



MUNDIJONG PRIMARY SCHOOL



PARENT INFORMATION BOOKLET

LIVESEY STREET, MUNDIJONG. 6123
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Mundijong Primary School Vision

RESPECT

- * Care for Self, others and the environment
- * Tolerate differences
- * Include everyone
- * Value and support others ideas and opinions
- * Use manners 100% of the time
- * Be polite and friendly
- * Care for equipment, gardens and buildings
- * Put rubbish in bins
- * Follow school rules
- * If you see something say something
- * Be proactive
- * Be positive

ENGAGE

- * Be punctual
- * Be organised
- * Be motivated and prepared for learning
- * Home work is to be completed on time
- * Participate fully in group activities
- * Share/take turns and co-operate
- * Listen and follow instructions
- * Be an active member of school community
- * Have a go
- * Have the essential tools to start work each session
- * Return to class after breaks having been to the toilet, washing your hands and having a drink.

EXCEL

- * Quest for knowledge
- * Achieve your personal best
- * Never ever give up
- * Take pride in your work, uniform, behaviour and our school
- * Compete with yourself
- * Strive to improve in every lesson
- * Take risks
- * Persevere in everything you do
- * Complete work within the given time frame
- * Make good use of your time inside and outside of the classroom
- * Strive for your personal best every day

New Enrolments:

Birth Certificate or extract or other identity documents if applicable, Immunisation Certificate, copies of Family Court or any other court orders (if applicable), Proof of address. These are the basic documents that are required for enrolment. Please see Education Dept. site or the School Web site for further information.

School Times:

8.50 a.m.	First Siren
10.50 a.m.	Recess
11.10 a.m.	Resume classes
12.50 p.m.	Lunch
1.30 p.m.	Resume classes
3.00 p.m.	End of school day



Session times for Kindergarten children are set separately.

General School Rules:

1. Respect others.
2. Have pride in yourself.
3. Have pride in your school.
4. Keep yourself and others safe.

School Charges & Contributions:

The total amount of Voluntary Contributions parents are being asked to pay at Mundijong Primary School is **\$60.00 per student**. Payments can be made to the school by cash, cheque and direct debit.

Pupil Requirements:

1. The Education Department will provide all text materials and work books.
2. Parents should provide items for personal use by the children.
3. Voluntary contributions made by parents are allocated to the eight learning areas to support programs for your children.

Arrival at School:

Children should not arrive at school before 8.30 am. Before this time, teachers have a responsibility for classroom preparation, and the supervision of children is therefore difficult. Any student arriving before 8.30am must sit in the undercover area until 8.30am then move to their classroom.

Valuable Items:

Personal and valuable items are not to be brought to school. No responsibility can be taken by the school for damage, loss or theft of any non school item, such as jewellery, toys, sport equipment etc. brought to the school by the children. If children are bringing money for collection at school please place it in an envelope marked with the child's name, the amount enclosed and the purpose of payment (eg. school swimming, amenities contribution).

Absences:

SMS messages to parents are sent out automatically at 11am if a child is absent from school. Parents are advised to please respond either by return SMS or by phoning the school with an explanation on child's absence.

It is a requirement by law if your child is absent from school that you contact the school, forward an explanatory note to the class teacher or telephone the school office. Please note that under department regulations a written note is required to cover all absences from school.

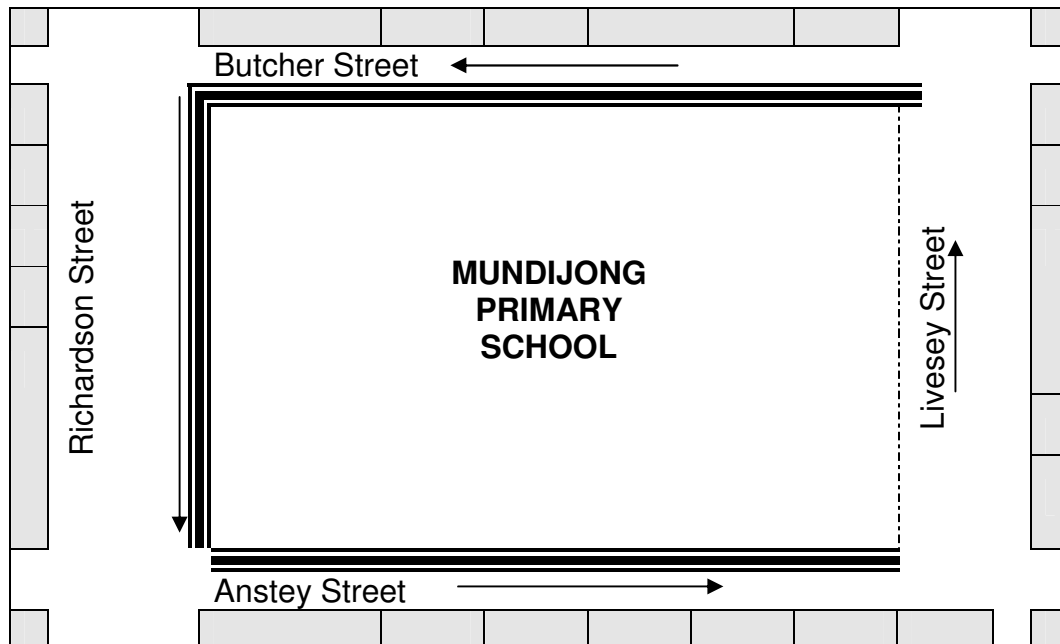
Parking At the School:

The following procedures have been adopted in the interests of student safety.

- Livesey Street is a STOP-DROP-GO zone. Do not park on Livesey Street or in either of the car parks near the office at the beginning or end of the school day.
- Park in a counter-clockwise direction only (on the school side of the road) on Butcher, Richardson and Anstey Street. (No angle parking)
- Travel only in a counter-clockwise direction on all school streets.
- Do not make u-turns in the streets surrounding the school.
- Do not mount the kerb on any roads.
- Please do not park in either of the bitumen car parks - Livesey St & Butcher St.
- If collecting or delivering children in person walk on pathways or grass verges only – not through the car park.



Mundijong Primary School - Parking



**Stop, drop, go zone only
NO PARKING AT ANY TIME**



Park on school side of roads only.

School Factions:

For School Carnivals and events the children have been divided into three factions - **MEAD**, **PATERSON** and **WALLACE**.

Origin of Faction Names

Mead – (Farmer) Henry Mead arrived in the Whitby area in 1846 and established prosperous properties in Manjedal, Medulla and at Korribinjal. The windmill logo on Mead Faction T-shirts celebrates this pioneer farmer.

Paterson - (Prominent Citizen) William Paterson was a local magistrate and an active member of the District Board of Education. In 1889 he entered Parliament as MLC for Murray-Williams. He was also the first manager of the Agricultural Bank. The legal wig and gavel logo on the Paterson Faction T-shirts recognises this active local statesman.

Wallace – (School Teachers) Stephen Wallace was Principal of Mundijong Primary School from 1904 to 1913. Three of his sons also became school teachers. His son Frank was also Principal of Mundijong Primary School from 1920-1922. These school teachers are remembered by the open book logo on the Wallace Faction T-shirts.

School Uniform:

The School Council strongly supports the school in insisting that all children wear the approved school uniform, with particular reference to excursions and interschool sporting activities.

Polo Shirt	Coolmax material with piping, panelling, tipped collar and embroidered logo.
Shorts	Coolmax material with piping, panelling and embroidered logo.
Girl's Skorts	With piping and panelling.
Girl's Dress	With piping, panelling and embroidered logo.
Jacket	Tricot zip-up, with piping, ribbing on sleeves, collar, cuffs and embroidered logo.
Track Pants	Tricot green and black with piping.
Faction Shirts - Mead Wallace Paterson	Coolmax polo in red/black with Mead embroidered. Coolmax polo in yellow/black with Wallace embroidered. Coolmax polo in blue/black with Paterson embroidered.
Hats - Bucket Hats	Microfibre reversible bucket hat with embroidered logo.

Interschool Sportswear

Girls School Polo Coolmax Shirt, Black Coolmax Shorts or Skorts.

Boys School Polo Coolmax Shirt and Black Coolmax Shorts.

All clothing items are available from the School Uniform Shop. Orders are managed through the P & C Association. Please check the school office for current opening times.

Marking Of Clothing:

All articles of clothing, which may be removed, should be clearly marked with the child's name. (*Most important during swimming lessons*). A lost property basket is kept in the undercover area. Please check this regularly.

General Appearance:

Children are required to wear **suitable footwear** for health and safety reasons. Children who wear **long hair** must keep it pinned or tied back at all times in order to maintain good health and appearance. Standards of personal cleanliness are regarded as the pupil's own responsibility and children are asked to think of the comfort and well being of others with whom they may associate during their time at school. Our policy of **"no hat - no play"** will continue throughout the whole year.

