



Mentone
Primary
School



**INFORMATION BOOK
2016**

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Mentone Primary School

6 Childers St, Mentone

Tel: 9583 2995

Fax: 9585 0414

Email: mentone.ps@edumail.vic.gov.au

Website: www.mentoneps.vic.edu.au



'Learning today for tomorrow'

WELCOME TO MENTONE PRIMARY SCHOOL

We are excited to have you join our learning community.

To all our parents, carers, families and children beginning school in 2016, we extend a warm welcome and sincerely hope your association with our wonderful school will be worthwhile and valuable in all respects.

I am very proud to lead this dynamic and caring school community, where daily you can see happy children and highly professional educators engaging in learning together every day.

We are fortunate at Mentone Primary to have a dedicated team of high quality teachers who work together to make your child's learning experience positive and enjoyable. Our teachers are also committed to building strong relationships with parents and working together with them to provide the excellent learning programs on offer and support each and every child to reach his or her full potential.

We are proud of our school's physical environment and the facilities we have. There have been significant improvements to our buildings and grounds over the last few years and we are continually enhancing our settings, within and outside the classrooms to make your school environment safe, secure and enjoyable.

Mentone Primary is an inclusive community of staff, students and their families. We are proud of our friendly spirit of cooperation and the strong relationships we form with each other. These attributes enable our children to enjoy their time with us, whilst experiencing a rich and rewarding education based upon our shared school values, honesty, care and compassion, respect, teamwork and friendliness.

I look forward to meeting you and getting to know your children. If you have any enquiries please feel free to contact me. My office door is always open.

Marcelle van Maanen
Principal

GENERAL INFORMATION

Principal: Marcelle van Maanen

Assistant Principal: John Bernau

School Address: 6 Childers Street, Mentone 3194

Phone: 9583 2995 (Office hours 8.15am – 4.15pm)

Fax: 9585 0414

Email: Mentone.ps@edumail.vic.gov.au

Website: www.mentoneps.vic.edu.au

Term Dates

	2016	2017	2018
Term 1	29 January-24 March	1 February to 31 March	
Term 2	11 April-24 June	18 April to 30 June	
Term 3	11 July -16 September	17 July to 22 September	
Term 4	3 October – 20 December	9 October to 22 December	

School Times:

School commences: 9.00am

School grounds supervised from 8.45am

Recess: 11.00 am-11.30am

Lunch: 1.30pm -1.40pm

Supervised by class teacher

Lunch Break: 1.30pm- 2.30pm

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 until 18th March. These Wednesdays are put aside for testing children. An appointment time will be organized.

If it is necessary to **collect your child during school hours** please complete the sign in/out book at the school office first, and fill out the orange slip to be taken to the class teacher. This is a necessary safeguard for the welfare of the children. The sign in/out book and orange slip should also be completed by the accompanying adult if your child arrives late to school.

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 inside the main building.

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 celebrated its 125th Anniversary in 2014.

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, Language Support, 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 440 students from diverse cultural backgrounds. In addition to 18 general classrooms, specialist areas include the Multipurpose Room, a networked Computer Centre, Inspiration Station 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 other’s 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

STUDENT WELLBEING

Restorative Justice and Relational Circles

By embedding a Restorative Justice Culture into our school, along with daily Relational Circle strategies and activities into classroom practices, we are able to build on student resilience and develop strong relationships between children.

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, House Athletics Sports 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 7 parent representatives, 3 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:

Program & Development committee: An open forum which discusses educational and curriculum issues.

Finance: Look at the best use of school funds.

Facilities: Makes recommendations to School Council on buildings and grounds repairs/improvements; sustainability; 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, members help in many areas of the school programs and activities, especially in areas working directly with the children. New members are most welcome.

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 for example, a letter requesting permission from the Principal must be sent to the school. If not, your child's absence is coded as "Unapproved" and is noted as such on their school report.

Absence notes are legal documents and should be written and signed by the parent/guardian stating the child's name and surname, date of absence and reason for absence.

Before & After School Care:

Run by Camp Australia in our Multi-Purpose Room, Before School Care is available from 6.45am-8.45am and After School Care from 3.30pm-6.30pm.

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).

All children should be registered with Camp Australia prior to beginning the school year <http://www.mentoneps.vic.edu.au/profile/CampAustralia.html>, regardless of whether parents are planning to use the service.

Bicycles/Scooters:

Due to safety requirements School Policy states children from Grades 4-6 only are permitted to ride bicycles/scooters unaccompanied 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.

Book Supplies:

Currently OfficeMax supply your child's package. Prep – 2 students have their supplies delivered directly to the school during the holidays, Grade 3-6 students have their supplies delivered to their home and brought to school on Day 1, providing the order is submitted online by the designated time. Supplies are then labelled by the classroom teacher and distributed during the course of the year. Book lists are available toward the end of the previous school year.

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. Children in Grades 3 and 4 also buddy up with the Grade 1 and 2 children.

