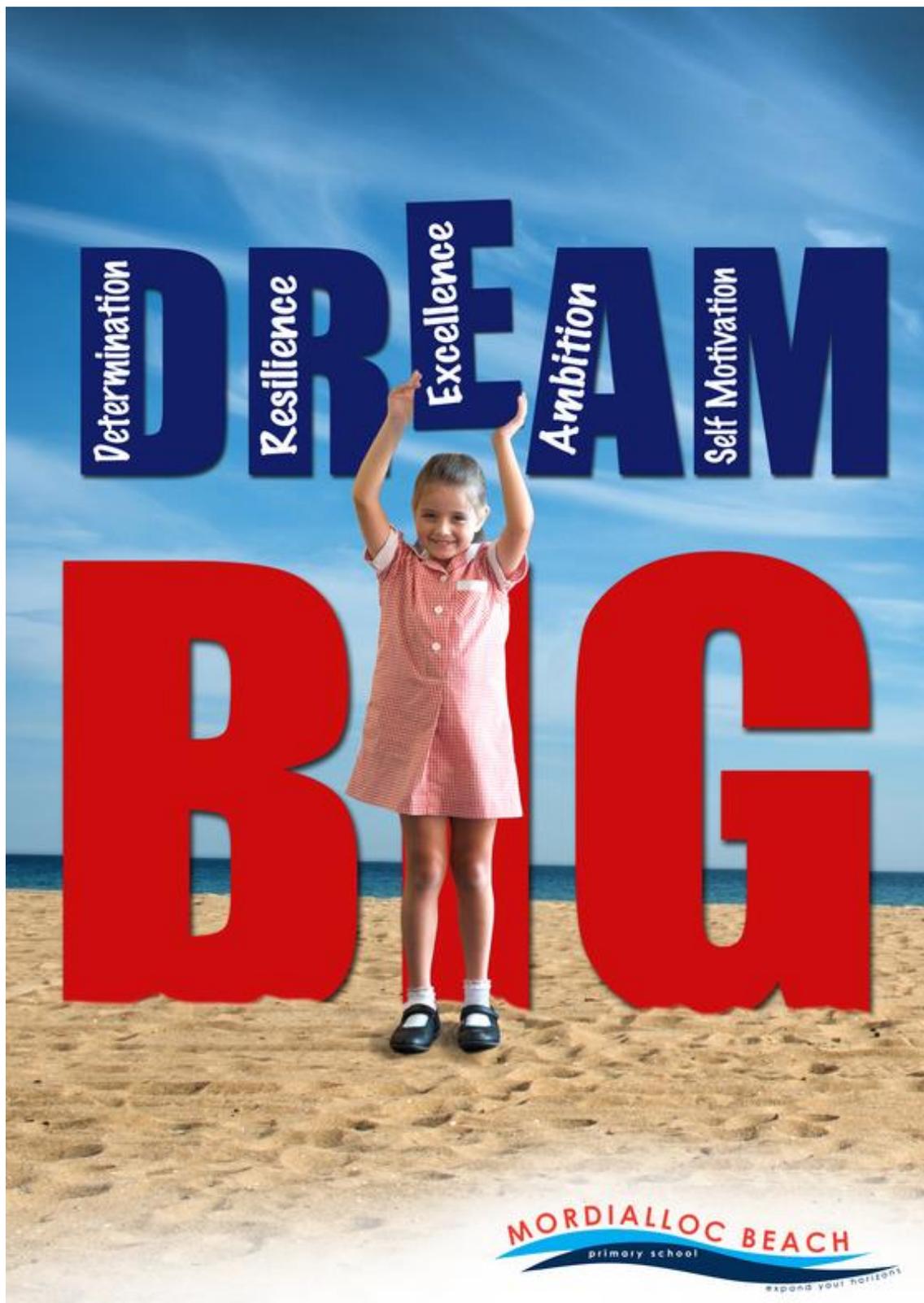




Engaged, supported,
happy, curious students



Information for Parents
about Mordialloc Beach Primary School 2022





Welcome!

