

Providing our students with some of the best days of their lives....

PARENT HANDBOOK

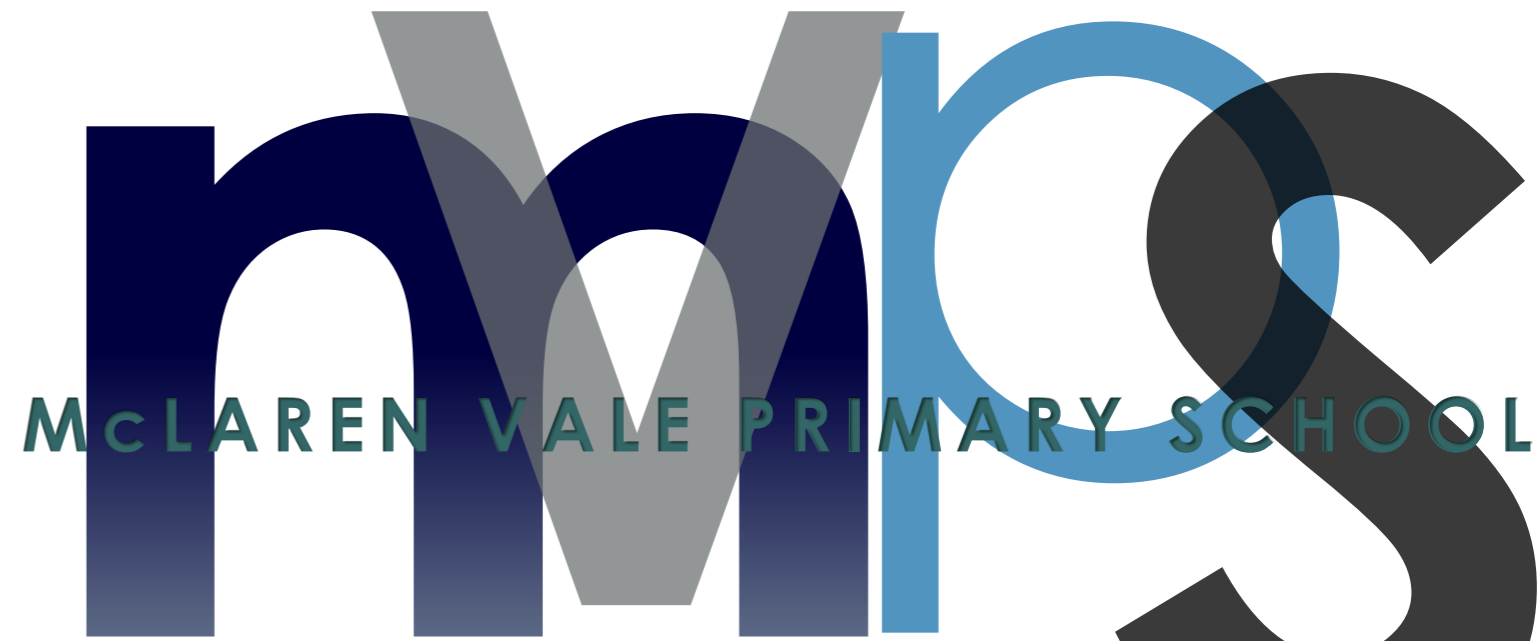


"Developing a community of creative individuals and resilient learners who take responsibility for making a positive difference in their world."

Thank you for taking the time to read this important information about our school.

We wish your children and your family a happy and enjoyable association with the school. We are always open to new ideas and welcome any feedback about your child's learning experiences at McLaren Vale Primary School.

Caffrey Street
McLaren Vale SA 5171
P: 8323 8741
W: www.mclarenvps.sa.edu.au
E: dl.0251.admin@schools.sa.edu.au



Welcome

to McLaren Vale Primary School,

We are very proud of our school and feel privileged to work with our dedicated staff to help your child grow and develop to his or her potential.

McLaren Vale Primary School is a friendly, encouraging and safe environment.

Our school is built on the values of – RESPECT – INTEGRITY – SUCCESS.

We work with children to make these values live and consider them vital in preparing them to be powerful learners and community minded citizens of the future.

We look forward to our relationship with your family being one based on mutual support, trust and involvement.

We have a strong tradition of working in partnership with families in a wide variety of school activities.

We, as educators, will be sharing with you the responsibility for your child's continuing education and development and invite you to become involved in as many aspects of school life as possible.

Please regard your child's teacher as a person with whom you can place confidence to advise and assist you throughout your child's time at McLaren Vale Primary School.

We hope also that through your interest and participation you will come to feel very much a part of our school and its community.

Should you have any further enquiries about the school, or about your child's schooling, please contact us.

Partnerships with families (continued)

VISITORS / VOLUNTEERS

All visitors or volunteers to the school must sign in and out at the front office and wear a visitor sticker (located in the sign-in folder) to assist with WHS requirements, security and safety of students and staff. All volunteers must comply with all conditions of our MVPS Volunteer Participation policy.

Our facilities

The school is well renowned for its well-maintained buildings and facilities, green playing spaces and ambient gardens. We offer several nature play spaces, a gymnasium, two netball/basketball courts, 3 playgrounds, expansive Stephanie Alexander vegetable garden and fruit orchard, a bush tucker garden, a four-bay kitchen facility, library, well resourced out of school hours care space, and a performing arts centre.

Students are accommodated in a combination of brick buildings and transportable classrooms with some offering flexible learning spaces. All learning spaces have access to class sets of Google Chromebooks to access digital learning opportunities. All classrooms are of solid construction, air-conditioned and allow children to move from one area to another easily.

