

# Mundulla Primary School

our school values:  
excellence  
respect  
responsibility  
integrity  
co-operation  
creativity



## Parent Handbook



GROW IN KNOWLEDGE



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# Welcome to Mundulla Primary School

Mundulla School is locally managed, which means the school's Governing Council, on behalf of the whole school community, shares mutual accountability for school management with the Principal.

We look forward to you joining us in our partnership as we strive to provide the best possible learning environment for your child.

## Staff

### Principal

Joann Packer

### Teachers

Sophie Ansell

Angela Deans

Kathy Haynes

Sue Hill

Jess Wiese

### Support Staff

Linda Braybrook

Jenny Dungey

Abby Obst

Kristen Will

Belinda Barrett

Barb Salmon

### Pastoral Care Worker

Suzanne Duff

## Bell Times

9.00am	School starts
10:35am – 11:00am	Recess
1:00pm – 1:45pm	Lunch
3:30pm	School dismissal

Teacher supervision at school begins at 8.30 am (or when the bus arrives for bus students). Please, do not send children to school prior to 8.30 am as teachers are not on yard duty before that time.

Yard supervision ends at 3:45pm each day (or when the buses leave).

If, for some reason, parents are delayed in picking up their children, the students will be taken inside the admin building to wait, once the bus leaves.

## Term Calendar and Dates

Term 1 2019 – 29 January to 12 April

Term 2 2019 – 29 April to 5 July

Term 3 2019 – 22 July to 27 September

Term 4 2019 – 14 October to 13 December

A calendar of planned events for the term will be sent out with the first newsletter of each term and will also be available on our website [www.mundullaps.sa.edu.au](http://www.mundullaps.sa.edu.au) .

Class teachers also send out an overview of their teaching and learning plans for the term.

# STATEMENT OF PURPOSE

## Vision

Mundulla Primary School is a happy and vibrant centre of teaching excellence, providing a quality student-centred curriculum where opportunity for challenge is balanced by the experience of success. It will be characterised by positive partnerships in which students, staff and school community work and learn together in a safe, secure environment.

Mundulla school is well resourced and staffed by a highly competent, multi-skilled and dedicated team. It will be a centre of innovative thinking with many opportunities for student leadership and involvement in a breadth of activities.

## Core Business / Mission

Mundulla Primary School is committed to:

- Providing all students with broad, balanced curriculum in all areas as described in the Australian Curriculum Assessment and Reporting Authority (ACARA), in a context of multi-levelled classes – Maths, English, The Arts, Science, History, LOTE (language other than English) Health & Physical Education
- Ensuring successful learning outcomes for all students through use of inclusive class practice complemented by focused small group and individual support in order to cater for a diverse range of students
- Quality teaching and learning with high expectations of achievement
- Creating learning environments where getting along with others, organisation, confidence, persistence, individuality, critical thinking, negotiating learning plans and celebrating achievements are valued and supported
- Establishing clear social, behavioural and learning expectations, responsibilities and consequences
- Continuous improvement for staff through an effective Performance Management Process
- High level of collaboration within our school, community and partnership, characterised by mutual respect among staff, students, parents and the wider community
- Providing opportunities for parents and community members to be involved in student learning.

## Values and Principles

Mundulla Primary School explicitly teaches and promotes our core values –excellence, respect, responsibility, integrity, co-operation & creativity. They are the basis for what we do and how we behave, individually and collectively.

## Staff Code of Practice

- All members of the school community are treated with care and respect
- The learning needs of students, both academic and social, are paramount
- All members of staff contribute to the implementation of the school's Site Improvement Plan
- Teaching programs are consistent with the Curriculum Standards and Accountability Framework
- A positive contribution is made to whole school activities
- Conduct and attire reflect appropriate professional standards
- All school and departmental policies are enacted
- Skills and knowledge are continually developed through self reflection and seeking positive feedback
- Actively engaging in performance management processes in line with Department for Education Performance Management Policy
- Participating in training and development
- Contributing positively to the development of and sustaining of a productive teaching and learning environment

# GENERAL INFORMATION

## Admission to School

In South Australia the first day of term one is the first day of school for all children, guaranteeing every child four terms of Foundation.

### **When can my child start school?**

If your child turns five before 1 May, they will start school on the first day of term one in that year.

If your child turns five on or after 1 May, they will start school on the first day of term one the following year.

The minimum age for starting school is four years and eight months.

To find out more information about when your child can start school, visit [www.earlyyears.sa.edu.au](http://www.earlyyears.sa.edu.au)

To talk to someone, call 8207 2494 or email [decdfirstday@sa.gov.au](mailto:decdfirstday@sa.gov.au)

Children are not legally obliged to attend school until they are six but as soon as they are enrolled, they are then expected to attend school full time.

During their first term at school we encourage students to attend school all day, every day however, we acknowledge some five year olds take longer to adjust to full time school than others. If this is the case with your child, please discuss this with the class teacher. Negotiations can be made, depending on the individual needs of your child.

## Transition Programs

Our transition to school program is designed to introduce you and your child to the teacher, classroom and school.

