

MURRAYVILLE

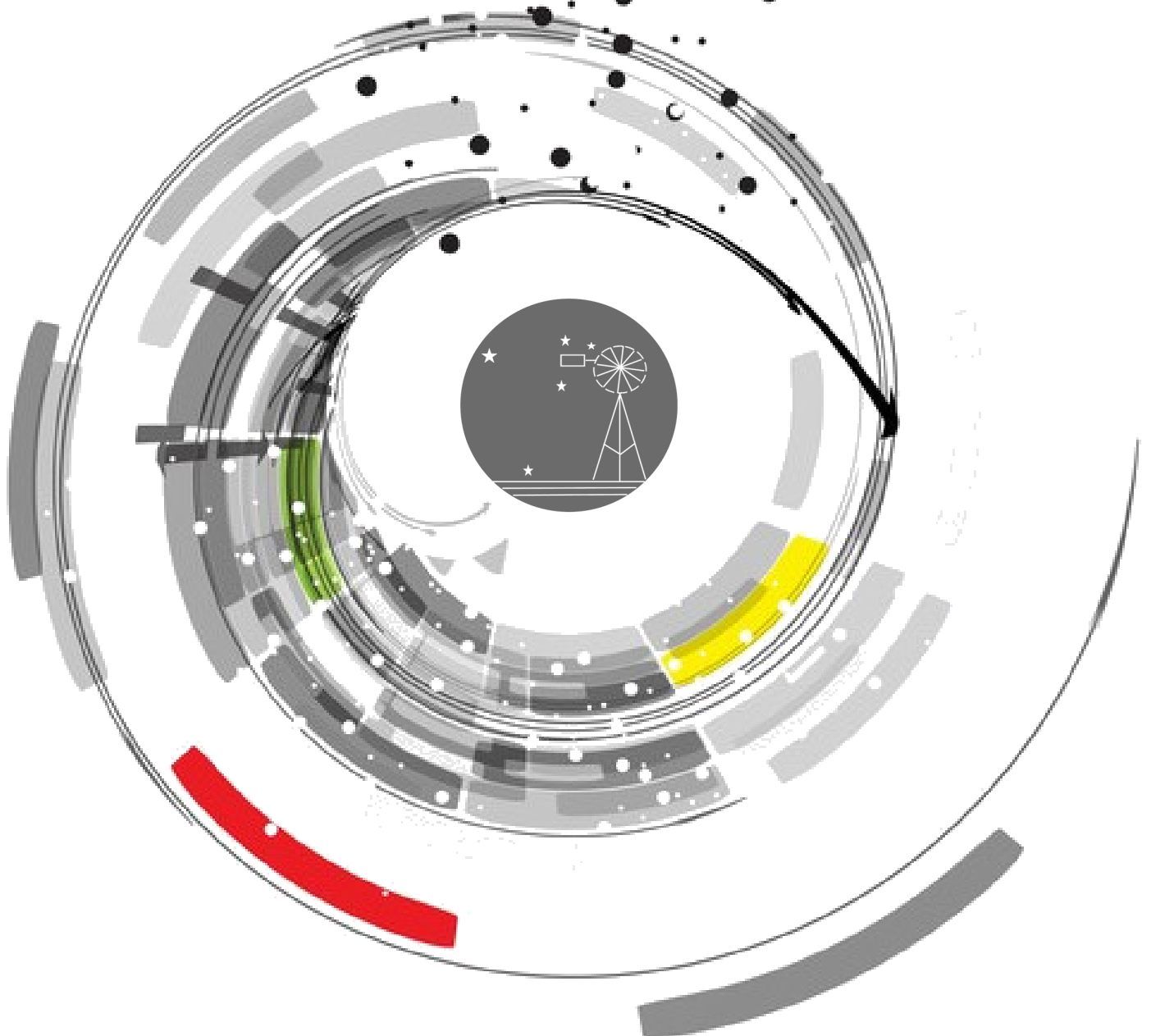
2023

COMMUNITY

PARENT
HANDBOOK

COLLEGE

- PRIMARY



This booklet aims to provide students and parents with information about Murrayville Community College.

As the college programs and policies change this booklet will be continually updated to reflect the latest information.

Welcome

All our school community - parents, staff and students - extend a warm welcome to new parents, students and staff. We trust your association with us will prove rewarding socially and educationally.

College Information

Murrayville Community College
20 Francis Street
Murrayville 3512

Postal Address - Box 116

Telephone (03) 5095 2001

SMS to 0457 518 394

Fax (03) 5095 2017

Principal: Natasha Mudie

College email:
murrayville.cc@edumail.vic.gov.au

College website:
www.murrayvillecc.vic.edu.au

Office hours : 8:00 a.m. to 4:20 p.m.