The junior primary unit currently provides 8 teaching spaces for reception – year 1 classes and a specialist Japanese classroom. The main building currently caters for Year 2 students. The Minniss building was constructed in 2010 and currently provides 8 teaching spaces and a central common area. Students from years 3 –6 are currently housed in this building. Rooms 26 and 27 currently house two Years 4/5 classes.

There are many well integrated outdoor learning and play spaces including courts/covered areas and sand and play equipment.

There are garden areas and outdoor learning areas for all levels of schooling.

OUT OF SCHOOL HOURS CARE PROGRAM

The Out of School Hours Care Program director is Natalie Wells. OSHC is available for students daily before school (6.45am – 8.35am) and after school (3.05pm – 6.30pm). A caring atmosphere is provided with a range of activities offered. A brochure is enclosed. Vacation care is also available and details of the program are available from the OSHC building and in student services. OSHC is located in the building opposite the kitchen. (Telephone: 83239217).

Partnerships with families

We actively seek to develop partnerships with parents in our school program as we consider the parent a partner in the education of the child. Parents are encouraged to participate in school life and a range of options are available.

CLASS AND AROUND THE SCHOOL HELPERS

Teachers welcome parents in their classroom to listen to reading, help with maths activities and elective programs and assisting on camps and excursions. Ask your child's teacher about the ways you can help in the classroom. The library staff are always looking for volunteers to support contacting books, organising Book Club and general support.

GOVERNING COUNCIL:

The Governing Council and its sub-committees represent the views of the school community and following consultation, make decisions on local educational issues, strategic directions, policy development and allocation of resources.

The Governing Council is comprised of up to 16 members.

There are 10 parent elected members, 2 staff representatives, the principal and deputy principal/senior leader and 2 community members.

All Governing Council members are elected excepting the Principal and hold positions for two years. 10 nominating members will be elected by ballot from the school community and 2 staff representatives elected by staff.

The Governing Council holds a minimum of 2 meetings a term. Parents also have an opportunity to become involved in Governing Council sub-committees. These include: finance, education, uniform, grounds, out of school hours care (OSHC), sport, canteen, community and fundraising.

Governing Council will keep parents informed of their activities through the regular forms of communication.

School Routines

Children can arrive at school from 8.30am.

Children who enter the grounds before 8.30am should be enrolled in our before school care, which commences at 7.10am. If students arrive early they must wait in the seating area outside OSHC.

Children need to be at school by 8.40am.

On arrival children should take their bags to their designated areas and can then move to the paved area (outside their classroom) or oval/court area, where they will be supervised by the yard duty teacher from 8.30 onwards.

8:30 Yard Supervision On school oval and basketball courts only. Please note that the playgrounds are out of bounds before school.

8:40 1st bell goes as a cue for students to head to their classes to get organised for the day. Classrooms are generally open at this time.

8.48 2nd bell goes as a cue to ensure that students are in class ready for learning.

8.50 ALL students SHOULD be in classrooms READY for learning

8:50 -11:20 First lesson block

11:20 -11:30 1st Lunch: eating time

11:30 -12:00 1st lunch: yard play

12:00 - 1:40 Second lesson block

1:40 -2:05 2nd lunch: yard play

2:05-3:05 Third lesson block

3:05 Dismissal Please note that the playgrounds and toilets are out of bounds after school .

3:25 End of yard supervision

There is a three-minute allowance at the end of each play time for children to go to the toilet and to get a drink. Children are supervised in the yard from 3.05pm-3.25pm. Children not collected after this time need to report to Student Services where assistance will be sought.

How can
you get
involved?



End of term dismissal is 2.05pm. Student leaders organise a fundraiser on this day with casual clothes and a gold coin donation to the organised charity.

Attendance/absence/access

Research recognises the high correlation between attendance and successful literacy and numeracy outcomes. Students who attend school regularly achieve at higher levels than students who do not have regular attendance. Students who are absent for more than 10 days per year are disadvantaged, both educationally and socially.

MVPS adopts a wellbeing approach to attendance to support families to recognise the importance of education and to address barriers to active participation. Attendance matters. Please see the MVPS Attendance Improvement Plan and MVPS Attendance Policy on our website.

Parents must provide an acceptable reason for the absence of their child. A telephone call on the day, a Seesaw message or a signed follow up diary note is required under the Education Act. If your child is away, ring the school on 8323 8741 between 8.15am and 9.00am. A text message is sent out at 9.30am each day to families of unexplained absent students. Please contact the school by phone or email (dl.0251@admin@schools.sa.edu.au) with the reason your child is absent (e.g. family/illness).

Medical appointments during school time should be communicated to the class teacher. Children must be signed-out through Student Services. Lateness should be avoided, as punctuality is one of our organisational values for every child. Children arriving after 8.50am are deemed to be late and are recorded as such in the roll book. Children must sign-in via Student Services.

Permission to leave the school grounds during school hours requires consent from the Principal, as well as the parent.

Children taking family holidays during term-time are required to complete an exemption form (*prior to holidays*) available from Student Services.

Parents are required to provide a copy of any legal documents or court orders in regards to access and custody of children. Information will be treated confidentially, but will be shared with relevant staff. Information is to be provided on enrolment or when new orders are introduced. Staff will not act upon verbal information. The role of staff is to be sensitive to the care of children within a legal framework.

