

2018

**Marri Grove Primary School
Parent Handbook**



Marri Grove
Primary School
Our Children...Our Future...

Welcome from the Principal

On behalf of the Marri Grove Primary School community, I would like to welcome you and your family to our school.

As the Principal of this school, I am confident that you and your child will be as enthusiastic about the school, the programs we offer and the support we provide to all members of our community.

Marri Grove opened in 1993 and is a key part of the growing Byford community. Our families represent the broad demographic of this area and are enthusiastic about their children and the education provided by this school.

Marri Grove Primary School is an independent public school that earns the respect of the community for the quality of the education it offers. Our school is strong and we work at ensuring that:

- Marri Grove Primary School is an excellent school
- Every teacher at Marri Grove Primary School is an effective teacher
- Every student at Marri Grove Primary School is a successful student.

The mission of our school is simply “Our Children, Our Future”

As a school community we promote and support the development of the following values:

- **RESPECT:** We all have the right to a safe and inclusive environment. All members of the school community will be treated respectfully at all times and appropriate standards of behaviour will be expected, modelled and reinforced.
- **ENGAGEMENT IN LEARNING:** We set our expectations high, provide engaging and motivating lessons, and support the needs of all learners. Every child will do their best in all areas. Our aim is for all children to achieve above the benchmark in national tests.
- **BUILDING RELATIONSHIPS:** Relationships are the core of all interactions within this community. Respectful communication is the key to developing effective relationships. The input of all stakeholders is to be sought and valued.
- **STRIVE FOR EXCELLENCE:** All members of the school community are perpetual learners, setting and reflecting on goals for academic, physical and social achievements.
- **VALUE EDUCATION:** We will install a desire for lifelong learning through an appreciation of their importance of teaching and learning, preparing us for the future.

At Marri Grove we place a strong emphasis on the key curriculum areas of Literacy, Numeracy, Science and Humanities. Your child will receive a balanced curriculum based on the Australian Curriculum and the Early Years Learning Framework. School staff use explicit teaching in all areas of the curriculum while also offering opportunities for children to explore and reach their potential in individual ways.

Students in Years 1 to 6 study Indonesian. They also have the opportunity to learn a musical instrument through the School of Instrumental Music and all children have the opportunity to participate in the Performing Arts.

Our teaching staff will provide your child with access to learning programs that are differentiated to suit their individual learning needs. This will include the provision of appropriate intervention strategies for those children requiring additional help, including remediation and extension.

Your child will have access to computer technology throughout the school and across all year levels. Classrooms are equipped with interactive whiteboards, desktop computers, notebooks and iPads. All staff are provided with the opportunity to participate in relevant professional learning to ensure their ability to deliver all aspects of the curriculum using the latest technology. Coding and robotics form part of the program from the earliest years of schooling and will ensure that all children have the requisite skills to be 21st Century learners.

Our school is well maintained and resourced. Occupying the entire site, children have plenty of space to play and participate in many sporting activities. The classrooms are configured in blocks, all with wet areas, staff preparation facilities as well as teaching areas. A Library, Art/Science room, Performing Arts room and under cover area for assemblies and special events, complete the school. Our Parent and Citizens Association also maintain a Canteen that operates five days a week and a Uniform Store.

Community involvement is crucial to the success of any school and this is as true of Marri Grove as it is of any school. As a community we all work to build strong connections between all stakeholders to ensure:

- Responsibility for the educational outcomes of the students shared between parents, staff and the wider educational community.
- Positive relationships between staff and community and open channels of communication.
- Active parent involvement in whole school decision-making.
- An active and inclusive P&C that accessible to all parents.

The staff of Marri Grove Primary School have high expectations for all students. In addition, there are high expectations placed on all staff to ensure that they deliver high value educational programs for all learners, communicate often and openly with parents and carers, and contribute actively to the development of the school.

At Marri Grove Primary School the education of your child is our highest priority. This school works to build tomorrow's citizens and it is vital that, working in partnership with parents and the community, that this remains our ultimate goal.

Thank you for putting your faith in this school and its staff.