MBPS is a 'hidden jewel' of a school nestled behind the vibrant shopping precinct of Mordialloc and a short distance from the beautiful Mordialloc Beach. We have 240 students. This community views learning as an active partnership between school and home. We provide a caring, safe, flexible, stimulating and challenging environment that supports the development of positive attitudes to learning. We have high expectations of our students and strive for academic excellence.

Mordialloc Beach PS gives students' access to a high quality education, which will maximise their potential for their future lives. This is achieved and maintained by comprehensively planned programs, committed staff and a supportive community.

Our profession and the wider community are now very aware that the future we are preparing today's students for is very different to that of our past. Research tells us that: We are preparing our children for a future where they will have jobs that don't exist using technologies that haven't been invented to solve problems that we don't even know are problems yet. Primary school students have access to technologies that did not exist even a few years ago.

We now live in a very Globalised world and our curriculum needs to reflect and prepare our students for this world. The need to live with and support our environment.

All these factors mean that we need to provide our students with so much more than factual based content as we may have in the past. Student's need knowledge, skills and understanding in order to participate actively in a local and global community.

We take students into the digital age with the best technology, balanced with the best quality teaching. Mathematics Specialist Teachers guide our outstanding math's results. Our programs are innovative and unique. Student driven vegetable garden, senior student managed market, outstanding Art program, French, Music, PE and we have a fantastic Library. We want every child to shine at Mordialloc Beach Primary School. Our teachers CARE about children!

Most recently, we have been working on the Professor John Hattie HIGH IMPACT TEACHING STRATEGIES (HITS). This has allowed our staff to have access to the cutting edge of best academic practice with guaranteed improvement in student learning outcomes. I look forward to meeting you personally soon and having your child enrol in this fantastic school!

Sue Leighton-Janse

Principal

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1. PROGRAMS

INFORMATION, COMMUNICATION TECHNOLOGY (ICT)

Mordialloc Beach Primary School has undertaken the BYOD (Bring Your Own Device) program with years 3-6 students. The program allows students one to one time on their device with exclusive use of our secure school network and internet. The most common devices are iPads followed by tablets and laptops. Students in grades P-6 participate in activities such as word processing, graphics, databases, coding, spreadsheets and research as well as controlled access to the internet. The classroom teachers conduct these lessons. Junior classes use a variety of programs to enhance language activities and participate in a range of computer activities. Each class has a bank of computers and access to Lenovo Netbooks for use within the classroom.

THE ARTS

Weekly specialist class activities promote a basic understanding, appreciation and enjoyment of visual art, music, drama and dance. Our Art Program is second to none. Just take a look at the walls of our school and you will see the wonderful pieces of Art that our children produce. We also have an Art Show once a year which is a spectacular display of every child's piece of art. Music is also a specialist subject that includes singing, dancing, music appreciation and reading music. The children love to create and make music in these classes. Our music teacher runs the Choir.

Some children may elect to pursue more formal instrumental instruction. Tuition is available to the children who are taught an instrument of their choice at a cost to their parents. Lessons are conducted at school during normal class times for half an hour each week and delivered by POCO Music. These students also perform in our Student Rock Band at events.

LANGUAGE OTHER THAN ENGLISH (LOTE) FRENCH

Language studies provide opportunities for students to develop positive attitudes towards the learning of another language as well as increasing the students' knowledge and appreciation of their own language. As it is highly desirable to start language learning early, French is offered to students at Mordialloc Beach Primary School from Foundation through to Year 6. The main objective of the course is to give the students some basic knowledge of the French Language and an insight into French culture. Where possible, topics and themes that are being investigated in the students' classrooms are integrated into the LOTE program and incorporate a range of learning styles. A French Cultural Day is celebrated annually. The two local Secondary Colleges also offer French.

GIFTED & TALENTED CHILDREN

By recognising that children learn in different ways and at different rates, the teachers at Mordialloc Beach Primary School ensure that the programs they offer will stimulate and extend all children using the 'thinking curriculum'. Each classroom uses a variety of approaches and teaching strategies aimed at allowing children to reach their potential (DeBono, Multiple Intelligences etc.) Attitude and achievement are regularly recognised at class level through Dream Big Student of the Week presentations on Friday afternoon assemblies. Every endeavour is made to identify individual needs and strengths in all aspects of school life; in the classroom, socially and on the sports field. Sporting achievement can lead to competition at regional and state level. All children at Mordialloc Beach Primary School benefit from being part of this celebration of individuality and excellence.

