

**PREP
PARENT
HANDBOOK**

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WELCOME TO MANO



We welcome you and your child to the Manifold Heights Primary School community. We trust that your connection with the school will be both enjoyable and educationally productive.

This booklet is intended to give you an overview of the operations of the school. We know it will be of assistance to you, supplementing the fine spirit of co-operation already evident between this school and its community.

At school, we build on the foundations laid by parents in the early years, so it is important that home and school maintain close contact. Starting school should be seen as a natural progression and an exciting step your child is ready to take. Manifold Heights has a strong tradition of parental involvement, so we invite you to join in with our motto – Unleashing Potential.

We have highly qualified, caring and dedicated staff, well equipped to create appropriate learning environments. School programs aim to cater for the many differences in children – academically, socially, emotionally and physically – and to challenge them to do their best.

We invite you to be involved and assure you that we want to do our best for your child.

We look forward to a long and successful association with your family.

SCHOOL VALUES

The Manifold Heights Primary School Community nurtures potential for life-long learning. Our mission is to engage and challenge all students to reach their full potential within a safe, respectful and positive learning environment.

Manifold Heights School community is committed to:

- Providing “best practice” in literacy and numeracy programs
- Offering our students the optimum advantage in the utilisation of information technology
- Creating opportunities for students with particular strengths to excel
- Providing students with the necessary academic and social skills, which will provide a strong basis for life-long learning
- Developing a pride in academic, cultural and physical achievement
- Nurturing a spirit of inquiry
- Encouraging leadership and team initiative as well as a sense of responsibility and belonging
- Giving all students a fair and equal opportunity to succeed
- Developing healthy relationship skills

At Manifold Heights Primary School we are committed to maximising the wellbeing of our whole school community. A strong foundation underpins our whole-school approach, guided by our school values, Respect, Responsibility & Safety of our School Wide Positive Behaviour Support (SWPBS) framework.

The purpose of the Positive Behaviour Support (PBS) is to establish a school environment in which appropriate behaviour is the norm for all students.

PBS creates school communities with an effective evidence-based approach – creating positive and engaging school environments. PBS provides the school community with a school improvement framework for ensuring that the learning environment of the school is focused on engagement. The PBS Framework requires the establishment of expectations – which focuses on data and inquiry to drive continuous improvement.

Our Primary School Values and Expectations are seen as central to the culture at Manifold Heights Primary School. It also outlines how the school community will conduct themselves. Our school values are represented with our PBS characters:

- Respectful Rocky
- Responsible Ronnie
- Safe Sally



Responsible Ronnie



Respectful Rocky

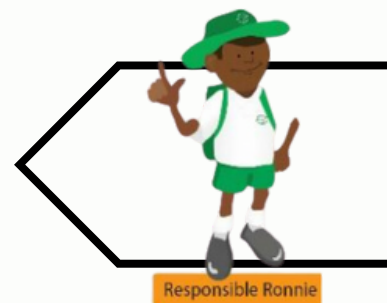
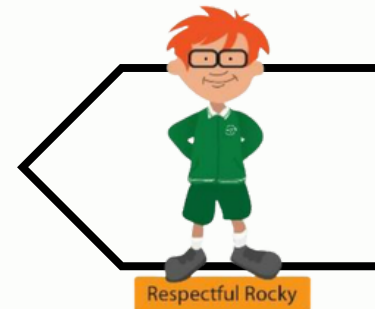


Safe Sally

SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS) FRAMEWORK

Our Primary School Values and Expectations are seen as central to the culture at Manifold Heights Primary School. It also outlines how the school community will conduct themselves. Our school values are represented with our PBS characters:

I show **Respect**
I am **Safe**
I take **Responsibility**



Awards

Each week teachers at Manifold Heights Primary School select a student in their class to be awarded the "Student of the Week" certificate. The nomination is based on students applying their skills and knowledge of our School Values in everyday situations at school.

Students can also receive "tokens" for displaying positive behaviours that align with our School Values within our SWPBS Student Matrix (see following page). These are both individually and as a collective. Students receive recognition at assembly from our Wellbeing Ambassadors, whilst also being able to "cash in" for rewards, determined through student voice.