Yours sincerely
Louise Burke
Principal

CONTACT DETAILS

Marri Grove Primary School
Larsen Road
BYFORD WA 6122

Phone: 9525 1199
Website: <http://marrigroveps.wa.edu.au/>
Connect: <http://connect.det.wa.edu.au>
Email: MarriGrove.PS@education.wa.edu.au
Facebook: Marri Grove Primary
<https://www.facebook.com>

ADMINISTRATION STAFF 2018

PRINCIPAL	Louise Burke
DEPUTY PRINCIPAL	Jason Fernandez
DEPUTY PRINCIPAL	Rachel Dowling
MANAGER CORPORATE SERVICES	Sally Woollard
ASSISTANT MCS	Tammy Hirjee

TERM DATES 2018

Semester One

Term 1: Wednesday 31st January to Friday 13th April
Term 2: Monday 30th April to Friday 29th June

Semester Two

Term 3: Tuesday 17th July to Friday 21st September
Term 4: Monday 8th October to Thursday 13th December

PUBLIC HOLIDAYS 2018

Labour Day – Monday 5 March
Good Friday – Friday 30 March
Easter Monday – Monday 2 April
ANZAC Day – Wednesday 25 April
Western Australia Day – Monday 4 June
Queen's Birthday – Monday 24 September

SCHOOL DEVELOPMENT DAYS 2018

There are six school development days where students do not attend:

- Monday January 30 and Tuesday January 31
- Friday March 23
- Monday July 16
- Friday November 9
- Friday December 14

HOURS OF INSTRUCTION

Students should not arrive at school before 8.30 am. Students arriving before this time will be sent to the Under Cover Area and will be supervised by a staff member until the first siren at 8.30 am.

Classrooms Open	8.30 am
Session 1	8.45 am – 9.45 am
Session 2	9.45 am – 10.45 am
Recess	10.45 am – 11.05 am
Session 3	11.05 am – 12.05 pm
Session 4	12.05 pm – 1.05 pm
Lunch (eating)	1.05 pm - 1.20 pm
Lunch (play)	1.20 pm – 1.50 pm
In class	1.50 pm – 2.00 pm
Session 5	2.00 pm – 3.00 pm
Dismissal	3.00 pm

SCHOOL BOARD

Marri Grove Primary School Board consists of parent representatives, a member of the P&C, staff representatives and the Principal. Members of the community may also be co-opted by the Board for specific duties as need arises. The Board meets regularly during the year. Both the P&C and School Board are vital components of our school and we strongly encourage you to become involved and play an active role in your school community.

The Chairperson is Joshua Penstone (parent) and Vice Chairperson Melissa Matthews (Staff)

The Board is responsible for:

- Determining priorities and objectives for the next planning cycle
- Endorsing the school's Business Plan and Delivery and Performance Agreement
- Endorsing the Budget associated with the Business Plan to see that it is consistent with the priorities set
- Reviewing the Business Plan based on the analysis of student outcomes
- Reviewing the Annual School Report
- Reviewing the Schedule of Fees and Charges

PARENTS AND CITIZENS ASSOCIATION

P&C meetings are held on Tuesday evening in Week 3 and Week 7. They take place at 7.00 pm in the Staff Room. The P&C have a Facebook page that provides information for members of the school community and is available to answer questions.

ENROLMENT REQUIREMENTS

Enrolment applications for Kindergarten, Pre Primary to Year 6 are not complete until an original Birth Certificate, Immunisation Records and current, relevant proof of address have been supplied.

Children must be enrolled under their legal surname. This is the name as stated on their Birth Certificate, or if changed, the original Name Change Certificate, which must be sighted.

Immunisations must be up-to-date on entry to school. These include Measles, Mumps, Rubella, Polio, Whooping Cough, Diphtheria and Tetanus. Immunisations can be obtained from your local GP or through the local Council Clinic.

STUDENT RECORDS/INFORMATION

During your child's time at Marri Grove Primary School there will be changes to the information originally provided on their Enrolment Forms. You must advise the school as soon as possible as to any changes of address, telephone number, email address, emergency contacts or medical details.

Having this information ensures that should we need to contact you regarding your child's welfare, we will be able to do so in a timely manner. It will also ensure that you do not miss receiving important information from the school.

PARENTING PLANS AND FAMILY COURT ORDERS

Parents and carers are reminded that the School Education Act 1999 obliges parents to inform schools of any parenting plans, Family Court Orders or other orders that are applicable to their children. All details are treated in the strictest confidence.

All new Family Court Orders, or amendments, are important information for us. Please arrange to make an appointment with the Principal to talk through them.

COLLECTING STUDENTS DURING SCHOOL HOURS

Parents, carers or an authorised person wishing to collect students during school hours must go to the Administration Office first where they will be issued with a Student Release form. This will ensure that appropriate adults are collecting children from the school. This release form is then handed to the child's teacher when picking them up from their classroom.