PHYSICAL EDUCATION

Sport plays a vital part in your child's development. At Mordialloc Beach, we pride ourselves on the quality of physical activities on offer. Our PE teacher Mr Oresti Nitsios is a Level 2 Basketball Coach who does incredible PE lessons that are fun and develop the students love for sport and fitness. Our students enjoy a range of programs including inter school sport, house and tabloid sport, netball, rounders basketball, cricket, tennis, AFL football, soccer, beach days, hockey, swimming, athletics and PE lessons.

2. BELL TIMES AND FOUNDATION START INFORMATION

School begins at 9am. Children are expected to be in the school grounds prior to 9am. One Staff Member is on duty from 8.45am-9.00am. (Before Care is available onsite)

School Starts	9 am	
Morning Recess	11.00 am until 11:30am	(Two Staff Members on duty)
Lunch time	1.00pm until 2.00pm	(Two Staff members on duty)
End of school day	3.30 pm	

One Staff Member on duty until 3:45 pm then children are taken to After School Care. Just before the bell goes, music plays to encourage the children to move swiftly to line.

3. TERM DATES

2022

Term 1: Monday 31 January – Friday 1st of April - school finishes at 2.30 p.m.

All students commence on this day, including foundation students.

Term 2: Monday 26 April to Fri 24 June - school finishes at 2.30 p.m.

Term 3: Mon 11 July to Fri 16 September -school finishes at 2.30 p.m.

Term 4: Mon 3 October to Fri 20 December - school finishes at 1.30 p.m.

4. TRANSITION FROM KINDERGARTEN

Teachers at Mordialloc Beach Primary School are particularly aware of the huge adjustments children have to make when they begin school. The school has introduced a Preparatory Transition Program to develop school readiness and assist both parents and children in taking this step. It begins with visits by prep teachers to the kindergartens to meet the children and is followed up by a series of sessions at Mordialloc Beach Primary School during term four. Children become familiar with the school and its routines and get to know the teachers.

Parents are encouraged to stay at school to attend information and discussion sessions on various aspects of primary education including meeting other parents, helping your child at school, reading and the child, school uniform, meet the principal, children's writing, computer aided learning, school medical service and student health, as well as other relevant issues.

The school arranges for child minding of younger children during the transition program to enable parents to participate.

Preparing your child for school:-

Preparing your child for the start of primary school will help them feel more confident about the big changes that are about to happen and what to expect at their new school.

In preparation for this important chapter, you can help your child to develop a love for learning so the move is a happy and positive one.

From the year before until the day they start school, there are a range of ways you can prepare your child for their new environment.

The year before school:-

In the year before your child starts primary school, you can begin to focus on different aspects of school life. Discussing school and encouraging your child to become more independent can help them better adjust to the new learning environment.

Things that you can do to help your child prepare include:

- asking your child what they think about school
- encouraging your child to ask questions about going to school
- encouraging your child to do things on their own, such as dressing, washing their hands, going to the toilet, unwrapping their food, and opening their drink bottle
- talking to friends and other families about what school is like
- attending transition-to-school programs at your child's new school
- talking to the school about how you can be involved in your child's life at school
- talking to your child's early childhood professional about other things you can do at home to help your child's learning and development.

Over the summer holidays:-

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 the same school as your child – it helps if your child knows another child at their school before they start
- practising 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.
- The first day of school

There are a range of things you can do to help your child have a successful and stress free first day at school including:

- helping your child to pack their school bag with a snack, drink, lunch and a hat. Include a change of clothes and a spare pair of underpants in a plastic bag and let your child know these clothes are there in case of any accidents
- when dressing for school look for easy fasteners and encourage your child to dress themselves, so they can manage things like taking jumpers on and off. Label all belongings and find out where lost property is held at school
- put sunscreen on your child in the morning if it is needed
- leave home on time allowing time to say goodbye. At first, you may stay a while to ensure your child feels secure, but once they have settled in, a short and reassuring goodbye encourages independence
- show your child where you will meet them at the end of the school day
- check what time school finishes and arrive in plenty of time to collect your child
- at the end of the day talk to your child about what happened at school.

