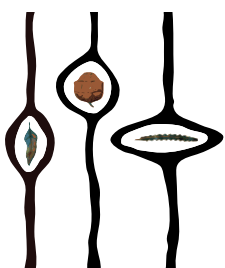




## Melville Primary School Information Handbook



70 Curtis Road,  
Melville 6156

[www.melvilleps.wa.edu.au](http://www.melvilleps.wa.edu.au)



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# Foreword

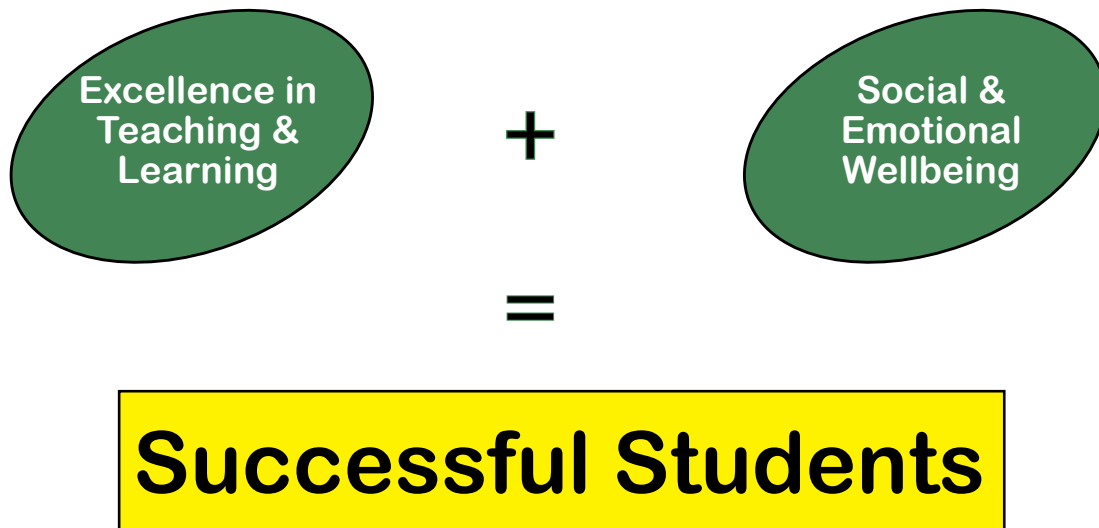
Welcome to Melville Primary School; we are pleased to have your family as part of our school community.

Melville Primary School is an **Independent Public School (IPS)** Level 5 school with approximately 690 students in 27 classrooms from Kindergarten to Year 6. We currently run specialist programs in music, drama/dance, science and physical education.

The parent community take an avid interest in the school and their children's education as evidenced by strong support for school and class activities and membership of various committees including the P&C and School Board.

Melville Primary School has an outcomes focused approach towards education that reflects the intent of Australian Curriculum and Classrooms First Framework. This is an inclusive developmental framework that describes what students should know, understand and apply as a result of the programs they undertake from Kindergarten to Year 6.

The dedicated and professional staff which consists of 1 Principal, 2 Deputy Principals, 40 teachers and 26 support staff provide academically balanced programs which develop the whole child. They are committed to professional learning to enhance their teaching repertoire which adds value to the learning outcomes of the students.



## Our Purpose

To provide an inclusive, stimulating and collaborative learning environment that nurtures students to achieve their potential.

<b>Excellence in Teaching &amp; Learning</b>
Meaningful learning and assessment derived from effective pedagogy leads to personal success.
<b>Partnerships</b>
Positive relationships within the school leads to connections in the wider community.
<b>Supportive Environment</b>
A safe, respectful and motivating environment is pursued.

We encourage you to work together with our staff to maximise the outcomes for your child.

Betty McNeill  
PRINCIPAL

# SCHOOL INFORMATION

## ADMINISTRATION STAFF

Our administration team comprises of the Principal, two Deputy Principals, Manager Corporate Services and two School Officers. The Principal is responsible for the strategic directions and overall management of the school, while the Deputy Principals are responsible for specific school priorities. The Manager Corporate Services manages the school finances, facilities and school support staff and the School Officers have responsibility for information and general administration.

