the plan. The Principal will work with parents to complete a Management Plan at the start of each year. All staff at our school are trained in the administration of an EpiPen.

For more information, please see our Anaphylaxis Policy on the school's website.

## Asthma

Children with asthma can be responsible for their own medication but the class teacher must be notified of the medication and the dosage via an Asthma Plan. Children who are too sick to go outside at recess and lunch break should be retained at home.

If your child has an ongoing medical condition please speak with the principal or classroom teacher.

Asthma action plans are maintained for children who suffer asthma. Families receive a form annually and are requested to outline the appropriate course of action should an attack occur.

If your child's treatment changes during the year, please contact the school to update this information.

Children who have anaphylactic reactions need to work with the Principal completing the Action Plan and the Management Plan at the start of each year.

For more information, please see our Asthma Policy on the school's website.

## Music

The Prep to Grade 2 students learn Japanese weekly through music.

Prep-6 students can participate in the private individual instrumental program (Piano and Guitar) which is run by Music World.

Grade 4-6 students can choose to be in the Malvern Valley Brass Band which is run in partnership with the City of Stonnington Brass Band and the students get free tuition and hire of instruments.



## Parents' Association

The Parent Association is open to all parents. Its purpose is to enrich and contribute to the wellbeing of the school community through positive interaction and support.

The role of the Parent Association is to:

- Provide support, in various forms, for the school, its students and community
- Work in cooperation with the principal, staff and School Council in building effective partnerships between home and school.
- Fundraise, organise & run some community events and run the canteen.

The Parent Association is not a sub-committee of School Council and has no formally prescribed powers or duties, however its objectives are consistent with the powers accorded to, and duties of, a School Council.

Parents and school staff are partners in children's education. By interacting with the school and other parents, parent association members gain a firsthand understanding of how schools operate and the rhythm of school life. Parents participating in a school's Parent Association can use, and build on, their skills and confidence, develop friendships and work collaboratively with other parents interested in supporting the school.

They meet each month to organize their events. Mark Vulling is President, and can be contacted on [mvps\\_pa@outlook.com](mailto:mvps_pa@outlook.com)

## Friends of Malvern Valley

The aim of 'Friends of Malvern Valley' is to anonymously assist families who are experiencing difficulty according to their needs. This can be achieved in many ways, such as providing meals, clothing, school pickups, etc.

If you would like to become a 'Friend of Malvern Valley' and help out deserving families, please email the Parents' Association at [mvps\\_pa@outlook.com](mailto:mvps_pa@outlook.com) and your name can be added to the anonymous register.

## Fundraising

The Parent Association manage most of the fundraising in our school. They call for help to run various activities over the year and they would like each family to be involved in at least one activity each year. The money raised is used to purchase resources for our children to add to their learning.

It is through the fund raising that we have been able to provide a broad range of resources to the classrooms.



## Parent Involvement

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### Opportunities

Malvern Valley Primary School believes there are many benefits to be gained from the partnership between parents and teachers through parental involvement in school programs and activities. We encourage parents to become involved in many ways, including:

- Become a member of the School Council, a Sub-Committee or Parents' Association.
- Attend Parent/Teacher interviews and Open nights
- Accepting invitations to the classroom to see the children at work or to assist in various activities
- Some classes have a parent roster to assist with reading, writing sessions or PMP
- Parents are often asked to assist in swimming programs, sports coaching and excursions.
- Scholastic Book Club
- School Barbecues
- Working Bees
- Canteen

## Parent Skills Survey

Parents are encouraged to complete the Parent Skills Survey for which, a link is sent out at the beginning of the year and is available on the website year-round. This provides the school with information about your interests and skills which may enable us to design ways for you to contribute to the school outside of the above list.

## Classroom Helpers

Being a classroom helper is a great way to be involved in your child's learning. As a classroom helper, we ask that you please:

- Have a current Working with Children Check.
- Ensure you have signed into the school at the office and have a 'Visitor Pass'.
- Arrive early (5-10 minutes is ideal) to ensure you can speak to the teacher about what your role will entail and how you will be of greatest benefit to the students.
- Follow the directions of the teacher with regard to your role. They will ensure whatever your role is, it has the greatest positive impact for all students.
- Although being a classroom helper is a wonderful opportunity to be a part of your child's learning, remember you are there to benefit all children.
- Always demonstrate the school's values: respect, tolerance, cooperation, resilience, friendliness and confidence.
- You may notice information around the classroom or be exposed to confidential information when working with students. Please maintain strict confidentiality regarding these matters. Should you have any queries or concerns regarding information you have been exposed to, please speak to the teacher.
- Should you wish to receive feedback, please ask the teacher for some.
- Enjoy the experience and know that by assisting you have contributed significantly to each student's education.