How we support student wellbeing:

- **WELLBEING TEAM:** 'Team around the child' - Wellbeing Leader, Wellbeing Teacher, Pastoral Care Worker
- **THE RESILIENCE PROJECT ;** G-Gratitude, E-Empathy, M-Mindfulness, EL-Emotional Literacy
- **DEVELOPING SOCIAL AND PERSONAL CAPABILITIES:** Growth mindset, organisational skills
- **BUILDING CLASS AND SCHOOL COMMUNITY:** Class code of behaviour, restorative processes, circle time, positive classroom environment
- **FYI EDUCATION**
- **BREAKFAST CLUB**
- **CARLY RYAN FOUNDATION**
- **SMART TRAINING FOR STAFF:** (Strategies for Managing Abuse Related Trauma)
- **ZONES OF REGULATION**
- **BRAIN BREAKS**
- **INTEROCEPTION**
- **SCHOOL WELLBEING DOG IN TRAINING**
- **WHOLE SCHOOL DAILY MORNING FITNESS**
- **KINDNESS AND EMPATHY FOCUS:** Kindness Cup, Hutt Street Centre work, Anti-bullying lessons
- **ATTENDANCE AND ENGAGEMENT**
- **GROWTH AND DEVELOPMENT**
- **SEASONS FOR GROWTH**
- **PLAY IS THE WAY**
- **ABORIGINAL & TORRES STRAIT ISLANDER TEAM:** Strong Reconciliation Action Plan, Anti-racism lessons, cultural education

Student voice, agency and fun..

STUDENT LEADERSHIP: Year 6 school leaders, Year 6 cultural leaders, Year 6 Sports House leaders

STUDENT ACTION TEAMS: Student action teams around initiatives including: Grounds, Wellbeing, Playtime activities, Events/Leadership, Sustainability ensure authentic student voice, agency and decision making. They meet regularly to discuss issues brought forward by class forums. This is a student led decision making group within the school.

PERSONALISED, INTERACTIVE LEARNING

EXCURSIONS AND CAMPS

SPORTS DAY—INCLUSIVE

COLOUR RUN

DRESS UP DAYS

STUDENT FEEDBACK TO TEACHERS ABOUT LEARNING

STUDENT LED ASSEMBLIES, EVENTS, ACTIVITIES AND CLUBS

END OF YEAR CONCERT

SCIENCE WEEK INCURSION

MCLAREN VALE'S GOT TALENT

HUTT STREET MARKET

DISCOS

JAPANESE CULTURE DAY

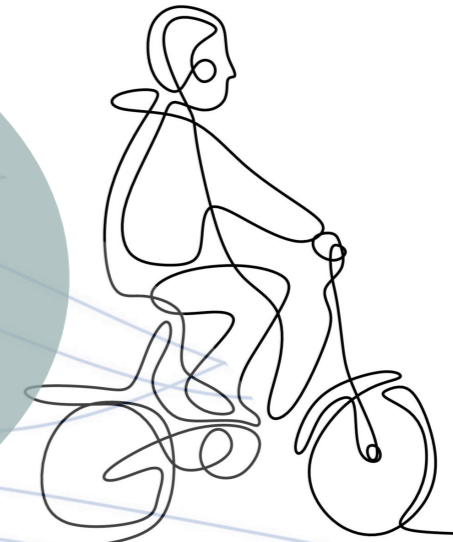
*The child is
competent
and capable*

Getting to school

BICYCLES, SCOOTERS AND SKATEBOARDS

Children may ride their bicycles and scooters to school and store them in the bike racks provided. Bicycle riders must dismount upon entering school grounds and are reminded that wearing a protective helmet is law and encourage every student to abide by this. Students need to organise suitable storage for their skateboards with their classroom teacher.

STRICTLY NO RIDING OF
BICYCLES, SCOOTERS OR
SKATEBOARDS ON SCHOOL
GROUNDS.



CAR PARK

A car park is provided for staff off Caffrey Street. We ask that parents do not use this area for parking under any circumstances unless using the designated disabled parking space (with a permit).

There is a Kiss and Drop zone at the front of the school (Caffrey Street) – cars cannot be left unattended in this zone. There is car parking at the rear of the school adjacent to the Madge Sexton Kindergarten with entry via the access road on Main Road.

Please do not park in the staff car park.

Pedestrian gate access is provided at various points around the perimeter of the school with parking available also. Children accessing the school from Main Road and Caffrey Street should use the school crossing.

DOGS

It is Department for Education policy that no dogs (with the exception of service dogs) are allowed on school grounds. This is a fineable offence. **This includes small dogs or puppies being carried by adults.** Please note that the school is currently training a wellbeing dog (*Juno* a female Labradoodle).

Code of conduct (parents/caregivers)

The following are the behaviour and expectations that we have for our school community. These are in line with what we expect in regards to our children's behaviour at school:

- Treat all school leaders, staff, children, and other members of the school community with respect.
- Be a positive role model for your child(ren).
- Work with the school to achieve the best outcomes for your 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 children.
- Follow the school's complaints processes if there are complaints (See MVPS Complaint Management Policy)
- Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school whether from our children or from adults.
- Please consider these protocols **before posting messages on social media that implicate the school in any way.**

Our children learn from our behaviour but we can learn from them as well. Respect is a theme for our student cohort each year and also applies to the greater school community.

MVPS takes all concerns seriously and undertakes to work side by side with families and caregivers to address situations as they arise.

Student opportunities

EXCURSIONS AND CAMPS

Excursions and camps are an important part of the school's curriculum. We strongly encourage parents to support your child to attend a class excursion or camp. Consent needs to be given by the parent/caregiver through the signed ED170 permission form returned to school. Any parent invited to accompany a group on an excursion or to provide transport must have undertaken the volunteer training and RAN course and have a WWC clearance. If assisting with transport you need to be covered with **third** party property insurance. (In the majority of instances, transport will be arranged via seat belted bus.) Families in financial hardship can negotiate payment arrangements with the finance manager.

Student participation initiatives are an integral part of school life. Students are encouraged to participate in a variety of additional programs offered.

