

**MALVERN PRIMARY
SCHOOL**

TOORONGA ROAD



**PREP PARENT
INFORMATION BOOKLET**

School Council

The School Council extends a welcome to all new parents of Malvern Primary School.

The School Council has an important role to play in the effective functioning of the school. Not only does it give parents an official voice on school matters, but it has joint responsibility with the school for administering Government grants, for maintenance of buildings and grounds, and the purchases of school equipment. Government legislation concerning School Councils has given increased responsibilities and powers to the local school body.

Members of Malvern Primary School Council are committed to maintaining and improving school facilities. This can only be achieved with the support and help from the wider school community.

YOUR INPUT IS VITAL.

School Council Meetings are held twice a term in the Staffroom, commencing at 7.30 PM.

PREPARING FOR SCHOOL



Starting school is a big change for all children and parents. This pack provides information, which will help you and your child prepare for the exciting school year ahead.

If you have any queries regarding the content, please do not hesitate to contact the school either in person or on 9571 6281.

INDEPENDENCE SKILLS

- * Give your child practise at packing their bags with lunch box, jumper, etc.
- * Practise recognising their name so they can locate their own locker and bag cubby.
- * **PLEASE LABEL ALL ITEMS CLEARLY WITH YOUR CHILD'S NAME**
- * Let your child know who is picking them up and that they must wait with the teacher until they are picked up.
- * We expect the children to carry their own bags, give any notes to the teacher and get their own reading wallets out of their bags.

- * Practise putting on and taking off jumpers, coats.
- * Choose a lunch box that is easy for your child to open. Please make sure that lunch boxes and drink bottles are **clearly named**.
- * Talk to your child about what they would like to have to eat in their lunch box.
- * We have a healthy snack at 10:00. A nutritious snack such as fruit, cheese or vegetable sticks are ideal for play lunch.

VALUABLES

- * Favourite toys are best left at home. They may become lost or damaged which cause unnecessary upset.

CLOTHING

- * It is **essential** that all clothing **is** named.



- * During Term 1 and Term 4 it is compulsory for children to wear a hat when outdoors. To ensure that children are SunSmart, current school policy stipulates from mid August to the end of April children wear a wide brimmed hat if they are outside at recess and lunch. They are also required to wear a hat during PE sessions.

*** PLEASE NAME HAT CLEARLY. IT IS A GOOD IDEA TO HAVE TWO HATS.

- * The school uniform needs to be worn at all times.

THE FIRST DAY OF SCHOOL

This is an exciting time for both you and your child and we look forward to the commencement of a fulfilling and exciting time for us all.

- * Arrive at school about ten minutes before the official start of the school day. Familiarise yourself to the location of the child's classroom and play area.
- * Expect your child to carry their school bag.
- * Take your child to the classroom.
- * Introduce yourself to the teacher and settle your child to an activity. Bid your child a quick and cheerful goodbye.
- * Explain that you will be waiting to collect them from the classroom at the end of the day.
- * It is normal for children and parents to feel a little apprehensive at first, but you will be amazed at how quickly children settle when their parents have left and they quickly become involved in the activities of the day.

HANDWRITING

Children learn Victorian Modern Cursive Script. An example of this is shown below.

For Right Handers



For Left Handers

a b c d e f g h i j k l m

n o p q r s t u v w x y z

0 1 2 3 4 5 6 7 8 9

A B C D E F G H I

J K L M N O P Q R

S T U V W X Y Z

Students Leaving School Grounds / Early Dismissal

Ensure your child knows and understands the arrangements for going home and who will be there to collect him/her. If you make arrangements with another parent to collect your child please inform the teacher with a note. Please encourage children to walk to school and use the school crossing.

Students are not permitted to leave the school grounds unless signed out by their guardian.

If you require your child to leave school during school hours for any particular reasons (eg. Dentist, Doctor) etc. please send a written request to the Teacher stating the time you will collect your child from the classroom. It is our policy **not** to permit children to leave the school grounds alone during school hours. The Sign Out must be completed at the office prior to collecting your child.

Car Parking

Be aware of parking restrictions around the school: - parking inspectors visit on a regular basis. For safety and health benefits we encourage parents to walk their children to school.



Punctuality

Regular and punctual attendance is expected to be encouraged. Children are expected to be at school by 8.50 am and brought to the classroom by an adult. If your child arrives after 9am they must be signed in at the General Office before going into class. Please do not drop children and expect them to walk to class by themselves. If you wish your child to leave earlier than dismissal time, a note of explanation should also be given to the teacher, and the early dismissal book signed at the General Office. If your child, is unable to attend school for any reason, please inform the school via the Compass system. (Please see the attached document on Compass)

NOTE : Prep children must be collected by a parent or other responsible person, nominated by the parent. Teachers should be advised of any changes in routine regarding the collection of pupils from the school.

Late Arrivals

Please come to the Office to sign in and then please take your child to his/her class and hand over to the teacher.

Never allow a child who is late to go into the classroom unaccompanied. The class may not be in the room if they have a specialist or special event somewhere else.