## Parent Coordinators

Two parent coordinators are nominated for every class in the school. The aim of Parent Coordinators is to act as a link between parents, teachers and the school as a means of increasing parent involvement.

Parents are invited to volunteer as Class Coordinators each year and then two are appointed for each class in consultation with the teacher.

The role of the coordinator varies from year to year. It will usually include: organising social occasions, assisting with the organising of excursions and support for grade programs or to help with school fundraising and other parent activities.

## Volunteers / Visitors

Volunteers and visitors to our school add an important dimension to our community. All visitors and volunteers are required to sign in at our office, wear a visitor pass and for most involvement, require a Working With Children Check.

For more information, our Volunteer Policy and Visitor Policy can be found at the school's website.

## Working Bees

Each year we run four Working Bees, one per term and we ask parents to attend 2 Working Bees each year. During the Working Bees we try to do a project which will enhance the school environment for our children.

Working Bees are always on a Sunday. They begin at 9:00am and conclude with a delicious morning tea. In 2018 the Working Bee dates are:

Sunday 25<sup>th</sup> February

Sunday 6<sup>th</sup> May

Sunday 5<sup>th</sup> August

Sunday 28<sup>th</sup> October

## Working With Children Checks

As a Child Safe School, for almost all adult involvement, we require parents, visitors and volunteers to have a Working With Children Check.

You can obtain one free by visiting [www.workingwithchildren.vic.gov.au/home/applications](http://www.workingwithchildren.vic.gov.au/home/applications) Simply nominate Malvern Valley Primary School as your place of volunteering and you will be able to access one free of charge.

## Phoenix Park Precinct

The precinct includes The Children's Hub, Library, Community Centre and Malvern Valley Primary School. The various organizations within the precinct work together to promote and provide a great learning environment for the community.

**The Phoenix Park Children's Hub** was opened at the start of 2011 and includes the Maternal Health, Occasional Care, Early Learning at Phoenix Park (the Crèche and Kindergarten). Each year, the students from Malvern Valley visit the children in the hub for various activities, such as reading stories or playing music. Other opportunities are also created such as engaging with visiting authors at the Library and teaching members of the Neighborhood House about digital technologies.

## Physical Education

A specialist Physical Education teacher takes all children for a session each week.

All students participate in a school Athletics Carnival, Swimming Carnival and Twilight Sports. Grade 3-6 students also compete at District events throughout the year. Grade 5 and 6 students participate in Interschool Sport (Term 1 and 4)

### Swimming

A Swimming Program is conducted at each level of the school in Term 4 at Ashburton YMCA. All children are involved in the program provided by qualified swimming instructors supported by the class teachers. Parents are welcome to attend sessions. A whole-school Swimming Carnival culminates our swimming program.

### Twilight Sports

A Twilight Sports event is held in Term 1. This is an event where the whole school community comes together. Families bring their picnics and set up around the school oval and then sport activities are run for the students (and their families).

## Play Spaces

We have 2 playgrounds. In front of the school we have the Junior Playground that is for the Prep - 2 students and at the back there is the Senior Playground which is for the grade 3-6 students.

Junior School students can play in the Senior Playground when they are directly supervised by their parents after school, on weekends or during holidays. This playground has equipment that is higher and has been designed for taller students.

The Preps do not use the oval in the first year as it is usually a place that the play is very fast, however they can go to other areas of the grounds. Often they like to play with their big buddy.



## Policies

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The School Policies are statements of the school's aims, general principles and an overview of the arrangements made to achieve them. It is developed and reviewed by the Education Sub Committee of School Council as needs and circumstances change. The School Policies undergo continual review. Parents are invited to draw to the attention of the Education Sub Committee items of Policy needing attention. Key policies can be found on our website (<http://mvps.vic.edu.au/parents-community/#policies>) and all others are in a folder in the administration area.

## Preparing for School

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There are some great ideas to support the settling in at school on the Department of Education's website at [www.education.vic.gov.au/school/parents/primary/pages/prepare.aspx](http://www.education.vic.gov.au/school/parents/primary/pages/prepare.aspx)

With school just around the corner, the summer holidays are a good time to reinforce what your child should expect on their first day at school.

