



Mount Beauty Primary School

**PARENT
HANDBOOK**



Mount Beauty Primary School



Lakeside Avenue
Mount Beauty
VIC 3699



PO Box 34
Mount Beauty
VIC 3699



mount.beauty.ps@education.vic.gov.au



<https://www.mtbeautyps.vic.edu.au>



03 5754 4354

Welcome

to Mount Beauty Primary School

Values: At Mount Beauty Primary School our over-arching school expectation is that we act in a way that shows Respect for Self, Others and the Environment.

Our culture is built around this and the following Values, Vision and Mission.

- Pride** strive to do and be your best
- Kindness** be positive and polite in your words and actions
- Resilience** take responsibility for your learning, behaviour and choices

Vision: To empower our students to embrace learning, act with kindness, demonstrate resilience and take pride in themselves, their school and community.

Mission: To provide a happy, safe and engaging learning environment in which all members of the school community can develop their full potential.

As a school, we are committed to providing:

- differentiated, in-depth and cohesive learning programs aligned to the Victorian Curriculum.
- highly effective teachers, focused on improving student outcomes through commitment to quality teaching, ongoing professional development, evidence-based practices, mentoring and collaboration.
- an inclusive learning environment that is responsive to student voice and individual needs access to multi-modal resources that engage and support student learning.
- opportunities for parents, carers and the broader community to participate in and contribute to initiatives which support the overall direction of the school.

***We welcome you and your family
to our school and look forward to working together.***

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School Organisation

School Hours

8.45 – 9.00am	Morning Arrival
9.00am	School commences
10.30 - 11.00am	Morning Recess
12.20 – 12.30pm	Eating Lunch
12.30 – 1.00pm	Lunch
2.00 – 2.20pm	Afternoon Recess
3.20pm	Dismissal

To support Prep transition, from the first week through to the March long weekend, Preps will only attend school for four days a week, with a rest day on Wednesdays.

Office Hours

Monday	8.45 – 4.00pm
Tuesday	8.45 – 4.00pm
Wednesday	8.45 – 4:00pm
Thursday	8:45 – 4:00pm
Friday	8:45 – 4:00pm

Attendance

As a requirement of the Department of Education and Training, please advise the school if your child is going to be absent by [Compass](#), [email](#) or phone [03 5754 4354](#). Absences must be advised by 9am on the morning of any absence. Please include your child's name, class and reason for absence.

Our Staff

Principal	Carolyn Serpell	Mon - Fri
Business Manager/s	Joy Nowakowski Heather Tottenham	Mon, Tues, Thurs, Fri Mon, Tues
Administration Assistant	Amanda Harvey	Wed, Thurs, Fri
Teaching Staff	Anna Gallasch Ellen T'Hooft Stephanie Sanders Kim Lynch Kathleen Lewinson Kathryn Jones Hayley Dodd Dave Fraser	Prep/1 1/2 1/2 (<i>Fri</i>) 3/4 3/4 (<i>Wed</i>) 4/5 5/6 5/6 (<i>Wed</i>)
Specialists		
Art	Nicole Kilgour	Wed
French	Stephanie Sanders	Thurs, Fri
Music & Art	Emily Fraser	Tues, Thurs
PE	Dave Fraser	Mon, Wed, Thurs
Literacy & Numeracy Support		
Prep – Year 3	Judith Ranton	Mon - Thurs
Year 4 - 6	Ellen T'Hooft	Mon, Thurs, Fri
Literacy & Numeracy Leaders		
Literacy	Dave Fraser	
Numeracy	Kim Lynch	
Mental Health and Wellbeing Leader	Nicole Kilgour	Tues, Wed, Thurs
Marrung Lead	Kathleen Lewinson	
Education Support	Angela Toniolo Bronwyn Brewergray Deirdre Halarewich Kylie Eriksson Mary Curnow Megan Hocking Michelle Niedzwiedzki Misa Trnka Nathan Gleeson	Mon, Wed, Thurs Mon, Tues, Fri Mon - Fri Wed Mon - Fri Mon, Tues, Wed, Fri Tues, Thurs, Fri Mon, Tues, Thurs, Fri Wed, Thurs, Fri
OSHC Coordinator	Kathleen Lewinson	Mon - Fri

Enrolment

Enrolment Forms

Enrolment forms are available on our website and must be completed and returned to the school as soon as possible. It is important that any details of medical or other conditions for which the child may need special consideration are included.

Certification of Immunisation

All students require a school entry immunisation status certificate or a conscientious objection form. It is the responsibility of the parents/guardians to obtain the certificate from their local council, GP or the [Australian Childhood Immunisation Register](#) and present a copy to the school.