Supporting Student Wellbeing

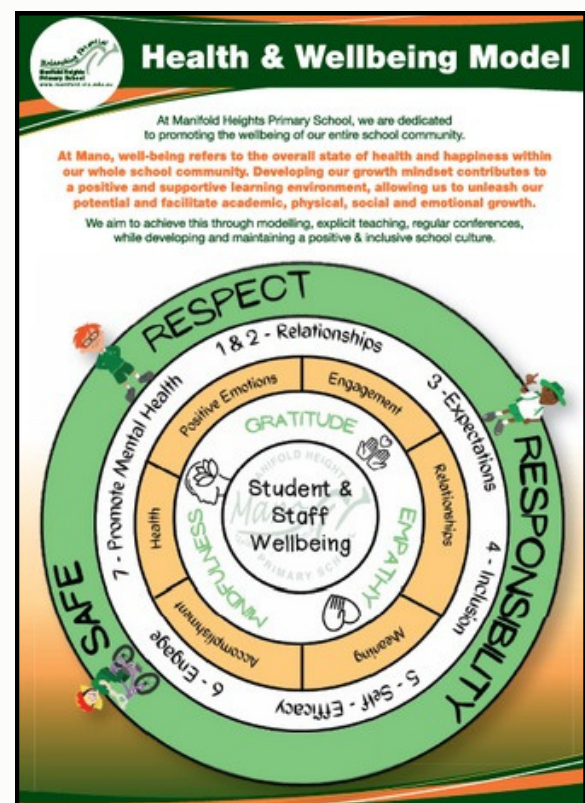
Social & Emotional Learning (SEL): Students participate in a weekly Social & Emotional (SEL) lesson that aligns with our Mano Health & Wellbeing Model. Skills and strategies to support wellbeing are embedded into SEL lessons and promoted by our Wellbeing Ambassadors at assembly.

Throughout the year, students also have the opportunity to learn more about their own wellbeing through the PERMAH Kids Wellbeing Survey.

Ready to Learn

Through our Starting Right and SEL programs, students develop their emotional literacy, including how to recognise and regulate their emotions.







Students can 'check in' with their emotions as part of utilising their classroom Ready to Learn Scale. Using colours and emotions, students can indicate their readiness to learn, providing a greater insight into student needs and building connection and positive student-teacher relationships.



SWPBS MATRIX



School Wide Positive Behaviour Support Matrix

	Inside 	Outside 	Always 
I show Respect  Respectful Rocky	<ul style="list-style-type: none"> • I allow myself and others to learn • I work well with others • I accept that people learn in different ways • I take pride in my work 	<ul style="list-style-type: none"> • I respect my friends' choices during playtime • I keep our school clean • I play fairly by the rules 	<ul style="list-style-type: none"> • I show that I am ready to learn • I use my manners • I take turns and share • I listen to and follow instructions • I use positive talk • I include others
I am Safe  Safe Sally	<ul style="list-style-type: none"> • I ask for permission before leaving the classroom • I keep my belongings tidy • I use technology safely • I use my inside voice 	<ul style="list-style-type: none"> • I report problems I cannot solve to a yard duty teacher or Peer Mediator • I am an active bystander when needed 	<ul style="list-style-type: none"> • I transition calmly • I care for others • I use, return and store equipment properly • I keep my hands and feet to myself
I take Responsibility  Responsible Ronnie	<ul style="list-style-type: none"> • I have the correct equipment ready for each lesson • I make the most of my learning time • I focus on the task 	<ul style="list-style-type: none"> • I own my mistakes • I make my school proud of me • I show initiative 	<ul style="list-style-type: none"> • I ask for help if needed • I show I can be trusted • I am resilient (show gratitude, empathy and mindfulness) • I use strategies to solve problems • I can recognise and regulate my emotions

STARTING PREP

Your child is entering the preparatory grade this year. It will be an exciting and different experience. We know that you are eager to have your child continue the happy, normal life which they have begun at home. It is our pleasure to share with you, the responsibility of helping your child to learn to live a happy and useful life.

It is common for parents to miss their child when they start school. You may have mixed feelings about your child's new identity as a more independent person. Parents come to understand and accept that starting school is part of their child's long-term progression from dependence to independence. By talking to the teacher about how your child is settling in and the types of things they have been doing, you are forming a partnership with the school. This builds a strong foundation for your child's learning.

PREP ATTENDANCE

Prep students will attend from 9:00am – 3.30pm, except on Wednesdays until Friday 7th March 2025.

Wednesday will be a rest day and also an opportunity for the Prep teachers to meet with your child one-on-one by organised appointments for some literacy/numeracy assessment.

Transition Program

Our Transition Program will ensure that all students and parents know who their class teacher will be, prior to starting school. Grade lists will also be displayed on the wall outside the Prep rooms. Bring your child into the room where you will be greeted by your teacher. Be sure to tell your teacher any important information or condition which may affect your child, and who will be collecting them at the end of the school day. It has been the experience of teachers for the last few years that Prep children settle into school very quickly.