Some things you can do for your child to help them prepare include:

- Showing your child where the school is and talking about how they will get there
- Arranging playtimes with other families whose children will be going to our school
- It helps if your child knows another child at their school before they start
- Practicing the things your child will need to do to get ready for school (such as putting things in their bag and remembering to take a hat)
- Confirming your before and/or after-school care arrangements, showing your child where the Outside School Hours Care facilities are and talking about how they will get there
- Being positive about starting school and enjoying your child's excitement
- Asking the school what time school starts on the first day and where to take your child



## School Council

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The School Council is the governing body of the school. It is the partnership of elected parents, staff and other interested individuals that have ultimate responsibility for school policies and programs within Ministry guidelines. The School Council is accountable to the whole school community and also has a responsibility to the Minister for Education.

Some of the Functions of School Council include:

- Establish the broad direction and vision of the school within the school's community
- Participate in the development and monitoring of the school strategic plan
- Develop, review and update school policies
- Approve the annual budget & monitor expenditure
- Maintain the school's grounds and facilities

The current composition of School Council is 12 members:

- 6 elected parents who are not employed by DET
- 4 elected staff including the Principal (Executive Officer)
- 2 co-opted members

School Council has annual elections in March. All members of the school community are notified of the elections and are encouraged to participate by nominating for a position or by exercising their option to vote. Members of School Council hold office for 2 years, with half the members retiring each year.

Council meets at 7.30pm on the third Monday of the Month. These meetings are open to all interested people. A summary of the meetings is put into the newsletter after each meeting. Parents are invited to contact council members about any matters they wish to be raised or acted upon.

## School Council Sub-Committees

Our school has five main sub-committees convened by School Council but which include participants from the general school community. They are

- **Education and Policy:** Responsible for general education policy and curriculum development
- **Facilities:** Responsible for the development and maintenance of buildings, grounds and equipment.
- **Finance:** Responsible for the annual budget, and overseeing general financial management.
- **Parent Engagement and Promotions:** This committee is responsible for publishing school information for the community and promoting the school locally.

## School Photos

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Class photographs are taken each year, in Term 2. Parents will be notified in advance of this taking place. Children will each receive a photo pack to take home. There is no obligation to purchase. A whole school photo is also taken at this time, and may be purchased.

## Strategic Plan

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The school has a four-year strategic plan; 2016 was the beginning of our new plan. This is evaluated formally each year by School Leadership, School Council and DET representative through our Annual Implementation Plan and at the conclusion of the four year cycle. Our goals for 2016-19 are:

**Achievement:** To further develop a learning culture based on excellence, in which every student is challenged in English and Mathematics, in particular enhancing growth for highly able students.

**Student Engagement:** To provide a feedback rich environment that motivates and engages all students to be learning within their Zone of Proximal Development and scaffolding towards independence/self-managing.

**Student Wellbeing:** To provide an environment where critical, social thinking enhances the safe, caring supportive school culture which fosters positive relationships and empowers every student to be a confident and resilient learner

## Technologies

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Technology is embedded in all subjects at MVPS, with the sole purpose to enhance learning. Students are taught to use a variety of programs to extend their personal skills and to use the internet as part of the regular programs.

They have access to a range of technology in their classroom including laptops, iPads and cameras.

The school is eSmart Accredited, which highlights our commitment to cyber safety. Teachers explicitly teach the importance of upholding our school values online, and provide students with strategies and skills in navigating safely online. As parents, it is critical that you are vigilant and involved in your child's online interactions.

We also require all students to sign an Acceptable Use Agreement in Term 1, outlining their commitment to being safe and responsible online.

For further information, please see the school's Cyber Safety Policy.



## Term Dates

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### Pupil Free Days

The Department of Education and Training grants four pupil free days each year to schools. These days are an opportunity for staff to develop and evaluate curriculum programs and participate in professional development programs.

In 2018 these dates will be:

Monday 29<sup>th</sup> January

Tuesday 13<sup>th</sup> March

Tuesday 12<sup>th</sup> June

Monday 13<sup>th</sup> August

### Public Holidays

Students do not attend school on the following Public Holidays:

Good Friday

Queen's Birthday

Melbourne Cup Day

Anzac Day

### Term Dates

Term 1: 30<sup>th</sup> January – 29<sup>th</sup> March

Term 2: 16<sup>th</sup> April – 29<sup>th</sup> June

Term 3: 16<sup>th</sup> July – 21<sup>st</sup> September

Term 4: 8<sup>th</sup> October – 21<sup>st</sup> December

Please note that school finishes at 2:30pm on the last day of each term.