For further tips for parents, please use this website:

<http://www.education.vic.gov.au/school/parents/primary/Pages/p4p.aspx>

5. SPEAKING TO THE CLASS TEACHER

The teachers are usually in the yard before school so quick chats are acceptable.

For longer discussions, it is advisable to make an appointment with your child's teacher at a mutually acceptable time.

Using notes or the Diaries (each child in Years 3-6 is issued with a diary at the beginning of the year or upon entry to M.B.P.S.)- This is a quick and informal way of passing on information.

NOTE: Teachers respect your needs to pass on information, so please respect their needs to begin or continue classroom operations on time. Teachers attend many meetings including staff meeting Monday/Wednesday night and Professional Learning Team meetings on a Tuesday.

6. YARD DUTY

In accordance with the Department of Education, Employment and Training regulations, there is a teacher on yard duty patrolling the school grounds from 8.45am until the bell rings at 9.00am. During recess, lunchtimes and after school teachers are also on yard duty. At Mordialloc Beach PS, we have 1 teacher and 1 other staff member on duty for each recess and lunchtime, to ensure all students can locate a teacher at any time. Out of School hour's childcare is available for Mordialloc Beach students from 7am until 6.15pm. The Out of School Hours Childcare is run by Camp Australia.

7. REPORTING TO PARENTS

Parent/Teacher interviews are held early in Term 1. They are booked in via Sentral. Your child's Individual Learning Improvement Goals will be discussed with you during this interview.

At the end of Term 2 and 4 a formal written report with progression points is available on Sentral. Parent teacher interviews are held in first and third terms.

In the Term 3 parent teacher interview, your child's progress in terms of his/her improvement in learning outcomes will be discussed and new goals will be set.

8. STUDENT ABSENCES

Always send a note to the class teacher via See Saw with a simple explanation for the absence or phone the office and leave a message. Late arrivals and early leavers must be signed in and out via sign in and out book located at the office.

When picking up a child early, please sign your child out first and then make arrangements to collect the child from the classroom. We strongly urge punctuality.

9. DIARIES

Issued to Years 3-6 by the school in Term 1 and are an excellent form of informal communication between the parent and teacher and a great way for students to get ready and independent for Secondary School.

10. TRANSPORT TO SCHOOL

If travelling by car, please observe parking signs.

The school crossings in Barkly St and McDonald St must be used if children need to cross the road.

Please encourage the Stop, Look and Listen crossing the road procedure.

If travelling by Bicycle, Please note bikes are not to be ridden in the school grounds or across designated school crossings. Riders must dismount to cross.

All bikes are stored in the Bike Shed. Each child is to store their own bike in the morning; the shed is locked at 9.00am and unlocked at 3.30 pm.

Please note: If a child from Foundation, Grade 1, 2 or 3 wishes to ride to school, this must be done under parental supervision and permission.

Scooters are to be wheeled in the playground with the rider walking them with parent supervision.

11. PETS

No dogs are permitted into the school grounds. Please tether your well – behaved dog before you enter the grounds outside the school. Some students have a great fear of dogs.

12. LEAVING THE CLASSROOM

We prefer children to go to the toilet during breaks however children must ask permission during class time to go to the toilet and must take a partner. This applies to all grades. Any time a child leaves the classroom they must take a partner. If your child has toileting issues please just let the teacher know.

13. TOILETS

Children must get permission and must take a partner. Children are encouraged not to play in the toilets or cause damage to the toilets and drains. Foundation students have their own toilet next to the classroom.

14. UNIFORM

Wearing a school uniform is compulsory.

MBPS SCHOOL UNIFORM REQUIREMENTS:

Girls Summer options: Navy Blue dress with fine white lines and collar Summer dress, Navy Blue white piped Short Sleeved Polo shirt & Box Pleat skirt navy or Skort and Red Bomber Jacket.