Teachers are not permitted to release students unless this procedure has been followed.

ABSENCES AND LATE TO SCHOOL

Punctuality and regular attendance are essential to a student's progress. However if your child is sick it is best to keep him/her at home. A child who is not feeling well cannot learn properly and may infect other children.

If you choose to send your child to school when they are not feeling well, please inform the classroom teacher or Front Office. If your child becomes ill during the day, you will be contacted on the numbers you have provided us. If we are not able to contact you, we will phone the emergency contacts. If your child will be away for an extended period due to illness or holiday, please inform the school as soon as possible.

If it is necessary for a child to be late or absent, a brief written explanation is required containing the following information:

- Date of absence.
- Child's name.
- Child's class.
- Reason for absence.
- Signature of parent or guardian.

The school will generate reminder notes to parents when a reasonable explanation for absence is not received. All attendance data is recorded and reported on each semester report. The school is required to have attendance data targets and report to the School Board and the Department of Education on an annual basis.

CHILDREN TRANSFERRING

If you are leaving our school and transferring to another school, please advise us ahead of time so that all your child's schoolwork can be collected and Library books can be returned. This will also provide us with time to make sure that all records, books, medical cards, reports etc. have been completed or checked prior to the child's departure. Following the receipt of notification of enrolment in a new school, we will then transfer all records across.

VOLUNTARY CONTRIBUTIONS

While the Department of Education provides the basic school essentials, it is necessary for all schools to ask parents/carers to contribute towards their child's educational costs to assist the school in providing resources. The amount that a school sets for its Voluntary Contribution is decided annually by the School Board and cannot exceed \$60 for primary schools.

Information regarding these charges is communicated to families towards the end of each year or will be provided to parents/carers at the time of enrolment of their child.

Items purchased from this contribution purchase vital resources and enhance the quality of educational programs for all children at our school.

We encourage you to support your children's education by making this contribution as early in the school year as possible. **Voluntary contributions are \$60.00 per child for 2018, with a \$10 discount if paid in term 1.**

STUDENT REQUIREMENTS LIST (BOOKLIST)

Parents need to provide all personal items used by their child at the commencement of the school year. These articles are used continually and will need to be replenished as the year progresses. Please look regularly in your child's desk tray, bag and pencil case or speak to your child's teacher to determine their needs.

Booklists are available from the office for each year level as required.

MONEY COLLECTION

If money is sent to school for any purpose, please place the money in an envelope, write your child's name, classroom number and the purpose and place it in the letterbox provided in the Front Office. Money collected on behalf of the P&C follows the same procedure, but is placed directly in the letterbox labelled 'P & C'.

COMMUNICATION WITH THE SCHOOL

We are very keen to work closely with families of Marri Grove Primary School. There will be many opportunities for you throughout the year to meet all staff of the school. We encourage you to join us on these occasions.

At the start of the year your child's class teacher/s will organise a class meeting of parents before the end of Week Five in the first term.

The school staff may communicate with you in other ways including:

- Staff may have a quick chat at the door or school gate, or make an incidental phone call.
- Staff may send home a note or email about a child's success or problem during the day.
- Staff may invite families into the school to talk about the learning program.
- The school has an Open Night when families can see children engaged in learning activities.
- Class or school newsletters will provide you with information about forthcoming events and opportunities for family participation, and convey important information to you.
- Bulletin boards around the school and outside classrooms may carry information about school and community activities, school and individual successes, and incidents such as infectious diseases.
- The school website and Facebook page provides current information, news and copies of all forms required for parents.
- The school has a School app Connect that can be used on smart phones and tablet devices.

Parents can contribute to the home-school partnership by:

- Informing staff about significant events in your child's life, especially if the changes are likely to be distressing for your child.
- Letting staff know when your child will be absent.
- Asking questions, talk to staff, write an email and/or send a note about anything that is concerning or interesting you.
- Checking your child's school bag daily for notes, forms and newsletters. It is important to read these, and respond when necessary.
- Making time to keep in contact with staff at the school.
- Where possible, attending school and class events, assemblies and exhibitions. If you are not able to attend, why not consider sending another family member along.
- Displaying your child's work from school and talk about it with family members.

Teachers are always happy to talk with you about your child's progress, however, should you wish to talk for an extended period, and we request you make an appointment. This ensures teachers can provide you with their undivided attention, while enabling learning programs to continue without interruption.