ABORIGINAL AND TORRES STRAIT ISLANDER (ATSI) EDUCATION TEAM

MVPS has an ATSI team in place, consisting of an Aboriginal Education Teacher, Aboriginal Community Education Officer and Aboriginal Tutor. This team: supports our ATSI students with cultural experiences; acts as a cultural resource for staff and community; supports the school to embed authentic and inclusive cultural perspectives throughout our school learning programs and operational processes and policies using our Reconciliation Action Plan as a tool; and builds strong family and community partnerships with the school. Please see our MVPS 'Reconciliation Action Plan' (RAP) on our website for more information.

Student opportunities

SPORT

In addition to the class physical education and a morning daily fitness program, there are opportunities for children to participate in additional sporting activities.

Swimming & Aquatics: R-2 students have lessons at the Noarlunga Swimming Centre in term 1, years 3-4 in term 3, years 5-7 students have an aquatics program at the Port Noarlunga Aquatics Centre in term 1.

School Sport SA (formerly known as SAPSASA) (South Australian Primary Schools Athletics Sports Association) – we actively encourage students to become involved in this program. The school advertises the opportunities for students to try out for the various sporting district teams. This involves differing year level students and may involve parents transporting students to selection trials:

-Years 3-6 athletics

-Years 5&6 basketball, netball, cricket, soccer, football, swimming, mountain biking, softball & much more

After school sport

MVPS basketball teams @ Morphett Vale stadium—parent coached

HOUSE TEAMS

There are four house “teams” in the school. When your child enrolls he/she will be placed in one of our four house teams. If he/she has a brother or sister at the school, they will be placed in the same team. The four teams are:



The teams are used for Sports day and at other times during the year. The sports house leaders accept the award on behalf of all their house members.

PERFORMING ARTS OPPORTUNITIES

Festival Music of Choir: Years 5 & 6—provides opportunities for students to participate in weekly practice during school time leading to performing at the Schools Festival of Choirs at the Festival Theatre.

Wakikirri: Years 5 & 6—provides opportunities for students to tell a story around a theme, through dance.

Private instrumental music lessons: on site—guitar, keyboard, etc.

McLaren Vale's Got Talent

Communication

Regular two-way communication is encouraged and this often occurs informally on a day-to-day basis. On occasions particular concerns may need to be resolved. We recommend the following steps as a guide to assist in such circumstances:

- First see the teacher involved.
- Others who can help you sort out a problem include the Principal, Deputy principal, Senior Leader and Wellbeing Leader.
- Parents may prefer to make an appointment to come to school, make a telephone call or write a letter/email. Confidentiality between parents and school will be maintained.

The **Skoolbag app, Seesaw app, and emails** are all vital and effective forms of communication between the school and parents/caregivers. Information concerning educational issues, coming events, meeting dates, as well as class contributions and school achievements are included.

Please check your child's bag regularly for any notices sent home from school. We hope that as your child becomes increasingly responsible, he/she will automatically give you the notes when he/she gets home.

Please see our “Connecting to MVPS” flyer for information on how to connect to the communication applications.

COMPLAINT MANAGEMENT POLICY

We recognise that sometimes things go wrong and you may feel that your expectations are not being met. If you have an unresolved complaint or would like to provide feedback, we would like to hear from you. It's important to work together, talk, listen and find solutions in a courteous and respectful manner, so we can improve our services.

Please refer to the MVPS Complaint Management Policy of how to make a complaint.

Contacts/consent

EMERGENCY CONTACTS

Parents/caregivers are asked to complete an enrolment form and regularly update a medical/ emergency information form. Student detail forms are sent home at the beginning of each year for every child for checking/amending details.

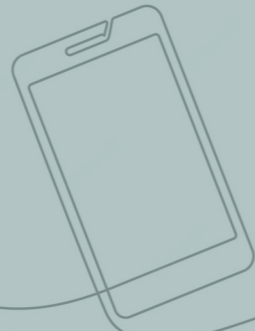
CHANGES TO ADDRESSES AND TELEPHONE NUMBERS

It is very important that this information is ALWAYS up to date.

School records need to be kept up to date in case of emergencies so we need to know if:

- You change your address and/or telephone number (proof of residence must be provided)
- You change your emergency contact numbers.
- You change your work numbers.

Please advise Student Services as soon as possible in writing of any changes.



CONSENT FORMS

Families are requested to fill out an 'MVPS General Consent Form' upon enrolment which gives permission for various events and processes including borrowing books from the library, having head lice checks, permission for local walks and for using photos taken by staff members/school in publications, etc. These are retained in the student's personal file and are required to be updated each year.

PHOTOGRAPHY AND FILMING

At MVPS we have a strict policy in place for the use of photography or filming by parents and caregivers.

Parents/caregivers are able to photograph or film their child only at school events. Any photos or filming containing other children is prohibited unless you have permission from the child(ren)'s class teacher or parent/caregiver.

Any photos or filming containing other students are not to be uploaded to the internet or social media, as this is releasing personal information which is illegal.

Please refer to the MVPS 'Photography and Filming Policy' on our website for more information.

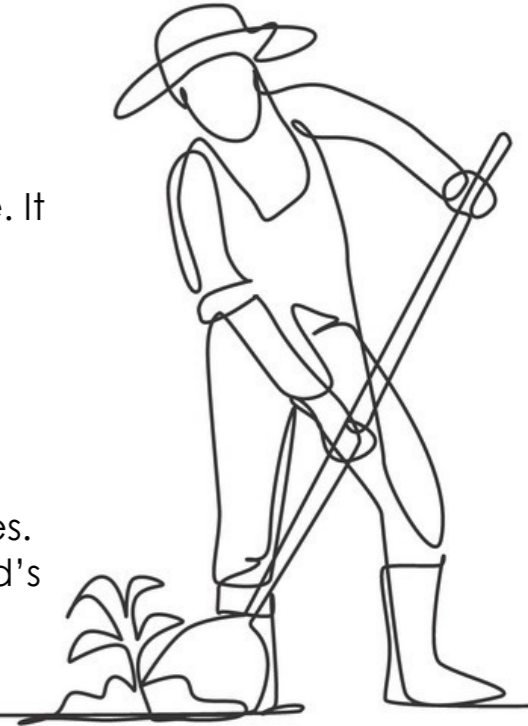
In the classroom (continued)

STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM

The school is part of the Stephanie Alexander Kitchen Garden Program which is generally offered to students in Years 3 - 5. Classes work with a garden and kitchen specialist over a fortnight for one garden lesson and two kitchen lessons. Volunteer support is essential and appreciated.

