



Mentone  
Primary  
School



**INFORMATION BOOK  
2009**

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## **Mentone Primary School**

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*'Learning today for tomorrow'*

### **WELCOME TO MENTONE PRIMARY SCHOOL:**

*To all parents and children we extend a warm welcome and sincerely hope your association with our school will be worthwhile in all respects.*

*I am so proud to be Principal of such a good school where you can see great things are happening.*

*We are very fortunate at Mentone to have committed teachers who work so hard at making our children's schooling positive and enjoyable. One of those positive things is the way parents and teachers work together to provide the great programs that occur.*

*There has been significant improvement to our buildings and playgrounds over the last few years and we look forward to continually enhancing these facilities.*

*If you have any enquiries please do not hesitate to contact me. The office door is always open.*

*Mentone Primary has a friendly spirit of co-operation, enabling our children to enjoy their time here, while experiencing an excellent education.*

A handwritten signature in black ink, appearing to read 'Chris Chant'.

**CHRISTOPHER CHANT**  
*Principal*

## **MENTONE PRIMARY SCHOOL PROFILE:**

Situated in an established bayside suburb in the Southern Metropolitan Region, close to public transport, Mentone Primary School is a clean, bright school, which celebrates its 120<sup>th</sup> Anniversary in 2009.

An integrated approach to learning is undertaken by all students based on the eight Key Learning Areas of English, Maths, The Arts, Health & Physical Education, Science, Technology, and Studies of Society & the Environment. Emphasis is on Literacy and Numeracy. The special needs and talents of individual children are catered for and specialised programs are also offered in Library, Integration, English Special Assistance, Reading Recovery, Camping, Swimming, Sport, Bike Education, Life Education, Art/Craft, Music, & Drama/School Productions. By acknowledging and addressing the inter-relationship between curriculum programs we provide quality teaching and learning opportunities, which assist all students to develop to their full potential. The school aims to provide a high quality education in a positive and supportive environment.

Mentone Primary School offers:

- A friendly, co-operative, stimulating learning environment
- Dedicated, committed teaching and support staff
- Genuine parent participation in all areas of the school's operation
- Caring atmosphere
- Regular communications via our weekly newsletter and website.
- Community links and liaison with local pre-schools, primary schools and secondary colleges
- Before and After School Care program
- A happy place for children

The school community encourages children to develop personal characteristics of self-worth, good citizenship and mutual respect for individual needs and differences. Regular evaluation of programs aims to ensure that the children's learning is relevant, rewarding and challenging.

The nature of the site suits the current enrolment of approximately 310 students from diverse cultural backgrounds. In addition to 14 general classrooms, specialist areas include the Multipurpose Room, a networked Computer Centre, Library and Art/Craft Room.

The school has completed major building works, which has produced, effectively, a brand new school. More than 3.0 million dollars was spent which has made the school facilities second to none in the State.

Mentone Primary School is proud of its long history of commitment to offering progressive educational opportunities in partnership with the whole school community and will continue to encourage participation, openness and quality of opportunity.

# SCHOOL POLICY:

## **Introduction:**

Education is aimed at securing the independence of each individual learner, to “create” children who are able to discover whatever they need to know, in new situations, for themselves, and who are able to adjust their own needs and values in the light of their own social circumstances.

The teacher will endeavour to create an atmosphere of a happy, harmonious, hard working environment within the classroom. Values of caring, sharing, understanding, tolerance, appreciation and acceptance of each others capabilities and needs will play a very important in the life within the classroom group; with the hope that these qualities will be forever a part of the child’s future life extending to his/her school colleagues, family, friends and future work associates.

The child’s attitude towards work will be aimed at concentration and care, with the thought that a job needs to be done to the best of one’s ability.

The expectations of the teachers will be high in the work area, keeping in mind the great variation of individual efforts.

The aims of courtesy, respect, manners and behaviour will also be of a high standard. These are of equal importance to the child’s school life as is the learning process and academic progress.