Principal	Mrs Betty McNeill
Deputy Principals	Mr Daniel Del Casale Mrs Trish Ratto
Manager Corporate Services School Officer	Ms Ann-Marie Mutter Ms Cecilia Tascon Mrs Bronwyn Godrfey

Telephone No	9330 2255 9330 2051
Fax	9317 1274
Email Address:	melville.ps@education.wa.edu.au
Website:	www.melvilleps@wa.edu.au
Skoolbag app	

## SCHOOL TERMS 2017

Term One:	Reception opens Monday 23rd January 2017 Students commence on Wednesday 1st February 2017 Term 1 ends Friday 7th April 2017
Term Two	Teachers commence Wednesday 26th April 2017 Students commence on Wednesday 26th April 2017 Term 2 ends Friday 30th June 2017
Term Three	Teachers commence Monday 17th July 2017 Students commence Tuesday 18th July 2017 Term 3 ends Friday 22nd September 2017
Term Four	Teachers commence Monday 9th October 2017 Students commence Tuesday 10th October 2017 Term 4 ends Thursday 14th December 2017 Staff (except Gardener) finish school on Friday 15th December 2017



For ease of reference you may wish to refer to the following link for the Department of Education term dates website at: <http://www.det.wa.edu.au/education/termdates/>. This site gives details of start and end dates for teachers, administrators and students and designated school development days.

## SCHOOL TIMES

The following siren times operate:

8.50am	Day commences
11.00 – 11.20am	Morning Recess
12.20 – 1.00pm	Lunch
3.10pm	Dismissal (except on Tuesday when the siren will sound at 2.30pm)

Students should arrive at school between 8.30 and 8.45am. Early arrivals must sit with their parent or in the middle or senior courtyard. Classroom doors open at 8.30am. Students are **not** permitted to enter classrooms unless a teacher is present.

## UPDATE INFORMATION

Parents/guardians are asked to keep the school informed immediately if there is change of address, email, phone numbers, mobile contacts or emergency contact information.

## CHILDREN LEAVING SCHOOL GROUNDS – SAFETY AND SECURITY

Children become the school's responsibility from the moment they arrive on the school grounds until the time they leave. Students will not be able to leave unless their parent/guardian collects them from class with a completed green leave pass. Parents picking a child up during school hours must fill in the leave pass at the front office.

The leave pass is given to the teacher who is currently teaching the child. If it is a break time, the pass is given to the nearest duty teacher who can be identified by the orange duty bag they are carrying.

## ATTENDANCE/ABSENCE

It is a legal requirement for any absence to be covered by a phone call or written explanation from student's parent or legal guardian. Parents are requested to;

1. ring 9330 2255 OR
2. email on [melville.ps@education.wa.edu.au](mailto:melville.ps@education.wa.edu.au) OR
3. use the Melville Primary Skoolbag App

between 8.00am – 9.30am on the day of absence with the following information:

Name of student  
Room  
Reason for absence

Where explanation is not received, a letter or email will be sent from the school to parents requesting an explanation for a child's absence.

## SCHOOL CONTRIBUTIONS AND CHARGES

The Melville School Council has ratified the schedule of contributions and charges for 2017.

### Contributions

The term "contribution" refers to a voluntary sum of money requested from parents to help meet the costs of materials, services and facilities provided in the delivery of the school's educational program. The Melville School Board has approved the following contributions:

Kindergarten to Year 6 \$60 per child.

Money collected will be used to supplement school expenditure. Whilst the contribution is voluntary, where families can afford to meet the cost, it is anticipated that they will do so. The contribution may be made payable as an inclusion on the personal items list or paid at the school office before the end of term 1. If not paid on the personal items list this amount will be included on the term 1 invoice.

### Charges

The term "charges" refers to costs that **may be** incurred in the extension of the school's educational program. It is expected that all students will attend all incursions and excursions which relate directly to their academic, social and emotional development. Week 3 of each term, an invoice will be sent home to parents indicating the excursions/incursions their children will be participating in for that term. These invoices can be paid to the front office by cash, cheque, eftpos or credit card.

### Personal Items

Although school funds (School Grant and parent voluntary contributions) will provide some text material, stationery and mathematics equipment, students should still provide items for their own personal use. Please check regularly to ensure that children have not used these up. These items can be purchased from a specific supplier organised by Melville Primary School or from any other supplier. Details can be obtained from the front office.

It is also important that ALL ITEMS ARE INDIVIDUALLY MARKED WITH YOUR CHILD'S NAME.

## ANNUAL PARENT CONSENT FORMS

Parent consent is requested at the beginning of the year in relation to the following:

- [School Excursion Health Form](#) – covers any health concerns for the year. Available on website.
- [School Excursion Blanket Consent Form](#) for areas out of school grounds visited regularly or occasionally, depending on school events. eg Kadidjiny Park (Next to the school). Available on website.
- [Mobile phone use](#) – turned off/not used during the day. Letter goes directly to the Principal.
- [Use of photos/images](#) of children in newsletters etc – gives permission. Available on website.
- [Digital Technologies Policy](#) – Internet usage is only for educational purposes and under the direction of staff. Students and parents are required to sign the Digital Technologies agreement.
- [Bring your own iPad](#) - Year 5 & 6 students must sign a contract with regards to appropriate use.