Date of Birth

Satisfactory evidence of a child's date of birth is mandatory (eg: by providing a copy of their birth certificate).

Emergency Contacts

An emergency telephone number and name, (neighbour, friend or relative who lives in the Mount Beauty area), plus that of a doctor nominated by the family is also essential.

Eligibility for Admission

Children who reach the age of 5 years on or before 30 April are eligible to attend school. All children aged six or more must attend school or be receiving approved alternative tuition.

Student Wellbeing

Child Safety and Wellbeing

Mount Beauty Primary School is committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives. Our child safe policies, strategies and practices are inclusive of the needs of all children and students.

We have no tolerance for child abuse and take proactive steps to identify and manage any risks of harm to students in our school environments.

We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+) and other students experiencing risk or vulnerability. Inappropriate or harmful behaviour targeting students based on these or other characteristics, such as racism or homophobia, are not tolerated at our school, and any instances identified will be addressed with appropriate consequences.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies.

Please see our Child safety and Wellbeing policy on our [website](#) for further information.

Medical Information

It is essential to inform the school of any past or current issues, which may affect your child's learning. These may include but are not limited to anxiety, allergies, asthma, known sight, speech or hearing difficulties.

Personal Accident Insurance / Ambulance Cover

As a school, we encourage our students to be active and to have opportunities to participate in a range of sports and activities. Unfortunately, injuries can occur and it is important for families to know that the Department of Education and Training does not provide personal accident insurance or ambulance cover for students.

Parents/ carers are responsible for all medical expenses incurred as a result of student injury, including transport costs such as ambulance or air ambulance costs. As such, we strongly encourage families to have up-to-date ambulance cover and accident insurance. Student accident insurance policies can be obtained from commercial insurers.

Infectious Diseases

In the case of some infectious diseases, a child must be excluded from school. Please contact the school or your doctor for advice.

Asthma or Allergies Management

If your child suffers from asthma or allergies, a school management care plan must be completed. Please ask at the school office for an asthma or allergy management form. Staff are trained in Asthma First Aid and can provide routine asthma medication as authorised in their care plan by the treating doctor. Please advise staff in writing of any changes to this plan. If your child needs asthma medication, please ensure the medication and spacer/mask are supplied to the office for our 1st Aid cupboard. Additional asthma medication (eg: Ventolin) can be kept in your child's school bag, as during sporting events and excursions, your child will need to carry their own asthma medication.

Anaphylaxis Management

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen. If your child suffers from anaphylaxis a school anaphylaxis management plan must be completed and handed in to the office.

Medication

If your child is required to take medication at school, this must be signed into the office, by a parent/guardian, in its original packaging to be administered by a staff member. Please ask at the school office for a Medication Authority form which is to be completed and signed by a parent / carer before any medication can be administered at school.

School Medical Service

The Department of Education and Early Childhood provides a school nurse who visits us once a year. Children in Prep undergo vision and hearing testing. Children in other year levels can also be referred to the school nurse by their class teacher or parent.

Head Lice

If your child has head lice he/she can come to school after appropriate treatment has commenced. Please let your child's class teacher know, so other families can be notified of an outbreak. Confidentiality is observed.

Private Property brought to school

The Department of Education and Training and schools does not hold insurance for personal property brought to school. This can include mobile phones, toys and sporting equipment. As we cannot cover any loss or damage to personal property, we discourage students from bringing any unnecessary or particularly valuable items to school.

Curriculum

As a Victorian Government Primary School, Mount Beauty implements the content and outcomes of the Victorian Curriculum through a transdisciplinary, inquiry-based approach to learning. We offer personalised and differentiated learning opportunities that engage and extend students with a diverse range of interests, needs and abilities.

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship, which schools use to plan student learning programs, assess student progress and report to parents. This includes the Learning areas: English, Mathematics, The Arts, Health & Physical Education, The Humanities, Languages, Science and Technologies, which are overlaid with Critical and Creative Thinking, Ethical, Intercultural and Personal and Social capabilities.