- The Principal is available by appointment to take you on a tour of the school and discuss enrolling your child and any additional support your child may need.
- Four scheduled school visits over four weeks during term 4 in the Junior Primary Class. The first visit is for 2 hours and gradually builds up to a full day.
- You're invited to join us at our school-based community playgroup on Thursdays 9 – 11am. See your child in action, enjoying fun, play-based activities and meet parents from our school community. Your child will meet the Foundation, year 1 & year 2 students who also attend Playgroup. The cost is \$2 per week to cover materials. Bring a water bottle and fruit for healthy snack.
- Younger siblings (Birth—5 years old) are welcome to attend and participate in Playgroup activities also.
- An information session for parents is held early in the new school year to familiarise you with classroom routines and expectations. Individual concerns relating to your child.

In term 4 Year 7 students participate in Bordertown High School transition program which includes several sessions at High School.



## Student Attendance & Absences

### Absences

Acceptable reasons for school absence include:

- sickness
- child has an infectious illness such as gastroenteritis, chicken pox or measles
- child needs to attend medical or dental appointments that could not be made out of school hours
- school principal is provided with a genuine reason preventing the child attending school
- child has been granted an exemption from school

The school will notify parents and caregivers by an SMS or in-app message on their mobile phones if students are absent or late to school without reason. This occurs each day starting at approximately 10am. It is parents and caregiver's responsibility at all times to provide current mobile numbers to the school.

Parents and caregivers who are using the School Star app will receive absence messages as a School Star notification on their iPhone or Android device. If the in-app message is not read within 5 minutes, the important message will automatically be re-sent as an SMS to ensure that the message reaches you.

It is the responsibility of the parent/carer to inform the school by note or direct contact to explain the reason for a student's absence from school. Ideally, contact should be made on the day of the child's absence (eg if child is ill) or before, if absence is planned (eg medical appointment).

If an absence has extended beyond 3 days without contact, the school will contact the parent/carers.

Parents are also required to explain late arrivals and early departures. If it is necessary to pick up your child during school hours, please notify your child's teacher either by phone or diary. Students who leave/arrive at school at any time other than regular start and finish times, must be signed in/out at the front office.

### Exemption from school (eg a family travel/holiday/other)

If your family plans to be away for an extended period of time, please contact the Principal to arrange an exemption prior to the event. A DECD form will need to be filled in and signed by parents and the Principal.

## Custody

If applicable, please notify the Principal of the current arrangements or any changes in legal custody of your child/ren. All information is confidential, however staff will be informed of circumstances on a need to know basis.

Unless the school sights a legal custody order, staff cannot deny access of any parent to their children.

## School Uniform

Mundulla School has a uniform selected by the school community. This consists of:

- Navy windcheater with white school logo
- White or navy polo shirt with school logo
- Navy blue shorts, long pants or skorts
- Blue & white checked dress
- Hat in terms 1,3 & 4
- Yellow & black sports top

Some uniform items are on hand at the school and orders are taken at the end of terms 1 & 3. A selection of second hand uniforms are available at the school for \$2.00 per item. Please ask the school for more information.

For safety thongs and shoes with high heels are not permitted.

Hats: During terms 1,3 & 4 all students are required to wear hats when outside, to protect their face, neck and ears e.g. legionnaire, broad brimmed or bucket hats. Baseball or peak caps are not acceptable.

## Lost Property

Clothing and other items are often misplaced. If unnamed, these go into the lost property box. Parents are encouraged to label all belongings that come to school and to check the lost property box for missing goods at any time.

## School Crossing

Please do not park at the yellow line along the footpath directly adjacent the school.

Please observe 25kmph speed limit:

- when children are present at the crossing
- when a school bus has stopped to set down or pick up children.

Children must enter and leave school grounds via the gate on Kennedy St. (opposite the Mundulla Hall). This is the site of the school crossing and the only gate that is monitored by a teacher on yard duty in the afternoon. Parents are asked to pick up and deliver their children at this gate so students can take advantage of the school crossing.

## Bikes

Students who ride bikes are to wheel their bikes in or out through the bike gate and along the path in order to cross at the crossing, unless the street is clear of traffic, in which case they may ride on the road.

## Lunches

Students eat lunch between 1:00 and 1:10 in designated eating areas under the supervision of the yard duty teacher.

There is no canteen at Mundulla Primary School. Students bring their own lunches or they can order lunch from the Mundulla Store. Price lists are sent home regularly. To place an order, write your child's name and food order on the lunch order bag (available at the front office) and place the money inside.

Soup days and special food days are held on Wednesdays during terms 2 and 3. Students need to bring their own cups and money to pay for the soup, which is provided by volunteer parents on a roster basis.

## Homework

In Junior Primary, homework will consist of daily reading to a supportive listener and learning spelling words. Occasionally some extra work relating to the classroom program may be required.

In Primary, daily homework includes reading every night and learning of sight words, tables, number facts, etc, depending on the specific focus at the time and will be set by the teacher. Extra work relating to the classroom program will be set as required.

If students have not completed tasks in class, even though adequate time has been provided, they may be required to finish work at home.

