



# Monash Primary and Preschool

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## Welcome to Monash Primary and Preschool!

This information handbook has been developed to enable families to become familiar with our school and our policies and programs. It is organised as an “A-Z” of information so it is easy to find relevant information you may need. Please do not hesitate to contact our administration office if you have any questions.

Our motto “Successful Schooling – Our Future’s Foundation” is central to how we operate as a school and helps shape our learning priorities.

Our current priorities are in the areas of improved Literacy and Numeracy outcomes, student wellbeing and positive mental health and quality teaching and learning. We have a strong commitment to Literacy and Numeracy improvement and invest significantly in support programs, quality resources for students and professional development for staff. We are a KidsMatter/Be You school, and actively promote positive mental health and wellbeing for all members of our community. We deliberately offer a range of opportunities for students to be engaged and successful at school, and welcome community participation and involvement.

Specialist learning areas offered at Monash are

- Visual Arts and Technologies.
- Music, Dance and Drama.
- Health and Physical Education.
- Japanese (via Open Access video links).

Other key features of our school’s program include SAPSASA Sports, Riverland Festival of Music Choir involvement, Buddy Classes/peer support, transition programs and camps and excursions. Monash Primary has an outstanding reputation and a strong sense of community.

We look forward to welcoming you to our community!

Kind regards,

Alana Kitson  
Principal



# Monash Primary and Preschool

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## ***ADDRESS AND CONTACT DETAILS***

Address: 22 Jackson Street, Monash, S.A. 5342      PO Box 24, Monash, S.A. 5342  
Phone: (08) 85835361      Fax: (08) 85835510  
Email: dl.0274.info@schools.sa.edu.au

## ***ADMISSION TO SCHOOL/ENROLMENT PROCEDURES***

The admission of children aged five into Reception shall be provided for on the first day of Term 1, but they are not under compulsion to attend school until they turn six years of age. Children must be 5 before the 1st May to be able to start on the first day of that year. After this date, children begin on the first day of the following year.

New children in Years 1-7 may be enrolled at any time of a school year.

Families interested in enrolling at our school will make contact with our administration office staff, who will arrange a time for you to meet with the Principal or delegate. This enrolment meeting will involve answering your questions, gathering information from you and a tour of our site. An enrolment pack will be provided, and you will be able to purchase uniforms (refer to 'Uniform' section).

As part of the transition from preschool-school, meetings with families will be held in Term 4 of the year before your child begins Reception. These meetings will involve Reception teachers as well as the Principal and other key staff.

Note: Information about enrolling at Monash Preschool is available in the Preschool Family Information Handbook, available on our website or by contacting our admin office.

## ***ATTENDANCE AND ABSENCE FROM SCHOOL***

All children are expected to attend every day the school is open unless they are ill. It is a Departmental requirement that a reason is given for all student absences. This can be done by contacting the admin office by phone or calling in to inform staff or by sending a note to your child's teacher via class communication avenues.

When a child is absent for three days without contact from family, the school will make contact with you. Please note that it is not appropriate for a sibling to inform a teacher or the admin office that their brother/sister is absent; an adult is required to inform the school.

If families plan to take their children out of school for more than 3 days, for family holiday for example, an 'Exemption Request' form needs to be completed. These are available from the office.

A child may not be removed from the school during the day without the knowledge of front office staff and the class teacher. Students must be signed out through the front office if they leave



# Monash Primary and Preschool

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earlier than end of day dismissal. If a student arrives at school after morning assembly has finished, they need to sign in at the front office so attendance records are updated.

## **ASSEMBLY**

As a part of our daily routine to build our sense of connectedness and community, we hold a morning assembly at 9am. These assemblies are hosted by students, and are a way to share successes and learning, inform staff and children of daily happenings, and reinforce our values and priorities. Families are welcome to watch our assemblies, which are typically held on the asphalt and verandah.

## **BEHAVIOUR MANAGEMENT INFORMATION**

At Monash Primary School, the behaviour of students, staff, parents/caregivers and wider community members is expected to align with our Purpose and Values. Everyone has a responsibility to ensure Monash Primary is a safe and supportive place to learn.

Staff work with students to develop positive relationships and common understandings of our Values. Students develop an increasing awareness and understanding of Respect, Responsibility and Success as they move through the school.

Behaviour is managed in accordance with our Purpose and Values. Recognising positive student engagement and involvement is important. Star Students, Acts of Kindness and Values Trips are examples of this. We are committed to providing as many opportunities as possible for students to experience success, and this is reflected in our extensive extra-curricular activities and programs. In addition, building positive relationships and learning to work co-operatively with a range of people is deliberately planned for as part of our daily work.

