



2022 PARENT HANDBOOK



9569 5820



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



@malvernvalleyps



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Principal's Message



Welcome to Malvern Valley Primary School. I am very excited to have you join our school community.

Malvern Valley is a warm, caring school, providing a safe, secure and stimulating environment in which all children will learn and achieve their full potential.

We view parents as partners in the learning journey and powerful allies in helping to educate their children. By having an open-door policy, with clear and regular school-home communication and encouragement of parental involvement, students will have a richer and more diverse learning experience and parents will feel more connected and empowered. Teachers and staff are skilled in and encouraged to develop strong

home-school relationships.

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.

Tracy Skiba | Principal

Our School

Vision

Creating confident children with choices for their future.





Our vision is underpinned by our values of Respect, Resilience, Confidence and Cooperation.

Purpose

Malvern Valley Primary School provides an education, rich with enduring understandings and concepts, which will maintain relevance into the future and enable our students to flourish in whatever their future holds.

Values

Our school values underpin the vision of Malvern Valley Primary School. They are:

	CONFIDENCE Having faith and trust in yourself		RESPECT Having regard for yourself, others and property		RESILIENCE Being able to bounce back and make the most of a situation when unexpected things happen		COOPERATION Working together for the good of everyone
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Key Staff

WHO

Tracy Skiba
Amy Tinetti
Merryn Gould
Irene Papanikolaou

Casey Gould

WHAT

Principal
Assistant Principal
Business Manager
Office & Student Administration

Teaching and Learning Coach

WHERE

Administration Area
Administration Area
Administration Area
Administration Area

Room 3/4 office

Classroom Teachers

Cara Di Roberto
Laura Crothers

PD
PC

Room 1
Room 2

Caitlin Webb
Melissa Pereira/Lauren Frattin
De Vante Nathan
Cora Evans

1/2W
1/2PF
1/2N
1/2E

Room 3
Room 4
Room 5
Room 6

Lakesha James
Brandon Roode
Jennifer Pritchard

3/4G
3/4R
3/4P

Room 11
Room 12
Room 10

Daniel Harrington
Stephanie Pollard/Andrew Brown
Katie Airey

5/6H
5/6V
5/6K

Room 7
Room 8
Room 9

Specialist Teachers

Andrew Brown
Amy Syme-Ross
Mariana Surenian
Chris Gillies

Physical Education
Japanese/Tutor
Performing Arts
Visual Arts

Sherwood Centre
Sherwood Centre
Sherwood Centre
Multipurpose Room

Education Support Inclusion Team

Jo Alfano
Emma Boyce
Candace Davenport
Stephanie Gatehouse
Leanne Frost
Kerry Prendergast

Literacy Support & Library Technician
Inclusion team member
Inclusion team member
Inclusion team leader
Inclusion team member and OHS Rep
Inclusion team member & OSHC Coordinator

Absences

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

It is a Department of Education and Training regulation that your child maintains full attendance at school.

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

Parents are expected to notify the school through the Sentral parent portal/app providing a reason for the child being absent. Alternatively, this can be via a phone call (9569 5820) or email (malvern.valley.ps@education.vic.gov.au). If you know in advance your child is going to be away, please notify the school via one of the options outlined above.



Accident or Illness at School

Every effort is made to ensure your child's safety and well-being at school. All staff are trained in anaphylaxis, and CPR as well as being trained to provide basic first aid.

Only minor cuts and abrasions will be dealt with 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
- Require medicine which has not been provided to the 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 occurred and what action was taken.

There is a file kept for each child at school. It contains emergency contact numbers for parents, doctors and authorised 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



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.

We have developed our own system to ensure active travel is safe and enjoyable. Each student can apply for a tag in their House Colour, 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.

Assembly

The whole school takes part in an afternoon assembly led by the House Captains and Junior School Council members, held fortnightly on Friday at 2:40pm, at which time various announcements are made, awards presented etc. Assemblies are held in The Sherwood Centre and parents are invited to attend. On the last day of terms 1,2 and 3 there is a final assembly at 1.30-2:30pm. The final assembly for the year will be held at 12.30.

Assessment

Semester Reporting

End of semester reporting occurs twice a year and is based on the Victorian Curriculum achievement standards.

All reports are uploaded to the Sentral portal for easy access by parents and carers.

Teachers use assessment to inform them of:

- the next step of learning for each student.
- areas to consider when planning for student learning.
- the growth the student has made in their understanding.

Foundation Assessments

Prior to the new school year (term 4) 1-1 interviews using the Early Years Evaluation - Direct Assessment (EYE-DA). Many learning difficulties can be prevented with early identification, excellent classroom instruction, and appropriate intervention. The Early Years Evaluation – Direct Assessment (EYE-DA) helps educators plan for diverse learning needs before children enter their prep year. These reports are shared with parents and carers to assist their child with a successful transition.