SCHOOL ROUTINE

8:50am	Playground supervision commences
8:57am	Music plays to alert students to use bathroom and line up on their footprint
9:00am - 11:00am	Learning Session 1
11:00am - 11:05am	Recess eaten in class under supervision of teacher
11:05am - 11:30am	Recess
11:30am - 1:30pm	Learning Session 2
1:30pm - 1:40pm	Lunch eaten in class under supervision of teacher
1:40pm - 2:30pm	Lunch Play
2:30pm - 3:30pm	Learning Session 3
3:30pm	Dismissal
3:40pm	Playground supervision ceases

FACILITIES

The Grade 1 & 2 classrooms are located on the top terrace along with the STEM/OSHC Room, Administration Office and Staff Room. Our Grade 3 & 4 classrooms and Grade 5 & 6 classrooms are located on the bottom terrace with the Multi Purpose Room, Performing Arts Room and Canteen. The Prep classrooms, Art Room and Library are located in the schools BER building located on Manifold Street. All of these buildings are set in large attractive grounds and play areas maintained by the school community.

ENJOY SCHOOL WITH YOUR CHILD

- Develop the idea of going to school as a pleasant activity for them to do
- Help your child to look upon parents, teachers and playmates as their friends
- The wise parent makes the separation on the first day as unemotional as possible
- Show an interest in what they do at school. Be enthusiastic about the things they bring home. Avoid criticism – be positive
- Do not discuss in your child's presence, their abilities. Avoid comparing your child with other children in the neighbourhood
- Listen to your child if they want to read to you from a book
- Visit the school once in a while to learn what the teacher is trying to do for your child. Perhaps you can help each other. Become involved if you have the time, teachers welcome it. If you are concerned about your child's progress, please contact the teacher via SeeSaw for an after-hours conference
- Attend and take part in the Mano activities in the school which are designed to keep you informed about the school's progress

TRANSITIONING TO SCHOOL

To support a smooth transition for all Preps starting primary school, we encourage families to practise independence and social skills with their children. Below are a list of suggested activities that can support school readiness.

ENCOURAGE INDEPENDENCE - Children should be able to:

- Toilet themselves without assistance
- Dress and undress themselves
- Begin to tie their own shoelaces
- Look after their belongings
- Open their school bag, lunch box, drink bottle
- Communicate their needs to their teacher
- Recite their full name and perhaps their address

SOCIAL SKILLS - Can your child:

- Mix with other children socially
- Share toys
- Take turns

SCHOOL READINESS - Practise these with your child:

- Following a set routine
- Sitting and listening to a story
- Following simple instructions
- Joining in with songs
- Recognising own name
- Holding a writing/drawing pencil
- Using scissors efficiently
- Recognising colours, shapes and numbers to 10
- Completing a jigsaw
- Building with construction material
- Having a good breakfast
- Establishing a routine with a set bedtime to ensure your child gets enough sleep
- Packing a healthy lunch and snacks, and explaining when they should be eaten

On the day of school:

- Avoiding the last minute rush - arrive at school in plenty of time to say goodbye
- A short and reassuring goodbye encourages independence
- Always tell your child that you are leaving
- Be guided by your child's teacher
- Arrive in plenty of time to collect your child

Conversations at home:

One of the most important things you can do to support your child through Primary School is what is called 'Dinner Time Conversations'. These don't necessarily need to be at dinner; they could be walking home from school, but are those conversations you have where you show an interest in what they are doing at school.

These conversations are important for your child to see that you support them and it is crucial for them in articulating their learning. Being able to talk about what they learned is a way to really consolidate what is happening for them in school.

So every day if you can ask them questions like:

- What was the best thing you learned today?
- Tell me something that you did at school today?
- What was the most interesting thing you did today at school?
- Describe an activity you did in class today?



ATTENDANCE

Regular attendance at school is a very important habit to develop. An explanation is required for all absences.

ABSENCE NOTES

If your child is absent, a phone call or approval on Compass is required. If your child is late to school for any reason you need to "sign in" your child with an Office staff member and collect a pass in card. If you need to take your child out of school for any reason, and you know in advance should contact the Office via email manifold.heights.ps@education.vic.gov.au or by phoning 5229 9643. Your child will need to be "signed out" at the Office and an office staff will call the classroom to have your child sent up to the office.

ACCIDENTS

If your child has an accident at school the teacher on duty will send the student to the first aid room and the student will be assessed by a First Aid trained staff member. Parents will be notified by SMS and all incidents are recorded on Compass. Head injuries are considered serious and parents will be notified by phone.

ADOLESCENT EDUCATION PROGRAM

Grade 5 & 6 students participate in an Adolescent Education Program each year. Information is communicated to parents prior to the start of the program, including information regarding a parent information session.

ASSEMBLIES

Assembly is held every MONDAY morning from 9:05am on the Middle Terrace or in the case of inclement weather it is held in the Multi Purpose Room. Year levels may elect to have their own level assemblies if appropriate.