## CANTEEN

The school canteen is open for lunch orders and morning recess sales Monday, Wednesday and Friday from 8.30am.

- Please order lunches before school (Between 8.30 – 8.50am) at the canteen or online at [ouronlinecanteen.com.au](http://ouronlinecanteen.com.au).
- Please check Menu Board each day for specials and changes
- Menu and prices are subject to change

The canteen is staffed by Sally Filmer and volunteer parent helpers. The canteen could not run efficiently without the assistance of parents. If you would like to volunteer to help out in the canteen, please visit Sally in the canteen or give her a call on 9330 2255 during office hours. You would be required between 8.45am and 1.00pm. Most parents do one or two rosters a term. The canteen roster is published in the fortnightly newsletter.



## DRESS CODE

The School Council has established a dress code for all students attending the school which has been approved by the School Board.

Uniforms can be purchased or pre-ordered from the Uniform Shop, which is located in the covered area. The shop is operated on a voluntary basis each Wednesday from 8.00 - 9.00am. Order forms are available from school reception and pre-orders with payment can be left in the P&C mailbox at reception outside of Uniform Shop opening times.

Faction T-shirts can be worn on PE days and on Fridays for Yr 3 – 6 for sport.

Please note there has been a change in school logo, motto and T-shirt design. There will be a 24 month transition period to the new uniform.

## SCHOOL UNIFORM LIST

Hat wide brimmed green (compulsory item all year round)

Pants - Fleece trackpants (for younger children)

Pants - Jazz

Pants - Micro fibre track

Shorts - Micro fibre

Shorts - Sports

Shirt - Polo short sleeved

Leggings - Black or bottle green only

Graduation shirts are organised yearly for the Year 6 students

Shirt - Faction colours

Skort

Dress

Jacket - Polar fleece zip

Jacket - Micro fibre

Art smock

Library Bag



Jewellery - only wear a watch, ear-studs or plain sleepers. Medic alert bracelets and culturally significant items are permitted

Shoes - students are to wear flat shoes with straps, no thongs, crocs etc. Appropriate sport shoes and socks are the preferred everyday footwear and MUST be worn to sport lessons.

## NO HAT NO PLAY POLICY

Our policy was established in consultation with the school community and children will not be able to play in the sun unless they are wearing a wide brimmed surf hat. The no hat no play policy is implemented all year round with exceptions for formal winter sport activities.

## VALUABLES

Children are discouraged from bringing valuables i.e mobile phones, electronic toys, iPods, jewellery, toys, watches etc

## LOST PROPERTY

Lost property is placed in containers in community covered areas. Parents and children may claim items of clothing from these points. Valuable items eg purses, watches etc are kept at the school office. The student Parliamentarians go through these containers each fortnight and any items with names are returned to the students.

## SCHOOL PREMISES

Many community groups ask to use the school after hours. Application forms, which outline conditions of agreement, are available from the P&C Assoc, please contact the office for details. A bond will be required for use of school premises. A contract will be drawn up and will need to be signed by representatives of both parties.

The school oval can be used after hours, bookings for this are managed by the City of Melville.

The tennis courts may be used by members of the public **after 4.30pm** on school days, weekends and school holidays.

## PARENT PARKING

Parking spaces are at a premium. Please remember that the students, parents and staff at our school require that you park and drive safely around our school at all times. The **STAFF PARKING** area is for staff and commercial deliveries **only**. Children are **not** to be picked up and put down in this parking area. Parent carparks are found on **McKnight Place, adjacent to the tennis courts** and the **Kiss n Drop on Curtis Road in front of the Early Community Building**.

The school driveway gates will be closed from 5.00 pm during the week, on weekends and school holidays.

**Disabled bays are located in the staff car park, the Kiss n Drop area and the McKnight car park. These bays are clearly marked and are for students or parents who have the ACROD permit clearly displayed on the dash.**

## COMMUNICATION

We welcome communication with parents and other members of the community. The fortnightly Newsletter is distributed every second Thursday via email. Copies are also available from the school office or can be downloaded from the school website at [www.melvilleps.wa.edu.au](http://www.melvilleps.wa.edu.au) or through our Skoolbag app.