Homework activities will be recorded in the student's take home notebook/diary. Teachers will follow up completion of homework, so if students are unable to complete homework tasks, please write an explanatory note in the diary for the teacher.

Students attending events such as SAPSASA are required to catch up work missed during their absence, although modifications are often made to support this.

## Financial Matters

Material & Services Charge: Each year the school's Governing Council sets a fee, in line with the Department for Education Standard Sum.

School Card: Eligibility for School Card assistance is dependent upon the combined family income for the applicable financial year being within the School Card income limits. School Card assistance provides financial assistance towards educational costs. Information is available from the Front Office or

<https://www.sa.gov.au/topics/education-skills-and-learning/financial-help-scholarships-and-grants/school-card-scheme/school-card-application-forms>

Notices and Money: These are generally returned by the students to the class teacher and sent daily to the front office in the class locked box.

Payments to the school:

Payments can be made by:

- cash
- cheque payable to "Mundulla Primary School"

- direct credit to our School Bank account: BSB: 105 066, Account No: 266020840, Account Name: Mundulla School Council Inc., Details: Surname & Invoice No.
- Centrepay – (having an amount deducted from your Centrelink payments and paid directly to the school). Details are on the Centrelink website <https://www.humanservices.gov.au/individuals/centrelink>. Deduction forms are available from the school.
- *We do not have EFTPOS or Credit Card facilities at the school.*

## Student Banking

Tuesday is student banking day. Children bring their money and books to the school, which go to the front office in the class locked box. Opening of an account is entirely the choice of parents/carers. More details from Bendigo Bank in Keith, Commonwealth Bank & Bank SA branches in Bordertown or the banks' websites.

## School Library/Resource Centre

Students may use the library/resource centre before school to return and select books. Parents are welcome to accompany their children to the library.

## Scholastic Book Club

Students will regularly bring home order forms for Scholastic Book Club. There is no obligation to make a purchase. If you wish to order anything from the catalogue, please return the order form and money promptly (within the same week). Goods will be sent to school and then forwarded to students.

## School Photos

With your permission we take photos and videos at Mundulla Primary School events.

We can provide you with digital copies of photos if requested, for personal use only. Please do not share these photos (including online sharing)

If you take photos at school events, please respect the privacy of all our students and their families.

A photographer visits the school annually for school, class and individual photos for you to purchase. Order forms and details will be sent home.

# STUDENT WELFARE

## Health Care Information

Parents and guardians retain primary responsibility for the health and well being of their children, ensuring the school has relevant health care information about their child.

If your child has a verified medical condition, a Health Care Plan written by a relevant health professional is required. An interim plan provided by parents/guardians may be negotiated in the short term.

The health care plan documents recommended routine and emergency health and personal care support for the student. Information about the medical conditions and prescribed medication must be provided by a medical professional.

If up-dated health care information is not provided as requested, staff can only provide first aid assistance, in accordance with their training.

## First Aid for Injury or Illness

If your child should become ill or get injured at school, she/he will be attended to by a staff member with Basic First Aid training. At least one staff member has Senior First Aid training.

If there is any serious concern about your child, you will be contacted by the school, or if you are unavailable, your child's emergency contacts will be contacted. It is your responsibility to ensure contact information is kept up to date and current.

If medical treatment is considered necessary / urgent, the school will endeavour to contact you or a nominated person. If this is not possible, your child will be transported to the hospital by ambulance.

## Medication at School

A **Medication Agreement** signed by a treating medical professional (or pharmacist for non-prescription medication) is required for all medication to be administered by school staff. Staff are able to administer topical, oral and measured dose inhaled medication only.

Medication must be supplied in its original packaging with pharmacy label. The Medication Agreement instructions must match those on the pharmacy label.

All medication and the Medication Agreements are to be given to Barb Salmon for storage and administering.

If a Medication Agreement is not provided the parent/guardian will need to administer the medication themselves.

Generally medication that requires administration three times per day can be administered from home outside of school hours (in the morning, after school and in the evening); and does not require administration at school.

A student should not take the first dose of a new medication at school. Due to the dangers of an adverse reaction. An exception to this is where emergency prescriptions are prescribed.

## Infectious Diseases

Please keep your child home if he/she is suffering from any infectious conditions including:

- Chicken Pox - remain home until ALL scabs are off and your child is fully recovered.
- German Measles - stay home until fully recovered
- Mumps - remain home until fully recovered
- Measles - stay home for at least 7 days after the appearance of the rash or until a medical certificate is produced
- Viral Hepatitis - stay home for at least 7 days. A doctor's certificate must be provided on return, indicating full recovery
- Glandular Fever, Whooping Cough, Scabies, Scarlet Fever - stay at home until a doctor notifies you that your child is fit enough to return to school
- Ringworm - stay at home until effective treatment is carried out. Sores must be covered
- Conjunctivitis - stay at home until there is NO discharge from the eyes
- Influenza – stay at home until you feel well

## SunSmart Policy

The school uses a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4, and whenever UV levels reach 3 and above at other times.

### Clothing

Sun protective clothing is included in the school uniform/dress code and sports uniform. The clothing is cool, loose fitting and made of closely woven fabric. It includes shirts with collars.