The Students' Pledge of Allegiance and the National Anthem sung. The pledge is as follows:

**"We, the students of Manifold Heights, take pride in our work and in ourselves. We respect the rights of others.
We will try to care for our environment and lead happy lives."**

Student awards and special announcements are made at the weekly assembly. Parents are welcome to attend.



BEFORE AND AFTER SCHOOL CARE

VillageOSHC run a before and after school care program in the OSHC room on Manifold Street each morning from 7:00am – 8:50am and from 3:30pm – 6:00pm, where the students are supervised whilst undertaking activities. More information is available through the VillageOHSC website www.villageoshc.com.au

BIKES

We recommend only children in Grades 3-6 ride bikes to school. Students below this year level are asked to be accompanied by an adult when riding their bike to or from school. Any bike brought to school must be locked in the bike racks and is the responsibility of the owner. Bikes must be roadworthy and helmets are compulsory.

BIKE EDUCATION

Bike Education is undertaken by children in Grades 4 and 5. It covers the areas of Road Safety, Bike Riding and Maintenance Skills as well as an "On Road" section, where students practise their skills on the road, under strict guidance. With the help of parents and teachers, the students are brought to a level of competency where the instructors feel they are capable of riding safely on the roads.

BIKES IN THE SCHOOL GROUND

Students are not permitted to ride their bikes in the school grounds before, during or after school. However, bike riding after 4:00pm and on the weekends in the grounds, is encouraged as long as care is taken.

Students are not permitted to play near or interfere with, bikes in the bike racks. Students who do ride bikes to school are requested, to have a safety lock and to use it.

BIRTHDAYS

The celebration of a child's birthday is a special occasion – probably the most momentous of their year. Many parents feel pressured from one source or another, to have parties for their children.

We wish to stress that school, is not the place for these celebrations. With strict Anaphylaxis guidelines now in place from the Department of Education, birthday food and cakes will no longer be accepted in classroom. Birthdays will of course continue to be treated as special in classrooms. This will ensure all our students are kept as safe as possible.

Please take note that the distribution of party invitations at school can be confusing and disappointing to some students and we would prefer that this be done privately and not at school.

BOOK LISTS

The book lists for each year level are carefully compiled to suit the needs of the students at that level. The Student Resource Package provided by the Department of Education covers the cost of many aspects of schooling, however, it is not sufficient to cover all needs, consequently, parents are asked to contribute a designated amount each year to cover the cost of their child's booklist supplies. Information regarding booklists will be sent home to parents in November each year.

BOOK BAGS

Book Bags are included in the booklists for Prep, Grade 1 and Grade 2 students. These can also be purchased from the School Office.

BUDDIES

Each Prep child is paired with a Grade 5 child whom they are introduced to at the Term 4 Transition Days, prior to beginning school, and remains their buddy during the year. The buddy will assist students become familiar with the school surroundings and be involved in some classroom activities.



CAMPS

Currently the camping program at Manifold Heights consists of the following:

Grade 4 – 3 day, 2 nights stay

Grade 6 – 3 day, 2 nights stay

Whilst students are on camp, our Grade 3 and 5 students attend the Big Day Out.

Prep students participate in at BBQ dinner at school and the Grade 1 & 2 students attend the Big Day Out.

CANTEEN

The Canteen currently operates on Thursday and Friday. All lunch orders must be placed online with [Flexischools](#) by 8:45am. Filled orders are then collected by the monitors at lunchtime and returned to the classroom. Cash sales are still permitted for recess and lunchtime snacks.

The Canteen is open at recess and lunchtime for the sale of snack items. A menu will be circulated on Compass at the beginning of each year and also again when there are price or menu changes.

CHAPLIN

We fortunate to have our School Chaplain who works with us on Tuesdays and Thursdays. Our School Chaplain is able to support our students' individually through wellbeing concerns, and through small group programs offered at various times throughout the year. There are opportunities through the week for students to engage with our School Chaplain and their peers in a relaxed group environment. All referrals to see the School Caplin must come through the Assistant Principal.

COMPASS

Compass is an integrated, online portal that allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Update your family contact details
- View upcoming events for your child
- Monitor your child's attendance, and enter an explanation for absence
- Receive notifications from the school
- Download and view your child's Semester Reports
- Book Parent/Teacher Discussion Appointments
- Consent and pay for excursions, incursions and camps

CONCERT

A concert is traditionally held every second year. The format, time, venue will be set and coordinated by the staff. This may change from year to year.

CURRICULUM:

Manifold Heights offers students challenging learning experiences. Program planning reflects an integrated inquiry approach, linking the learning areas around a central area of study. Teachers work as a team to plan, to implement and to evaluate these programs. These programs are supported by a high level of parent involvement.

Specialist classes are offered in the areas of PE, Art/Indonesian, Performing Arts, Library and STEM.