Our Motto - *Inspiring P.R.I.D.E.*

Persistence

Respect

Independence

Determination

Excellence

College Profile

Our Vision -

Murrayville Community College will inspire and support students to achieve their full potential within an educational environment that is engaging, safe positive, respectful, inclusive and welcoming.

We Value –

- ◇ Persistence
- ◇ Respect
- ◇ Independence
- ◇ Determination
- ◇ Excellence

Our Mission –

Our College is committed to encouraging the best in its students, staff and community. We aim to nurture a passion for lifelong learning.

We do this by:

- *Providing a personalised student centred approach to teaching and learning*
- *Building a culture of achievement in academic learning, the arts, sport and vocational skills*
- *Promoting academic excellence through high quality classroom instruction*
- *Developing within students their capacity for self-management and self-determination*
- *Promoting positive student well-being through curriculum and student support frameworks*
- *Building authentic partnerships that promote and encourage community involvement*
- *Striving to prepare students to thrive as global citizens*

School Context

Guiding Principles

Murrayville Community College prides itself on fostering learning as a community. It emphasises the development and nurturing of traditions that value learners for their uniqueness as members of that community. This is achieved by teamwork, mutual respect and accountability.

Geographic Context

Murrayville is a small community, with approximately 300 town residents and 600 district residents, located in the northwestern corner of Victoria, some 110 km west from Ouyen, 210 km from Mildura, 565km from Melbourne and 276 km from Adelaide. Murrayville is



located 16km inside Victoria approximately 26km from Pinnaroo. The area is essentially a wheat and sheep-farming region with a substantial and increasingly diversifying agricultural economic base. There is an expanding interest in tourism as a possible growth area. The town has an ambulance service and Bush Nursing Centre. It is the school's unique geographic location that helps enhance self-sufficiency, co-operative effort, community involvement and commitment to community well being. The College is, in these terms, a valued resource, with facilities and expertise shared within the community.

College Qualities

The College has an excellent reputation for the educational achievements of its students. Small class sizes are seen to provide a huge advantage in that staff and students have a good knowledge of each other and a very caring attitude is evident. Considerable emphasis is given to providing opportunities to cater for all student learning needs. This includes applied learning and high level creative and analytical pursuits.

Nearby Schools

Murrayville receives the highest level of DET rurality classification, which is a significant advantage in terms of resourcing. The nearest schools are Ouyen P-12 School (110 km), Underbool Primary School (50 km) and Pinnaroo Primary School (26 km).

School Structure/Organization

The College currently has a sub-school structure of Prep – Year 6, Years 7 – 9 and Years 10 - 12.

Travel

Approximately two thirds of the students travel to school by bus. The bus routes involve travel from as far as 55km each way to attend school, including a significant number of students who travel from Pinnaroo, SA.



Other Significant Factors:

School facilities

The College grounds are on 10 hectares with provision for agricultural activities, play areas, formal game areas and quiet recreation beneath shaded covers. The overall impression of these award-winning grounds is one of an attractive, well-planned and spacious environment appropriate to the needs of the school and its students. The College has excellent facilities and plenty of space with both staff and students taking pride in its appearance. The school continually maintains buildings, furnishings and equipment to a high standard and several major projects have recently been completed to upgrade and enhance existing facilities.

The school boasts a computer to student ratio of 1:1, including Chromebooks for students in Years 2-8, with laptops for all students from Years 9-12. The College has interactive whiteboards, which are assisting in revolutionising some of the learning delivery in our classrooms.

We are continuing to develop a state-of-the-art Agriculture facility and primary students are increasingly utilising this facility.

Students in 3-6 have timetabled Kitchen Garden classes. They spend structured time in a productive vegetable garden and home-style kitchen as part of their regular school experience. There they learn skills that will last them a lifetime, and discover just how much fun it is to grow, cook and eat their own seasonal vegetables and fruits.

Items from here onwards are in alphabetical sequence.

Absentees/Attendance

Regular attendance at school is a very important habit to develop but in the case of unavoidable absence, a written note is required. The law in the State of Victoria is very clear about the requirement of children to attend school. Schools can be asked to provide evidence in court on a child's attendance. The school's roll is therefore an important legal document. If your child is to be absent, please notify the school by phone. A message can be left on the phone if there is no answer.

Alternatively you may send an SMS to 0457 518 394.

For family holidays during school time, or extended absences, permission for these must be obtained from the Principal.