HOMEWORK

Homework provides opportunities for students to develop the study habits that will serve them throughout their schooling and into their working life. It also provides opportunities to extend the development of organisational and time management skills. The school adopts a broader definition of home learning (homework) that values consolidation of literacy and numeracy learning along with cultural and physical activities that children participate in after school and family chores. Regular nightly reading should be part of every child's after school routine. Our Home Learning Policy and grid is on the school's website.



OUTDOOR LEARNING / NATURE PLAY SPACES

At McLaren Vale Primary School we hold a very strong image of the child as competent and capable and our nature play area provides opportunities for children to explore risk and challenge themselves. Throughout the school we have designed many outdoor spaces and areas that allow teachers to work with their children as a whole class, in small groups and as individuals. Outdoor learning environments are important for encouraging healthy behaviours and improving the physical, educational and mental wellbeing of children and young people. They also connect children and young people to the natural world creating a sense of responsibility for the environment and allow children to experience nature play for all the benefits it provides: fostering interaction, autonomy, exploration and curiosity.

We are strong advocates of nature play and every day in these spaces we see firsthand its benefits: children are developing their learning dispositions of imagination, curiosity, confidence, persistence, resilience, concentrations; as well as developing their skills in problem solving, self-regulation, resourcefulness, collaboration and ability to self-assess risk.

Staff understand the benefits and concept of nature play and work together with the children to assess 'benefits vs. risk' when working in this space.

Everyday our educators are learning more and more from our children, getting better at taking a step back and letting the children guide their own learning journeys, independently self-assess risk, connect with nature and develop their full potentials.

In the classroom (continued)

CURRICULUM

Teachers provide learning experiences that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities in 8 learning areas of the Australian Curriculum.

CLASSROOM TEACHERS:

- English
- Mathematics
- Visual Arts
- Health
- Humanities and Social Sciences – History, Geography, Civics & Citizenship, Economics & Business
- Technologies – Digital & Design Technologies

SPECIALIST TEACHERS:

- Science (2 x 50 min lessons)
- Performing Arts – Media, Dance, Drama & Music (1 x 50 min lesson)
- Physical Education (1 x 50 min lesson)
- Japanese R-6 (1 x 50 min lesson)

BOOK CLUB

Students are able to order books from Scholastic Australia several times per year. Students receive an order form to take home. Money and orders are to be paid at student services during office hours by the due date provided. Resource centre staff and volunteers organise Book Club.

LIBRARY

The school has a very well-resourced library which caters for all students. The library is open before school and after for borrowing and lunch times for leisure use. Class groups have a rostered time for exclusive use. The material in the library is available for borrowing to children, staff and parents. There is a wide selection of picture fiction, novels, magazines and non-fiction books available. Children can borrow up to three books for two weeks. Once an item becomes overdue, children are no longer able to borrow. This restriction remains in place until the item is returned. Overdue notices are forwarded to the parents via the children. Students are encouraged and taught from the time they start school to be independent and responsible users of the library. Our school is a participant in the Premier's Reading Challenge. Every effort is made to support easy access to this reading challenge collection and we encourage every student to take part. The library also has a selection of helpful books for parents to borrow. Please see the school librarian for assistance.

BIRTHDAYS

Birthdays are celebrated in class and at assemblies. It is not necessary nor permitted for students to bring in treats / food for students to share. Please be mindful of your child handing out birthday party invitations in front of other children who are not invited.

Fee structure

School fees are set by the Governing Council and provide for stationery and equipment each child needs and extras that staff utilise for school programs i.e. extra curriculum needs and computing. Fees can be paid by cash, cheque (made payable to McLaren Vale Primary School), credit card, EFTPOS, Centrepay or using the Qkr! app.

The school is able to negotiate a payment plan in cases of financial difficulty. Families who meet School Card Scheme criteria will have their fees subsidised by Department for Education.

The School Card Scheme is administered by the Department for Education and provides financial assistance towards the cost of educational expenses for full-time school students of low-income families. A school card application is required to be lodged every year and are available in student services or online at the beginning of the year. Approval for School Card is dependent upon proof of family income not exceeding the limits. Information is available from the finance office, on our school website or online: <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme> .

Interstate, overseas and new students enrolling during the year will be required to pay a proportion of the fees. Any school library or textbooks, which are wilfully damaged or lost, may have to be paid for.

Invoices are sent to the person who was nominated as 'parent/caregiver 1' on the student's enrolment form. If you are a two household family and a copy of the invoice is required to be sent to the second parent/caregiver, please email this request to dl.0251.finance@schools.sa.edu.au at enrolment or at the beginning of the school year.

MVPS makes every effort to support and work with families for financial assistance. MVPS has a 'Debt Collection Policy' in place to provide guidance to the School Management for the recovery of all debts due to the Governing Council. Please refer to this policy on our website for more information.

PAYMENTS

All monies can be paid directly to student services (not reception) which is open Monday to Friday from 8.30am – 3.30pm. Payments accepted via cash, BSB and Qkr! App. Credit card payments can also be made over the phone during these times.

