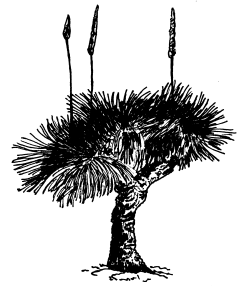


MUNDIJONG PRIMARY SCHOOL

'Learning Together, Growing Together'



PARENT INFORMATION BOOKLET

LIVESEY STREET, MUNDIJONG. 6123
TELEPHONE: 9526 7150

(Updated January 2023)

Welcome

Welcome to Mundijong Primary School. We strive to support and develop enthusiastic students and instil in them a love of learning to help them reach their potential, both socially and academically, and to embrace and adapt to a changing world. Our motto is **'Learning Together, Growing Together'**.

We accomplish this through:

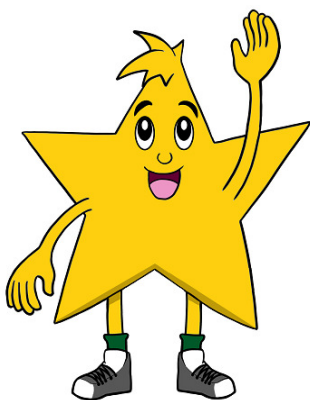
- * a dedicated and highly-skilled staff;
- * a welcoming and supportive school community;
- * a collaborative environment for all; and
- * the provision of a diverse, inclusive and innovative curriculum

Mundijong Primary School Vision

To **engage, encourage** and **inspire** students to reach their full academic, social and emotional potential in an inclusive community minded environment that is based on mutual respect and sustainability.

Positive Behaviour Support Program

At Mundijong Primary School we actively promote and explicitly teach RESPECT, RESPONSIBILITY AND RESILIENCE. Our expected behaviours are framed around these three core values.



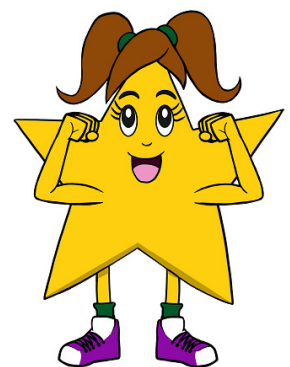
Mandu
shows

RESPECT



Miro
shows

RESPONSIBILITY



Maya
shows

RESILIENCE

PBS Behaviour Matrix

The following behaviours are promoted and taught across all year levels.



Behaviour Expectations 2023



Respect - Mandu

We follow teacher instruction
We are kind
We look after equipment
We use whole body listening
We are inclusive of others
We take care of the environment



Responsibility - Miro

We are honest and trustworthy
We use technology responsibly
We are responsible for our own learning
We take responsibility for our own actions



Resilience - Maya

We accept decisions
We show good sportsmanship
We attempt to solve problems on our own first before we ask for help
We learn from our mistakes
We show perseverance
We make positive friendship decisions
We use positive self talk

School Times:

8.44 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 - Wednesdays early close 2.30pm.

Session times for kindergarten children are set separately.



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, direct deposit and EFTPOS.

*Commonwealth Bank
Acc. Name: Mundijong Primary School
Acc. Number: 06-6040 19900137*

Enter Student / Family Name as Reference.

Pupil Requirements:

1. The Education Department will provide all text materials and workbooks.
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 8.15 am. Before this time, teachers have a responsibility for classroom preparation, and the supervision of children is therefore difficult. Any student arriving before this time must sit in front of the office until 8.15am. Student will be supervised by a staff member from 8.15am

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:

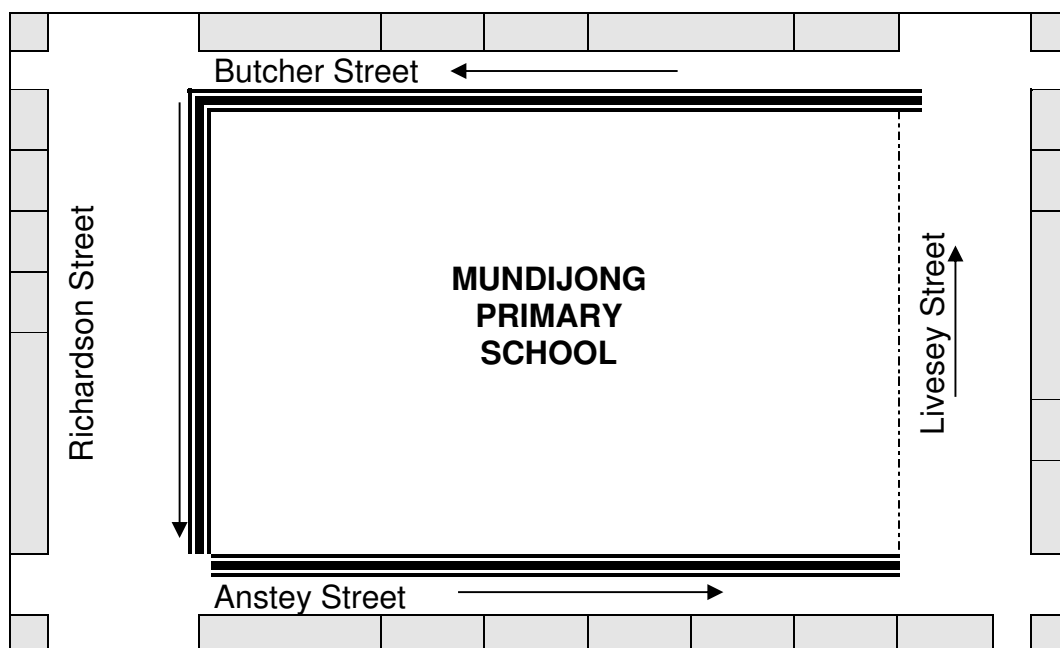
SMS messages to parents are sent out automatically at 11am if a child is absent from school. Parents are advised to please respond either by return SMS or by phoning the school with an explanation on child's absence.

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.

Parking At the School:

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

- Livesey Street is a STOP-DROP-GO zone.
- 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 embroided logo.
Shorts	Coolmax material with piping, panelling and embroided logo.
Girl's Skorts	With piping and panelling.
Girl's Dress	With piping, panelling and embroided logo.
Jacket	Tricot zip-up, with piping, ribbing on sleeves, collar, cuffs and embroided logo.
Track Pants	Tricot green and black with piping.
Faction Shirts - Mead Wallace Paterson	Coolmax polo in red/black with Mead embroided. Coolmax polo in yellow/black with Wallace embroided. Coolmax polo in blue/black with Paterson embroided.
Hats - Bucket Hats	Microfibre reversible bucket hat with embroided 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. A lost property basket is kept in the library. 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. 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, maths fluency 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 early in Term 1, to discuss classroom policy, expectations and programs for the 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.

Mobile Phones:

Students are not permitted to use their mobile phones whilst on school grounds. Students who bring phones to school will put them in their bag when they enter the school and hand them to their teacher at the start of the day for secure storage and collect them upon departure.

Parent Interviews:

We encourage you to keep in close contact with your child's teacher. To discuss your child's progress, you are welcome to arrange an after school meeting via the front office or the teacher.



School Communication:

School **Newsletters** will be issued on a regular basis giving details of school activities and other matters of interest to parents. Parents will also be emailed a copy of the newsletter and a copy can be accessed on our school website.

Our school **Facebook Page** is also used to communicate messages and to promote our school.

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. 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 intensive educational needs. Parental permission will be sought before any work is carried out with the School Psychologist.

School Chaplain:

We have a School Chaplain on site two days per week. Our Chaplain works with our students, parents and teachers to provide support and to address social and emotional matters.

School Nurse:

The 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.***

Please refer to our website or contact the school for student exclusion periods for Head Lice, Chicken Pox, Conjunctivitis, Mumps, Ringworm etc...

Dental Therapy:

The Dental Clinic may be contacted at:

Beenyup Dental Therapy Centre

Ph:9526 6510

Beenyup Primary School
66 Shepparton Bvd
BYFORD WA 6122



**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 equitable 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 twice a term. 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.**

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.

Year Six Graduation:

The final Parent Assembly of the year is also the Graduation Assembly for our Year 6 students.

Orientation:

We coordinate an orientation session for Kindy and new Pre-Primary students and parents towards the end of term 4.

The Year 6 students will attend a High School orientation day and participate in activities that assist in a smooth transition for Primary to Secondary School.

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*