SCHOOL NEWSLETTER

In keeping with our commitment to be environmentally responsible, it is our preference, when sending newsletters home, to send them via email. Not only does this save paper it will also greatly reduce costs, which we can redirect toward the purchase of other valuable resources. Just as importantly, it models contemporary usage of technology, both at home and school to your children.

The newsletter is also posted on the school website along with previous copies, in case you need to refer to them.

SCHOOL MOBILE DEVICE APP - Connect

You can keep up to date on school news in a number of ways at Marri Grove Primary School. Our school app is free and suitable for all mobile devices (iPhones, iPads, tablets and androids) and can be downloaded from in the usual ways.

EXCURSIONS / IN-SCHOOL ACTIVITIES

Excursions and incursions provide vital support to classroom teaching programs. Classroom teachers will advise you of any forthcoming excursion/incursion well in advance via class notes. Whilst every care is taken to keep the cost to a minimum, these events require funding by parents. Charges are outlined in a "Summary of Charges" schedule, which is ratified by the School Board and is available at the office.

HEALTH AND WELLBEING OF STUDENTS

Children's health needs are supported in a number of ways. These can include:

- A registered nurse attached to the Health Department who makes regular visits to the school to conduct health checks.
- Our school psychologist who provides a range of services to children, parents and teachers.
- Our Chaplain who works with individual students, groups and families.

ADMINISTRATION OF MEDICATION – POLICY & PROCEDURES

In line with Department of Education, policy staff will not administer medication or oversee students taking their medication without written parental permission. NO ASPRIN OR PANADOL can be administered to children unless the school's medication action plan has been signed by a parent and the parent has supplied the medication.

If a child is under medication from a Doctor please complete the relevant paperwork that can be obtained from the Front Office. This will advise us of the dosage, when it is to be given and how it is to be administered.

If your child has an ongoing medical condition or a condition, which may require attention from time to time, a MEDICAL ACTION PLAN must be developed. Please advise the school whether such a plan needs to be developed so the appropriate procedures can be put in place.

ACCIDENTS/SICKNESS

Accidents and sickness are inevitable, no matter how careful we are. In the case of minor accidents or illness during the day, parents will be contacted to take their child home.

Children should not be sent to school if they are unwell.

In the case of a serious accident or apparent serious illness, immediate medical attention will be sought without approval of parents. *Parents will be notified of any action taken.*

COMMUNICABLE DISEASES

It is possible that at some time during a child's school years, he or she may contract one of the common diseases of childhood. Parents are asked to note the exclusion periods for particular diseases. The following exclusion period details are provided by the Health Department:

- Chicken Pox – Child may return to school (if well) after all blisters have crusted – usually about 10 days from onset.
- Conjunctivitis – Child may return to school when discharge has stopped or until 3 days after treatment has commenced.

- Measles – Child may return to school (if well) no less than seven days from the appearance of the rash. **Parents are asked to notify the school immediately a diagnosis is confirmed by their family doctor.** Non-immunised students are to be excluded for 13 days following contact with infected students in their class unless they are vaccinated within 72 hours of their first contact of the first case.
- Mumps – Child may return to school (if well) no less than nine days after the onset of symptoms. **Please notify the school immediately once a diagnosis is confirmed by your family doctor.**
- School Sores (Impetigo) – Child may return to school if under treatment and sores (Impetigo) are covered.
- Head Lice / Nits – Child may return to school after effective treatment has commenced and their head is free from eggs or lice. Family contacts will probably be infested and should be treated.
- Ringworm – Child may return to school at least one day after effective treatment has commenced.
- Rubella (German Measles) – Child may return to school when symptoms have subsided – at least four days after onset of rash. **Please notify the school immediately once a diagnosis is confirmed by your family doctor.**
- Whooping Cough (Pertussis) – Child may return to school after 14 days from the onset of illness or five days after starting antibiotic treatment. **Please notify the school immediately once a diagnosis is confirmed by your family doctor.**
- Glandular Fever – Child may return to school after symptoms have subsided.

ASTHMA

An Asthma Management Plan (available from the Front Office) needs to be completed for all asthmatic students. Teachers of students with Asthma will be notified and have access to this plan. Parents are responsible for updating this documentation each year or sooner if their child's asthma changes significantly. Parents should ensure their children have an adequate supply of appropriate asthma medication at school.

DENTAL HEALTH

From the beginning of February 2018 DHS will be transferring the care of students from Marri Grove Primary School to the Woodland Grove Dental Therapy Clinic based at Woodland Grove Primary School, McMillan Road Byford (Tel: 9526 4012).