In February, the Foundation students do not attend school on Wednesdays as on these days the Prep teachers conduct 1-1 assessments 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 as well as what interests each student.



Before and After School Care

The school's Before and After School Care (OSHC) Program is run in partnership with Team Kids.

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, OHSC will commence at 2.30pm. On the final day of the year OHSC will operate from 1.30pm. Team Kids will run the OSHC program 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 an online enrolment at

<https://malvernvalleypsvic.fullybookedccms.com.au/family/login>



You will be able to manage your bookings and cancellations through this online account. Your account is managed through Team Kids and payment is made through direct debit. Bookings are essential.

Book Club

Children will be given the opportunity to purchase books through the Scholastic Book Club. Catalogue links will be emailed, there are two per term. Orders can be placed online via the Scholastic Book Club Loop. Book orders are shipped to school within a few weeks and given to students to take home.

Buddies

All children in Foundation 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 little ones to settle in. They are a support person in the school yard and throughout their first year at school. Your child will receive a welcome letter from their buddy in their welcome pack.

Buddies become very special friends and are a great support for our youngest school members.



Camps

Children in Grades 3 - 6 have the opportunity to attend an annual camp. Grade 3/4 Students attend for two nights whilst Grade 5/6 Students attend for three nights. The camp sites the students visit are:

- Camp Rumbug and Phillip Island YMCA for 3/4s
- Cave Hill and Coastal Forest Lodge for 5/6s

Students in Grades 3-6 can opt into Snow camp held in Term 3 at Mt Buller. To support a healthy transition into the camping program, Foundation to Grade 2 children are involved in an afternoon of activities and a dinner at school during Term 4.

Canteen

Parents' Association operates a canteen service on Fridays which is run by parent volunteers and managed by Shino Shibata, our Canteen Supervisor.

The school uses www.quickcliq.com.au for all lunch orders. Parents simply create an account and deposit funds to order lunches. Orders close on Thursday night at 8.00pm and unfortunately there cannot be any late orders.

Window service is available for students to purchase recess snacks.

Your support in helping on Canteen days will be appreciated. Roster times are 9:00am -11.30am and 11.30am – 2:30pm. Further information can be found in the weekly newsletter Parent's Association section.

Communication

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.

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's Association

We appreciate parents responding to all notices promptly.

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. 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 available on the Sentral Portal at the end of Terms 2 and 4.

The first Prep report is 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.

Social Media

Malvern Valley Primary School is active on both Instagram and Facebook social media platforms. Regular posts keep our wider community abreast of all the wonderful things happening here at school. We also include relevant information for parents.

Sentral 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 download it for free. If you require assistance, please visit the office.

Website

The school's website (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 where a substantial amount of information is and where you can sign up to receive the parent update online.

Concerns and Complaints

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 team leader of the year level cohort (listed on our website), 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 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

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 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)
- Health & Physical Education (taught by a specialist teacher)
- Civics and Citizenship, Economics and Business, Geography and History
- Languages: Japanese (taught by a specialist teacher)
- Ethical Capabilities
- Intercultural
- Critical and Creative Thinking
- Personal and Social

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

The Academy

The Malvern Valley Academy is an initiative that provides an opportunity for our Grade 3-6 students to develop their talents in a range of learning areas, with a focus on STEM. In weekly Academy sessions students work with like-minded students, industry professionals and use specialised equipment to develop knowledge specific to their chosen field and foster critical and creative thinking skills. Students work together to innovate, create and design solutions to real-world problems, using a Design Thinking approach. Student Voice is an integral part of the Academy, with students electing their program of choice and driving the direction of their investigations throughout the year. The Academy is supported by cutting edge resources and spaces such as our STEM Lab and STEM Studio.



Foundation Gardening Program



Each week the Foundation students participate in a Garden Program session where they investigate living things – looking for insects and worms, learning about plants and watching them grow, weeding and watering and, tasting and preparing food from the garden. The program links in with their Units of Inquiry and authentic links to curriculum areas are made where possible.

Specialist Subject Areas

Every week students will engage in a specialist subject lesson in each of the following areas:

- Performing Arts
- Japanese
- Physical Education
- Visual Arts

Extra Curricula Programs

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

- Passion Clubs: an array of activities run by teachers at lunchtime
- Lunchtime Chess Club
- Private music lessons
- Student leadership meetings
- Sport in Schools program

We also offer a range of afterschool and weekend activities.
We currently offer

Home Learning

Home Learning is based on work familiar to the child and aims to provide opportunities for independent practice of concepts taught in class. Tasks can take many forms and will include an array of subject areas. Sufficient time and notice will be given for the completion of home learning tasks, considering the children's extra-curricular activities.