Girls Winter options: Navy Box pleat Tunic with white long sleeve polo shirt and navy tights or navy elastic track pants with navy or white long sleeve polo (or skivvy) and either red Bomber jacket or Navy Fleece Vest or our Windbreaker jacket with logo.

Boys Summer Options: Navy short sleeved polo shirt with navy rugby shorts and red Bomber Jacket.

Boys Winter Options: Navy track pants with long sleeved navy or white polo shirt and either red Bomber Jacket or Navy Fleece Vest and our Windbreaker jacket with logo.

All students must have a wide brimmed hat which is compulsory to wear from September to April. If a child forgets/loses his/her hat and they cannot borrow one, they are to play in the shade.

School Backpack with padding and optional navy raincoat.

MBPS Sports top to be worn for PE and Sport is also available at PSW.

Leather school shoes or runners only.

Uniforms can be purchased from **Primary School Wear, 1 Age Street, Cheltenham.**

15. SCHOOL BAGS

Parents are encouraged to purchase a Mordialloc Beach School Bag.

Use a name tag on the bag rather than writing name in texta on the outside. A special tag will help your child identify their bag.

Bags are hung on hooks outside the classroom or in lockers.

In the early grades the lockers are labelled with your child's name.

16. SHOES

Parents' choice, but please consider the needs of your child. i.e. Buckles, laces, pull ons are tricky for a young student. Fluoro-coloured runners are not considered appropriate uniform. School shoes offer children the best support for their feet.

Children's feet need to be comfortable and well supported and protected.

In hot weather wearing of thongs and some sandals **are not allowed**, please consider safety issues raised by slippery soles or open toes. Consider shoes appropriate for running and playing.

17. LOST PROPERTY

Items are taken to the Lost Property Cupboard located near the bottom of the stairs. Items that are clearly labelled are returned to the child's class on a weekly basis. Unlabelled items are kept in the cupboard and children or parents may forage at any time. All unclaimed property is displayed in the last week of each term.

18. EATING PLAY LUNCH AND LUNCH

Both *Recess* and *Lunch* are eaten inside. Children are asked not to take rubbish outside and not to litter.

For Recess, eating time is 10 minutes and the rest of the time is for playing. For Lunch, eating time is 10 minutes and the rest of the time is for playing. Children are encouraged to put all rubbish in bins provided. **Littering is strongly discouraged.** Foundation students are given more time to eat as they can take longer.

19. FRUIT TIME

Fruit time is at 10.00am each day. An easy to manage piece of fruit is preferable. **THIS IS REALLY IMPORTANT ~ PLEASE ENSURE THAT YOUR CHILD BRINGS A REAL PIECE OF FRUIT ~ NOT JUICE OR FRUIT STICKS.** They can have whatever you choose for a snack for recess, but for fruit time we ask for whole fruit.

20. PLAYING TIME

Both *Lunch* and *Recess* times are supervised by 2 Duty Teachers wearing fluoro jackets and carrying minor first aid equipment. They patrol the play areas and grounds. Students are asked to locate the duty teachers when assistance is required and not to go to the staff room unless directed by the yard duty teacher for first aid. The children also have their Year 6 Buddy who really looks after them.

Children can bring own sports equipment such as balls (no hard balls) or skipping ropes. These items must be clearly labelled. Skateboards, roller blades, and expensive toys are not allowed in the school grounds during school time. It is owner onus for lost items.

21. PLAY AREAS

In Term, Foundation students are allowed to play anywhere in the playgrounds.

Foundation children are allowed to go where they feel comfortable. A lot of discussion goes on in the classroom about safe playing areas and out of bounds areas.

22. LUNCH ORDERS

We outsource our lunch orders to Classroom Cuisine, and they provide a healthy and varied menu at reasonable prices and are available **on a Wednesday and Friday.** It is an online ordering system.

Go to www.classroomcuisine.com.au

The orders are delivered and ready just before lunchtime. Monitors collect the orders from the office and then teachers distribute to the students.

Students are not supposed to share food unless there is a special occasion in the classroom.

Please consider our children with food allergies when providing birthday share food for your child. Ask your child's teacher for clarification. We have some students who are highly allergic to nuts.