### Sunscreen

Students are encouraged to provide/apply their own SPF 30 or higher broad spectrum, water resistant sunscreen. In addition, the school supplies SPF 30 or higher broad spectrum, water resistant sunscreen for use.

Strategies are in place to remind students to apply sunscreen before going outdoors  
PLEASE ADVISE IN WRITING IF YOU DO NOT WANT YOUR CHILD TO USE CLASSROOM SUNSCREEN.

## Hats

All students are required to wear hats to protect their face, neck and ears e.g. legionnaire, broad brimmed or bucket hats, whenever they are outside. Baseball or peak caps are not acceptable.

## Shade

The school council makes sure there is a sufficient number of shelters and trees providing shade in the school grounds.

The availability of shade is considered when planning excursions and outdoor activities. Outdoor activities are scheduled outside the peak UV radiation times or in the shade where possible.

Students are encouraged to use available areas of shade when outside.

Students who do not have appropriate hats are required to play in the shade.

## Sunglasses

Students and staff are encouraged to wear close fitting wraparound sunglasses that meet the Australian Standard AS/NZS 1067:2003 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible.

Families and visitors are encouraged to use a combination of sun protection measures when participating in and attending outdoor school activities.

Programs on skin cancer prevention and vitamin D are included in the curriculum for all year levels.

## Head Lice

Staff are not responsible for the management of head lice infestation in the community and are not expected to conduct head inspections or to treat children for head lice.

If staff detect or suspect head lice in a child, they will contact the parent/guardian to arrange for the child to be checked and treated as soon as possible and before the child returns to school.

### **Parent responsibilities**

- Check their children's and other family member's hair regularly for head lice and nits.
- Ensure their children do not attend school with untreated head lice.
- Inform the school if their child has head lice and when treatment started.
- Use appropriate head lice treatments to address infestation.

Department for Education provides free head lice lotion to school card holders. To obtain head lice lotion from the school please contact Front Office.

## Dental Clinic

The South Australian Dental Service offers a comprehensive oral health care program for South Australian children under 18 years of age. The clinic is located at Bordertown Primary School, South Terrace, Bordertown.

Parents must enrol their children to receive any of the services. The Enrolment forms are available from the clinic. All students are encouraged to have a dental examination at least once a year. Contact the clinic on 87521 786 for further information.

Out of hours emergencies, phone the South Australian Dental Service, Mount Gambier on 8721 1633 or Health Direct Australia Helpline 1800 022 222.

## Pastoral Care Worker

The Pastoral Care Worker (PCW), formally known as School Chaplain, provides support to the school and links families to community resources and services.

The role of the Pastoral Care Worker is to:

- Support the school in its aim to be a safe and supportive learning environment, contributing through involvement in a range of activities such as camps, excursions and lunchtime groups. They can provide support to individual students with the consent of their parent (see below).
- Link families to community resources and services by providing information about support and services provided through community groups, including church groups.

The Pastoral Care Worker does not promote nor discriminate on the grounds of any particular ideology.

As you will be aware, as a result of the current government's strong commitment to Child Protection, stringent conditions of appointment and workplace processes now apply to all adults working with children. The current agreement in relation to the Pastoral Care Program reflects this and requires that students must have written informed parental consent before obtaining individual, personal assistance from a person working in a school's Pastoral Care Program.

The Pastoral Care Worker is required to confidentially inform teaching staff of all matters related to duty of care, student learning, health and wellbeing and will ensure the child is aware of the scope and limits of privacy and confidentiality in any conversation where a teacher is not present.

The Pastoral Care Worker is a mandated notifier in relation to child protection.

PCW's are jointly funded by the **National Schools Chaplaincy Program** and the **Tatiara Chaplaincy Support Group**, which acts as employer and are supported by the local Ministers Association. Their work is framed by an agreement between DfE, DEEWR and the Heads of Churches Schools Ministry Coordinating Group (SMG).

The Pastoral Care Worker can be contacted by phoning the Front Office or through a note in your child's diary.



# BEHAVIOUR & WELL BEING

## Roles and Responsibilities

**Principal:** will ensure all teachers implement agreed school and departmental behaviour policies. The principal will provide counselling and will implement Department for Education Suspension, Exclusion and Expulsion Guidelines in line with Department for Education School Discipline Policy.

**Teachers:** will include as part of their classroom management practices:

- Active teaching of pro-social skills
- Recognition of responsible behaviour and appropriate response to misbehaviour.
- Regularly programmed class meetings
- Teaching of conflict resolution skills to children
- Teaching about sexual harassment and anti-racism and appropriate responses as part of our Anti-bullying Policy.

**SSO's, TRTs and volunteers** will be informed of the implications of these policies by the principal or nominee.

## Keeping Safe: Child Protection Curriculum

Throughout the year students will be engaging with the Keeping Safe: Child Protection Curriculum. It is a Department for Education responsibility under the Children's Protection Act (1993) and the Child Protection in Schools, Early Childhood Education and Care Services policy to ensure that effective abuse prevention programs are implemented and all children and young people have access to the approved child protection curriculum. We encourage parents/caregivers to provide the teacher with any relevant information about their child to pre-empt issues that could develop.