## Transition

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The Kindergarten to Prep transition is very important, and as such, eight comprehensive sessions are held to help transition our prep students and their families. These are held across Terms 3 and 4.

We also have transition through the school, toward the end of Term 4, to enable students to feel comfortable with new expectations, curriculum and teachers before the year starts. Teachers spend considerable time 'handing over' to their students' future teacher to ensure the teaching and learning program and other support can be in place from the very start of each year.

In Grade 5 and 6 the students often have the opportunity to visit a number of secondary schools for some experiences so they get to know a bit about being in high school.

Secondary schools hold Open Evenings each year and it is a good idea if parents take their children to visit some secondary schools a few years before they are due to begin their secondary schooling. This gives you time to make an informed decision about where to go.

# Uniform

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Our school uniform is compulsory.

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school.

Surrey Clothing are our uniform provider and uniform can be purchased in store or online and delivered directly to the school for your child to collect.



Surrey Clothing      161 Union Road, Surrey Hills      9890 3487      [www.surreyonline.com.au](http://www.surreyonline.com.au)

Second hand uniform can also be purchased from our school canteen on Wednesdays for \$5 an item.

For further information, our Uniform Policy is available on the school's website.

## **Our Dress Code is as follows:**

- The uniform should be presented in a clean and professional manner at all times. Holes should be patched with matching material.
- Black school shoes are to be worn with summer and winter uniforms. Shoes may be 'traditional style' or 'runner style' however they must be 100% black and free from different coloured logos/branding.
- Grade 3 - 6 students can wear runners and white socks with their sport uniform, only on days of Physical Education lessons, Interschool Sport days for Grade 5/6s or other sports activities that have been deemed acceptable by their classroom teachers. Students of Grades Prep - 2 may wear runners for Physical Education days. If students require runners for other events throughout the day, they must be changed into, not worn all day.
- The only acceptable headwear is a Sunsmart hat consistent with our Sunsmart policy. They must be worn outside in Terms 1 and 4. Hats are not to be worn inside.
- Red beanies can be worn outside in winter months as a substitute to a hat.
- Grey tights may be worn under the girl's tunic as a part of the winter uniform.
- Tights of other colours may be worn but must not be visible under the uniform.
- Undergarments or compression garments may be worn and visible however must be the same colour of the uniform worn and free from logos/branding. For example, in winter a student can wear a white long sleeved undergarment under the short sleeved sport uniform t-shirt for additional warmth.
- If an additional jacket or external layer is required, it must be worn over the uniform bomber jacket, not as a replacement and must only be worn outdoors.
- Stud earrings or sleepers are the only permissible earrings and must only be worn in the ears.
- Watches are acceptable.
- Jewellery such as necklaces, bracelets or any other items are not permitted as they provide a catch or tangle hazard. Should special consideration be sought, the children's parents must write a letter to the Principal.
- Extreme hair colours (eg. green, pink or purple rinses) and/or extreme hairstyles (eg. spikes or Mohawks) are not permitted, unless as part of a school event (eg. House colours at Carnivals, Whacky Hair Day Fundraisers, etc.).
- Hair below the shoulder must be tied back off the face.
- Headbands and hair ties must be black, red, white or grey.
- Cosmetics, including nail polish, are not to be worn at school.

# Wellbeing

## Bullying Prevention

Our school is committed to providing a safe and caring environment and culture that enables positive relationships to be formed amongst all students and staff and which encourages self-esteem, cooperation, personal growth and a positive attitude to teaching and learning. The school's Bullying Prevention Policy, in conjunction with the Cyber Safety and Student Engagement and Inclusion Policies, inform the community that bullying in any of its forms will not be tolerated and that all students have the right to learn.



We take this very seriously so if you become aware of any bullying, please contact the school immediately so that we can work together to address the issue.

Our Bullying Prevention policy can be found on our website, along with many other policies.

## Discipline

Our school's Engagement & Inclusion Policy addresses the behavior management through proactive and reactive perspectives.

The Malvern Valley Way underpins the culture of our school and it is a proactive approach to management of behavior in our school and it is inclusive of Restorative Practices

Stages of response to unacceptable behavior are based upon on Restorative Practices. It fosters social and emotional development and facilitates any harm that has been caused to be repaired.