Delivery of the curriculum is supported by a number of evidence-based programs including:

- | | |
|--------------------------------------|--|
| Sounds Write | Based on the Science of Reading, Sounds Write is a structured phonics program that provides a multi-sensory, code-oriented approach to teaching reading and writing. This is delivered as part of classroom learning in Prep-2 and as intervention in Years 3-6. |
| Grow Your Mind | Evidence-based, curriculum aligned, wellbeing program that is taught across the school, P-6. |
| Rhythm to Recovery | Based on neuroscience and delivered as part of the music program, Rhythm to Recovery utilises engaging rhythmic musical activities, such as drum circles, to support social and emotional development. |
| The Tutor Learning Initiative | Our school has two tutors working with students in P-6, to support students who require targeted assistance in literacy and/or numeracy. |

Specialist Classes

Instrumental Music

Our students also have the opportunity to attend private music tuition in ukulele, brass or woodwind instruments during school hours, by participating in the 'Spookie Ukies' (private tuition for students in Prep-6) or in the Mount Beauty School's Band, in conjunction with the Mount Beauty Secondary College (Years 5 & 6 only). For more information, please contact the School Office.

Visual Arts

All students, in Prep-6, participate in Visual Arts classes, one hour per week, with a specialist teacher. Learning in the visual arts promotes critical and creative thinking, respect and awareness for culture and traditions, confidence, curiosity, imagination and enjoyment.

Physical Education

In addition to participation in classroom health and fitness activities, students in Prep-6 also receive specialised instruction in Physical Education, to assist in the development of essential skills.

French

All students from Prep to Year 6 are offered French as a language other than English. In learning and exploring French, students develop communication skills, appreciation and understanding of another language and culture. This enriches their personal development as interculturally aware citizens.

Library

Our library collection is housed in a bright and spacious area. Classroom teachers accompany students to the library each week to borrow and browse the collection of picture books, novels and information books. Students are encouraged to borrow books of interest that can be read independently or be read to them, to foster their love of books, imagination, and information. Our library technician can help students and staff to locate relevant texts and reference books to support their learning and ensure the collection continues to grow with quality children's literature. The importance of books is also celebrated each year, through a Book Week Parade, activities, and book sale, which serves to raise funds for the ongoing expansion of our library resources.

Student Engagement & Inclusion

Mount Beauty Primary School has a range of strategies in place to promote engagement, positive behaviour, and respectful relationships for all students in our school.

You can read our Student Wellbeing and Engagement Policy on our website.

Our shared expectations for students, parents/carers and school staff are founded on the schools' values and reinforced through our school's positive behaviours:

1. Respect for Self.
2. Respect for Others.
3. Respect for the Environment.

Matrix of Expected Student Behaviour

Values	All Settings Including Excursions	Classroom	Outside	Toilets
RESPECT	<ul style="list-style-type: none"> • Use respectful and appropriate language • Follow agreed rules • Use equipment properly • Allow other's personal space 	<ul style="list-style-type: none"> • Let others learn • Actively participate • Come to class ready to learn 	<ul style="list-style-type: none"> • Respect nature • Use equipment safely and properly • Keep equipment in the area it's intended • Care for the equipment • Follow game rules 	<ul style="list-style-type: none"> • Wipe – Flush - Wash - Leave • Turn the taps off • Use toilet paper correctly
KINDNESS	<ul style="list-style-type: none"> • Display good sportsmanship • Celebrate success • Treat others well 	<ul style="list-style-type: none"> • Help others in need 	<ul style="list-style-type: none"> • Share equipment • Include others • Modify a game if needed 	<ul style="list-style-type: none"> • Give people privacy
PRIDE	<ul style="list-style-type: none"> • Place all rubbish in the bin • Wear school uniform correctly • Be punctual to class • Use appropriate voice level. 	<ul style="list-style-type: none"> • Do best work • Use class time efficiently 	<ul style="list-style-type: none"> • Care for the garden • Keep sand in sandpit • Report damaged equipment • Keep area neat and tidy • Return all equipment 	<ul style="list-style-type: none"> • Keep the area clean • Use the cubicle privately
RESILIENCE	<ul style="list-style-type: none"> • Try to solve small problems independently • Ask for help when needed • Take responsibility for actions and words. • Have a positive mindset 	<ul style="list-style-type: none"> • Attempt challenging tasks • Problem solve in learning • Ask for help when needed. 	<ul style="list-style-type: none"> • Take a break when needed 	<ul style="list-style-type: none"> • Use toilets during break time

Travel to School

Parents are asked to assist in relieving traffic congestion by picking up their children after school at the Tennis Court Avenue end of the school.

Please do not use the teachers' car park during morning and afternoon pick up and drop off times. The teachers' car park maybe used when picking up a child from the sick bay who needs to go home or to the medical clinic.

All students who travel to school by bike, scooter or skateboard must wear a properly fitted helmet. Students must use the designated school crossing to cross Lakeside Avenue and obey the instructions given by the Crossing Guards.

When riding/skating to school, students must walk their bikes/skateboards while crossing the school crossing and in the schoolyard.