Assemblies

Whole College assemblies are held after lunch periodically, depending on awards and presentations. In addition to the whole College assembly, there is a Primary assembly every Monday morning, at which PRIDE Awards are given out .

Bell Times

8:50	Bell rings (phones go in locker)
8:50-8:55	Morning roll and notices
8:55-9:55	Lesson 1, followed by short stop for brain break
9:55-10:55	Lesson 2
10:55-11:15	Recess - outdoor play Students eat snack outside their class
11:15-12:15	Lesson 3
12:15-1:15	Lesson 4
1:15-1:30	Supervised Lunch
1:30-2:00	Outdoor playtime
2:00-2:15	Reading Time
2:15-3:15	Lesson 5
3:15	Dismissal from classroom to parent/caregiver, or catch the bus

Bikes

Children below Grade 3 level are asked not to ride a bike to school unless accompanied by an adult.

Any bike brought to school must be left in the bike rack and is the responsibility of the owner. Bikes should be regularly checked for road-worthiness, and protective headgear is compulsory.

Children are not permitted to ride their bikes in the school grounds before, during or after school. However, bike riding in the grounds after 4pm and at weekends is encouraged, as long as care is taken.

Children are not permitted to play near or interfere with bikes in the bike racks.

Children who do ride bikes to school are requested to have a safety lock and to use it.

Book Club

A Book Club operates at the school in the Primary sector. Through this, the students can buy a variety of books at reduced prices. Lists and order forms are sent home about six times a year. There is no compulsion to buy. Payments are to be made direct to the College or online through the LOOP system.

Buddies

We have a Buddy program in the MCC primary sector and are proud to be part of the 'Better Buddies' program developed by the Alannah and Madeline Foundation. Through this the students develop understanding about respect, friendliness, care, responsibility, valuing differences and including others.

Year 5 students are paired with new Prep students during their transition activities prior to them beginning school.

Bus Travellers

Students who travel on school buses are expected to be prompt and polite. They need to make sure they are on the buses ready to go home by 3:20 p.m. so that buses can adhere to their timetables.

Bus travel is provided by the Victorian Government, and all students who live 4.8 km or more from school in Victoria are automatically entitled to travel on the buses. The Transport Coordinator is the contact person for all queries regarding busing. Students must be at the bus stops by the specified time as buses are not permitted to wait for late arrivals. A timetable will be issued at the beginning of the year. Please advise drivers of planned changes and send a note to the College if your child is not going to travel on the bus, or if alternative busing arrangements are requested. A Conveyance Allowance is payable to all Victorian students who have to travel more than 4.8 km to reach a bus stop. If you fall into this category, please contact Mrs. Moyle to discuss this matter.

P-6 students who live in South Australia and Murrayville Community College is not their closest school are required to pay a fare of \$120 each term for bus travel.

If students are not travelling home on their usual bus the school must be advised by phone or text, or a note must be supplied to the class teacher concerning this.



Camps

Currently our camp program is:

Prep to Grade 2 -

Sleepover and/or Mildura excursion

Grade 3- 4 -

Alternate between Swan Hill / Wellington

(usually 3 days)

Grade 5 & 6 -

Alternate between a camp in Adelaide or Ballarat

(usually 4 days)

Costs for camps involving accommodation and meals are capped at \$70 per day.

Canteen

Lunches can be ordered each day by either marking the order on an envelope or writing on the bags at the front office. These orders are to be placed and money paid at the front office before school.

Price lists are distributed annually, with minor changes being advised in the newsletter. It is not possible for the canteen to change anything larger than a \$5 note.

To assist with the provision of this service, each family is requested to contribute \$20 per year.

Healthy snacks are available at recess times (milk, juice, muesli bars and toasties). Primary lunches are delivered to the primary gallery by 1:15 pm daily. Snacks are available in the canteen after the lunches have been eaten, at 1:30pm.

The College canteen follows the recommendations of the State Canteen Association and offers food and drinks which are predominately low fat, low sugar and low salt content. See Appendix for availability and prices

Youth Worker / Mental Health Practitioner

Lauren Deaves is working in this position at the school from Mondays to Wednesdays

If you would like to meet or talk to her please make contact through the front office at the College.

College Council and Committees

The College Council is the legally constituted body which governs the College. The Council is responsible in the areas of curriculum, finance and educational policy. The College Council is made up of representatives from the following groups :

- 6 Parents
- 3 Staff (including the College Principal)
- 3 Co-options (2 from the Secondary Sector Student Representative Council and 1 from the local community, with an emphasis on knowledge of business and finance).