Jewellery:

Education Department Policy discourages the wearing of jewellery to school. If children need to wear rings or bracelets for health or specific reasons, parents are required to write a note explaining the reason. No responsibility will be accepted by the school for the loss or damage of jewellery.

Make-up and Hair Styles:

When students are in uniform, make-up (mascara, nail polish etc) is not to be worn. While the school recognises that students may like to express their individuality through wearing a range of hair styles, radical hairstyles are discouraged and the colouring of hair (with the exception of temporary colouring for school sports days) is not acceptable or compatible with the school uniform philosophy.

Leaving School Grounds:

Children are not permitted to leave the school grounds at any time without a written request from parents.

Children who regularly go home for lunch need only bring one note explaining that this is the case.

Parents collecting students before the end of a school day must complete a Department of Education Standardised Leave Pass available from the school office.

Late Arrivals:

Parents delivering children late to school must collect a Late Note from school office which is taken to class by student.

Homework:

Parents are asked to assist their children with developing sound study habits through ensuring that any homework is completed. We encourage parents to be partners in their children's education.

Types of Homework in the junior grades will be mainly oral work such as reading practice, spelling and the collection of news items. For Years 4-6 the homework may include mathematics, English, written expression, reading, spelling, tables, collection of materials for projects and news items etc. The amount of homework given by each teacher will vary as will the amount of time taken by each student to do the homework.

Teachers' Orientation Meeting:

All teachers will conduct an Orientation Meeting with parents in Week 3 of Term 1, to discuss classroom policy, expectations and programs for the year (*this time may change from year to year*).

Assessment & Reporting:

Assessing of children is continuous. A Departmental report will be issued at the end of Semester 1 and end of Semester 2. Work samples which demonstrate achievement will be compiled during the year and at appropriate intervals parents will be invited to participate in a **Learning Journey** with their child, who will *talk* through their personal learning and achievements.

Messages:

Child borne verbal messages between the home and school are to be discouraged. Please communicate with the school either by letter, phone or in person.

Student's Usage of School Telephone:

Children cannot normally expect to be able to use the school telephone for private calls. Asking parents if it is okay to go to a friend's place after school is not an educational matter, nor is asking Mum to bring down a homework exercise left at the breakfast table. Where children *need* to use the telephone for school business, (such as researching a project) the school will cover the cost of the call. For urgent private business calls students will be expected to pay for these.

Transfers:

Where it is known that a child is going to transfer schools, early advice to the school office will ensure that the administrative requirements associated with such transfers are completed in time to accompany the child's move.

Parent Interviews:

We encourage you to keep in close contact with your child's teacher to discuss your child's progress by arranging an interview. All interviews will be conducted in the administration block.

School Newsletters:

School Newsletters will be issued on a regular basis giving details of school activities and other matters of interest to parents. These will be issued to every child in the family. Each newsletter is dated and numbered to enable parents to determine whether all information has been received. Extra copies are kept in the office.

Library:

The school has a central library from which children may borrow books for up to one week at a time. **Library bags are required for borrowing of books.** Parent help is asked to ensure library books are treated with respect and returned when due

Book Club:

The school participates in a Book Club Scheme. Twice per term, brochures are distributed to students. There is no obligation for students to purchase books. Delivery is made about four weeks after ordering.

School Psychologist

The School Psychologist visits the school on a regular basis for the purpose of assisting teachers in the planning of programs for children with educational needs. Parental permission will be sought before any work is carried out with the School Psychologist.

School Nurse:

The school Health Nurse visits the school regularly. Full medical checks are no longer part of the program. All Kindy children are screened now and new students are checked in Pre Primary.

Children Who Become Sick At School:

The school is unable to look after children who become sick during the day. Where such an instance occurs or where a child is injured during the day, parents will be contacted and arrangements made for children to go home.

***It is important that the office has details of the family's current
EMERGENCY CONTACT numbers.***

Infectious Diseases:

Please note the following details, especially with reference to **Exclusion Periods:**

Chicken Pox	Exclude from school until fully recovered or 5 days after first eruption. Contacts: Do not exclude unless child has an immune deficiency.
Conjunctivitis	Exclude from school until discharge from eyes has ceased. Contacts: Do not exclude.
German Measles (Rubella)	Exclude from school until recovered or 4 days after rash. Contacts: Do not exclude.
Head Lice (Pediculosis)	Exclude from school until effective treatment has been instituted and all eggs removed. Contacts: Treat accordingly.
Impetigo (School Sores)	Exclude until effective treatment has been instituted.
Measles	Exclude from school. Re-admit on medical certificate or 4 days after appearance of rash (if well). Measles are a notifiable disease. The school must be informed so that medical health authorities can be advised.