Extra Clothing

The school has a very limited supply of clothing for emergency use on very wet days. If your child has occasion to borrow any clothing, please launder and return to school as soon as possible

Communication

Parents may contact the school at any time. Parents can also contact teachers through the School Compass App. To avoid interruption to a class, contact should be made outside teaching time. Any matter requiring some extended discussion with a teacher is best done after an appointment is made with the teacher. Often a note on a small matter is the best and most convenient way to communicate.

Addresses, Telephone Numbers

The school should be notified immediately of any change of address or telephone numbers.

Lost Property

Every year, a large volume of jumpers, coats, tops, etc. find their way into Lost Property. To help alleviate the problem, please **clearly name** in permanent ink all belongings that are brought to school.

All lost articles are placed in the bins near the Junior School entrance.

Interviews and Reports

At the beginning of each year, all families have an appointment to meet their child's teacher at an informal meeting.

Formal interviews are held during Term 2 and reports are sent home twice yearly.

Wet Days



All pupils remain in their classroom if it is raining during recess times until weather clears and it is possible to go outside. Rooms are supervised while children are inside.



Hot Days

All rooms are air conditioned. On days of extreme heat, students remain inside and are encouraged to drink plenty of fluids. There is no provision to send students home on very hot days. Children should have drink bottles, hats and sunscreen.

Sun Smart Policy



Malvern Primary School is a Sun Smart school.

- Students are to wear the regulation hats as advised by the Anti-Cancer council and supplied by Bob Stewart 150 Waverley Road Malvern East between Mid August and 30th April, and on other days of high exposure.
- A 'No Hat, No Play' rule applies and children without the correct hat will spend recess and lunchtimes in specially designated shaded areas.
- Students should have their hats in their school bags throughout the year so that they are available for excursions and sporting events, as well as for days of

high exposure between 1st May and 31st August.

- We also encourage parents to apply sunscreen at home as well as supply a personal 'roll on' sunscreen for your child to reapply during the day.

Sickness

Regular attendance at school promotes security, social adjustment and the development of independence. **Reasons for absence should be sent to the class teacher via Compass.**

Do not send your child to school if he/she is sick.

PLEASE MAKE SURE YOUR EMERGENCY TELEPHONE NUMBERS AND YOUR DOCTOR'S TELEPHONE NUMBER ARE ENTERED CORRECTLY ON YOUR CHILD'S ENROLMENT.

Sick Bay

The school employs a highly qualified First Aid Manager from 10.00AM to 2:30PM daily. Teachers on duty during recesses send any children requiring attention to the First



Aid Manager. Children feeling ill during class time are referred to the first aid manager or to the school office outside 10:00 am – 2:30pm. Either the first aid manager or office staff will contact parents to collect children if they need checking by a doctor or are too unwell to remain at school. If a child receives treatment of a minor nature in the sick bay (e.g. for a graze) parents will not be informed but for anything else a message is sent to parents via Compass where the child remains at school.

Medical Conditions

It is important the school be informed of any relevant medical information, to enable us to best care for your children.

Action Plans need to be reviewed and completed annually for Asthma, Anaphylaxis and Allergies. Plans can be collected from the Sick Bay, General Office or school website. Any child with a medical condition requiring care or management during the school day needs to provide a support plan which will then be put in place. The school's First Aid Manager is available between 10.00am and 2:30pm to discuss any issues of concern.

Administration of Medications during school times

Forms are available from the General Office and school website and should be completed clearly for any medications to be given by the First Aid Manager. See Medications Policy on the school website.

Head Lice

If you could inform your class teacher or the office of an infestation the school's First Aid Manager will endeavor to check the class or send a note home advising parents to do so.

Unfortunately the number of reports of Head Lice is increasing. To stop an infestation from spreading, it is advisable to check your child's hair regularly. The eggs are white, are attached to the hair and are difficult to remove. Lotions can be purchased from the

Chemist.

Permission is given on school entry for the school First Aid Manager to check your child/children's hair.

If a child has head lice, treatment must have been commenced before they return to school

Parent Class Coordinators

Two parents from each class are chosen from volunteers each year. These parents assist the teachers in a liaison role with the parents – for example, organising the parents to assist on excursions, and hearing the children read in their class. They attempt to encourage enthusiastic participation in school activities and social functions and keep the class parents in touch with the Parents' Association.

Children feel great pride in seeing their parents involved in school affairs.

At the beginning of each year, parent class coordinators find out from all class parents whether they are available to help in class activities either on a regular basis or just occasionally.



Parents' Association

The Parents' Association is a group of parents within Malvern Primary who work together for the benefit of the school and children. All parents are very welcome to attend the meetings which are held monthly at 9:00AM on Fridays in the staff room. Dates are nominated at the start of the year to tie in with the School Council schedule. The meetings provide a forum for parents to discuss issues and exchange and share information and concerns.

The principal attends part of each meeting to update the parents on events that are happening in the school.

The Parents' Association's roles in Malvern Primary include:

- Catering for occasions such as the Prep orientation morning, welcome to new parents at the start of the year and sports days.
- The organisation of social and fundraising events which require a great amount of effort and enthusiasm eg. Tennis Days, Mothers' Day Luncheon, Fathers' Day Breakfast, Fathers' Day Dinner.

We encourage all parents to join the P.A. It is an excellent way of getting involved in the school community and meeting other parents.