We also encourage parents to visit the school and talk with Principal and/or staff. Most issues can be easily dealt with by discussion with the class teacher or member of the administration team. For ease of convenience you may wish to email one of the admin team on [melville.ps@education.wa.edu.au](mailto:melville.ps@education.wa.edu.au)

# CURRICULUM

## REPORTING TO PARENTS

Parents will receive two formal reports in July and December. Other opportunities for checking student progress include organised open classrooms, functions and parent interviews. Please telephone or email to make an appointment if you have a concern about your child's progress or development.

## HOMEWORK

### Year 1 and 2

May include;

- Reading – Bugs On Line  
Library Books  
Home readers
- Word study - Words Their Way Spelling
- Numeracy – Mathletics (if purchased privately by parent. Annual subscription will cost \$99)

### Year 3 – 6

May include;

- Reading - Library Books  
Class novels
- Word study – Words Their Way
- Numeracy – Mathletics (specific tasks may be set by the classroom teacher for Years 3, 4 & 5)
- Set tasks and work completion
- Learning basic numeracy facts
- Other Learning Areas – work to be finished at home and some research work.

# SCHOOL PRIDE AND RESPONSIBILITY

## ASSEMBLIES

Our school assemblies are celebrations and are run every second Friday of term at 8.50am in the covered area. Each class is timetabled to host the assembly throughout the year. Parents are welcome to attend.

## MANAGEMENT OF STUDENT BEHAVIOUR

1, 2, 3 Magic is used in the classrooms and major/minor slips are used in the playground.

The You Can Do It Values program is taught across the school to build social and emotional development.

## SCHOOL GUIDELINES

Treat people and property with respect.

Avoid involvement in any act of bullying or intimidation.

Ensure that only appropriate items are brought to school; no toys, valuables, large sums of money, dangerous items or substances, ipods, cameras or electronic games.

## CYBER BULLYING

Students as young as Year 3 have experienced cyber bullying issues. Please be vigilant with social networking sites e.g Moshie Monsters, Club Penguin and Facetime.

*NOTE: a more complete version of the school's behaviour management policy and procedures can be found enclosed in this information package.*

## LOST/DAMAGED SCHOOL EQUIPMENT

Parents are asked to replace school equipment that is lost or damaged by their children - reading books, musical instruments, library books etc.

## STUDENT LEADERSHIP

Melville Primary School runs a Student Parliament. The elected members of Cabinet are responsible for carrying out numerous functions around the school in the Sport, Technology, Health, Civic & Citizenship, Finance, Education, Environment & Sustainability, and Communication Ministries.

Elections for Student Parliament are held each semester. This enables 16 students with the opportunity to represent Melville Primary School at student leadership levels. In total, 32 leadership positions are available each year for Year 6 students to display their leadership qualities.

# HEALTH AND SAFETY

## BICYCLES

Only children from Year 4 - 6 may ride bicycles to school. Children under the age of 10 are discouraged but may ride if accompanied by an adult. Bicycles brought to school must be placed in the bicycle racks provided and locked. No responsibility is taken by the school for theft or damage. Bicycles are not permitted to be ridden around school buildings including the courts. Scooters are also kept at the bike racks. Skate boards or Ripsticks **are not** to be brought to school. Anything on wheels other than prams or wheel chairs are not to be ridden in the school grounds between **8am** and **4pm**. This applies to siblings and parents too. **Bicycle helmets are required to be worn by law.**

## ROAD SAFETY

Children crossing the road at the intersection of Marmion and Rome Road must cross on the pedestrian lights. Children crossing Marmion Road near Curtis Road must cross with the Traffic Warden. Parents are encouraged to adhere to the road signs around the school and to respect the various road rules introduced such as:

***Please be vigilant at all times. Parking facing the traffic flow is illegal in WA***

## DENTAL CLINIC

The Attadale Dental Clinic, situated at Attadale Primary School on Wichmann Road, offers free dental service. To become eligible, new enrolments to the school will need to complete an application and consent form to enable the child to receive treatment. For further details ring the **Attadale Dental Clinic on 9330 5876.**

## FOOD POLICY

The school has many anaphylactic students. Parents are requested to avoid sending food containing:

- nuts, boiled eggs, peanut paste and Nutella

## CELEBRATORY FOOD

The school has a food and healthy eating policy, adhered to by the canteen.

Providing birthday food is purely voluntary. Please do not send lollies including chocolates to be given out. Please do not decorate cakes/biscuits with lollies nor provide lollies in lunch boxes as a treat.

Celebratory food will be given out at the end of the day.