This curriculum is an evidence based, best practice curriculum developed collaboratively with child protection specialists, teachers, educational leaders and other professionals. It covers a range of concepts including issues such as bullying and cyber safety.

There are 2 main themes:

- We all have the right to be safe
- We can help ourselves to be safe by talking to people we trust

Within them, there are 4 focus areas, increasing in the level of detail and thought as the students get older:

The right to be safe – feelings, safety, warning signs, risk taking, emergencies

Relationships –trust, networks, rights & responsibilities, personal identity, use & abuse of power & bullying

Recognising and Reporting abuse –privacy, names of body parts, neglect, unsafe secrets, electronic media safety

Protective Strategies –practicing strategies, persistence, problem solving, keeping safe, community support

This curriculum fits primarily within the Health and Physical Education learning area of the Australian Curriculum but is also incorporated across other Learning Areas.

More information can be found on the Dept. for Education child protection curriculum site <https://www.education.sa.gov.au/teaching/curriculum-and-teaching/keeping-safe-child-protection-curriculum>

## Classroom Conduct

Each teacher will, in consultation with their class, devise expectations for appropriate classroom behaviour.

These will include:

- The right of all students to learn and of all teachers to teach
- Respect for others and their belongings
- The need for students to follow the instructions of authorised adults.

If inappropriate behaviour is ongoing or is considered extreme or includes violence, formal behaviour management procedures will be followed in line with Departmental Guidelines and parents will be involved.

## Conduct in the School Yard

The yard is a place for safe and friendly play. To this end children need to follow instructions given by school staff or authorised adults at the school.

Bullying or behaviour that could harm people, clothing or property will not be tolerated. Bins are provided for litter and students are expected to use them.

Children must get permission from a staff member to leave the school grounds. This includes children leaving the grounds to retrieve balls that have gone over the fence.

Children will not play:

In or around the toilets

Behind sheds or nets

Between the cricket nets and toilets

Inside classrooms (except under the supervision of a teacher)

Inside sheds

Around the bike racks

Climbing on roofs, trees or fences

## Student Code of Behaviour

It is the goal of Mundulla Primary School's Student Code of Behaviour that all students will achieve successful learning outcomes in a safe, caring, orderly learning environment. To achieve this, it is vital that every student learns to accept responsibility for his or her own conduct and actions.

This behaviour code has been developed in partnership with staff, students and their families to establish clear expectations and consequences for student behaviour. It follows guidelines in Department for Education School Discipline Policy.

In most cases of inappropriate behaviour in the yard, a warning with explanation and a discussion with the student, will suffice for low level yard issues. These often involve acts caused by thoughtlessness or a lack of understanding.

For repeated offences or those with more significant consequences, students will be removed from the yard and counselled by a staff member with the aim of supporting the student to re-enter appropriate play.

In cases of more serious incidents/ unacceptable behaviour, students will be removed from yard play, formal documentation recorded and parents notified.

This includes the following:

- Serious or ongoing bullying
- Harassment (racial/sexual/discrimination)
- Verbal abuse
- Stealing
- Physical violence
- Vandalism
- Non-compliance

## Student Grievances

Students are also taught a formal Grievance Procedure to follow for any personal issues or concerns they may wish to raise. Parents can play an important part in the support network for their children. In particular, students may need to be guided as to the most appropriate place or way to raise an issue.

The Student Grievance Procedure for personal matters is:

- Step 1 Speak to the person bothering you. You may ask a friend to support you when doing this.
- Step 2 Speak to a teacher (especially the teacher on yard duty)
- Step 3 Speak to the class teacher
- Step 4 Speak to the Principal
- Step 5 Speak to your parents

Parents play an important part in the support network for their children. Students need to be guided as to the most appropriate place or time to raise an issue.

# STUDENT TRANSPORT

## School Bus Service

Mundulla School is serviced by 2 bus runs: the Mundulla Bus, servicing the Mundulla South West run and the Buckingham bus run. Both buses continue on to Bordertown, transporting Kindergarten and High School students to their sites. Both bus runs are now managed by Bordertown High School. To access bus travel for your child, contact Bordertown High: phone 87521455, website [www.borderhs.sa.edu.au](http://www.borderhs.sa.edu.au).

To be eligible for transport to and from school via Department for Education owned/controlled buses, students must reside 5 kms or more by the shortest, most practicable route, from the nearest government school. (Department for Education policy guidelines).

### Drivers

Buckingham Bus – Trevor Butler 0429 832 272

Mundulla Bus – Jackie Clark 0419 828 189 Mondays, Huk Scown 0417 875 954 mornings, Monica Karger 0428 165 844 afternoons.

### Travelling allowance

Parents of students whose usual place of residence is 5 kms or more from the nearest school bus service provided by Department for Education, are eligible for travelling allowance payments. Please contact the school for further information and necessary claim forms.

### School bus rules

Bus drivers are required to ensure that students maintain a suitable standard of behaviour on their bus. Students are expected to behave quietly and sensibly and not create distractions for the driver. Contact the school for a copy of the Bus Behaviour Policy.