Behaviour that does not align with our school's Purpose or Values is addressed in a way that ensures:

- Students are supported to understand why their behaviour is unacceptable.
- Students have the opportunity to demonstrate that they can reengage in ways that align with our Purpose and Values.
- Students build a growing capacity to take responsibility for their behaviour.
- All students and staff have an opportunity to learn and work in a safe environment.

Processes for managing inappropriate behaviour are outlined in our Behaviour Management Policy, available on our website or by contacting the admin office.

## **BREAKFAST CLUB**

Each Friday, a group of volunteer parents, students and our Pastoral Care Worker provide breakfast as part of our 'Breakfast Club'. Held in our Multipurpose Room and with tables and chairs set up outside, children are invited to enjoy toast, cereal, juice and milo in a café type atmosphere before our 9am assembly.



# Monash Primary and Preschool

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## **COMMUNICATION WITH FAMILIES**

### *Newsletters*

A newsletter is published each fortnight, on Tuesday, and is expected to be delivered to families via the eldest child enrolled at the school or preschool. Please ask your child for these newsletters. This is our main form of communication to families and the wider community. Spare copies are available at the school office should you need one, as well as on our website.

Other circulars and class newsletters will be sent home from class teachers at various times.

### *Facebook*

We have a Facebook page that is used to communicate information and reminders, celebrate successes and showcase our school and preschool. Search Facebook for “Monash Primary and Preschool” and ‘like’ the page to stay updated.

### *Class Dojo*

Some classes use Class Dojo to communicate with families. Teachers update it regularly with photos or information of what is happening in their classes. It can also be used as a communication platform for private messages with individual families. Information about accessing the current Dojo page for the class will be provided by the teacher. Class Dojo pages are private/locked, so access is restricted to current parents/carers of that class.

## **EMERGENCIES AND EMERGENCY PROCEDURES**

As part of the enrolment process, as well as at the beginning of each year, you will be required to provide emergency contact information. If any of this information changes during the year, you are asked to advise the admin office without delay, so that we can update our student records.

We have regular emergency procedure drills to ensure that staff and students are well versed on what to do in the event of an emergency.

## **EXCURSIONS AND CAMPS**

At various times throughout the year, classes may be involved in excursions or camps to enhance learning opportunities and build peer connections. Families will be informed of these well in advance, and consent must be obtained before students can participate. Occasionally, walks within our local Monash area are organised, often involving an event at the Monash Hall or a visit to the Monash Playground. Consent for students to be involved in these walks is obtained at enrolment, and at the beginning of each year on our General Permissions form.

## **FEES AND CHARGES (MATERIALS AND SERVICES CHARGE)**

At the end of each year, Governing Council endorse the Materials and Services Charges for the following year. These ‘school fees’ are typically the amount recommended by the Department for Education, and are paid by families to ensure we can provide students with adequate learning materials and access to quality curriculum and resources.



# Monash Primary and Preschool

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All families will receive an invoice for each child's Materials and Services Charge for the following year with their child's End of Year report. Typically, two days are allocated to having the school open prior to the start of the school year to enable families to pay their charges and collect student book packs. Fees can be paid in full at this time, or a payment agreement can be arranged with the Finance Officer.

*School Card Government assistance*, for school fee paying use, is available for parents who meet set criteria. Application forms are available upon request from the admin office. It should be noted that approval given to a student to receive government assistance does not mean that all aspects of a student's education is covered. Some materials and excursions may require payment by families of these students.

Materials and Services Charges can be paid in cash, by credit/debit card, or via BPoint or Centrepay.

## ***FIRST AID, HEALTH PLANS & MEDICATIONS***

Staff members will, as a part of our duty of care, administer minor first aid to students. Should your child require first aid attention, a brief note explaining the treatment that was administered will be sent home. Generally, children will not stay in 'sick room' for an extended period. Any child not well enough to be in a classroom setting will have one of their emergency contacts called so that the child can be collected. Until they are picked up from school, we care for your child in our sick room, or arrange for emergency attention if this is considered necessary.

There are different situations that may require students to have medication at school. Medications are not to be kept by the student in their bag or classroom.

- Severe allergy, Diabetes, etc. Medication for these will be stored in the admin office and must be accompanied by a Health Care Plan or instructions from a Doctor.
- Asthma. An Asthma Care Plan must be completed by a Doctor, and will be stored in the admin office. Puffers are kept in the First Aid cupboard in the office. A generic spare Ventolin is kept for emergencies.
- Short term medication. In the event a child requires medication to be administered during school hours on a short term basis, the family will be required to complete a 'Medication Agreement' and provide the medication in the original packaging, with pharmacy label attached, showing dose, name of child and valid expiry date. In some instances, the medication agreement will need to be completed by a medical professional. More information can be obtained by contacting our admin office staff.