FOOD ALLERGIES

We have several students who have severe food allergies. The most common food allergies are peanuts, tree nuts (walnuts, almonds, cashews etc.), cow's milk, soy, seafood and eggs. Many children will "outgrow" their food allergies, however reactions to nuts, seeds and seafood may be lifelong. The symptoms of food allergy range from mild to life - threatening, with anaphylaxis the most severe form of allergic reaction.

We need to make every reasonable effort to minimise the risk of exposure to known allergens within the school environment. School staff, the parents of the student with the allergy, parents of the student's classmates, the student themselves and their peers all have responsibilities to ensure the risk of an allergic reaction is minimised. We also need to make sure we manage this issue in a sensitive and appropriate way.

Firstly, we ask that parents DO NOT provide food for their children at school that contain

nuts. Whilst we cannot prohibit, this we appeal to parents' sense of fairness and respect to those in this unenviable situation. Please remember that for some children this can be a matter of life or death.

As a school, we can minimise the risk by ensuring that:

- Students do not share food, utensils or food containers.
- Students with allergies only eat food that is prepared at home.
- All food and drink containers are clearly labelled with students' names to avoid confusion of ownership.
- Avoiding food that contains nuts and/or traces of nuts where possible.
- For further information: <http://www.allergy.org.au/pospapers/anaphylaxis.htm>

UNIFORMS

The school strongly encourages children to wear uniforms to school. These items can be purchased from the school Uniform Shop that is run by the P&C. The uniform shop is open Fridays 8.30 am to 9.00 am

A school dress code:

- Fosters and enhances the public image of the school; and in building class, school and team spirit.
- Ensures students are dressed for specific school activities and encourages equity among students.
- Clearly identifies students when they represent the school, participate in excursions or attend school social functions.

Requirements:

- School check dress
- School shirt with logo
- Black skorts
- Black pleated skirt with bloomers/ sport pants
- School zip jacket
- Black pants/ tracksuit pants/ jazz pants/shorts
- Black school wet weather jacket
- Leavers shirt (Year 6)
- Sunsafes school hat

Footwear:

- School sandals.
- School shoes.
- Sneakers or joggers.

(Thongs, reef sandals, massage sandals, heeled dress sandals and scuffs are not permitted).

WEARING OF SUN HATS

Wearing of hats whilst involved in outside activities is compulsory throughout the entire year. We encourage wearing broad brim hats. Sun visors, beanies and hoods are not adequate protection.

We encourage students to wear the school hats.

Please ensure all items of removable clothing (e.g. jackets, hats) are clearly labelled, as they are often mislaid.

JEWELLERY

For safety reasons the only items of jewellery considered appropriate while at school are ear studs, sleepers, watches, or medical alert bracelets. Please inform the classroom teacher if your child wears a piece of jewellery for religious or cultural reasons. Family support in relation to this would be greatly appreciated.

Hair longer than shoulder length must be plaited or tied back. This is expected of both girls and boys.

CHILDREN'S PROPERTY

We strongly discourage the bringing of valuables, toys and sporting equipment to school and no responsibility is accepted for loss or damage to students' personal property. If an item is brought in for news, teachers, on request, may place it in a safe place for the day. Please also ensure that all property such as books, pencils, rulers etc. are clearly labelled so that lost or mislaid items can be returned to owners.

Money brought to the school may be handed to class teachers for safekeeping.

INFORMATION TECHNOLOGY

The school has access to excellent information technology resources with networked computers, iPads, interactive whiteboards and appropriate software to assist students and staff to enhance learning and teaching across the curriculum. All computers throughout the school have Internet connection and students enjoy ready access from their classroom.

INTERNET

The Department of Education's mandatory policy – "Students Online", governs all computer usage on our school premises. This policy also incorporates the use of photographic and DVD materials.

This means that through the Department of Education, Marri Grove Primary School will make every reasonable effort to provide safe and secure online learning experiences for students when using the Department's online services. Parents will be provided with, and are required to complete, with their child, a consent form each year to ensure that our students understand the importance and privilege of using the on-line services available to them at school. This form needs to be returned to our school at the commencement of the school year so that the teaching and learning program can incorporate the use of many interactive technologies.

MOBILE PHONE / IPODS – USE BY STUDENTS

Students at Marri Grove Primary School are discouraged from bringing mobile phones, iPods, tablets and/or electronic gaming devices to school.