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



Home Reading

F - 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 the storyline, characters, setting and what connections they are making. It is also important to infer things about what they have read by asking questions about what they think might happen or why it might have happened. We aim to encourage a love of learning so enjoy this special time with your child.

Daily Organisation

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 Students arrive at school
- 8.55am – 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 you cannot pick up your child before 3.45pm please contact the school office.

Drop Off and Pickup

Students are to arrive at school by 8.50am and put their school bags in the allocated spot outside their classroom.

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. Foundation 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 8.55am and 3:30pm. Should your child arrive late to school or you need to collect them early, please visit the office and sign them either in or out on our Arrival and Departure Kiosk. Students arriving late will receive a Late Pass and then independently make their way to their class. If leaving early, students will be called up to the office. 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. Please make sure that lunch boxes and drink bottles are clearly labelled.

Whilst not a nut-free school, children are discouraged from bringing food containing nuts onsite and are not allowed to share food.

Parking

At pick up and drop off times the traffic can become busy. To assist with the safety of students and people in the Precinct:

- Please note and observe the no standing areas and restricted parking times around the school
- Please park in designated spaces in the Phoenix Park carpark
- 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, Quentin Road or the Phoenix Park precinct carpark. The safety of all children is paramount and we ask all to assist us in this area.

There are supervised School Crossings on Abbotsford Avenue and Quentin Road, which operates between 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.

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 easily seen.

There are well-defined boundaries that are designed to maximise student safety and procedures in place to promote social engagement and wellbeing.

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

Disabilities and Impairments

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.

It is important that this information is shared in a timely fashion so that any necessary accommodations can be implemented.

Excursions and Incursions



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

Excursions and incursions are planned to relate to concepts being studied and are reflected in class learning. A wide range of excursions and 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, you will require a Working with Children Check to do so.

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

Finance

Parent Payments

Parents' financial contribution to their children's education enable us to deliver a high-quality teaching and learning program. Parent Payment must be paid on or before the 30th January 2023 either:

- As one instalment
- As the first of 3 instalments, each due on the first day of Terms 1-3

Refer to the Parent Payment notice for information regarding other arrangements and details.

Money Collection

Subsequent payments throughout the year can be made using:

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

If sending Cash, please put it in a sealed envelope with: student's name, class, amount and the 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 Parent Association 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 and include opportunities for gifted and talented children to be extended and challenged. The school strives 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 21st century workforce such as metacognition, creativity, analysis, collaboration and problem-solving.



Head Lice

Parents will be notified 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**

Junior School Council



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

A representative group of children from Grade 2 to 6 meet regularly to discuss child-identified matters. A teacher leads the JSC and implements 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

All belongings brought to school should be clearly labelled.

Lost items of clothing, lunch boxes and other items are placed in the lost property box in the Administration Area. Named items will be returned to the owner's class. At the end of term all lost property is cleared and unnamed items will be donated to the secondhand uniform shop.

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.

Library

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 Conditions

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.

We have a Medication Authority Form that parents must complete and these are available on the MVPS website as well as in the office. It includes information regarding the name of the medication, dosage and time to be taken.

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

Allergies/Anaphylaxis/Asthma

If your child has allergies, anaphylaxis or asthma, please inform the school with the details so that the correct support can be provided as required. All staff are trained in both the administration of an EpiPen and the correct procedures to treat an asthma attack. Please ensure the school has any current copies of your child's medical/health plans.

For more information, please see our Anaphylaxis and Asthma Policies on the school's website.

Music

Our Performing Arts program incorporates the use of percussion instruments at various times throughout the year.

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

Students are also encouraged to join the school choir.

Parents' Association

The Parent Association (PA) 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 PA 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 and run community events and oversee the canteen which we encourage all families to be part of.

The PA meet each month to organise their events. Chantal McCrae is the President, and she can be contacted on mvps_pa@outlook.com.

Friends of Malvern Valley

The aim of 'Friends of Malvern Valley' is to anonymously assist families who are experiencing difficulty. Support 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 and your name can be added to the anonymous register.

Parent Involvement

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:

- Becoming a member of the School Council, a Sub-Committee or Parents' Association.
- Attending Parent/Teacher interviews and Open nights
- Accepting invitations to the classroom to see the children at work or to assist in various activities
- Assisting in the classroom with reading, writing sessions or PMP
- Assisting in swimming programs, sports coaching and excursions.
- Scholastic Book Club
- School Barbecues
- Working Bees
- Canteen

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 completed the annual Parent Helpers Induction course.
- 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 regarding your role. They will ensure whatever your role is, it has the greatest positive impact for all students.
- Remember you are there to benefit all children.
- Always demonstrate the school's values: respect, cooperation, resilience and confidence.