It is also important that any money handed in must be by the date specified and accompanied by the appropriate note. Bookings for excursions and risk assessments are often done well in advance and late payments or consent forms could mean your child/children are unable to be involved.

If paying by direct deposit please allow 3 clear business days before the due date

Money sent to the school should be in an envelope with the event, child's name, class teacher and amount to be paid, clearly marked on it. Named envelopes can be placed in the express payments box (opposite student services).

BSB: 105 071 ACC: 280 118 540
REFERENCE: FAMILY ID & INVOICE NUMBER

LOST PROPERTY

Lost property is kept in a chest in the courtyard area next to the library. Please ensure that all articles of clothing and other items are **clearly named**. Children and parents are encouraged to check the box for missing items. Named articles are sorted and returned to children via the classroom tray. At the end of each term, unclaimed and un-named items will be recycled or donated to a charitable organisation. Prior to this a reminder will be published in the school newsletter on Skoolbag. **Children are requested not to bring personal toys to school.**

WEATHER CONDITIONS

The 'Hot/Wet Weather Procedures' policy is enacted when there is a forecast temperature of 36°C or greater. Classrooms, yard play and sports events are impacted by the policy. As most areas of the school are air-conditioned there is no policy to send children home early on these days. However, parents/caregivers may request to collect their own children from the classroom early during periods of extreme heat.

Teachers will supervise children in classrooms on wet days and often buddy up for inside activities with another class. We encourage children to wear wet weather appropriate clothing including raincoats and gumboots.

Three rings of the bell indicate wet weather policy. Road safety care is particularly important on days when children are dismissed during wet weather. Please see our website for further information.

In the classroom

ASSEMBLIES

Rotational year level (junior primary R-2, primary 3-4 and middle school 5-7) assemblies are held in the gym, generally 3 times per term with dates and times published in the school newsletter. Whole school assemblies are held at the start and end of the term and on other occasions according to special events. Parents/caregivers are welcome to attend the assemblies.

ASSESSMENT & REPORTING

Parents will receive regular information about class programs, curriculum covered and student attainment via class newsletters/Seesaw. Teachers use a variety of methods to assess children's learning and the effectiveness of their program, including regular testing of skills, recording anecdotal comments about outcomes achieved, observation of skill and attitude development and difficulties encountered. Confidential information is also kept in student record files in the front office and may include learning plans and psychological testing information. Information about assessment is confidential between parents/guardians and approved school personnel.

The Department for Education requires that schools report in writing to parents twice yearly. Additionally, the school offers an information evening and one formal interview opportunity. Individual meetings between teachers and parents/guardians are also encouraged whenever there is a specific need, these can be initiated by either party.

Parents will also receive information about their child's achievement in NAPLAN (National Assessment Program - Literacy and Numeracy) for Years 3, 5 and 7 early in term 3.

| | |
|---------------|--|
| Term 1 | Week 2: Acquaintance Night: teachers provide information about the class program, class routines and expectations. Week 9-10: Three Way Conferences: parent, student and teacher meet to share progress and identify intervention strategies. |
| Term 2 | Week 10: Written report: the report details the student's academic achievement and effort across all curriculum areas. A social/work skills report is included along with student reflections. |
| Term 3 | Week 7: Open Night: this is an evening session where the student sets an agenda and shares his/her learning with parents. |
| Term 4 | Week 9: Written report |

Student support

STUDENTS AT RISK

An Inclusive Education team (a member of the leadership team and a Special Education teacher) coordinates special education programs across the school. Work involves managing schools services officers (SSOs) who work with students one on one and in small groups, providing specialist support to classroom teachers in designing intervention programs as well as working with outside agencies and consultants in the assessment and delivery of targeted programs for students with additional needs.

SUPPORT SERVICES - *Disabilities and behaviour services*

Department for Education personnel are available to diagnose and assist children with special learning, behavioural and linguistic needs. Services offered locally include:

- Educational psychologist – assesses students to determine specific needs.
- Speech pathologist – develops speech programs according to diagnosis.
- Attendance officer - supports students and families of non-attendees.
- Wellbeing practitioner - supports families of children with significant social/emotional needs.
- Behaviour coach – supports students, families and staff with behaviour strategies.
- Special educator - does assessments and provides support funded students, staff and families.
- Hearing consultant - does assessments and provides support to hearing impaired students, staff and families.

Devices

MOBILE PHONES AND SMART DEVICES (STUDENTS)

MVPS acknowledges that mobile phones and smartwatches may be used as a safety measurement out of school hours for children who travel alone, on public transport or for those students who commute long distances to school. Whilst we acknowledge that we live in a technology-rich world where these are an important communication tool, research has found that mobile phones and smart watches can negatively impact on learning, be disruptive in classrooms and open to misuse at school.

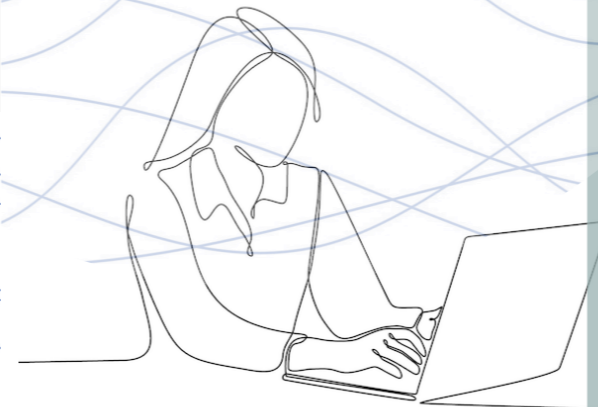
Students are required to give their mobile phone and smart watches to their classroom teacher (switched off) at the beginning of each day and collect them at the end of the school day. Students cannot use these while on school grounds between 8.30am and 3.20pm. Any unexpected problem solving is to be managed through the front office (Student Services) via the school phone. Please refer to the MVPS 'Mobile Phones and Personal Devices Policy' on our website for more information.