## **At Mentone Primary School we aim to:**

- (a) Help children develop responsible freedom by providing a school climate in which a child may fully participate and realise his/her own potentialities. He/she needs to experience a sense of achievement on regular occasions.
- (b) Provide the fundamental literacy and numeracy skills as a basis for secondary education. Where necessary, provide individual teaching, level teaching remedial groups and diagnostic testing to establish needs.
- (c) Help children develop the ability to reason and evaluate logically and creatively, while developing a tolerant attitude to the opinion of others.
- (d) Recognise differing talents in children and to develop these talents.
- (e) Recognise and assist with individual differences both academic and personal.
- (f) Help children develop self-discipline and desirable working habits.
- (g) Foster a quest for knowledge through learning experience activities.
- (h) Develop children physically, mentally and socially.
- (i) Provide the opportunities for all children to pursue enriching, recreational activities.
- (j) Integrate all cultures within the school into one cohesive whole.
- (k) Maximise the limited school grounds so that activity, creative play and sport will encourage the children in the pursuit of desirable social play patterns.
- (l) Create a school environment where discussions, counselling and advice, rather than force, will be the method of solving differences.
- (m) Help to develop staff morale so that the aims and expectations for the children have a better chance of being realised.
- (n) Encourage parent participation in the activities of the school in order to establish a co-operative relationship in the interests of the whole community.

## **Educational Philosophy of Mentone Primary School:**

The maximum educational development of each individual student is the underlying theme of our education policy.

This educational development is not confined to scholastic achievement but should include the fullest possible development of the intellectual, physical, social, aesthetic and moral qualities. These are the characteristics generally regarded as desirable by the community to which the school is responsible.

Using the philosophy of Participation, Openness and Equal Opportunity, we encourage all our parents to come into the school and share their cultures. Our staff members are always there to help with concerns.

We foster total integration and socialisation by developing strong links between parents, children and the community.

Mentone Primary will endeavour to provide an atmosphere in which pupils will develop:

- initiative
- self reliance
- confidence
- tolerance
- reasoning
- literacy
- numeracy
- compassion
- constructiveness

Our long term aims can be best summed up as developing happy, well adjusted, capable and intelligent children who have a thirst for knowledge.

The Mentone Primary School community aims for the maximum educational development of individual students in the following ways:

### ***Intellectually:***

- Training in clear and logical thinking
- Training in reasoning
- Making judgements
- Training in the meaningful use of leisure
- Fostering a desire to learn

### ***Physically:***

- Exercise through games, adventure activities, swimming, sport, gymnastics and creative movement
- Application of healthy principles to one's self
- Enjoyment through participation

### ***Morally:***

- Encouragement of desirable habits. Our Values Program concentrates on honesty, respect, compassion, teamwork & friendliness. Other character traits such as honesty, obedience, diligence, responsibility, cleanliness, courtesy, confidence and the principles of good citizenship are also emphasised.

### ***Aesthetically:***

- Awareness of beauty in all things

### ***Socially:***

- A sense of dignity and worth
- A sense of responsibility for their own actions and decisions
- A caring attitude towards others
- Learning to work with and accept other people's points of view

## **AUXILIARY ORGANISATIONS:**

Active interest and participation by parents in the life of the school is warmly encouraged. This may be achieved through membership of auxiliary organisations described below, by supporting the various functions planned and arranged throughout the school year, or assisting with school programs.

### **Parent Helpers:**

Parent helpers are very welcome in our school according to the individual wishes and needs of each classroom teacher or specialist. The usual areas of help are in library work, listening to reading, excursions, sport, Perceptual Motor Program, Bike Ed, etc. We really need parent help in these activities and children certainly like it when their mum or dad helps out. Parents gain as well.

### **School Council:**

Our School Council, made up of five parent representatives, two staff representatives, one co-opted member and the Principal, plays an increasingly important role in the functioning of our school. Their areas of responsibility cover facilities, finance, curriculum, fundraising and all other matters that pertain to school administration. Your support of Council functions would be appreciated.

### **Sub-Committees of School Council:**

<b><i>Education:</i></b>	An open forum which discusses educational and curriculum issues.
<b><i>Finance</i></b>	Look at the best use of school funds
<b><i>Fundraising:</i></b>	Organises major school fundraising ventures.
<b><i>Buildings &amp; Grounds:</i></b>	Makes recommendations to School Council on buildings and grounds repairs/improvements and organises Working Bees.

### **Parents' Club:**

The Parents' Club meets once a month on a day to be organised at the commencement of each year.