We accept that there may be some situations where parents require students to have mobile phones on the way to and home from school. In these cases, their use is restricted to **before** or **after school** only.

For security and privacy reasons, students do not have access to mobile phones during the school day. Consequently, students who bring mobile phones to school are required to hand their phone/tablet/gaming device in to the Front Office where it will be safely stored for them during the day.

The school strictly does not accept responsibility for the loss or theft of any of these devices.

If a student fails to hand in the phone, by keeping it on their person or concealing it in their desk or bag, and it becomes lost, stolen or damaged the school once again will not accept any responsibility for investigating the incident or recovering the phone.

LOST PROPERTY

All mislaid clothing items are placed in the Lost Property basket outside Block 1 Wet Area.

BICYCLES / SCOOTERS

The following rules apply to students riding bicycles to school: (Children under the age of 8 years MUST be accompanied by an adult)

- Bicycles are not to be ridden on school grounds.
- Suitable safety helmets must be worn by all cyclists.
- Bicycles must be kept in the racks provided.
- Cyclists must provide a suitable locking device to secure bicycles.
- Students must walk their bicycles across the road.
- Bicycles should be fully equipped with bell, brakes, reflectors etc. and be maintained in good order.
- For easy identification, the engraving of an appropriate driver's license number on the frame is advised by the Police Department.

LIBRARY

Marri Grove Primary School has a fully automated library. A wide range of books and resources are available for both students and staff along with access to up-to-date computer equipment including Internet facilities.

All students and staff are issued with a borrowing card, which remains in the library. Children wishing to borrow a book must provide a suitable library bag. Books and resources are borrowed for up to seven days and may be renewed after that time. Parents are asked to pay the replacement cost for any damaged or lost items.

Due to the number of resources and books purchased we also need parents to assist with book covering. If you are able to assist, please contact Mrs Taylor in the Library. Your help will be gratefully accepted.

ASSEMBLIES

Assemblies are usually held on Friday mornings in even weeks. Assemblies are shown on the Term Planners along with other events. During each assembly, one or two classes will present an item. The Student Councillors will generally run the Assembly and present reports

to the school community. Merit Awards are presented to various children for their efforts or contributions in class. In addition, Out of School Achievement awards, Visits to The Principal and other special awards may also be presented.

Parents of award winning students will be notified in advance to allow them to ensure they are present. All parents and friends are welcome to attend.

SCHOOL HOUSES (FACTIONS)

Upon enrolment, students will be allocated to one of four School Houses: Bassett (Gold), Johnson (Red), Dowling (Green), and Hutcheson (Blue). Siblings will be allocated to the same house. The Front Office and/or class teacher are able to advise you of the house your child has been allocated. Faction T-shirts are available for purchase through the Uniform Shop. Children can wear their faction shirts on Sport Days.

IN-TERM SWIMMING

The school tries each year to offer swimming lessons during term time. No tuition fees are charged for these lessons although bus transport and pool admission charges must be met by parents.

Department of Education swimming classes are available to all children from Pre Primary – Year 6 for two weeks during the year.

The school takes the view that all students should attend unless medically unfit to do so as we regard in-term swimming as an important part of our Physical Education program.

PHYSICAL EDUCATION

At Marri Grove Primary School we have a high quality Physical Education program that provides all students from Pre-Primary to Year 6 with a comprehensive program.

In line with Commonwealth Government policy, all students will receive a minimum of 120 minutes of physical activity comprising of fitness sessions, physical education lessons and weekly sport as well as Fundamental Movement skills sessions for children in the early years.

Children are encouraged to be suitably dressed for all Physical Education activities including the wearing of suitable footwear.

LOTE (LANGUAGE OTHER THAN ENGLISH)

Children from Year 1 to Year 6 are taught Indonesian as our Language Other Than English (LOTE).

Our specialist Indonesian teacher provides stimulating lessons including a focus on the learning of the Indonesian language and an understanding of the culture. Students will take part in one class of 60 minutes each week.

PERFORMING ARTS

Performing Arts classes will be provided to all Pre-primary to Year 6 students by our specialist teachers. Students will take part in one class each week and will be eligible to participate in the School's Choirs as well as in festival and community events.

Students in Years 5 and 6 will be eligible to try out for the instrumental program conducted by teachers from the School of Instrumental Music (SIM). Students are usually assessed for their suitability for the SIM program towards the end of Year 4, however there may also be opportunities earlier and later to join the program.