23. INDOOR/OUTDOOR BEHAVIOUR

The school has an Assertive Discipline and Welfare policy.

The teacher and the students make an agreed set of classroom rules and consequences.

Teachers always commend students for positive behaviour. There are consequences for inappropriate behaviour.

e.g. An important behaviour to reinforce is to walk, not run when inside and encourage the use of quiet voices when inside.

Sharing and taking turns are also important behaviours to reinforce, as well as not running around corners and taking care when running surfaces are wet.

There are rewards for correct behaviours, which may include free time or house points.

Our children are very well behaved students and we receive many compliments about this from visitors regularly. However in the odd case:-

There are consequences for inappropriate behaviour which include,

- Warning - Name on board. (Possible loss of house points)
- Time out - spent in classroom.
- Time out - spent in another classroom and the parent is contacted.

24. **FIRST AID**

Children are encouraged to find the Yard Duty Teachers to obtain First Aid or assistance.

The First Aid room is located inside.

Mordialloc Beach Primary School Teachers involved with administering First Aid have been trained and are qualified First Aiders; they carry a large bag which contains supplies to treat injuries.

25. **WET/EXTREME HOT DAYS**

On wet days the children will be kept inside the classrooms and allowed out when the weather is deemed suitable. Every classroom is air conditioned. We look after the children on the really hot days also, so do not worry.

26. **BUDDY SYSTEM- FOUNDATION AND GRADE 5/6**

A buddy program operates at the school whereby teachers pair senior students with prep students for occasional programmed activities. This is seen as a way of easing young students into the school and promoting responsibility among the older students. Buddies provide a "big friend" who can look out for them and help with problems throughout the year.

27. **SCHOOL NOTICES**

A school newsletter is sent electronically through Sentral fortnightly on a Friday.

Special event notices are issued when necessary and are published on Sentral.

28. **FEES**

PARENT PAYMENT CHARGES

Essential Student Learning and Curriculum Requirements–

These are items, activities or services the school deems essential to student learning of the standard curriculum. Essential items include materials that the individual student takes possession of, including text books and student stationery, art supplies and school uniform.

Curriculum Requirements include instructional support material, resources and administration beyond the provision of the standard curriculum program and religious education materials

Optional Items-

Items, activities or services that are offered in addition to or support instruction in the standard curriculum program. These are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them.

Voluntary Financial Contributions –

The school may invite parents and guardians to make a donation in the form of a voluntary financial contribution to the school. These may include:

- contributions to a building, equipment or library fund
- contributions for a specific purpose identified by the school
- general voluntary financial contributions or donations to the school

Payment Arrangements and Methods

Methods of payment available are cash, cheque, direct deposit or BPay. Your personalised BPay number is on the last page of your statement. Keep a record of this to make future payments easier.

Family Support Options

Parents who have difficulty paying for essential items will be directed to a range of support options, including:

- Welfare Services, including local community support.
- CSEF
- State Schools Relief Committee for uniform requirements
- Payment by affordable instalments

Consideration of Hardship

The Principal and/or Business Manager are available to discuss parent payment obligations and options and can be contacted by telephone, email or in person about their financial situation and related difficulties in making payments.

Students will not be treated differently, denied access to the standard curriculum program or refused instruction on the basis of payments not being made for essential education items, services or voluntary financial contributions.

29. EXCURSIONS

Notices regarding excursions are sent to parents to obtain permission and contact details that may be applicable to that day.

Excursion costs are usually covered in the school fees but permission is still required. Special lunch or play lunch requests are included as well as any essential clothing or accessories. Departure and arrival times are listed where possible.

Please note: The excursion fee component of the school fees must be paid before your child can attend any excursions.

30. ASSEMBLY

A briefing to the whole school and birthdays are celebrated every Monday morning at the front of the school.

Whole School Assembly is on a Friday at 3:00 p.m. in the School Hall.

The School Captains run assembly.

The children sing the National Anthem. (They are taught the words in Music lessons.) An acknowledgement of Country is also delivered.

Exciting news is delivered concerning current or upcoming events, Sport reports are given and Student of the Week Awards are presented and you will be notified when your child is to be awarded to enable you to have the appropriate level of coverage ready to capture this event. Mrs Leighton-Janse awards Lamb Chop to Junior students who display kindness and Dream Big Award to a student who stands out during the week.