Apart from fundraising, icy-pole sales, uniform sales, special lunch days, cleaning of sick bay linen, members help in many areas of the school programs and activities, especially in areas working directly with the children. New members are most welcome.

## GENERAL INFORMATION:

### ***Term Dates***

	2008	2009	2010
Term 1	30th January to 20th March	2 <sup>nd</sup> February-3 <sup>rd</sup> April	28 <sup>th</sup> January-26 <sup>th</sup> March
Term 2	7th April to 27th June	20th April-26 <sup>th</sup> June	12 <sup>th</sup> April-25 <sup>th</sup> June
Term 3	14th July to 19th September	13 <sup>th</sup> July-18th September	12 <sup>th</sup> July-17 <sup>th</sup> September
Term 4	6th October to 19th December	5 <sup>th</sup> October-18th December	4 <sup>th</sup> October-17 <sup>th</sup> December

**Book Pickup:** Mountain Books will have your child's package available to pick up from our school on 25th January. The Uniform Shop will also be open on this day.

You can order on-line, or make your purchase at the shop if the collection date is not suitable.

### ***School Hours:***

School commences: 9.00am                      School grounds supervised from 8.45am

Recess:    11.15 am-11.45am

Lunch:    1.05pm -1.15pm                      Supervised by class teacher

Lunch Break:                                    1.05pm-2.05pm

School Dismisses: 3.30pm                      School grounds supervised until 3.45pm

**As part of the transition from Pre-school/home to school, Prep children will not be required on each Wednesday for the first four weeks of school.**

If it is necessary to **collect your child during school hours** please complete the sign in/out book at the school office first - this is a necessary safeguard for the welfare of the children. The sign in/out book should also be completed if your child arrives late to school by the accompanying adult.

If you are going to be late picking up your child it is most important you contact the school on 9583 2995. Any children still at school after school ground supervision finishes at 3.45pm will be sent to wait for their parents/guardians at the office.

### ***Lunchtime Arrangements:***

Children eat their lunch under supervision either in their classrooms or as a group outside between 1.05pm-1.15pm.

There is no provision for children to buy their lunches, however Parents' Club run Special Lunch Days on many occasions throughout the year. Details will be given at least two weeks in advance about the Special Lunch Days. Please remember that no late orders can be accepted.

### ***Wet Days:***

On wet days normal dismissal times occur, although changes may be made to recess and lunch times. This is to assist working parents or those who might be in another locality on a rainy day.

### ***Toilets:***

Children are encouraged to use toilets during break time. If a child needs to visit the toilet during lesson time two friends must accompany him/her.

### ***School Uniform:***

The school has a compulsory school dress code which means that children must wear clothing to school in a combination of any of the following colours: Royal Blue, Navy Blue, Gold/Yellow, Grey, White. **The only logo that is allowed is the school logo.** School monogrammed polo shirts, windcheaters, hooded windcheaters, skirts, shorts, caps, etc. can be purchased at the Uniform Shop on Friday mornings between 8.45am-9.15am or orders with money can be placed at the office. Orders received without money will be kept at the school office for collection. Payment can also be made by Credit Card.

**Your child will also require an Art Smock and Library bag. These are available at the Uniform Shop; however an old shirt or large T-shirt is also suitable for Art classes.**

### ***SunSmart Policy:***

Mentone Primary School is proud to be a declared a SunSmart School. The Anti-Cancer Council of Victoria has looked at our policy regarding Sun Awareness and declared us an official SunSmart School.

Children are to wear legionnaire or brimmed/slouch hats during all outside activities as well as recess and lunch breaks during **Term 1** and **Term 4**. We have also incorporated changes to the timetable to lessen the need for children to be out in the sun during peak times.

### ***Clothing:***

- (a) Please label all articles of clothing and hats. (Please also label lunch boxes, school bags, etc) We always have a large amount of Lost property and named items can always be returned to owners promptly.
- (b) Young children should be trained to look after their belongings and taught to do up shoe laces, etc.
- (c) Wear suitable school clothing. Singlets/tank tops and sleeveless dresses are considered inadequate protection from the sun and therefore should not be worn. The school has a preferred uniform option and school council are currently revising the Uniform Policy.
- (d) Thongs are not to be worn because of the likelihood of accidents.
- (e) It is advisable for Prep children to bring a change of clothing to school and extra underwear in a plastic bag clearly marked with their name. These can be kept in their school bag in case of emergency.