PARENT PARKING

Parking can be a problem for families given the numbers of families who need to drive to school. Please exercise caution when parking around the school and do not park illegally on verges or footpaths.

ARRIVAL TIME FOR STUDENTS

You are asked not to bring your child to school before 8.30 am as staff are not available to provide an adequate level of supervision. Should you need to bring your child to school before 8.30 am you can access the schools out of school hours care service.

Classrooms will be open for families and children at 8.30 am. However, in the event a classroom is not open you are asked to wait outside the external classroom door until the class teacher arrives. Please also use this space when waiting to collect your child in the afternoon.

SMOKING

The school grounds are a smoke free zone and we prohibit smoking anywhere in the school, including the playground and oval. As a health promoting school, we believe adults have a role in modelling responsible behaviour and as such, we request that you also not smoke in the area immediately around the school.

CANTEEN

The Marri Grove Primary School Canteen is run by our P&C who employ our Canteen Manager. The Canteen relies on the support of parent volunteers to ensure that recess and launch can be provided five days a week. The Canteen is compliant with the requirements of the Department of Education *Healthy Food and Drink* policy. The canteen menu exceeds the DoE *Healthy Food and Drink* policy by offering a 'green' menu. Menus are available from administration, the canteen or online.

COMPLAINTS MANAGERMENTS

Complaints from parents will be managed promptly and in accordance with DoE policies.

Complaints made to the Front Office either in writing, by email, in person or by phone will be dealt with in the following way:

1. If no contact has been made with the relevant staff member, the complainant will be directed to that staff member.
2. If the staff member has been approached but the matter has not been resolved, it will be directed to one of the Deputy Principals.
3. If Step 1 or 2 have not resolved the issue, it will be referred to the Principal.
4. If Step 3 is unsuccessful, the Principal will refer the complaint to either Regional or Central Office.

Complaints about parents will be managed through the Principal. Staff will be required to show how they have attempted to resolve the issue and steps that they have taken to date. Should it be necessary, the principal will implement the necessary steps as set out in DoE documentation and policy.

Complaints about the Principal can be directed to the Regional Director.

INFORMATION FOR KINDERGARTEN

Attendance Roster

Kindergarten students attend school for 5 days per fortnight, the schedule of which is laid out below. Wednesday is a cross-over day. If your child attends school on a Wednesday one week, they will not attend that day the following week. The timetable is available from the office or in the library section in Connect.

Communication

We have three communication methods that we use to ensure that upcoming events, news or information are shared with you; the school Connect app, the school's Facebook page and your child's personal Communication Book which will go home every day.

The school app can be downloaded from the App Store and is used to inform parents of events that have, or will be, occurring in our class, school and community. Your child's communication book provides a glimpse into what we are learning about in class, your child's behavior, and provides you with an opportunity to inform us of any changes at home that may affect your child at school. Any notes, newsletters or important information will be directly emailed to you, so keep an eye on your inbox and remember to keep your details up to date at the school office.

Drop off and Pick Up

It is a requirement of the Department of Education that kindergarten-age children are released to an adult caregiver with permission to take them. If you have family or friends that will be picking up your child, please include them on the list of contacts for your child in the school office, or let us know in writing with a parent/legal guardian signature beforehand. Students will be required to sit on the classroom mat and wait until their name is called by a staff member before they can go outside and meet their caregiver.

What to bring

***A Large Bag**- big enough for art works and all items. Please make sure your child can fasten and unfasten the bag.

***A school hat** or other wide-brimmed hat (no caps).

***Clothing**- Easy to manage clothes and a spare set in a plastic bag in case of accidents.

***Lunch** and a fruit snack for recess. Heating and cooling facilities are not available for children's lunches. We recommend that ice blocks are placed into lunch boxes.

***Shoes**- Should be easy for the children to put on and take off by themselves. Shoes need to be enclosed and **Velcro** straps are preferred as very few Kindy children can tie their own shoelaces.

***Water Bottle**- to be left in class during the day for easy access.

All personal items including food containers, bags, bottles and clothing should be clearly labelled with your child's name.

At the beginning of each school year, students are required to bring items included on the 'Personal Requirements List'. This list will be

Fruit Time and Lunch ideas

Please provide a piece of fruit each day for your child to share or have for recess. If you have no fruit, some other fruit time alternatives are;

· celery, cucumber, carrots, sultanas, cherry or grape tomatoes, capsicum or cheese

Healthy nutrition is a major focus of the school and we, therefore, request that you pack a healthy lunchbox for your child. We will share some of our favourite healthy lunch ideas with you.