Drivers will report misbehaviour to the Principal. The Principal will follow school discipline procedures in dealing with inappropriate behaviour.

Under no circumstance may a student be removed from a bus en route to school or home. Students can be refused travel on busses if their behaviour is inappropriate or dangerous.

### Irregular bus travel

Please notify your bus driver if your child is not going to travel on their bus on a given day. The driver will not have to wait for students who are not coming.

Bus passes are necessary if students are to get off at a different stop on their bus route.

### Procedure in case of breakdown of a school bus

The driver will not leave the bus but will use the UHF radio or mobile phone to contact help. Even if this is not possible, the driver will not leave the bus. If it is at all possible, the driver will make arrangements for the school to be contacted so staff know what has happened and where the bus is. The school will then contact the garage and the home of the next students on the timetable, who will in turn ring the next home on the route and so on.

#### Procedure in case of Accident

The driver will not leave the bus/vehicle to go to a telephone or summon help, but will use the UHF radio or mobile phone (whichever is available) to contact assistance.

#### Other students travelling by Bus

Students who are not regular bus users may be permitted to travel on buses provided:

- Prior contact has been made with the driver to check there is available room on the bus.
- A request in writing from the parents/guardians is received by the school and specific approval is given by the Principal.
- A bus pass will be issued for use on that occasion and should be handed to the driver upon boarding the bus.

## Private Transport

To enable students to attend school organised performances, sporting events, etc it is sometimes necessary for students to travel in private vehicles. Parents of students travelling in private vehicles will be advised of the arrangements. Written consent indicating that a student may travel in a private vehicle will be required.

A vehicle may only be used to carry student passengers if:

- The vehicle is equipped with seat belts and approved safety restraints in accordance with the National Law, refer <http://www.mylicence.sa.gov.au/road-rules/seatbelts-and-child-restraints>
- The vehicle has adequate seating capacity for the number of children/students to be transported.
- The vehicle is in safe mechanical condition.
- The vehicle is registered (registration fee includes compulsory third party personal injury insurance).
- The vehicle is covered by a third party property damage insurance policy.

"L" plate drivers must not carry students.

Accidents, insurance and claims, reporting and notification

- Every incident involving injury requiring first aid or medical treatment to Department for Education employees, students, or voluntary workers, including those of a very minor nature must be reported immediately to the school. You will be required to complete a formal report if injuries are serious.
- Department for Education provide insurance cover for voluntary workers, who carry out duties under the direction of the Principal. This cover applies whether or not their work is carried out on school premises. Appropriate records must be provided.

- You are covered travelling to and from the venue by the shortest practical route. You are not covered if you deviate for reasons other than welfare and safety eg shopping.
- 

## Bushfire Season

Mundulla Primary School has a “low risk” bushfire rating. On days of forecast catastrophic fire danger rating, **our school will remain open.**

**School buses will not operate within the fire ban district on days of catastrophic bushfire danger rating.**

Parents and carers will need to make alternative transport arrangements for their children on these days.

Please contact the school early in the day if you intend to keep your child at home.

Please make sure your emergency contact details and your Bushfire Action Plan are updated before the bushfire season starts.

For more information on current fire bans and bushfire warnings:

- Download the “Bushfire and Your Childs School or Preschool Brochure”
- <https://www.education.sa.gov.au/sites/g/files/net691/f/bushfire-and-your-childs-school-or-preschool-brochure.pdf>
- SA CFS Website [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au)
- CFS Bushfire information Hotline 1300 362 361
- Department for Education Website: [www.education.sa.gov.au](http://www.education.sa.gov.au)
- Department for Education Emergency Information Hotline 1800 000 279
- Emergency Services 000
- South Australian Police 131 444
- Mundulla Primary School (08) 8753 4064,
- Bordertown High School (08) 8752 1455
- 'like' the CFS, SES, SAPOL and the Department pages on Facebook

During days of forecast catastrophic fire danger rating or an actual bushfire, a Parent Information Hotline will be activated.

PARENT INFORMATION HOTLINE Ph: 1800 000 279

# STUDENT ACTIVITIES

Mundulla School is committed to providing a broad and balanced curriculum catering for a range of student interests and abilities.

## Student Action Team & School Captains

Mundulla Primary School has a Student Action Team (SAT). Each class is represented by two students. Captains of Mundulla School (one boy, one girl in year 7) are chosen by the student body. Captains are expected to represent the school, taking a leadership role in school & student management.

Student members of the SAT organise student activities and fund raising. They can be called upon to represent or canvas views of the student body when relevant.

Class representatives bring matters from individual class meetings to the SAT meetings. After discussion, issues can be followed up by students, the Principal or Governing Council. SAT reps are responsible for taking decisions or responses back to their classes.

## House Teams

Mundulla School has four house teams: Binnie (green), Penny (yellow), McLeod (blue) and Scott (red). Students are placed in house teams when they commence school. At the beginning of each year, students from each of the four houses select their house leaders from students in Year 7. Each house has teacher supervision.