### ***Religious Education Classes:***

Voluntary Instructors from the Council for Christian Education in Schools provide classes for children at all grade levels. Instructors follow an agreed non-denominational syllabus "Religion in Life". All children attend these classes unless parents ask for an exemption or indicate on the Confidential Student Information Form that their child is not to participate. Buddhist and Jewish Classes are also available on request.

### ***Term Holidays Dismissal Time:***

On the last school day prior to Term 1, 2 and 3 holidays, dismissal time is **2.30pm**. Children are dismissed earlier on the last day of the school year. A reminder notice is included in the regular newsletter. If there is any change a special notice will be sent home.

### ***Money:***

Children should not bring money to school except for school purposes. School monies should be sent in a sealed envelope with your child's name, grade and amount enclosed written on the outside and also indicating reason for payment e.g. excursion, special lunch, etc. Payments should be sent to the classroom teacher along with relevant permission forms.

Children may bring small amounts of cash to purchase an icy-pole at the Icy pole Shop on Monday and Friday.

### ***Bicycles:***

Due to safety requirements School Policy states children from Grades 4-6 only are permitted to ride bicycles to school providing they wear an approved safety helmet. Children are not permitted to ride in the school grounds.

### ***Bike Education:***

Bike Education classes are held each year for children in Grades 3, 4, 5 and 6.

### ***Homework:***

Teachers make their own decisions regarding homework for their grade. Homework may cover reading, revision, finishing school activities, etc. Aims of homework at all levels are: skills extension, revision; development of independence; development of desirable attitudes to learning and parental involvement.

### ***Newsletters/Prep News:***

Each Thursday, throughout the year, a newsletter is printed and distributed to the eldest child. This is the key means of communicating news of events in all branches of the school's operation and so it is a vitally important publication. You should ask your child for the newsletter and encourage him/her to bring it home safely. It is also available on our website and brochure stand.

Every second Friday a special Prep News is published to keep Prep families up to date with classroom activities completed and anticipated. On the last Friday of each month there is a Prep assembly in the Multi Purpose Room.

### ***Emergency Information - Vital Information:***

The school maintains information essential for the efficient handling of emergency situations for each child. This includes the names of two emergency contacts other than parents, as well as work and mobile phone numbers for one or both parents. You are requested to **immediately** advise the classroom teacher and school office in writing of any changes to this information as well as changes to home address, telephone no's etc.

### **Absences:**

A note is required on return to school following any absences even if you have verbally informed the teacher or office. If your child has a contagious illness, such as Chicken Pox or Measles, or you expect your child will be absent for more than a week please phone the school to advise his/her teacher. If your child is to be absent due to a family holiday, prior advice in writing would be appreciated.

### **Late Arrivals/Early Departures:**

If a child arrives at school after morning assembly or needs to leave the school before 3.30pm, the parent/guardian is required to complete details on the Late Arrivals/Early Departures sheet outside the school office. If your child arrives/departs during recess or lunchtime please ensure a member of staff is also advised.

### **School Costs:**

- The School Council has set the 2008 Classroom Levy at \$150 and \$5 for R.E.; a total of \$155. It is reviewed each year. This money offsets some of the cost of classroom requisites purchased in bulk for children's use e.g. paint, paper, clay, clag, book binders, cooking ingredients, technology and art materials. These levies are a necessary requirement to maintain the many programs your child participates in.

Special Program costs are requested as follows:

- The cost per child to participate in the Swimming Program is around \$70.
- Excursions/Incursions for the year total around \$50-60.
- School Camps vary in price depending on venue but are usually in the range of \$100-\$325 for Grades 4-6 and the "sleepover" for Grade 2 children is around \$12.

### **Education Maintenance Allowances - Are you eligible?**

Through the Department of Education (to Centrelink), an Education Maintenance Allowance (EMA) is available to parents/guardians who hold a Health Care Card. The allowance is available specifically to assist parents with educational expenses, eg school fees, uniforms, camps, excursions, sport, books, etc.