School Bus Travel

Free bus travel is available to families who reside not less than 4.8kms from Mount Beauty Primary School and attend their nearest government primary school. Families requiring bus travel to a school, which is not their nearest school, will be subject to a charge. Bus travel forms and more information on school buses can be obtained from the school office.

Parent/Carer Involvement

Mount Beauty Primary School believes parents, carers and the school are partners in a child's education and need to work together towards a shared goal of nurturing happy, balanced and inquiring students. The contribution of parents, families and community members is highly valued and recognised as a vital and significant part of our students' school experience.

Community participation in school activities by parents, carers and community members, creates a positive, vibrant environment where children feel safe, supported and valued.

Promoting our students' mental health and wellbeing, through a sense of social connectedness also helps them to become more successful at school.

We welcome all members in our school community to become involved in their child's learning and the school. It's a great opportunity to meet new people and support each other and the children. If you are interested in contributing to day-to-day school life, there is a range of opportunities for participation in school activities and collaborative decision-making.

Classroom

Teachers welcome sharing of expertise, and the support of parents and carers in the classroom. This may be supporting children learning to read, guiding small groups through a learning activity, or showcasing your knowledge. Your help in classrooms is invaluable.

Camps and Excursions

Camps and excursions are an excellent opportunity for parents and carers to be involved in children's learning. Often teachers organising a camp or excursion will request the help of parent or carer volunteers in the supervision of children. All volunteers attending camp must have a current Working with Children Check.

Camps, Sports and Excursions Fund (CSEF)

This fund provides payments for eligible students to attend camps, sports and excursions. Families holding a valid means-tested concession card or temporary foster parents are eligible to apply for \$125 per year. Payments will go directly to the school and are linked to the student. Applications can be obtained from the office.

Fundraising and Events

Fundraising, to enhance school programs and support students and families, is essential for our school. School Council's Fundraising Committee and school staff, make enormous efforts to organise fundraising projects and events throughout the school year. These activities demand time and the talent of parents, students and teachers. The benefits for supporting new school initiatives and projects and generating monetary support for families by reducing costs of excursions are significant. In addition, these events provide families with a wonderful opportunity to create new social contacts in the community and build an enthusiastic and strong network of individuals supporting the school.

Edible Garden

Our beautiful and growing Edible Garden and spacious school grounds are ongoing projects that are generously supported by parents and community members. The maintenance and care for our gardens by volunteers sustains the development of these projects. You can contribute by assisting teachers and working with children in the garden, helping with watering, weeding and planting, or participating in general maintenance of our school grounds.

Sports and Wellbeing Days

Our physical education, health and wellbeing programs are enhanced by parent contributions to learning experiences and volunteers assisting at carnivals and other sporting activities.

Activities often in need of volunteers are athletics and swimming carnivals, health education projects, Year 5/6 ski program, 3/4 ski program, junior sports days, cross country meets, inter-school carnivals and sports days and swimming programs.

Working with Children Check

To volunteer in areas with student contact, the Victorian Government may require that you have a Working with Children Check. This is FREE for volunteers. Mount Beauty Primary School recommends all parents, carers and community members wishing to be involved in the school community as volunteers obtain a Working with Children Check. Although not essential for some volunteer projects, it is highly valuable by ensuring you can participate in a range of activities over the course of your child's schooling, including involvement in out-of-school community groups such as children's sporting teams. To obtain a Working with Children Check go to www.workingwithchildren.vic.gov.au

Visitors and Volunteers

Please sign in and out at our Compass Kiosk located in the Front Office when you visit our school. Visitors are required to wear a Visitor Pass lanyard and to comply with our Child Safe Policy and Occupational Health and Safety requirements.

The Child Safe Code of Conduct is to be read, signed and dated before volunteering at school. The Volunteer Code of Conduct outlines our expectations of all volunteers at Mount Beauty Primary School.

School Council

School Council is a governing body constituted under the Education Act and is responsible for setting the overall direction of the school. Its members are comprised of parents, carers, staff representatives, principal and co-opted members (nominated by School Council). Becoming a School Council member is a great way to be involved in collaborative decision-making in relation to your child's schooling and to be part of the organisation and strategic direction of school activities. School Council elections are held in March each year.

Joining a School Council Sub-Committee is another meaningful way to make a contribution to the school. You do not need to be a member of the governing School Council and can focus your contribution in one area of the school's development.

Council meetings are held at 7.00 pm on the 3rd and 8th Wednesday of each term. They are open meetings and your attendance and participation is welcome. If you are interested in being a parent representative on School Council you may nominate yourself for election.