CURRICULUM DAYS

The school is allocated five pupil free days per year for curriculum and staff professional development. These days are coordinated by the Leadership Team and the school is closed to all students on these days. Parents will be notified well in advance of these days. Staff return at least one day prior to students at the beginning of the year (this counts as a pupil free day).



EARLY LEAVERS

Parents who wish to take their child/ren from school early for appointments and you know in advance should contact the Office via email manifold.heights.ps@education.vic.gov.au or by phoning 5229 9643. Your child will need to be “signed out” at the Office and an office staff will call the classroom to have your child sent up to the office. Parents are required to notify the school if someone other than themselves will be collecting their child during school hours, especially if they are not listed as emergency contacts.

EMERGENCY INFORMATION

It is important to ensure the school is provided with up to date details in case of emergency. Parents are encouraged to notify the office of any changes to student details.

END OF TERM ARRANGEMENTS

Students are dismissed at 2:30pm on the last day of Terms 1, 2, & 3 and at 1:30pm on the last day of Term 4. After school care commences at 2:30pm and 1:30pm on these days.

ENROLMENT

Enquiries regarding enrolment should be directed to the Office. School tours can be arranged with the Principal & Assistant Principal.

EXCURSIONS/INCURSIONS

Each excursion will have clearly identifiable links with curriculum and will be selected with time and cost in mind. Excursion notices will be distributed to parents via Compass Parent Portal prior to the proposed date to ensure appropriate financial arrangements can be made.

All students are expected to participate in school excursions. Excursions are an integral part of the curriculum. These activities are usually accompanied by various classroom activities.

It is the school policy to have limits on the number of excursions per year. Limits related to the impact on the classroom program and parent costs.

If parents are experiencing difficulties for any reason (e.g. finance, health, philosophical etc.) relating to excursions, please contact the Principal to discuss the issue. We can usually solve the problem together.

EXTRA CURRICULAR ACTIVITIES

At various times extra activities are organised for students in a variety of year levels. These may include sporting activities, participation in Art, Performing Arts or environmental activities.



GRADUATION

The Grade 6 students will plan and prepare a Graduation Evening with their teachers at the end of the year. Each student invites special guests and shares the evening with staff members. The number of guests invited will vary depending on the number of students in the year level and the capacity of the venue. The format of the evening will change slightly every year depending on the students and their teachers.



HEAD LICE

Head lice can infect anyone. All parents are asked to check their child's hair regularly for nits and lice. Nits are small, whitish eggs, about the size of a pin-head, glued to hairs.

Head lice can vary in size from a speck to 3mm long, and look similar to a small ant. If you find head lice, check the hair of everyone in the house. If your child or anyone else is found to have head lice, treat them as soon as possible and notify the school. Children can return to school after the head lice have been treated.

HEALTHY HABITS

Help your child to learn to attend to their own toilet needs before they come to school by teaching them to flush the toilet and wash their hands after using the toilet.

We would ask all parents to make every effort to ensure their child/children attend school every day. However, please keep your child home if they have a temperature, cold or cough or signs of contagious diseases. Inform your child's teacher and the office of any specific health condition.

HOMEWORK

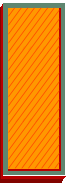
Homework should be viewed as a means of stimulating parental involvement and as a benefit to the student socially and academically through meaningful extensions of tasks and assignment instigated initially in the classroom. Homework policies vary across communities especially from Prep to Year 6.

HYGIENE

Encourage your child to take pride in being clean each day, as they get ready for school. This is especially important as children grow older and reach puberty. For younger children, help them learn to brush their teeth every morning and night.

Cosmetics may not be worn at school. Only clear nail polish is permitted.

Hair Styles: Shoulder length or long hair is to be tied back to help limit the spread of nits and for student health and safety. Natural hair colour only, unless there is a specific school event or activity requiring hair to be coloured. For non-school events a note should be provided to the classroom teacher.



ILLNESS

If a student presents to be ill at school the teacher in charge will assess the student's condition and notify the Office before sending to Sick Bay. Parents will then be contacted by Office staff.

IMMUNISATION

The Department of Education requires all children in primary school to have an Immunisation History Statement. Immunisation History Statements are available on MyGov.

IPADS

Each class has access to iPads which includes internet access. An Acceptable Use Agreement must be completed for each student at the commencement of each year.

Our Grade 5 & 6 students are asked to participate in a Bring Your Own Device (BYOD) iPad Program. Students in this community are expected to provide their own iPad.

Our Grade 3 & 4 students are asked to participate in a Voluntary Bring Your Own Device (VBYOD) iPad Program. Students in this community are encouraged to bring their own iPad to school to support their learning (this will assist significantly with their transition into Grade 5 & 6 in the coming years).

If students do not currently have a device the school does have limited devices available for student use and these will be available to students who are unable to bring in a home-based device or purchase a device.