COMPUTERS

Staff are committed to the implementation of authentic use of ICT to enhance the children's learning. Student access to Chromebooks throughout the school includes: 1:1 access for Year 7 students, 1:2 access for Years 4-6 students, and flexible access available for R-2 students. A modified Bring Your Own Device (BYOD) program is in place for our year 3 students.

CYBER SAFETY

The measures to ensure the cyber-safety of MVPS students and staff are based on our core values of respect, integrity and success. Rigorous cyber-safety practices are in place, which include cyber-safety user agreements for students and the teaching of child protection curriculum topics around remaining safe when using technologies. The computer network, internet access facilities, computers and other equipment and devices bring great benefits to the teaching and learning programs at MVPS. The digital technology equipment is for educational purposes appropriate to its environment. Please see the MVPS 'Cyber-Safety Policy' and the MVPS 'ICT and Cyber-Safety Agreement – Students' on our website for more information.



UNIFORM

All children are required to wear the school uniform. Occasional breaches of the uniform code are understandable, when supported with a diary note. Persistent non-compliance will be referred to the principal/s for intervention.

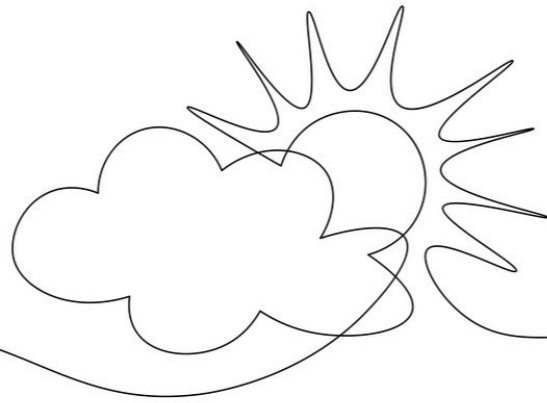
There is a 'swap a top' process in place where students can borrow a school top for the day so that they are able to comply with the uniform requirements.

The MVPS 'Dress Code Policy' is available on the school website. Uniform price lists are available from the office and online.

A school hat is required for all outside play during all school months, excluding June, July and August. Children without a hat during play are required to sit under the shelter outside OSHC. School hats are available for purchase from the uniform shop and student services.

Uniform Shop is open by Appointment.

There is a small selection of second hand uniform items available to purchase.



Each term (usually on the last day of term), the Vale Reps hold 'casual days'.

These support charitable organisations and are advertised to the school community.

A gold-coin donation is requested.

SUN SAFE POLICY

MVPS has a 'Sun Safe Policy' in place to educate and support students to take effective skin protection measures.

A school hat is required for all outside play during all school months, excluding June, July and August. Children without a hat during play are required to sit under the shelter outside OSHC. School hats are available for purchase from the uniform shop and Student Services. Please refer to our website for more information.

Wellbeing

MVPS has a Wellbeing Staff Team led by the Principal, consisting of a Counsellor, Pastoral Care Worker and Wellbeing Teacher and provide an effective support service for our students, family and staff.

WELLBEING LEADER

A part-time Wellbeing leader is available to support both children and families. The counsellor's role incorporates case management of individual children and families, parent liaison and crisis intervention as necessary. The counsellor usually supports the RAN Training for volunteers which is held each term.

WELLBEING TEACHER

The Wellbeing teacher supports teachers to implement various wellbeing related classroom programs and also facilitates the collection of bully behaviour data so that we can target interventions where it's most needed.

PASTORAL CARE WORKER (PSW)

The Pastoral Support Program is primarily a service of pastoral care for students and families who seek this support. A pastoral support worker has special skills for working with young people and their families in the school community. A PSW will:

- work in co-operation with teachers and the principal to support children
- be available to children as a listener and supporter
- be a support, resource and referral person for teachers and other staff

BUDDY CLASSES

At the start of each year classes are buddied with younger classes working with an older class in a peer support program. Relationships are developed through combined activities each term. Having a buddy has many advantages, particularly in the yard at play times.

SMOKING AND VAPING

The Department for Education prohibits smoking and vaping within the school buildings and grounds at any time, including during sporting events on the weekend or after school.

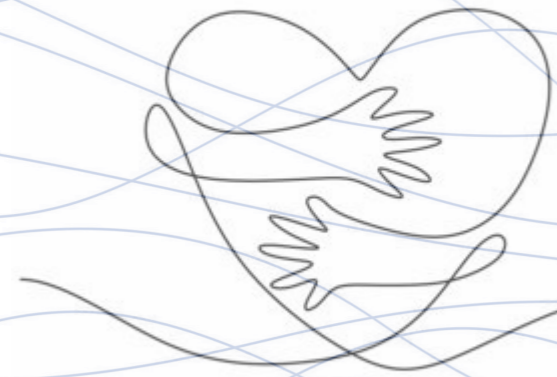
Behaviour and expectations

Teachers are proactive in adopting a strength based approach with children where relationships are paramount and a view of the child as competent and capable is nurtured. Teachers use a collaborative problem solving approach in resolving issues utilising a 'reflect, repair, repay' process. The class behaviour code is formulated in the context of a success-oriented environment where a sense of 'community' is central to developing class cohesion and embedment of the school values. Children are supported to follow the class code of behaviour with teachers utilising a range of intervention strategies to refocus children when off track with learning. Teachers provide explicit lessons to support student's personal and social capabilities.

We aim for our school to be:

- A safe and caring environment where children can play and learn.
- A place where children show responsibility for positive behaviour.
- A place where staff, children and their families work in partnership to establish and communicate consistent expectations and values.