The annual allowance is currently \$221 per child of which 50% is directed to the parent in the form of a cheque or direct bank deposit. It is paid in 2 instalments. A parent who holds a Commonwealth Health Card current on **the first day of Term 1** will be entitled to receive the first instalment and likewise a parent who holds a current card on **the first day of Term 3** is entitled to the second instalment. It is vital that the forms are completed and returned to the office by the **due date** as the department does not accept any late applications. Notice of the closing dates will be given in the school newsletter.

The school's portion of the EMA (50%) will be directed to your School Resource Levy unless advised otherwise, and then any outstanding amounts recorded during the year. Education Maintenance Allowance application forms are available at the commencement of Terms 1 and 3.

### **Swimming:**

An intensive 8-day swimming or Lifesaving program (for more advanced swimmers) is held during late November/early December each year for all students. Qualified Instructors teach the children in small groups using the Aquapass system of instruction. The program is part of the Physical Education curriculum and all children are expected to participate.

### ***Excursions/Incursions/Camps:***

A camping program is held for Grades 3-6, introduced by Grade 2 children having a “sleepover” at the school in either November or December.

Excursions and incursions are usually held each term, some of which are planned at grade levels and others, particularly incursions, as an all school activity. Special notices are always sent home advising parents of dates, venues, costs, etc. in advance.

### ***Discipline in the playground and around the school:***

#### ***Rules:***

Children are not to:

- Be in the school buildings at any time without teacher supervision
- Leave the school grounds without permission
- Be in “out of bounds” areas:
  - Near dumper
  - On stairs without supervision
- Ride bicycles in the school grounds without supervision (Bike Ed)
- Climb trees/fences/on roofs
- Throw stones/sticks, other dangerous objects
- Fight/spit
- Rush, run or push whilst moving around the school (building corners/breeze ways/stairways)
- Be rude to, disobey or defy teachers or adults
- Leave the classroom or special teaching areas without the teacher’s permission
- Behave in a way that makes others feel unsafe or uncomfortable

The Student Welfare & Discipline Policy is available at the office to anyone who wishes to access a copy. The School Charter also includes Codes of Conduct for school community information.

### ***Fundamental Motor Skills/Perceptual Motor Program:***

The Junior School children (Prep-2) will have regular sessions in Fundamental Motor Skills and/or PMP in addition to Physical Education lessons.

Fundamental Motor Skills, such as the run, leap, kick, bounce, catch and overhand throw, form the building blocks, which underpin the learning of more complicated sport and movement skills. Competence with these skills enables students to feel good about themselves and encourages participation in physical activity as a leisure choice throughout life.

These sessions develop fitness, co-ordination and motor skills and contribute to the child’s overall development. The benefit flows on to all areas of the curriculum.

### ***Health:***

All children need to have a Certificate of Immunisation when enrolling at, or transferring to, our school. The National Registration Immunisation Certificate should be presented to the office when enrolling your child. If you do not have one of these you need to take your Health Centre book to the Kingston Council for your School Readiness Certificate.

A copy of the child’s birth certificate also needs to be provided with your enrolment.

## Infectious Diseases:

A child suffering from the following infectious diseases must be excluded from school and a medical certificate produced before re-admission.

DIPHTHERIA	SCARLET FEVER
MEASLES (MORBILLI)	MUMPS
POLIOMYELITIS	RINGWORM
TUBERCULOSIS	WHOOPING COUGH
SCABIES	STREPTOCOCCAL INFECTION
HEPATITIS	MENINGOCOCCAL INECTION
TYPHOID FEVER	GERMAN MEASLES (RUBELLA)

Exclusion periods for the most common illnesses are listed below:

<b>DISEASE:</b>	<b>Patient shall be excluded:</b>	<b>CONTACT:</b>
CHICKEN POX	For at least seven (7) days after the beginning of the illness and until the last lesion has healed.	Not to be excluded.
MEASLES	For at least seven (7) days from the appearance of the rash or until a medical certificate of recovery is produced.	Not to be excluded.
MUMPS	Until at least 14 days after the onset of symptoms.	Not to be excluded.
GERMAN MEASLES	Until ten days have passed since the appearance of the rash.	Not to be excluded.
PEDICULOSIS (Head Lice)	Until the child has begun treatment- minimum 12 hours.	Not to be excluded.

If in doubt please telephone the school.