## ***GRIEVANCES/CONCERNS/FEEDBACK***

If a student, parent/carer or staff member has a grievance (question or concern) about school or preschool, we have a policy that outlines the steps to take. This can be found on our website, or a copy is available at our admin office.



# Monash Primary and Preschool

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As a student, parent, carer or staff member, your concerns or grievances will be treated seriously and respectfully. Confidentiality and mutual respect are essential to a satisfactory resolution.

## **HEALTHY EATING POLICY**

In line with current research about the importance of a healthy diet in children's development, our school complies with Healthy Eating Guidelines dietary legislation.

We ask for families to support our Healthy Eating Policy by ensuring children do not bring soft drinks or energy drinks to school, and that snack options high in sugar and fat are not provided for consumption at school. We encourage children to drink water regularly during class and break times, and children should have a suitable water bottle at school each day.

Teachers will communicate with families about the different 'Brain Break' plans for their classes, and how families can support by providing healthy fruit or vegetable snacks for these times. Our Parents & Friends Group also promotes healthy eating by supporting our *Eat Fresh* programme by supplying a cut fruit and vegetable platter for all children every Wednesday.

## **LIBRARY INFORMATION**

We have a large, open plan Library/Resource Centre space that is well stocked with a range of texts for students to borrow. We encourage regular reading, and families are welcome to visit the Library to assist their children to borrow or return books from 8:30am before the start of the school day and after school until 3:40pm.

Preschool children can borrow one book, Reception – Year 2 students can borrow two books and Years 3 – 7 students can borrow three books for up a fortnight. We encourage children from Preschool – Year 2 to bring a Library bag to help protect the books they borrow. Overdue notices are printed and given out weekly. If books are lost or damaged beyond repair, parents/caregivers are invoiced for the replacement cost of the book/s.

Our Library space is utilised by classes and groups throughout the day, and is a bright space well suited to flexible learning, group work and independent learning.

## **LOST PROPERTY**

Any clothing or items, which are found around the school, are held in the 'lost property' box in the Library. Families and students are encouraged to inspect these at any time. We recommend that all clothing is named so it can be returned if lost.

## **LUNCHES**

Lunches can be ordered daily from the Monash Store by completing a lunch order bag before assembly. Order bags are kept in the Library, and all orders will be collected by the Store each morning, with food delivered by the Store at the beginning of lunch eating time. Children are not



# Monash Primary and Preschool

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permitted to leave the school for the purpose of buying from the shop at lunchtime. Also, only items listed on the “Monash Store Order Form” can be ordered for delivery by the Store.

We also run a fortnightly lunch program, on a Friday, which is advertised through the school's newsletter. This is facilitated by school staff and students, with the support of family volunteers, and is used to fundraise for different events.

## ***PARENT & FAMILY INVOLVEMENT***

### *Governing Council*

The Governing Council usually meets on the second Tuesday of each month, excepting school holidays. The purpose of the Governing Council is to support the school with its educational programmes, the grounds and the allocation of school funds. Elections for membership of Governing Council are conducted annually at the AGM, usually held in March.

### *Parents & Friends*

The Parents & Friends Group meets on the first Tuesday of each month, excepting the school holidays. As a social group, they help to bring parents, families and friends of our school together by hosting morning teas at the beginning of each year, assisting with school events, and fundraising to provide support for classes and students for various projects, excursions or additional resources.

### *Monash Mammoth Market*

Where many schools may hold a number of fundraising events over the course of the year, Monash conducts a major fundraiser once per year. We've worked hard since 1987 and have developed a function that has evolved into a significant regional event, over and above being a quality fundraiser for our school. It is successful because of the involvement, creativity, energy and perseverance of our entire staff and parent groups; our school community. You are now part of this school community and your willing assistance is most sought after. Please be ready to become actively involved in our school's popular project.

### *Assistance in classrooms*

Assistance in the classroom is always welcomed, and is a worthwhile experience for students and volunteers. Calls for classroom assistance are made from time to time by teachers. Such work also provides excellent opportunities for community members with special skills to assist with small groups.

### *Excursion and Camp Assistance*

Excursions and camps are a valued support to learning at Monash Primary and Preschool. In order to maximise the learning for students, additional adult assistance is often invited to lower adult/child ratio and for transport of students. Teachers may provide a general invitation to all parent/carers. Where restrictions to adult participants apply, invitations may be communicated advising of limits and clear criteria for selection after consultation with class teacher and the Principal.



