Mundijong
Primary School
An Independent Public School



PARENT INFORMATION BOOKLET 2027

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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'.**

Beliefs and Values

When you walk into our school you will see our students

- Being responsible members of our school community.
- Interacting with their peers in a friendly and supportive manner.
- Actively engaging in learning.
- Working respectfully, collaboratively and cooperatively with their peers.
- Striving to achieve at their highest level.
- Demonstrating a positive attitude to their learning.
- Taking risks with their learning and understanding that we learn from our mistakes.

When you walk into our school you will see our staff

- Creating a welcoming, positive and safe learning environment.
- Differentiating learning experiences to cater for individual learning needs.
- Providing students with meaningful feedback.
- Creating inclusive and engaging learning experiences.
- Treating all students with respect and empathy.
- Challenging and supporting students to achieve their goals.
- Working collaboratively with fellow staff.

When you walk into our school you will see our parents

- Supporting their children in their learning.
- Working collaboratively with staff.
- Encouraging positive behaviour.
- Supporting students to be independent.
- Contributing to the school community.





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PBS Behaviour Matrix

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

Mundijong Primary School

Behaviour Expectations



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.



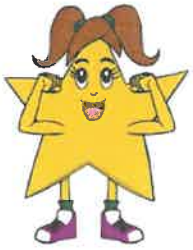
Responsibility - Miro

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.

Positive Behaviour Reward System:

At Mundijong Primary School, our Positive Behaviour Reward System is visible in all classrooms with the 'peg chart' system. Students move their peg up and down the peg chart throughout the day depending on their behaviour.



Students who get their pegs to the top of the chart receive a PBS point and put their pegs back to the 'In the Game' zone. This allows them to achieve multiple PBS points every day. PBS points are also distributed to students displaying positive behaviours in the playground. Extra PSB points are allocated to students exhibiting the weekly focus expectation.

PBS Certificates are allocated to students in every class weekly. These are based on students who best modelled our focus expectation.



PBS App:

Each student will have a unique avatar and can accumulate star points to use at our PBS shop. The shop will contain various items that students can purchase with their points, with staff/admin completing the transactions once a purchase is made. Staff will also refer to the PBS focus of the week and highlight this focus as a key area for distributing points each week.



School Times:

8.44am	First Siren
10.50am	Recess
11.10am	Resume classes
12.50pm	Lunch
1.30 pm	Resume classes
3.00pm 2.30pm Wednesdays	End of school day



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.

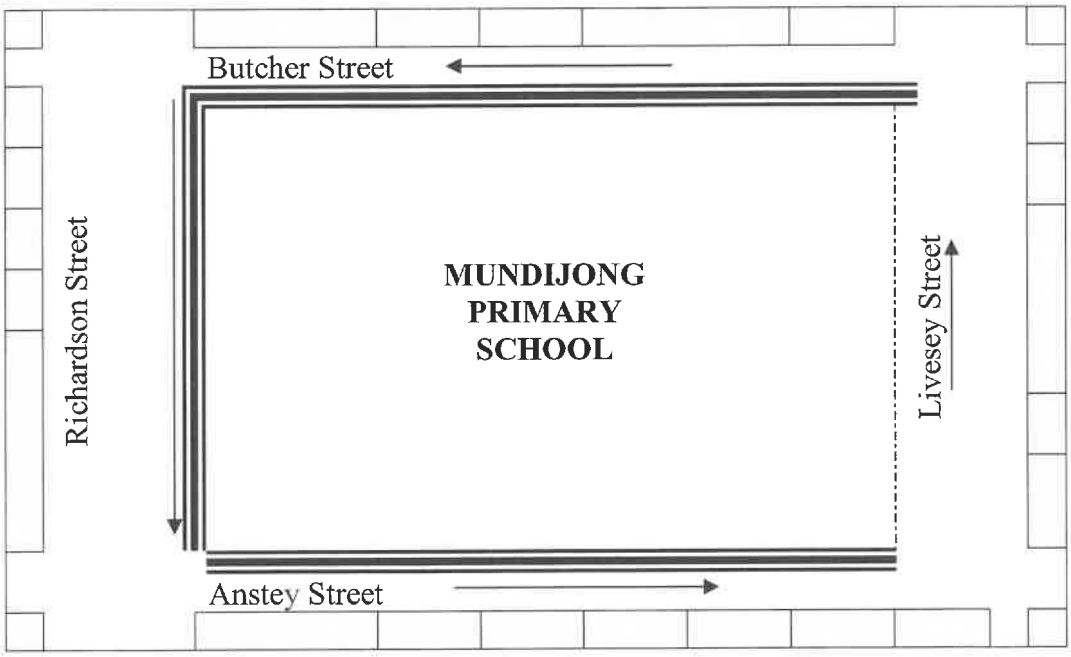
Arrival at School:
Children should not arrive at school before 8.15 am. Before this time, teachers have a responsibility for classroom preparation, and the supervision of children is therefore difficult. Any student arriving before this time must sit in front of the office until 8.15am. Student will 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 in the mornings and a no-parking zone during school pick-up.
- Park in a counterclockwise direction only (on the school side of the road) on Butcher, Richardson and Anstey Street. (No angle parking)
- Travel only in a counterclockwise direction on all school streets.
- Anstey Street is generally used by Early Childhood and Junior Primary families.
- Butcher Street is generally use by Years 2-4 families.
- Richardson Street is generally used by Year 5-6 families.
- Please do not park in either of the bitumen staff car parks - Livesey St & Butcher St.