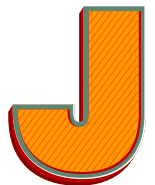
INCLEMENT WEATHER

Should it be too wet or hot for children to be outside, children will be in their classrooms supervised by teachers.

INFECTIOUS DISEASES IN SCHOOLS: EXCLUSION FROM SCHOOLS

The Principal is required to exclude children according to the table under The Public Health and Wellbeing Regulations 2009. Note that the regulations require the parent or guardian to inform the Principal as soon as practicable if the child is infected with any of the diseases listed in the table or has been in contact with an infected person. It should be noted that in cases of diphtheria, typhoid and paratyphoid fever, exclusion and determination of recovery will be matters for the municipal Medical Officer of Health.

"Contact" means child of school age or pre-school age living in the same house as the patient, "patient" includes carrier and "school" includes any pre-school centre, kindergarten, primary school or secondary school. A patient or contact shall be prevented from attending school unless conditions hereunder prescribed are complied with.



JEWELLERY

Jewellery is not to be worn to school to ensure it is not caught in play equipment or accidentally tugged during games.

Pierced Ears:

Studs are preferable to sleepers.



LIBRARY

The Library program at Manifold Heights encourages students to develop an appreciation and a love for reading books. The Library has a broad selection of picture story, fiction and non-fiction books and is well equipped to meet the interests of our students from Prep to Grade 6.

The Library program provides students with clear guidance in locating and selecting one book to borrow and read each week. A Library bag is encouraged when borrowing, in order to highlight the importance of caring for the Library resources.

LINING-UP AREA

Children line up in designated areas in close proximity to their classrooms. This procedure is followed every day for every recess and lunch.

LOST PROPERTY

Parents are requested to check their child's clothing when they arrive home. All students clothing should be labelled. Unclaimed articles are kept in the lost property basket located in Sick Bay and all named items will be returned to students. Unnamed items will make their way to our own second hand uniform shop or depending on the quality of clothing, disposed of at the end of each term.

LUNCHTIME CLUBS

Our Student Leaders develop Lunchtime Clubs program, providing an alternative activity and setting for students to engage in.

Some of the clubs on offer are: Mad About Sports, Mano Melodies, Mano High Ability Program, Games World, Circus Skills, Crafty Kids and Garden Club. These programs are facilitated by staff, with student interests at the forefront in both the planning and implementation.

LUNCH ORGANISATION

The bell that rings at 11:00am and 1:30pm signals the start of supervised recess and lunch eating time in classrooms. Students are then dismissed to play at 11:05am and 1:40pm. Children who have not finished their recess or lunch will eat outside, while seated in a designated area.

As the lunch break is later, children are encouraged to have a substantial snack (or ½ of their lunch) at morning recess at 11:00am. Snack Attack is a short break taken at approximately 10am each day and students are encouraged to bring along a healthy snack.

- Lunches - Any play-lunch should be wrapped separately. Pack a simple, realistic lunch for your child, with food that they like. Generally speaking, finger foods are most easily managed. One round of sandwiches is usually sufficient, followed by a small piece of fruit. Uneaten food is encouraged to be taken home. Food that requires heating at school is NOT encouraged and take away lunches such as KFC, McDonalds etc. is certainly NOT encouraged at school.
- Milk Drinks - These are not advisable during hot weather, as we have no refrigeration. Some milk drinks are available with lunches from the Canteen.
- Soft Drinks - They do not comply with our Healthy Eating Schools program and so we ask parents not to provide these. Small "Fruit Boxes" may be a useful alternative.
- Type of Lunch Box - The design of the lunch box is extremely important. Many have lids which are too hard for children to close. We advise you to consider your choice carefully.



MEDICATION

If your child requires medication during school hours please complete a School Medication Form available from the Office. This form must have clear written instructions regarding the dosage and frequency of medication. Student medications will be stored in a locked drawer at the Office and administered by Office staff as directed by parents via the School Medication Form.

MOBILE PHONES

In accordance with the Department Policy, students who wish to bring a mobile phone to school are required to turn off their device and store it securely in their learning communities locker from the start of the day until dismissal (this includes recess and lunch breaks). In case of an emergency, parents and guardians can reach their child by contacting the school on 5229 9643.

Exceptions to the policy may be applied during school hours if certain conditions are met, specifically: Learning related, Health and Wellbeing related and exceptions related to managing risk when students are off-site. Exceptions can only be granted by the Principal. When an exception is granted, the student can only use the phone for the purpose for which is was granted.

MUSIC TUITION

Manifold Heights Primary School has private music tuition available. This tuition is provided by two providers. Please visit the Manifold Heights Primary School website for more information.



NEWSLETTER

Newsletters are distributed each Thursday via Compass and are available on the school website.