It is the role of the house captains to lead and organise their team during the week their house is responsible for yard duty and to ensure the jobs completed are listed and passed to the teacher responsible for collating the team points. House captains also have time at school assemblies to provide positive feedback and awards to members of their team who have worked well.

Students can be awarded points for work done in class and in the yard. At the end of each week the points are totalled and recorded. At the end of the term, the overall point scores are totalled and students advised of the relative standing of each team. At the end of the year, the winning house is awarded the JC Guy House Shield. There is a reward for the most successful house.

## Assembly

Student led assemblies are held for the whole school three times each term. Classes are rostered to organise and lead the assemblies. It is an opportunity for class members to share recent learning with the rest of the school. House captains and class teachers also take the opportunity to highlight outstanding success of individuals.

## School Presentation Night

During the final week of the school year all students are involved in a school presentation night.

The performance is held in the Mundulla Hall. In addition to student performances/presentation items, a report of school happenings over the past year is given. Highlights of the evening include the presentation of the Frank Hugh Fisher Memorial Award, the Alice May Gooding Memorial Prize and the JC Guy House Shield.

The Governing Council acknowledges the achievement of the Year 7 students, with the presentation of a book to celebrate their transition from Primary to High School.

## Camps and Excursions

School camps and excursions provide students opportunities to engage in experiences outside school and home environments.

Students in Years 6 and 7 have the opportunity to attend a week long camp at the Warradale Urban Camp site in Adelaide. This camp is a biannual event. Students experience a week away from home during which they engage in a variety of cultural and educational experiences.

Students in Year 4 and 5 are offered a biannual overnight excursion in the same year as the 6/7 camp, while Junior Primary students attend a day excursion.

Other excursions arranged for students are single day trips, particularly in non-camp years. They include performances or special exhibits and visits to local areas of educational or cultural significance.

## Choir

Students in Years 5, 6 & 7 participate in the Mundulla School choir. All choir members have the opportunity to participate in the South East Music Festival, which is held each year at Sir Robert Helpmann Theatre in Mount Gambier. Some students also attend the South Australian Primary Schools Music Festival performing at Adelaide Festival Theatre.

## Instrumental Music

Students in Years 5, 6 and 7 have the opportunity to learn a woodwind instrument. Instrumental Lessons are currently offered for clarinet, flute and alto saxophone. Lessons are weekly for ½ hour during school time provided by Dept. for Education Instrumental Music Service.

## SAPSASA

Mundulla School is an affiliate of SAPSASA (South Australian Primary Amateur Sports Association). This entitles our students to participate in intrastate or interstate sporting activities under the auspices of the Association. The Association's aim is to promote as many sports for as many primary school children as possible, at both intra and inter state levels.



Mundulla School is part of the Upper South East area. Sports on offer include tennis, cricket, athletics, netball, hockey, softball, soccer, football, basketball, swimming and cross country.

A note is sent out early in term 1 for parents to commit to selected sports for the year. Parents of eligible students will be notified of selection and trial dates. It is the parents' responsibility to provide/arrange transport for these days.

For SAPSASA information including district selections, state carnivals and state selections, <https://www.education.sa.gov.au/teaching/sport> or [www.usesapsasa.org.au/](http://www.usesapsasa.org.au/)

## Swimming

The school has swimming lessons for one week during term 1 by DECD Swimming Instructors at the Bordertown Swimming Pool.

At the biannual Adelaide Camp, Year 6/7 students spend a full day at the Westlakes Aquatics Centre, funded by the DECD aquatics program. In these years, Year 6/7 students do not access the local swimming program.

## Sustainability

Mundulla School supports sustainability through recycling, using solar panels and the vegetable garden.

Interested students in year 5 – 7 are invited to be part of our Young Environmental Leaders Program. They formulate an environmental/sustainability action project for the school with support from the NRM (Natural Resource Management) group.

# PARENT AND COMMUNITY PARTICIPATION AND INVOLVEMENT

Why become involved?

When parents become actively involved in the school, their children become more interested, too. If they see Mum or Dad are interested in what is happening at school, they tend to view the school as an important aspect of their lives.

Parents have many worthwhile ideas to contribute to the educational program of the school. They have talents, interests, energies and skills, which can enrich the life and program of the school.

Parents have a responsibility and a right to know what is happening in their school and this is made easier by active involvement. With more accurate information, parents can take an increased role in the future direction of education, helping to shape change.

There are many options available for parent & community participation. Parents can be involved by:

- Reading newsletters
- Talking to children about school
- Working with their children at home: discussing homework, listening to reading
- Making things
- Joining in working bees
- Joining students for lunch times
- Helping out at events such as Sports Day, soup & special food days
- Assisting with fundraising or camps
- Completing surveys
- Helping out in a classroom
- Joining a school committee or Governing Council
- Shelving books or helping in the library
- Attending assemblies

## Playgroup

Playgroup is another way parents and prospective parents can become aware of the school and its environment. Playgroup is held at the school once a week during school term in the Junior Primary class. Contact the school for session times and further information.

## Volunteering

Mundulla Primary School is committed to providing a safe, secure learning environment for all. In order to do so, all volunteers will need to attend a brief Volunteers Induction Session with the Principal before commencing their volunteering, and engage in annual updates, as per the department Volunteer Policy.