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.

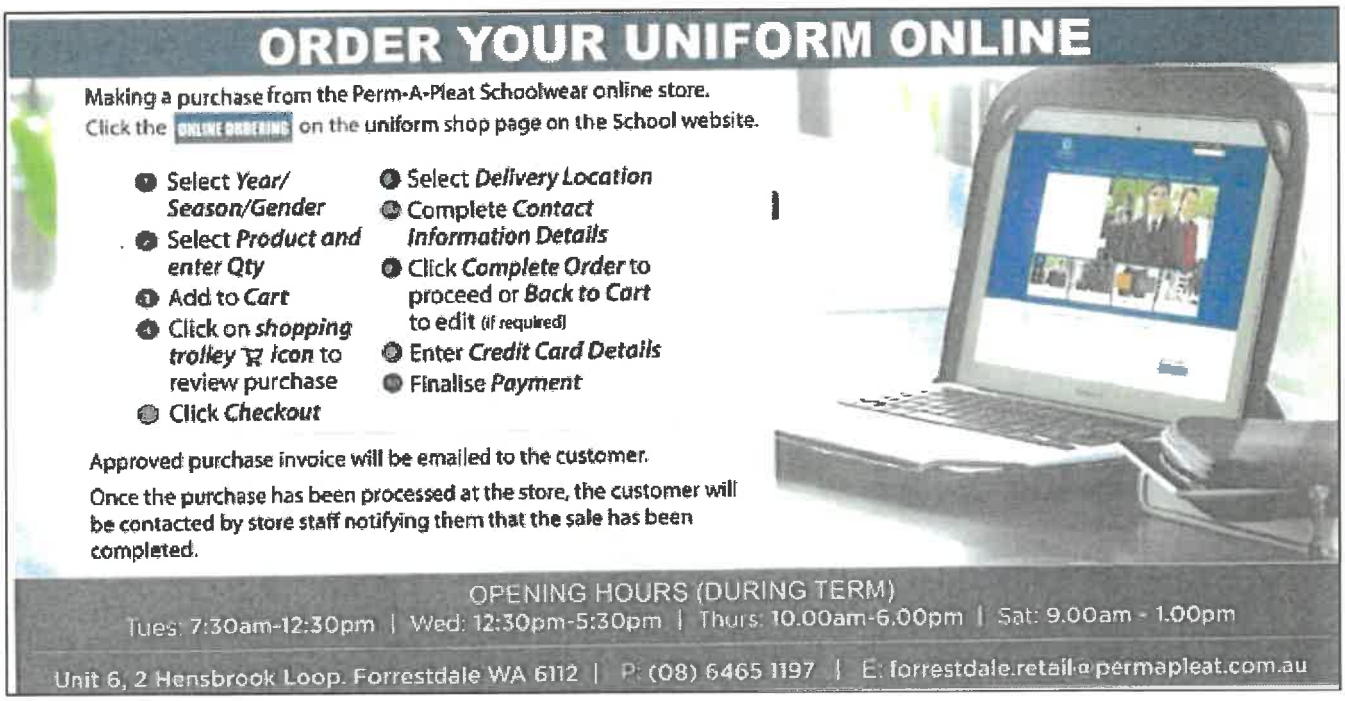
Paterson - (Prominent Citizen) William Paterson was a local magistrate and an active member of the District Board of Education. In 1889 he entered Parliament as MLC for Murray-Williams. He was also the first manager of the Agricultural Bank. The legal wig and gavel logo on the Paterson Faction T-shirts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

We strongly encourage students wearing the approved school uniform.