Contacts: Exclude only children **not** immunised for up to 14 days after appearance of last case.

Mumps

Exclude for up to 9 days after swelling appears. Re-admit on medical certificate.

Contacts: Do not exclude.

Ringworm (Tinea)

Exclude until day after treatment started.

Contacts: Do not exclude.

Whooping Cough (Pertussis) Exclude for 2 weeks from onset.

Contacts: Exclude family contacts for 14 days or for 5 days after a 14 day antibiotic course started.

Slapped Cheek

Exclude until well. Not infectious once rash appears.

Hand, Foot & Mouth

Exclude until vesicles have crusted.

Contacts: Do not exclude.

For other communicable diseases (Hepatitis, Diarrhoea, Glandular Fever, Influenza, Meningitis, Tetanus, Tuberculosis) please contact the school office.

Head Lice:

It is expected that all parents will monitor and treat children accordingly. Where there is an outbreak of head lice within a classroom a note will be sent home to all parents with children in that class. Please be vigilant with this as it can cause families distress.

Dental Therapy:

The Dental Clinic may be contacted at:

West Byford Dental Therapy Centre

Ph: 9525 6245

West Byford Primary School
Kardan Boulevard (off Abernethy Road)
BYFORD WA 6122

Opening Hours: 8.15am - 4.15pm

School Board:

The School Board is made up with representation from parents, the local community and teaching staff.

Its goals are: -

- (a) To support the implementation of the Departmental policy
- (b) To support in provision of excellent and equable education for all students
- (c) To foster the pursuit of excellence and the development of a positive work ethic throughout the school
- (d) To encourage a community spirit and pride in Mundijong Primary School.

Meetings are held once a term (*minimum*) and all business and minutes are made available to the public.

Student Council:

The Mundijong School Student Council is formed from senior students who are elected by their peers.

Councillors have a peer mediation role and are involved in some of the duties associated with the conduct of the academic, sport and leisure interests of all students attending the school.

Parents & Citizens Association:

The P & C Association meets once a month. Support by parents through these meetings is essential if the school is to reflect the needs of the community. Meeting times will be advertised in the School Newsletter. All parents and carers are encouraged to join the School P & C Association. **New members are always welcome.**

Fund Raising

A sub-committee of the P & C Association conducts all school fund-raising initiatives except for those that may be managed by teachers raising finances for specific classroom activities such as Camps, Save the Children Fund and similar projects.

All fund-raising initiatives must be cleared with the School Principal who will endeavour to ensure that all such activities are well spaced across the calendar of school events and activities.

End of Year Academic Prizes:

Traditionally these awards are made to the graduating senior students who make significant and noticeable academic gains during the year.

Citizenship Award
Dux Award
Munday Family Award

Most Improved Student Award
Sportsmanship Award (Lions)

At the Graduation Assembly an Award is also given to a Junior School Student and a Senior School Student who have made an outstanding contribution to school life during the year.

The Shire of Serpentine-Jarrahdale makes available an Environmental Prize. This Award may be made to the school in general, or to a small group of students, to an individual student or to a teacher in recognition of a contribution towards environmental awareness.

All decisions about Award recipients are made by school staff.

Year Six Graduation:

The final Parent Assembly of the year is also the Graduation Assembly.

Pre-Primary /Year One Orientation:

During Term 4 the opportunity will be created for the four-year old group to visit the Pre-Primary classroom so they may better adjust to life in the Pre-Primary. Similarly the five-year old group will be able to visit the Year One class so they may better adjust to life in the Primary School.

Orientation:

During the year, the Year 6 children will be able to attend High School for orientation exercises.

Visitors on School Grounds

All visitors on School Grounds which includes Parents and Care Givers must sign in at the School Office on arrival and sign out as they leave. This will exclude visits for assemblies and sports carnivals.

Volunteers

All volunteers in classrooms or on excursions must sign a Confidentiality Declaration Form through the classroom Teacher.



The Mundijong Primary School Song:

*There's a town in Western Australia
Where the kids break into song
To tell about the deeds of glory
Of our school, Mundijong.*

*Our symbol is the grass tree.
We wear the green and white.
At home at school at sport or play
We strive to do what's right.*

*We love the bush and nature
We know our school's the best.
It always makes us really proud
That we live in the West.*

*Mundijong, oh Mundijong.
Sing it loud and strong.
Be not afraid to wave the flag
For our school, Mundijong*