The school maintains ongoing documentation of all incidences to ensure we are able to deal with situations that arise in the most appropriate way.

## Engagement and Inclusion

The school's Engagement & Inclusion Policy underpins our approach to the Health and Wellbeing of students. It comprehensively addresses the following areas and can be found on our website.

- School Profile
- Statement School Values, Philosophy and Vision
- Engagement Strategies: Universal, Targeted and Individual
- Behavioural Expectations
- Responses to Challenging Behaviour

## Malvern Valley Way

Malvern Valley Way is the name of our school's social literacy program and guides us in how we work and learn together.

We have 4 core areas to our Malvern Valley Way and we cover 2 each year.

- Personal Power (Semester 1, 2018)
- Team Work (Semester 2, 2018)
- Community
- Managing Conflict and Restoring Harmony



## Statement of Values

Malvern Valley Primary School recognises the importance of the wellbeing of all community members, not just the students. The partnership between schools and parents to support student learning, engagement and wellbeing are integral to this. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Statement of Values sets out our behavioural expectations of all members in this school community, including the Principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Statement of Values acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully as a community working together.

This Statement of Values can be found at the end of this document.

## Year Book

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Each year we produce a Year Book and this includes work from each student as well as photos from events over the year.

If you take photos from events please send us a copy so they can be considered for the Year Book and teachers can use them for their classes.

The Year Book can be purchased for \$20 per copy.

## STATEMENT OF VALUES:

### PROMOTING HEALTHY, SAFE AND RESPECTFUL SCHOOL COMMUNITIES



#### AS PRINCIPALS AND SCHOOL LEADERS, WE WILL:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Behave in a manner consistent with professional standards and meet responsibilities to provide inclusive and safe environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students.
- Do our best to ensure every child achieves their personal and learning potential and identify and support students who are or may be at risk.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

#### AS TEACHERS AND ALL NON-TEACHING STAFF, WE WILL:

- Model positive behaviour to students consistent with professional standards by treating all members of the school community with respect
- Proactively engage with parents about student outcomes.
- Work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly.
- Work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs.
- Communicate with the principal/school leaders in the event we anticipate or face any challenging behaviours from parents.

#### AS PARENTS, WE WILL:

- Model positive behaviour to our child by treating all school leaders, staff, students, and other members of the school community with respect.
- Ensure our child attends school on time, every day the school is open for instruction.
- Take an interest in our child's school and learning.
- Work with the school to achieve the best outcomes for our child.
- Communicate constructively with the school and use expected processes and protocols when raising concerns.
- Support school staff to maintain a safe learning environment for all students.
- Follow the school's Concerns and Complaints Policy if required.

#### AS STUDENTS, WE WILL:

- Model positive behaviour and the school values to other students.
- Behave in a safe and responsible manner.
- Respect ourselves, other members of the school community and the school environment.
- Actively participate in school.
- Not disrupt the learning of others and make the most of our educational opportunities.

#### AS COMMUNITY MEMBERS, WE WILL:

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students.
- Utilise the school's communications policy to communicate with the school.

#### THE DEPARTMENT OF EDUCATION AND TRAINING WILL:

- Provide support and advice to principals to equip them to manage challenging behaviour of students, parents and staff.
- Provide guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.
- Provide parents with practical guidance and resources to resolve conflicts with the school.

## CONSEQUENCES FOR FAILING TO UPHOLD THE STATEMENT OF VALUES

### UNREASONABLE BEHAVIOURS

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the principles of this Statement of Values include when a person:

- Inappropriately uses social media as a forum to raise concerns/make complaints against the school
- Is rude, aggressive or harasses others, in person or written / online communication
- Is manipulative or threatening or physically intimidating
- Speaks in an aggressive tone, either in person or over the telephone or makes sexist, racist or derogatory comments

### CONSEQUENCES

Principals are responsible for determining what constitutes reasonable and unreasonable behaviour. Failure to uphold the principles of this Statement of Values may lead to further investigation and the implementation of appropriate consequences. This may include:

- Utilising mediation and counselling services
- Alternative communication strategies being applied
- Formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice.
- An intervention order being sought
- Informing the police which may result in a charge of trespass or assault

By agreeing to meet specified standards of positive behaviour, everyone in our school community can be assured that they will be treated with fairness and respect. In turn, this will help to create a school that is safe and orderly, where everyone is empowered to participate and learn.