PERM-A-PLEAT
SCHOOLWEAR



Interschool Sportswear:
School Polo Shirt, Black Shorts.

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. Reports will be issued at the end of Semester 1 and end of Semester 2. Student Progress reports will be sent out at the end of every term for students from Year 1-6. We commit to a student free day at the end of Term 2 for parent meetings. This gives parents the opportunity to check in with teachers about their child's progress and development and discuss their Semester Report and Student Progress Report.

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:
Most communication will be via the **Compass App** and email.
Classroom communication, including student work samples, will also be published through the **SeeSaw App.**
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.
Please see our Communication Strategy document for more details.

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 the borrowing of books***. Parent help is asked to ensure library books are treated with respect and returned when due.

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…

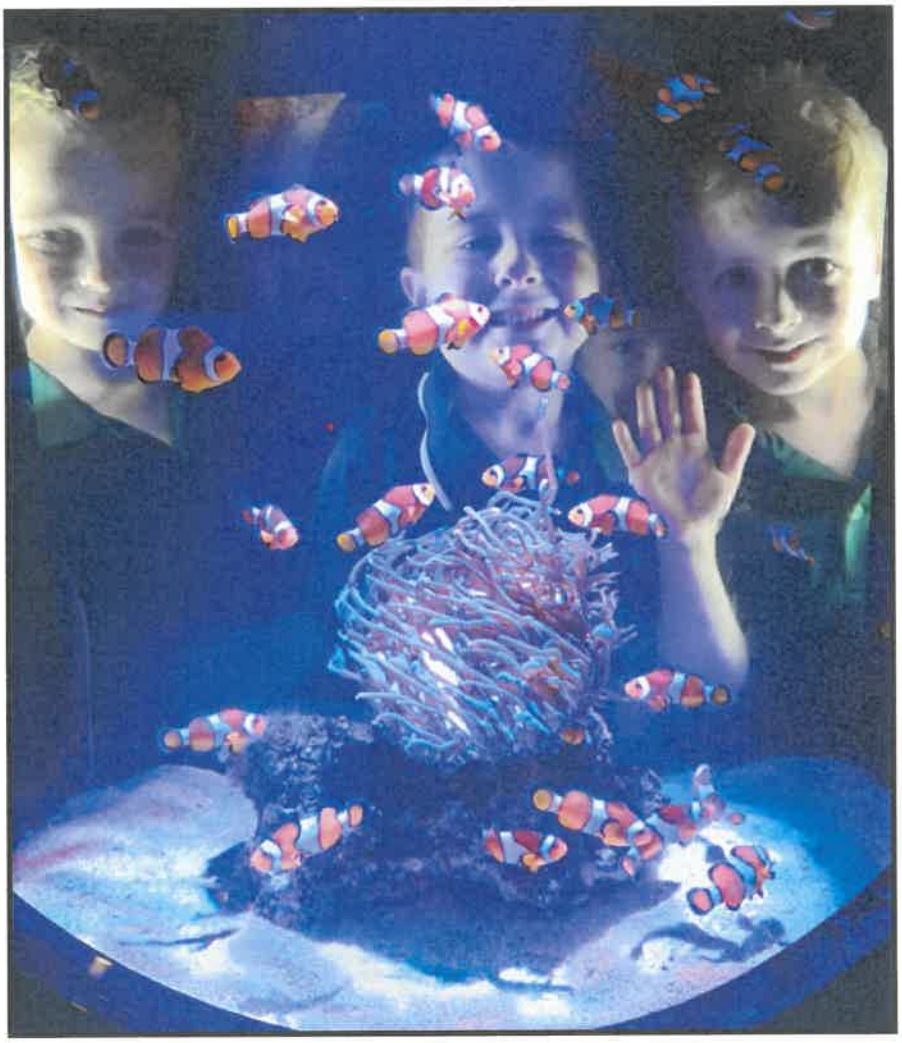
Dental Therapy:
The Dental Clinic may be contacted at:



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.

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.***

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.

Please contact the Administration Team is you have any queries.