Parents are most welcome to attend the Assembly.

31. HOUSE SYSTEM

There are four houses, Red - Barkly, Blue - McDonald, Gold - Bear and Green - Albert.

Children are allocated a house, which remains their house for their time at MBPS. Siblings are placed in the same house. If your child is starting at Mordialloc Beach at a time other than Foundation then a house colour will be allocated to them. Children can earn points for their house in the classroom for behaviours agreed on in the class rules. House points are awarded each week and announced at Assembly. Foundation children start the House Points in Term 3. Our House Captains run one special event each term. They choose the event and can include a rotational sports day, MasterChef comp, welcome to your house etc.

32. LIBRARY BORROWING

We have a well-stocked Library with all the latest books.

All students will be provided with a Library Bag.

Clearly label with your child's name only, the grade is not necessary as the bags can be used for a number of years.

Library borrowing is on a weekly basis and books can be borrowed if necessary.

Encourage your child to care for the books as some are expensive and are to be shared among all the children.

There is a fee for books not returned or lost.

33. HOME READING

Encourage your child to do some reading every day. You should hear your child read every day until they are fluent readers.

A quiet environment is best but not always achievable, encourage you child or children to find an area where they can concentrate.

Children in upper grades are encouraged to use their reading diary and are required to fill in time spent reading or list books read. Each year level operates a little differently according to the needs of the children. For Foundation parents - Foundation children are encouraged to select their own take home books (from a level designated by the classroom teacher) which should be read at home and returned to school the following day. Most days your child will read to a parent who has volunteered to listen and then encouraged to choose another take home book. All parents even Carers and Grandparents are allowed to take part in this process, not only listening to the child read but taking part in the Reading Roster to give 30 mins of your time on certain days of the week. A roster is on the wall outside the Foundation rooms for parents to choose a day that suits. Reading at home – simply record the book title in the yellow home reading book. Encourage children to take care with the books to avoid tears, breakages, water damage from leaking drink bottles and the ultimate book destroyers are younger siblings or family pets.

34. CLASSROOM HELPERS COURSE – READING/WRITING

A Classroom Helpers program is available to all parents who may wish to help out in the classroom or simply for their own benefit when helping children at home. Parents who attend this course are encouraged to assist in the Literacy block, usually 60 mins in the classroom.

A notice is sent home prior to the commencement of this program and expressions of interest are welcome. The course operates at the school and within school hours and is run by Sue Leighton-Janse. (There are no exams!)

Please see your child's class teacher if you wish to become a class parent.

35. VOLUNTEERS & HELPERS

Mordialloc Beach Primary School is most enthusiastic to have parent helpers. In fact some areas of the Foundation program rely heavily on parent participation. Parents with skills are also actively sought out to complement the learning process. Parent participation is vital in areas such as Fundraising, Class Parent Program, Survey responses, Listening to reading, Early Literacy, P.M.P. (Perceptual Motor Program- Prep only) Fundraising, Art Show and School Concert. All helpers are to have a current Working with Children Card.

36. ENROLMENT DETAILS

The Department of Education and Training requires all pupils who are enrolled in Foundation to have a copy of their birth certificate and school entry Immunisation Certificate submitted to the School's Administration Department to go into your child's file. On the bottom of the immunisation certificate it must state **"this child has received all vaccines required by 5 years of age."**

As most students do not receive their final immunisation until they turn 5 years of age and are usually enrolled before this time, the school may not have received this information, so it would be greatly appreciated if the information could be forwarded to the school as soon as possible. For more details please contact the school's administration area.

37. OUT OF HOURS SCHOOL CARE

The After School Care and Before School Care Programs operate from the Multi-Purpose Room located in the school grounds. These programs are the responsibility of Camp Australia. The coordinator is Jackie. Whilst the program is not a school program it is expected that all children will observe the rules and responsibilities expected of Mordialloc Beach Primary School students.