We will arrange for all regular volunteers to undertake the Responding to Abuse and Neglect – Education and Care online course and a department approved Criminal History Screening Clearance before commencement.

We look forward to you joining us in our partnership as we strive to provide the best possible learning environment for your child.

## Governing Council & School Committees

Parents can become involved in the school through the Governing Council. Councillors are elected for a two year term at the Mundulla School Annual General Meeting, held at the beginning of each year. There are generally two Governing Council meetings per term.

Governing Council has a range of affiliated committees. You don't have to be elected to Governing Council to join one of these committees. Council welcomes parents, grandparents and interested community members.

## Members of 2018 Mundulla Primary School Governing Council

Chairperson:	Tim Leach
Vice Chairperson:	Linda Andersen
Secretary:	Ashleigh Ciampa
Assistant Secretary:	Anthony Davies
Treasurer:	Julie Patterson
Councillors:	Greg Dinning Lisa Graetz Daryl Nicholls Tanya Morris Greg Excell
Principal:	Joann Packer
Staff Rep:	Sue Hill

Council Committees

*Financial Advisory Committee*

Provides oversight & advice on financial matters

*Fundraising Committee (Tanya Morris – Governing Council Rep)*

Responsible for a variety of money raising activities

*Grounds Committee (Greg Dinning – Governing Council Rep)*

Minor works and upgrades of grounds areas

*Other*

Bus Committee Rep: Greg Excell

Chaplaincy Support Group Rep: Lisa Graetz

Hall Committee Rep: Tim Leach

# COMMUNICATION BETWEEN HOME AND SCHOOL

One vital component for the success of students is that the school and parents work together in a partnership and a key element of this partnership is open communication between teachers, parents and students.

There are many ways in which the home and school communicate. Parents are welcome to drop into the school, especially at break times, to have a chat and get to know staff.

Each student will have a diary or message book in which information may be exchanged. We encourage parents to make use of the diary as a quick and informal way of keeping in touch.

If formal communication is necessary, parents may contact the school at any time and ask for an interview with teachers. Please contact the Front Office for an appointment.

## Assessment and Reporting

Parents can expect to receive/attend:

### Results of National Literacy & Numeracy Tests (NAPLAN):

Students in Years 3, 5 and 7 are expected to participate in these Australia wide formal tests early in Term 2.

### Student Progress Report (end of term 2) and Student Final Report (end of term 4):

To provide parents with a statement of student achievement in all areas of the Australian Curriculum including A – E grading (with the exception of Foundation students).

### Parent/Teacher Interviews

Parent Interviews will be offered during Term 3, however parents can request an interview at any time. Please make an appointment through the Front Office.

## Newsletters

Newsletters are sent home fortnightly on Fridays. Parents or members of the school community may contribute to the newsletter. Please submit articles to the Front Office. Newsletters are also available on our website [www.mundullaps.sa.edu.au](http://www.mundullaps.sa.edu.au)

## Annual Report

Each year, a report of Mundulla School is prepared and published. This is presented to the Governing Council and school community for approval at the Annual General Meeting.

The Annual Report provides information on successes and significant events, student achievement and results from staff, student and parent opinion surveys.

# RAISING A CONCERN

The Department for Education parent complaint process is based on the belief that complaints are resolved more effectively, and relationships more likely to be maintained, when they are dealt with as close to the local level as possible.

Parents and caregivers are encouraged to raise concerns if they believe the school has failed to do something or has acted unfairly or inappropriately.

The success of public education depends on mutually beneficial partnerships with parents and families and we value the collaborative relationships with you and your family. We are committed to ensuring these remain strong and positive and they support the education and care of all students.

## Steps that you can take to help resolve your concern

### Stage 1 – Contact the school

The school (teacher or Principal) will consider your concern and get back to you as soon as possible. If the matter is not resolved or the complaint is about the Principal, contact the Department for Education, Murray Bridge Education Office on 08 8532 0725.

### Stage 2 – Contact Education Director, Murray Bridge Education Office

Phone on 08 8532 0725

The Regional Education Office will review your complaint and work with you and the school to resolve the matter as soon as possible.

### Stage 3 – Refer your matter to the Parent Complaint Unit

If the matter has not been resolved to your satisfaction, contact the Parent Complaint Unit, by calling 1800 677 435 or email [Education.EducationComplaint@sa.gov.au](mailto:Education.EducationComplaint@sa.gov.au) .

The school's website contains a link to the full policy document and more information about resolving a concern or complaint may be found at [www.education.sa.gov.au/parentcomplaint](http://www.education.sa.gov.au/parentcomplaint)

## Mundulla Primary School Contact Details

Telephone 08 87534064 08 87534164

Facsimile 08 87534191

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Mundulla SA 5270

Postal Address Post Office  
Mundulla SA 5270

Email [dl.0297.info@schools.sa.edu.au](mailto:dl.0297.info@schools.sa.edu.au)

Website [www.mundullaps.sa.edu.au](http://www.mundullaps.sa.edu.au)



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Department for Education