## Medication:

Tablets, medication, etc must not be sent to school with children with the exception of asthma pumps. If your child needs medication please consult the Principal. A letter setting out clear instructions of when and how medication should be provided and authorising a staff member to administer it must be provided before this service can be undertaken. A form is available at the office.

## School Medical Service:

The School Medical Service makes visits. Prep children are given a full medical examination and routine vision and speech checks are carried out on year 4 pupils. Parents or teachers may refer children at other levels of the school.

## Dental Health Services:

The School Dental Service is now based at the Central Bayside Community Health Centre, Nepean Highway, Parkdale. Telephone: 8587 0350.

### (e) **Head Lice:**

In recent years the incidence of head lice in schools has risen. Parents are advised to make routine inspections of their children's hair and to undertake treatment if an infestation occurs. The school **must be advised** if an infestation occurs. A child cannot remain at school until treatment has begun. Hair, combs, brushes & linen should be re-treated 7 days later to prevent reinfestation.

Permission will be sort at the start of school to have an appointed person check children's hair from time to time throughout the year as the school deems necessary.

### ***Transfers:***

When your child transfers from one school to another, a Transfer Note and your child's Immunisation Certificate for School Entry will be forwarded to the new school. Please put the details of your move in writing, stating the expected final day of attendance at Mentone and the destination, sign and hand to the office.

### ***Buddies Program:***

Early in the year Prep children are teamed up with a buddy in grade 5 or 6. The children eat lunch together and spend some time together in the playground. During the year the two grades meet regularly for 'Buddies Time' during which a wide variety of activities take place, where the older children teach their buddies skills, or games or assist them to complete tasks. It is a very valuable program with enormous benefits to both age groups, particularly in fostering positive and caring relationships with the older children and providing additional support in the playground.

### ***Playground Supervision:***

During the first weeks of school there will always be at least one Prep teacher on duty with the children at recess times, in addition to the two teachers who are normally rostered for playground supervision. We encourage the children to stay together in the Adventure Playground. We gradually decrease the additional supervision according to the needs of the children. It is not long before they are comfortable and confident in the playground, knowing there are two duty teachers and their buddy available if they have any worries.

### ***Home Reading Program:***

To help each child enjoy reading regularly, it is suggested parents share a reading time with their child each day as a complement to classroom teaching of reading skills (we suggest 10 minutes each day).

At home the parents are encouraged to share a book with the child in a relaxed and warm atmosphere. If the book is too difficult for the child, then the parents may read to the child, or sometimes the reading may be shared by the adult and the child.

The class teachers will give a full description of the program early in the year.

### ***Maths Share:***

Following the success of the Home Reading program, a Maths Share program has been developed by the Department of Education to build children's skills, attitudes and confidence with the help of parents.

It is a program of activities for parents and children to do together, using everyday materials and real life situations. When parents give children the message that Maths is an enjoyable and essential part of everyday life, they are teaching an invaluable lesson.

A full description of the program will be given early in the year.

### ***Technology/Computers:***

At Mentone Primary School we have a Technology area that houses networked computers which enables all children to experience activities with computers. The technology program incorporates all three areas of Technology - Design, Systems and Information.

Skills in computer use are developed gradually throughout the grades and children use a variety of software that incorporates educational material to consolidate skills and knowledge developed in the classroom.

Classes have access to computers in their rooms and we have additional banks of laptops for class use. These are used to reinforce skills and develop confidence and competence. The entire school is networked to the D.E. &T. Schools' Internet service and every class utilises this in their program.

### ***Before & After School Care:***

Run by the Kingston Council in our Multi Purpose Room, Before School Care is available from 6.45am-8.45am and After School Care from 3.30pm-6.15pm. For further information phone 9581 4867 or call at the Kingston Council offices in Brindisi Street.

Children who attend the After School Program assemble outside the Multi Purpose Room at 3.30pm where their names are checked off by a school staff member before entering the room. Both the school and After Care must be advised if your child is not going to attend on their scheduled day (due to absence/picked up early etc).

### ***Local Secondary Schools:***

Mentone Girls Secondary College                      Cheltenham Secondary College  
Mordialloc-Chelsea Secondary College              Parkdale Secondary College  
Sandringham Secondary College - Beaumaris Campus and Highett Campus