# Monash Primary and Preschool

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## ***PARKING/PICKING UP CHILDREN***

Families and visitors are advised that parking on the school grounds is reserved for school staff.

### *Kiss & Drop Zone*

We have a 'Kiss 'n' Drop' zone at the front of the admin building, along Jackson Street. Accordingly, this area is a No Parking area between 8:30 and 9:00 am each morning, allowing children to be dropped off without them having to cross the road.

### *Fenwick Terrace*

Fenwick Terrace has parking available on the school side. Please note this is a particularly busy area after school and drivers are asked to exercise extreme caution when leaving this area. The area on the other side of Fenwick Terrace is strictly no parking and needs to be adhered to for the benefit of student safety. No parking areas are clearly signed.

### *Jackson Street*

Jackson Street has parking available on both sides of the street, and parks are clearly marked. There is a 'No Parking/No Stopping' zone immediately out the front of the school gate, as this enables students to cross this road safely.

## ***REPORTING ON STUDENT PROGRESS***

The school provides information about student progress and achievement against curriculum standards in a formal way to parents and carers via written reports at the end of Terms 2 & 4. Face-to-face meetings (Student Learning Discussions) are offered during Terms 1 & 3. Families are also invited to discuss their child's progress and achievement with teachers as they arise throughout the year.

The school welcomes you to visit your child's class before assembly or after school to see what your child has been learning and to get a sense of their learning environments. If you wish to speak with the teacher about your child's progress or to share information with them, we ask you to contact them to arrange a mutually convenient time to do this.

## ***STUDENT LEADERSHIP OPPORTUNITIES***

At Monash, students have opportunities to develop leadership skills in a variety of ways. Our Student Representative Council (SRC), KidsMatter Student Team, Sports Day House Captains, SAPSASA event captains and Buddy Class connections all provide opportunities for our students to develop leadership skills and build an understanding of how to communicate with a wide range of people. The SRC and KidsMatter Student Team also provide an avenue for student voice to be part of decision making processes.

## ***SOCIAL AND EMOTIONAL LEARNERS***

At Monash, we prioritise the development of social and emotional skills in all our learners, and know that these skills must be nurtured, encouraged and supported throughout a child's time at preschool and school. The creation of a Monash *Social and Emotional Learners Framework (SELF)*





# Monash Primary and Preschool

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was a focus for our site over 2 years, and we have now established a common language and approach to the development of these skills Preschool-Year 7. The framework clearly defines the social and personal skills that enhance positive mental health and wellbeing.

Staff deliberately plan opportunities for children to learn about each aspect of the framework, and our assemblies and newsletters feature the learning that students have been involved in. Students proudly wear 'SELF stickers' and talk about ways that they have displayed positive social and emotional learner behaviours.

You can see a copy of our Social and Emotional Learner statements via the link on our website, or by visiting our school and noticing the displays in all learning spaces.

## **SUCCESSFUL LEARNERS**

At Monash, we value *success*, and our Successful Learner characteristics make clear what we value about learning. Each statement relates to the learning behaviours and characteristics that we know are important for developing successful, life-long and engaged learners.

The statements are based on current research, and we spent 3 years developing and refining what defines a *successful learner* at Monash Primary School.

As of 2018, these statements have featured prominently in all learning spaces around our site, staff continue to develop their understanding of the characteristics, and strong links are made between what students are saying, doing and learning with the language of successful learners. Our students and staff use the language of *successful learners* when they talk about and reflect on their learning.

You can see a copy of our Successful Learners statements via the link on our website, or by visiting our school and noticing the displays in all learning spaces.

## **SUN PROTECTION POLICY**

Students are required to wear a hat during outside play and lessons when in the sun throughout the whole year. There are a variety of shaded areas around the school that students can play in if they do not have a hat.

The school has maroon bucket hats in a range of sizes available for purchase. These are the preferred style and colour of hat, as part of the school uniform. Caps and beanies are not in line with our Sunsafe and Uniform Policies.

We implement a Sun Protection Policy which can be found on our website, or by contacting our admin office.