Please see our 'MVPS Behaviour support: policy' on our website for more information.



BULLYING

MVPS works towards providing a safe, inclusive, supportive and ordered learning environment free from bullying, harassment and violence. Bullying, including cyber bullying, harassment and violence, is not acceptable in this school and will be dealt with seriously and expediently.

MVPS will work with the school community and other services and agencies to support its students in being responsible and productive members of our community.

Please see our 'MVPS Bullying prevention: policy and plan' on our website for more information.

Health care

MEDICAL ACTION PLANS AND MEDICATION

The school needs to be aware of any medical conditions your child may have e.g. allergies, asthma, specific medical conditions.

All medical/allergy information about your child **must** be communicated directly to Student Services to ensure that your child's records are current and accurate and allow MVPS staff to be able to support your child's needs. A health plan/action plan and/or medication authority **must** be completed and signed by a medical practitioner and be current. These forms are available from Student Services.

Student Services staff will assist children when appropriate and supervise medications. All medication must be sent to school in original packaging and be clearly labelled by a pharmacist with your child's name and given to student services for storage and administration.

It is the parent/caregivers responsibility to ensure that they provide MVPS with current health care plans and medication at all times. Staff will not administer out of date medication. Staff will not administer medication without a current action plan/medication authority signed by a doctor.

Please refer to the MVPS 'Dealing with medical conditions' and MVPS 'Medication management' policy on our website for more information.

FIRST AID AND ACCIDENTS

A school service officer provides first aid assistance during school hours, including between play breaks. Injured children must first approach the duty teacher, who will conduct a risk assessment, before going to student services. Teachers on yard duty carry a basic first aid kit for minor injuries.

Minor injuries are dealt with at school. Parents are notified of any injury, which needs medical treatment. Any head injuries will be reported to parents/caregivers immediately. Any attendances to the sick room is entered online through Sentral. Once an entry is logged a text message is sent to parent(s)/caregiver(s) with details of the illness/injury and next steps.

Please refer to the MVPS 'Administration of First Aid' policy and the MVPS 'Incident, Injury, Trauma and Illness' policy on our website for more information.

ILLNESS

In the event of minor accidents or illnesses, children will be cared for at student services where the first aid room is situated. Children who are hurt or significantly unwell and cannot return to class must be taken home by a parent or their delegate. The school will act in the child's interest if no contact is available.

Health care (continued)

DENTAL CLINIC

The SA Health dental clinic is located at 2 Alexander Kelly Drive, Noarlunga Centre SA 5168. Phone the SA Dental Service, Noarlunga on 8384 9244 for an appointment. All arrangements are parent responsibility. At times the school is able to arrange for the SA Dental Van program (private organisation) to visit McLaren Vale Primary School and families will be notified when this occurs.

HEADLICE

Please ensure you inform the school if your child has head lice. It is school policy to notify the rest of the student's class via a head lice note. If you are having extreme difficulty in eradicating head lice, please contact the school for assistance. You will be contacted if your child has live head lice. Your child will be moved from direct head to head contact. Please ensure you administer appropriate head lice treatment prior to returning the student to school.

INFECTIOUS DISEASES

Parents are required to contact the class teacher and/or office in cases where children contact communicable diseases. Children who are ill with an infectious disease must not attend school until they have fully recovered. The Department for Education provides the school with a list of infectious diseases and the minimum exclusion periods and treatments. This information will be shared with appropriate families.

Please refer to the MVPS 'Dealing with infectious diseases' policy on our website for more information.



AMBULANCE

In cases of a serious accident or illness at school, an ambulance will be called. Parents are advised to ensure that they have ambulance cover for their children, as cost will not be a consideration in the event of the above. It should be noted that this coverage should apply to all activities arranged by the school, including camps. Please note that in some instances, parents/caregivers are able to apply for reimbursement through the Department for Education for ambulance costs if their child has not been covered and the school has been required to call an ambulance for him/her.

Food and drink

'Fruit Time' is a fresh fruit & vegetable only time. Although the format can vary across year levels (with some classes 'breaking' while others allow snacking), students are encouraged to eat fresh fruit and vegetables during the morning learning block.

To decrease the amount of litter in the yard we ask students to un-wrap food and place litter in the classroom bin or their lunchbox before they leave the room. We have a school focus on 'nude food' lunch boxes and appreciate parent support with this. Eating food on the oval is not permitted. It is ideal for students to be seated to eat food outside of the classroom. This includes food purchased from the canteen. Having a water bottle in your child's classroom is encouraged. Students are encouraged to drink water during the school day.

BREAKFAST CLUB

Breakfast Club operates every morning from 8.30am – 8.45am in the Stephanie Alexander kitchen area of Main building. Children enjoy a nutritious breakfast supervised by a member of the Wellbeing Team. There is no cost involved. Please complete the permission slip on Skoolbag for your child to be involved.

CANTEEN

Students and/or parents/caregivers can pre-order lunch and snacks from the canteen via the Qkr! app. Paywave is also available on site. Student monitors collect trays shortly before lunch. Price lists are available on the QKR! app. Lunch bags are available from the canteen upon request for a small fee. All food sold at the canteen complies with the Right Bite Policy. The canteen opens at 8.30am and is open for sales during play breaks.

Please refer to The Easy Guide to Healthy Food and Drink Supply for South Australian Schools and Preschools on the www.education.sa.gov.au website for more information.

ALLERGIES & ANAPHYLAXIS

We have a 'Allergy/Anaphylaxis Aware Environment' policy to cater for a number of students with life threatening reactions to nuts and other foods. We ask that children do not bring nut products to school. This includes peanut paste and Nutella.