The canteen can supply suitable party food if ordered by the parents.

## HAIR CONTROL

In the interest of health and to curtail the possible spread of pediculosis (head lice), hair should be checked regularly and long hair on both girls and boys should be tied back and away from eyes and face of student.

## HEALTH PROVISIONS - EXCLUSIONS FROM SCHOOL

The Principal of a school may, for such a period as they deem necessary, exclude from school any child who is suffering from any contagious, offensive or infectious disease.

Communicable Diseases;

Chicken Pox, Measles, Rubella (German Measles), Mumps, Impetigo (School Sores), Diarrhoea, Cold Sores, Whooping Cough (Pertussis), Scabies, Head Lice (Pediculus capitis), Glandular Fever, Worms, Conjunctivitis etc.

Please refer to [http://www.public.health.wa.gov.au/cproot/471/2/2014\\_communicable\\_disease\\_guidelines\\_web.pdf](http://www.public.health.wa.gov.au/cproot/471/2/2014_communicable_disease_guidelines_web.pdf)

## DOGS ON SCHOOL PREMISES

All of the school grounds are dog-free zones for health and safety reasons. Parents are reminded that dogs are **NOT** allowed on school premises.

## SPORTS / RECREATION / EXTRA CURRICULAR ACTIVITIES EXCURSIONS / INCURSIONS / CAMP

This school supports the involvement of students in excursions, incursions and school camps. Students are expected to be completely and totally trustworthy and reliable, both in the classroom and the playground, to be involved in any school excursion, camp or performance presented at school. The decision about participation is to be made by teachers in consultation with the Deputy Principals and Principal. School uniform (dress code) is required for safety and identification in most cases and cooperative, courteous and considerate behaviour is required on the bus and on the visit.

Private Transport: At times it is necessary to transport children to various venues. Sometimes, when numbers are small it is uneconomical to hire buses for the occasion and private transport may be used. Written permission is always sought to allow children to participate in private transport.



## THE ARTS

The Arts form an integral part of Melville Primary School and include;

- music,
- drama,
- dance
- arts media
- School of Instrumental Music (SIM) programme - a limited number of students from Year 5 & 6 are offered the opportunity to participate in this music programme and are currently offered a choice of learning one of the following instruments: flute, acoustic guitar or clarinet. Students are provided instruction in small groups at school and attend their lesson during school time for half an hour per week.



## PHYSICAL EDUCATION ACTIVITIES

### Swimming Carnival

A swimming carnival for year 4 to 6 is held in the first term of the year. Placegetters are selected to represent the school in the interschool swimming carnival.

### Cross Country Carnival

Year 3 - 6 participate in the school cross country event. An interschool team is selected from Year 4 - 6 placegetters to compete against other local schools.

### Athletics Carnival

Our athletics carnival, consisting of both track and field events for Year 3 to 6 students is held in Term 3.

The PP to Yr 2 students are included in an athletics carnival which includes a tabloid session held in Term 3 also.

The school is also involved in an interschool athletics carnival.

### Interschool Carnivals

The school participates in a variety of interschool competitions including Football, Soccer, Netball, Volleyball, Minkey Hockey and Cross Country for students in Year 4 to 6.

### Swimming Lessons

In the first term, Year 6 students go to swimming lessons at the beach. All other students have swimming lessons at Melville Aquatic Centre.

## P.E.A.C. (Primary Enrichment and Academic Challenge)

Every year children in Year 4 are tested to identify those who would benefit from placement in enrichment programs. Early each year positions are offered to children in Year 5 and 6 in the P.E.A.C. courses. These courses are held in school time for half day at a time and require parents to provide transport.

## COMMUNITY

### P&C ASSOCIATION

The P&C Association aims to promote the interest of the school through encouraging co-operation between the school and the community, assisting in the provision of resources, facilities and amenities for the school and fostering community interest in educational matters. Many opportunities exist for parents to participate in the general life of the school. Parent involvement is encouraged and valued at Melville.

The Melville Primary School P&C takes responsibility for the management of the canteen and uniform shop. Neither of these amenities could run efficiently without the assistance of parents. If you would like to volunteer to help out in either the canteen or uniform shop please ring 9330 2255.

Meetings are held on the first Wednesday of each month at 7.30pm in the staffroom. For more information please read the P&C Association Information Booklet that you will find enclosed.

## MELVILLE PRIMARY SCHOOL BOARD

The School Board works closely with the staff to promote the goals of the school, initiate special projects and foster educational development of all students. The Board consists of parents, staff and business leaders representing the wider community.