PARENTAL PARTICIPATION

Manifold Heights has a very strong tradition of parent involvement in many aspects of school life. Parents are encouraged to assist in a variety of areas at the request of classroom teachers. Parents will be given the opportunity to attend a Classroom Helpers Session as a means of helping in literacy.

PARENT INVOLVEMENT

Parents are warmly encouraged to actively support daily programs. Toddlers may be a distraction in the classroom so we would prefer it if you could arrange to have them cared for by somebody else for the duration of the session.

PARENT PAYMENTS

The school makes every effort to keep the cost of items and activities to a minimum and affordable for all parents.

Schools provide students with free instruction to fulfil the standard Victorian Curriculum and all contributions are voluntary.

Details regarding Parent Payments will be communicated to families in November each year.

Payment can be made directly to the booklist supplier online or to the school via Bpay, Credit Card, Eftpos, Cheque or Cash. Payment plan options are available by contacting the Business Manager.

PERMISSION NOTES

Consent is required for all incursions, excursions and camps. Parents are encouraged to use CompassPay to consent and pay for excursions. A private note, phone call or verbal consent cannot be accepted. STUDENTS ARE NOT PERMITTED TO GO ON AN EXCURSION WITHOUT PERMISSION.

Payment is required to be finalised by the due date. Any difficulties with payment need to be discussed with the Principal or Business Manager before the event.

PHYSICAL EDUCATION

Timetables are available at the commencement of each term. Please find out when your child's Physical Education day is to ensure they wear appropriate footwear on these days e.g. runners.

PLACEMENT OF CHILDREN IN CLASSES

The placement of children in classes is determined by several factors – enrolment numbers dictate class sizes and number of teachers that we have; we aim for a cohesive cohort of children e.g. balance of gender, mixed abilities.

The Prep teachers work closely with the kindergarten teachers in deciding the grade placement of new children. In all cases, teachers take great care in balancing social, emotional, behavioural and educational needs of children.

POLICIES

School policies are available on the school website. These are reviewed regularly by School Council.



REPORTING TO PARENTS

Student reports are completed by teachers and distributed to parents in June and December each year. Teachers ensure these reports reflect an accurate picture of the student's development both academically and socially in accordance with the Victorian Curriculum. Reports are available via Compass.

Parent Teacher Discussions are held at the end of Term 2. A 'Meet & Greet' Parent Teacher Conference is held in March each year.



SAFETY

For their own protection, your child should know their full name, street and house number, telephone number and the names of members of the family, and the names and numbers of an emergency care person.

Teach your child to go to and from school without help from others. Study the routes your child may take and teach him/her to follow the safest one, even though it may be the longest.

- Teach them to obey the safety and traffic rules.
- Teach them to cross streets at crossings.
- Help them form the habit of coming directly home from school without delay.
- Teach them not to speak to strangers

SECOND HAND UNIFORM

Second hand uniform items are available to purchase via the School Office. Please contact the School Office to arrange a time to view the uniform items.

Families can donate second hand uniforms items in good condition that are no longer in use to the School Office.

SCHOOL BAGS

Students are required to have a school bag marked with the Manifold Heights Primary School Logo. These can be purchased from Bellarine Uniforms located at 162 Moorabool Street, Geelong

SCHOOL BELL TIMES:

Students will be supervised from 8:50am to 3:40pm. Students should not be in the school grounds outside these times unless attending Before and/or After School Care, another approved activity or are with a parent/guardian.

SCHOOL COUNCIL

Role - School Councils have the responsibility for overall school policy; curriculum policy; assessment policy; a student code of conduct, including uniform and expulsion review; the development and approval of a school Strategic Plan; making a recommendation to the Secretary for the appointment of the Principal; and determination of budget priorities.

Currently, our School Council comprises:

- 5 Department of Education Representatives (incl. Principal)
- 9 Non-Department of Education (Parent) Representatives,
- 1 Co-opted Representative

Membership Requirements - All parents are eligible for nomination/election and elections are held annually. We are very fortunate in having a dynamic School Council which enables us to have a happy, harmonious and very productive school life for our children and staff. If you are interested in joining School Council you are welcome to come to the meetings which are held monthly.



SCHOOL CROSSING

We have a supervised school crossing in Strachan Avenue. Many of our children need to use the crossing in Minerva Road. We urge you to talk to your child about the purpose and rules of the school crossing. Please observe the Road Laws and exercise care about dropping and picking up your child adjacent to the school crossing. *Crossing supervisors have the authority to report blatant law breakers.

Leaving The School Ground:

Explain and discuss that school is not like kindergarten – the gates are not locked at school. Also explain that children are not to go outside of the school ground unless they ask the duty teacher, e.g. to collect a ball.

No child is permitted to leave the school ground for any reason without permission from a teacher. Children from any year level, must be picked up by a parent/guardian during school hours.