- Maintain strict confidentiality. Should you have any queries or concerns regarding information you have been exposed to, please speak to the teacher.
- Enjoy the experience and know that by assisting you have contributed significantly to each student's education.

Class Coordinators

Every class has a Class Coordinator. The aim of the Class Coordinator is to act as a link between parents, teachers and the school as a means of increasing parent involvement and supporting 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

Many school programs and events rely on volunteers. Our school Volunteer and Visitors Policies are available on the school's website and outline the procedures to follow.

Working Bees



Each year we run four Working Bees, one per term and we ask parents to attend 2 Working Bees each year. Information regarding Working Bees will be placed in the school newsletter, or you can contact the school office for the dates. You do not need specific skills, just a keen interest in maintaining our school appearance. Tasks may include weeding, spreading mulch or soft fall, planting, trimming established plants, painting or varnishing. Helpers are encouraged to bring along their own gloves and tools where possible. Morning tea is catered for, and it is a great way to connect with other families in our school community as well as taking care of our school environment.

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 Simply nominate Malvern Valley Primary School as your place of volunteering and you will be able to access one free of charge.

Physical Education



A specialist Physical Education teacher takes all children for a 50 minute session each week.

All students participate in a school Athletics Carnival, Swimming Carnival, and Twilight Sports. Grade 3-6 students may also qualify to compete at District events throughout the year. Grade 5 and 6 students participate in Interschool Sport throughout the year.

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.

Policies

The School Policies are statements of the school's procedures and general principles and state the arrangements made to achieve them. Policies are reviewed by School Council as needs and circumstances change. The School Policies undergo continual review and key policies can be found on our website (<http://mvps.vic.edu.au/parents-community/#policies>).

School Council

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

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.

Council meet once a month during term times on a Wednesday night at 7.00pm. 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

- **Facilities and Grants:** Responsible for the development and maintenance of buildings, grounds and equipment, as well as sourcing grants to improve our school facilities and programs.
- **Finance:** Responsible for the annual budget, and overseeing general financial management.
- **Curriculum, Wellbeing and Policy:** Responsible for reviewing and updating school policies as well as sharing our school's curriculum/wellbeing journey and next strategic steps.
- **Parent Engagement and Promotions:** Responsible for publishing school information for the community, promoting the school locally and encouraging parent involvement.

School Photos

School photographs are taken each year. Parents will be notified in advance of the date and all students will be able to order a photo pack. A whole school photo is also taken at this time. There is no obligation to purchase photographs.

Strategic Plan

The school has a four-year Strategic Plan. This is evaluated formally each year by School Leadership, School Council and DET representatives through our Annual Implementation Plan and after the completion of the four-year cycle. Our goals for 2019-2023 are:

Achievement: To improve student outcomes in Literacy and Numeracy for all students

Student Engagement: To increase student agency and voice

Student Wellbeing: To embed a positive psychology approach to enhance student wellbeing

Technologies



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.

Each class has access to both laptops and iPads.

All students in Grades 3-6 have access to a laptop allocated to them for onsite use. Laptops are used to engage and support students in learning tasks. They are used authentically to provide students access to rich and rigorous learning opportunities.

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

Pupil Free Days and Term Dates

Pupil Free days are an opportunity for staff to develop and evaluate curriculum programs and participate in professional development. These dates are published on the website and on the Sentral portal.

Please note that school finishes at 2:30pm on the last day of terms 1, 2, and 3 and at 1.30pm on the last day of the year.

Uniform

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 424 Station Street, Box Hill 3128 9890 3487 www.surreyonline.com.au

Second hand uniform managed by the Parents' Association and is available in the Sherwood Centre. Payment is via an honesty box or at the office. Items prices are advertised in the newsletter.

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

Our Dress Code is as follows:

- The uniform should always be presented in a clean and professional manner. 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 Foundation - 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 (e.g. green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes or Mohawks) are not permitted, unless as part of a school event (e.g. 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
- All smart watches and mobile phones must be signed into the office on arrival and signed out at the end of the day.

Wellbeing

Positive Education

Our Wellbeing program is based on a philosophy of Positive Education. It is underpinned by our School Values, a growth mindset culture and an understanding of character strengths. We use the six domains of wellbeing (Positive Emotions, Relationships, Engagement, Purpose, Health and Accomplishment) to provide a framework that enables whole-school focuses as well as a developmental sequence throughout each year. We work in consultation with Geelong Grammar, the pioneers of and lead research body behind Positive Education to ensure our students and community are empowered to flourish.

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 Wellbeing 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.

For more information, the Bullying Prevention and Student Wellbeing and Engagement policies can be found on our website.

Discipline

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

Positive Education and Restorative Practices underpin the culture of our school and provides a proactive approach to the management of behaviour in our school.

Stages of response to unacceptable behaviour 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 can deal with situations that arise in the most appropriate way.