# Monash Primary and Preschool

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## **SUPPORT SERVICES**

### *School and Preschool Based*

Our site prioritises student wellbeing and connection, and as such we have staff members dedicated to leading and overseeing this priority for our whole site:

#### Student Wellbeing Leader

In a leadership role, our Student Wellbeing Leader works in partnership with children and young people, parents and carers, educators and the broader community to optimise the wellbeing outcomes of children and young people. The responsibilities of the role include:

- Creating a safe, supportive and respectful teaching and learning environment.
- Establishing positive partnerships with children, parents and carers, educators and other service providers and community to build resilience and optimise safety, wellbeing and learning.
- Strengthening student engagement, participation and voice.
- Providing support for educators and working directly with students.
- Identifying effective pathways and referrals for further support for students and families when needed.
- Providing support for procedures and processes that optimise school inclusion and engagement.

Our Student Wellbeing Leader is a qualified teacher, not a social worker or counsellor, and as such their role is to lead the overall Wellbeing portfolio at our site. They will refer families to relevant agencies if it is agreed that either short-term or ongoing counselling support would be beneficial.

#### Pastoral Care Worker (PCW)

Our site participates in the Federal Government's National School Chaplaincy Program, enabling us to be funded for a PCW. The role of the PCW is to:

- Pastorally support the school and preschool in its aim to be a safe and supportive learning environment. Our PCW contributes through involvement in a range of activities such as organising Breakfast Club and Friday lunches, participating in class activities, camps and excursions, and can provide support to individual students with the consent of their parent/guardian.
- Link families to community resources and services by providing information about support and services provided through community groups, including church groups.
- Work in cooperation with teachers and the Principal to support students and families.
- Be available to students as a listener and supporter.
- Provide a Christian presence in the school on behalf of the local churches.

More information about the role and activities of PCW's can be found at the School's Ministry Groups (SMG) website [www.smg.asn.au](http://www.smg.asn.au) or through the Principal.

#### *Department of Education Support Services*

Our school and preschool has access to speech pathologists, psychologists and behaviour coaches to assist us in meeting the different learning needs of our students. They are available to staff to provide guidance and advice to ensure we provide quality learning experiences and environments for all, and are also able to conduct assessments and provide reports for students we identify as requiring additional support. Parents/carers will always be involved in discussions should we think



# Monash Primary and Preschool

your child would benefit from such support, and parent/carer consent is required for Education Support Services support staff to work with their child.

## ***TIMETABLES AND HOURS OF OPERATION***

Our admin office is open from 8.30am-4.30pm on school days. Families can visit the office or call to speak with admin staff, arrange appointments, make payments, organise uniforms, report absences, seek advice, etc.

Our school yard has a teacher on duty for the purposes of student supervision from 8.30am, and again from 3.20-3.35pm. Any student who is on-site earlier than 8.30am or after 3.35pm will need to wait either in the admin office or on the verandah (they will be directed by school staff in these instances).

Generally, the school day is structured in the following way:

9.00am	Assembly followed by lessons
11.00am	Recess eating and play
11.20am	Lessons
12:45am	10 minute supervised lunch eating followed by play
1.35pm	Lessons
3.20pm	Dismissal

Class teachers will inform families of timetables and routines specific to their classes as part of their class communication.

Please note that prior to school term vacations, the school will dismiss at 2.20 pm.

## ***TRANSITION***

Transitions are an important time for students and families, and Monash has a range of structures in place to set students up for success and support smooth transitions.

Preschool-school transitions are supported with ongoing connections throughout the year, as well as a structured transition program in Term 4. Likewise, primary-high school transitions are supported with a structured transition program and connections with feeder schools during Terms 3 and 4.

Transitions from year to year are supported with information sharing meetings between teachers and with a 'class visit' at the end of the year to give students the opportunity to meet with their peers and teachers (when possible) for the following year.



# Monash Primary and Preschool

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## ***UNIFORM – DRESS CODE***

Following a highly supportive parent survey, it was determined that a concentrated effort will be made to encourage and require students to support the school uniform policy at Monash.

The uniform allows considerable flexibility in terms of choice of outfits and minimises costs. The maroon polo shirts and polar fleece jumpers with the Monash logo embroidered on the front are available for purchase at the admin office. Shorts/pants/skirts should be black, navy or grey. 'Brand names' should be avoided, or minimised, to maintain the integrity of our dress code in terms of being inclusive and supportive of all.

Options available to purchase from the admin office include:

- Polo shirt
- Sports shirt
- Shorts (printed with 'Monash' on the leg)
- Polar fleece jumper (full zip)
- Polar fleece jumper (1/4 zip)
- A-line summer dress
- Winter Skirt
- Maroon bucket hat (refer to Sun Protection Policy info)

## ***WEBSITE***

We have a comprehensive website available for your perusal. It can be found at:  
[www.monashps.sa.edu.au](http://www.monashps.sa.edu.au).