SCHOOL HOLIDAY PROGRAM

TeamKids run a holiday program in the Multi Purpose Room during school holidays. Their teacher qualified staff enable children to explore exceptional experiences that excite, engage and entertain. For more information please visit www.teamkids.com.au

SCHOOL PICNIC

During the early weeks in Term 1, a Family Picnic is held to help families get to know each other. This is a great night for all families.

SCHOOL PHOTOS

During the year, photographers will come to the school and take class, individual, and family photographs. There is no obligation for you to purchase these photographs.

SEESAW

Is used as a communication tool between staff and parents. All families will receive an invitation via email.

SPARE CLOTHING

Spare clothing is available from the Sick Bay for accidents or emergencies. Please wash and return promptly to school if your child has used any of the garments. We also accept and appreciate donations of clothing for this purpose.

SPECIAL DAYS

Each year Special Days are held where the children dress up or are invited to participate in a particular activity. Please support your child by assisting them in every way possible. Parents will be notified via the Newsletter and/or Compass.

SPORTS DAYS

Year 3 – 6 students participate in games and sports, some amongst themselves and some against other schools. Selection for District, Zone and State levels of competition in the Victorian Primary Schools Sports Association is available to children who perform well. Parents are welcome to attend these important and enjoyable days.

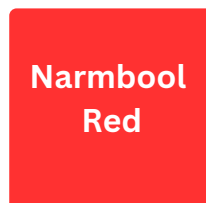
House Competition – Various activities and competitions are organised in houses for students in Grade 3 – 6.



Purumbete
Blue



Manifold
Green



Narmbool
Red



Strachan
Yellow



STAFF MEETINGS

Staff are involved in many team planning and staff meetings each week. These are held after school on Tuesday and Wednesday. Parents are asked not to choose these times to speak with teachers as attendance at staff meetings is compulsory for all staff. Parents are asked to make an appointment to see a teacher if possible, especially if there is an issue requiring more than a few minutes.

STUDENT BEHAVIOUR

Students are encouraged to maintain a standard of behaviour suited to their age and development. Each child is encouraged to develop a positive attitude that will enable them to work in harmony with all children at the school. Emphasis is on respect and self discipline. Students are expected to adhere to the School Wide Positive Behaviour Support (SWPBS) Matrix.

STUDENT SUPPORT

We ask parents to communicate any particular circumstances that could affect a student's performance and learning to the student's Classroom Teacher. The Teacher may refer the parents to Principal, Assistant Principal or Inclusion Leader to discuss needs and strategies which will assist in supporting the student. If your child has had and prior testing (either privately or through the school), please provide a copy of this to the Office.

STUDENT COUNCIL

The school has a Junior School Council each year which is elected group of children within the school. Students in Year 3 to 6 are represented, and this group meets in conjunction with a supervising teacher each fortnight. The students take responsibility for issues raised by the students and some social service activities.

SUNSMART

Students are encouraged to be sun-smart at all times. We have plenty of shade areas and programs are introduced to encourage sun-smart activities. Wide brimmed school hats are compulsory from mid-August to April – No Hat, No Play. The Sunsmart Policy is available on the school website.

SWIMMING

All Prep, Grade 1, Grade 2, Grade 3 & Grade 4 classes participate in a one week, Swimming Program each year.

TELEVISION PROGRAMS

Many children watch as much as an hour's TV before school. Studies have shown that children who watch TV before school come to school "brain drained" and generally do not achieve as well as those who don't watch at all. Consider evening TV too.

TOYS AT SCHOOL

The school will not be responsible for expensive or special toys brought along by your child.

TRANSITION PROGRAMS

A Transition Program exists for students coming from Kindergarten into Prep, and for students entering Secondary school. If you have any questions regarding transitions please speak to the teachers in Prep or Grade 6.





UNIFORM

School Council has made uniforms compulsory at Manifold Heights and all students are encouraged to wear school uniform each day. Uniform items can be purchased from Bellarine Uniforms located at 162 Moorabool Street, Geelong. The Student Dress Code Policy is available on the school website.



VISITORS

All visitors to the school during school hours are asked to sign-in at the Office via the iPad and collect a 'Visitor' lanyard. All visitors to the school are required to have a current Working with Children Check.



WORKING WITH CHILDREN CHECKS

All parents who are helping within the school or at school events must have a valid Volunteer Working with Children Check and have supplied a copy of this card to the Office.



YARD DUTY

During recess and lunch times and for the 10 minutes preceding school and 10 minutes following dismissal, there are teachers on Yard Duty. The duty teachers are responsible for playground supervision. We do not have any designated areas for any one level, other than the Years Prep-2 and Year 3-6 climbing equipment. Generally, our children play harmoniously together.