Please only put water in your child's drink bottle. Water is, of course, the healthiest option; however, we also have a problem with ants in the school and juice or cordial from dripping drink bottles encourages them.

Your child will have regular access to water throughout the day to ensure that they are drinking an adequate amount.

Marri Grove PS is a nut aware school. We would appreciate it if you could ensure that your child does not bring

food items which contain nuts to school.

Birthdays

We love to help your child celebrate their day. If you would like to bring in cupcakes or a treat to share for this special occasion, please do so.

Parent Rosters

We welcome all parents or grandparents, aunties or uncles for parent help. Parent help starts in the morning after the bell goes and usually involves preparing the fruit and then assisting the children (in a small group) with an activity.

Please write your name on the roster and complete a Confidential Declaration form (available in class).

We will start the help roster from week three, term one.

We are aware that it is not always possible for a family member to assist in class; however, you may be able to assist with cutting out, other types of preparation or simply by bringing in recycling for craft. Please contact your child's teacher to enquire. Any help is always appreciated!

Toys/Lollies/Jewellery

Please discourage your child from bringing toys, lollies or jewellery to school. Children's toys are precious and breakage or loss can be heart-breaking. The school cannot assume responsibility for any loss or damage.

STAFF LIST 2018

In addition to the Administration staff, the following people make up the staff of Marri Grove Primary School.

Class Teachers

Room 1 - Melissa Matthews Year 5
Room 2 - Ashleigh Hoare Year 6
Room 3 - Mandy Gilchrist and Madhuri Vannemreddy Year 5
Room 4 – Greg Winning Year 5
Room 5 – Stephanie Barton Year 5/6
Room 6 - Helen Viola and Christopher Betts Year 3
Room 7 - Linley Smith and Carolyn Richer Year 4
Room 8 - Jan Thomas Year 3
Room 9 – Jessica Stacey Year 3
Room 10 - Pauline Ziere and Christopher Betts Year 3/4
Room 11 - Michelle Pincer Year 2
Room 12 - Kathleen McLaughlin Year 1
Room 13 - Jodi Voute Year 3
Room 14 – Katy Nicholson Year 2
Room 15 - Asha Gearing and Kelly Stevens Kindy/PP
Room 16 – Dayle Carruthers and Linda King Kindy
Room 17 – Renee Bol and Katherine Weaire PP
Room 18 – Linda King and Katherine Weaire PP
Room 19 – Nicole Discombe and Kelly Stevens PP
Room 20 - Karen Davis Year 1
Room 21 – Justine Foster Year 1
T1 – Renae Huisman Year 2
T2 - Mario Tamburri Year 1/2

Specialist Teaching Staff

Rajinder Kaur - LOTE (Indonesian)
David Conlon – D&T
Kurt Harmer - Physical Education
Claire Drew and Kelly Kleinjan - Performing Arts
Mel Loney - SAER

Student Services

Michelle Zabczyc - School Psychologist
Glenda Morgan - School Chaplain
Charlotte McGarry - AIEO

Support Staff

Melanie Baird - Education Assistant
Lynette Lardner-Higgins - Education Assistant
Mariska Lotter - Education Assistant
Terri Saywell - Education Assistant
Elena Tobia - Education Assistant
Kay Blakie - Ed Assistant/Special Needs
Sandra Cameron - Ed Assistant/Special Needs
Kristine Houlihan - Ed Assistant/Special Needs
Donna Hutchinson - Ed Assistant/Special Needs
Brenda Walker - Ed Assistant/Special Needs
Michelle Yerby - Ed Assistant/Special Needs
Louise Colborne – School Officer
Hayley Edwards – School Officer

Rowan Smith - Gardener
Noelene Robinson - Cleaner in Charge
Karen Gardner - Cleaner
Maureen Reilly - Cleaner
Jeanette Fergusson – Cleaner

Payments to the School and Bank Details

For all the following payments you have the option of paying by electronic banking. The details of the school account are as follows. In the Reference line please indicate your child's name and what the payment is for:

A/C 19903506

BSB 066-040

Reference Student Name, Details

Credit: If you wish to make a deposit to your child's account to cover the various costs through the year, you are more than welcome to do so. This can be done in the same way as any other payment – cash, Eftpos or electronic deposit

Payment Plans: If you wish to start a Payment Plan to cover costs through the year, please contact Sally Woollard, Manager Corporate Services on 9525 1199 or by email, Sally.Woollard@education.wa.edu.au