Elections are held in March each year.

School Policies

Mount Beauty Primary School aligns all policies with the Victorian Government's guidelines. Our school policies are informed by the governance and operational policies and advice conveyed in the School Policy Advisory Guide and comply with a range of legislative and regulatory requirements.

You can view a range of school policies on our [website](#).

Parent Payments

Curriculum and Other Contributions

Parents / Carers are invited to make financial contributions to support the provision of educational items and activities necessary for the delivery of the curriculum, and for non-curriculum activities and items that relate to our school's functions and objectives.

Parents/guardians will be notified of these financial contributions in Term 4 of the previous year.

Payments can be made online via Compass, BPAY, direct bank transfer or eftpos at the Front Office. Please contact the school to discuss any questions or concerns you may have regarding payments.

Extra Curricula Activities

For your planning, there are extra curricula activities that students are invited to participate in throughout the year. These activities complement the classroom-learning program and are offered in addition to the standard curriculum. Students may access these on a user-pays basis. Further information will be provided throughout the year about each of these events and will be invoiced separately.

Healthy Eating

Lunchbox Options

Eating is an important social time for students and having plenty of fresh, healthy food and a freshly filled water bottle, is essential in helping students to have a great day.

Students will need:

- A healthy snack for morning recess
- A healthy lunch
- A second healthy snack for afternoon recess.
- A refillable drink bottle of fresh water. (No sugary drinks please.)

We appreciate your assistance in trying to provide your child with a rubbish-free lunch. Your child will also feel more confident about managing their lunch if you discuss with them what to eat and when. Please try to ensure your child has a lunch box they can open by themselves.

Canteen

Mount Beauty Primary School is currently exploring options for a canteen service for our school.

Breakfast Club

Mount Beauty Primary School offers a Breakfast Club twice a week from 8.30am on a Tuesday and Thursday, providing cereals, toast and fruit. It is open to all students and is generously supported by our local Red Cross organisation and OSHC.

Communications

Compass

Compass is our school's main communication tool with families. Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. All of our families receive a separate login to Compass which will be provided to you by the school. To access the parent portal, go to our school website and click the [Compass link](#) on the homepage.

Using Compass 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:

- Monitor your child's attendance, and enter approval for absence or lateness
- View the school calendar
- Download and view your child's semester reports
- Book parent-teacher conferences
- Pay and provide consent for events and school financial contributions
- Order and pay for School Photos
- Receive important notifications/ alerts in the Compass App
- Access the school's weekly newsletter

Newsletters

Newsletters are sent out via Compass each Thursday. Please ensure your email address/es are included on your child's enrolment form and inform the Office if they change. In addition, the newsletter is uploaded weekly, onto our [website](#).

SeeSaw

The SeeSaw online platform will also be used for class communication and as a digital portfolio of your child's work and school life. Seesaw offers two-way communication features with your child's teacher to support and celebrate their learning journey.

Information on how to access SeeSaw and login details, will be provided by your child's teacher.

School Uniform

School uniform is compulsory for all children attending Mount Beauty Primary School. Uniforms can be purchased [online from our website](#) and picked up from our Office or placed in your child's bag on request. Prices are kept to a minimum cost for families. Payment can be made via direct deposit or BPAY online or eftpos in the Office.

School shoes, runners or sandals with back straps may be worn. Shoes are to be well fitted so normal play can occur. NO thongs, slip-ons or crocs are to be worn.

Please note that navy blue skorts, shorts and pants can be purchased elsewhere, but must be navy blue. Please note that NO sleeveless tops may be worn.

Hats

School wide-brimmed hats are a required part of our school uniform. Each year, from the 1st September to the 30th April, all students must wear a hat that shades the face, neck and ears for all outdoor activities. Hats may also be worn for all outdoor activities outside of the September to April time period, by parent or student choice.

Students who are not wearing appropriate protective clothing or hats will be asked to use available areas of shade when outdoors or a suitable area protected from the sun.

Lost Property

By the end of each term, we accumulate an incredible amount of lost property at school. If your child loses an item of clothing, please check the pegs outside their classroom. Please label everything your child brings with permanent marker, so that lost items can be returned to your child.

Out of School Hours Care (OSHC)

Mount Beauty Primary School Council offers a comprehensive out of school hours care service (OSHC) for the community whether or not the students attend the school. The Mount Beauty Primary School Council runs services at Mount Beauty Primary School, Tawonga Primary School and Dederang Primary School including Vacation Care.

If you would like more information, please contact our OSHC Coordinator on [0418 399 861](tel:0418399861).