38. MEDICATIONS

Many children attending school require medication to control illnesses such as asthma and epilepsy. **Parents need to inform the office of any child who has a serious medical condition as soon as possible.** If medication is needed to be given to a child at school then a permission form needs to be filled out to administer the medication. An asthma/allergy plan must be signed by a doctor and provided. All medication except asthma/epipen is administered from the office. Medication is to be clearly labelled with the child's name, the dose required and the times to be taken, in their original container. No child should be allowed to administer any medication (other than puffers) to themselves or to others— medication must always be dispensed by a supervising adult. Medications should be placed in the fridge in the first aid room or kept in the locked cabinet in the sickbay/staffroom. Epipens are kept in the teacher's desk and spares are in the first aid locked cupboard.

39. WORKING WITH CHILDREN CHECKS

Mordialloc Beach requires all parents helping at school, working in classrooms, attending excursions as helpers etc. to ensure each person has a current WWCC. Sighting of the card is not all that is required, as these can be cancelled. Staff need to check with the School Office to make sure we have a copy of their card. We can then do an online search using surname and card number to see if the card is current. For class activities, where the class teacher is supervising the parents, it is adequate to use the receipt number gained from the Post Office, when applying for the WWCC.

40. SCHOOL COUNCIL

The School Council, in consultation with the Principal and staff, has the responsibility for making decisions that affect the direction of Mordialloc Beach Primary School.

[Meetings are usually held on the third Tuesday evening of each month.](#)

School councils play a key role in Victorian government schools. Participating as a school council member is a rewarding experience. The school council supports the principal to provide the best possible educational outcomes for students.

The School Council is the official body charged, along with the Principal and Staff, with the successful running of our school. The role of the School Councillor is to ensure that the interests of students are met through the development of appropriate policy, future directions and growth of our school.

The School Council represents and is responsible to the community as a whole. As such, it decides the major directions of the school program through its involvement in the determination of curriculum objectives, the use of resources and in broad organisational policies. That is, we, the school community, have a real input in the education of our children.

Vital to the efficient running of any school is the work done by and input from many parents and teachers on the School Council Subcommittees. No special expertise is required, just an enthusiasm to continually improve Mordialloc Beach Primary School for your children. Meeting times are flexible to fit in with the majority of members.

Council subcommittees meet to develop relevant policies for approval by Council.

These include:

- Education/Policy
- Fundraising
- Finance (Buildings & Grounds)
- Marketing

EDUCATION and POLICY SUBCOMMITTEE

- Determines the general education policy of the school within the guidelines issued by the Department of Education.
- Oversees the development, implementation and evaluation of policies in the Line with the Victorian Curriculum and support programs and related policies (e.g. welfare etc.).
- To get input from the school community and support the goals and priorities of the School Strategic Plan.

FUNDRAISING SUBCOMMITTEE

- Works with the whole school community to raise funds to support school programs.
- Organises a timetable of events and activities throughout the year.
- Provides opportunities for social gatherings for the school community.

41. SCHOOL NEWSLETTERS/NOTICES/WEBSITE/FACEBOOK PAGE/SENTRAL

A fortnightly newsletter is transmitted electronically to a designated email address. It contains information about coming events, news from the Principal, photos the children, reports from school committees and other items of interest. It is important to read this each week as it provides an important communication link between school and home.

All notices regarding excursions and upcoming events are issued in plenty of time to enable consent forms etc. to be returned on or before the due date.

Mordialloc Beach also utilises SENTRAL to support parents and teachers in regards to excursions and all other school business. Parents can use this app to notify the school of their child's attendance on excursion.

The school also utilises a school website to provide the public with information in regards to the school. The Mordialloc Beach Primary School Facebook Page and Instagram also exists for the school community to share photos and event information. Please google or look up our Facebook Page and Instagram. Class teachers now communicate with you via See Saw app too.

Our teachers are outstanding practitioners and really care about children. They will do their utmost to make sure your child is happy at school and learning to the best of their ability. Our mantra is aiming towards 'one year's growth or more for every student.' We do not tolerate bully's and we are proactive in sorting out disputes, restoring friendships and ringing parents to let them know what is going on when it is important.



We hope this information has been of value to you. We are really looking forward to having your child attend our wonderful school.