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.

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 numbers etc.

Excursions/Incursions/Camps:

A camping program is held for Grades 3-6, introduced to Grade 2 children by having a “sleepover” at the school either late Term Three or early Term Four.

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. Information in our newsletter advises parents of dates and costs in advance.

Fundamental Motor Skills/Perceptual Motor Program:

The Junior School children (Prep) will have regular sessions in Fundamental Motor Skills and/or PMP as part of 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:

By law, all children need to have an Immunisation Status Certificate when enrolling at, or transferring to, our school. The Immunisation Certificate should be presented to the office when enrolling your child. If you do not have one of these you can phone 1800 653 809 or visit www.medicareaustralia.gov.au/online. A copy of the child’s birth certificate also needs to be provided with your enrolment.

Dental Health Services:

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

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 necessary. The school **must be advised** if an infestation occurs. A child cannot return to school until treatment has begun.

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.

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:

DISEASE:	Patient shall be excluded:	CONTACT:
CHICKEN POX	Exclude until all blisters have dried.	Not to be excluded.
MEASLES	For at least four days from the appearance of the rash or until a medical certificate of recovery is produced.	Unimmunised contacts to be excluded.
MUMPS	Exclude for nine days or until swelling goes down.	Not to be excluded.
GERMAN MEASLES	Until fully recovered or at least four days after the onset of the rash.	Not to be excluded.
PEDICULOSIS (Head Lice)	Until the child has begun treatment.	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 (providing we have an Asthma Management Plan). There are strict guidelines in place with respect to how, when and who can assist you in the event your child requires prescription medication during school hours. Contact the office for further information or access the Medication Policy in the School website <http://www.mentoneps.vic.edu.au/profile/policies.html>

School Nursing Program:

A School Entrant Health Questionnaire is sent to parents of Prep children early in the school year. It provides a clinical tool to assist nurses to prioritise those children who may require further assessment in general health, dental, speech and vision development.

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.

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.

Late Arrivals/Early Departures:

All children should be registered with Camp Australia (Before and After School Care provider) prior to beginning the school year <http://www.mentoneps.vic.edu.au/profile/CampAustralia.html>, regardless of whether parents are planning to use the service. This is so children who have not been picked up by 4.00pm can be taken to After School Care.

If a child arrives late 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 and fill out the orange slip to be taken to the class teacher. If your child arrives/departs during recess or lunchtime please ensure a member of staff is also advised.

Lunchtime Arrangements:

Children eat their lunch under supervision either in their classrooms or as a group outside between 1.30 pm-1.40pm.

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.

Local Secondary Schools:

Mentone Girls Secondary College

Cheltenham Secondary College

Mordialloc Secondary College

Parkdale Secondary College

Sandringham Secondary College - Beaumaris Campus and Highett Campus

Mathletics:

This program runs for all students and it complements the Maths program in the school. The children can access this both within the school and at home.

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.

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.

Technology/Computers:

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 and iPads for class use. These are used to reinforce skills and develop confidence and competence. The entire school is networked to the DEECD Schools' Internet service and every class utilises this in their program.

School Costs and QKR:

The School Council set the 2016 Classroom Levy at \$250. 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 approx. \$100.
- Excursions/Incursions for the year total around \$50-\$60.
- School Camps vary in price depending on venue but are usually in the range of \$200-\$350 for Grades 4-6 and the "sleepover" for Grade 2 children is around \$16.

An option is available at the beginning of the year to put your account in credit to cover these costs. Any forms that go home can then be returned stating 'Please use my credit'

Add something here about QkR

SKOOLBAG

Add something here about Skoolbag

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**. On days of temperatures above 35° we have incorporated changes to the timetable to lessen the need for children to be out in the sun during peak times.

Swimming:

An intensive 8-day Swimming or Advanced program 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. The cost is approx. \$100 per child.

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.

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.

Transfers:

When your child transfers from one school to another, the Transfer Note, copy of Birth Certificate and your child's Immunisation Certificate 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, then sign and hand to the office. Enrolment details will be sent electronically to schools in Victoria for Secondary School Transfers.

Uniform:

The school has a compulsory school dress code which means that children must wear clothing to school in the following colours: Royal Blue and Gold/Yellow. The Navy and white check dress is also included in the uniform list. **The only logo that is allowed is the school logo.** School monogrammed polo shirts, windcheaters, hooded windcheaters, skirts, shorts, hats, etc. can be purchased at the Uniform Shop on Friday mornings between 8.45am-9.15am or a complete gallery of uniform and payment option is available through the Mastercard app. Qkr™. Orders with payment can be placed at the office. Pre orders will not be processed without payment. 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.

- (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) Suitable school clothing should always be worn.
- (d) Runners or sensible shoes should be worn.
- (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.

Wet Days:

On wet days normal dismissal times occur, although a "wet day timetable" may be made to recess and lunch times.