All current members of the College Council are listed on the College website. However, Carly Heintze (President) or Natasha Mudie (Executive Officer) would be the primary contacts with regard to school governance. Council elections are held each March. Please consider joining this very important body at some time whilst your children attend the school.

Student Representative Council

With 2 members elected by their peers in each year level from Years 5-10 and 12, plus the executive elected from Year 11, this student representative body meets regularly to coordinate student activities and fundraisers.

Communications

Newsletter/Flyer - This weekly publication is provided on alternate Mondays to the oldest child in each family. It is also emailed to families who have provided an email address. The fortnightly newsletter provides regular communication between the school and the community, while the flyer sent out on the alternate Monday provides brief information. As such it is important that parents take note of the contents. Community advertisements also appear in the newsletter, along with reports on activities and examples of student work and achievements.

Website : All up to date College Policies, Newsletters, Calendar of events, and forms are available on the website. This is developing into a very important communication tool and parents should refer to it regularly. Our web address is - www.murrayvillecc.vic.edu.au



Email : Should you wish to contact the school by email the address is -

murrayville.cc@education.vic.gov.au

Emails sent to that address will be redirected to the relevant staff members.

Facebook : The College also has a facebook page with regular updates/information

Complaints / Concerns / Clarification

If you have a complaint or concern about school, then please contact the College to discuss the situation. It is important that parents contact the College when situations arise so that issues can be dealt with immediately. For issues of clarification about homework, other aspects of everyday student work or notification of absence, the form teacher is the most useful contact. The appropriate contacts for issues of more serious concern, are Natasha Mudie or Sonya Inglis and this can be done through the College front office.

Computers

Students in Years 2-6 have Chromebook portable computers that are used in class and at home. Cost of repairs to these is the responsibility of the parents and can be considerable, so students need to handle these devices with care. Students in P-1 have access to iPads for use in the classrooms, and all primary students have access to stand-alone computers in the primary gallery.

Contact with Staff

Would parents please note that if you wish to contact your child's class teacher, then this would be best done during recess or lunch times, or after 3:15 pm. Otherwise you may contact the office to arrange a suitable time.

Costs of Education

The Department of Education, Employment and Training provides the College an annual amount for operating costs and parents are requested to make a contribution towards their child/ren's education. It is possible to pay these amounts in instalments by contacting the College.

Parents are also requested to provide a minimal amount of specific stationery items. Camps, Sports & Excursions Fund (CSEF) is an initiative provided by the Victorian



Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a means-tested concession card you may be eligible. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child. The annual CSEF amount per students is \$125 for primary school students and \$225 for secondary school students.

Cultural Activities

During the year students have visits from artists or travel to cultural performances. These activities are subsidized by the school and parent voluntary contributions.

Curriculum

The Victorian Curriculum F-10 is the new curriculum for Victorian schools. It incorporates the Australian curriculum and reflects Victorian standards and priorities.

Teaching and learning programs are devised by staff to ensure that the core areas of English and Mathematics are taught each day. Specialist areas such as The Arts, Japanese, Physical Education, Technology and Science are conducted on a weekly basis by specialist teachers. This enables students to broaden their understandings in the remaining curriculum areas as well as linking with English and Mathematics where possible.

Content is developed using the following Learning Areas and Capabilities -

Learning Areas:

- The Arts
 - Dance
 - Drama
 - Media Arts
 - Music
 - Visual Arts
 - Visual Communication Design
- English

Health and Physical Education

The Humanities

- Civics and Citizenship
- Economics and Business
- Geography
- History

Languages

Mathematics

Science

Technologies

- Design and Technologies
- Digital Technologies

Capabilities:

- Critical and Creative Thinking
- Ethical
- Intercultural
- Personal and Social

Diaries / Reading Log

Children are provided with a school diary or reading log. This is an important communication system between the school and home and must be used regularly by all staff.

Purposes may include:

- Year level or classroom specific information, eg special days, timetable changes
- Organisation of student work, eg homework, projects
- Positive messages of student achievements
- Arrangement of time for a meeting between classroom teachers and parents to discuss any concerns

Emergency Information

It is important that we have up to date information on each student regarding phone numbers and emergency contacts. Parents are encouraged to notify the office of any changes to those or medical details.

It is imperative that we have several contact numbers for any unexpected emergency, so we urge you to enable us to keep our records current by advising of any changes to address, phone, doctor, emergency contacts or place of work.

Enhancement, Enrichment and Extension

Special programs are run to cater for individual differences. This may be catch up programmes or enrichment programmes such as the Maths Challenge, Uni NSW English, Writing & Maths competitions. Other extension activities are offered from time to time. These also foster our aim of striving for excellence.

Enrolment

Enquiries regarding enrolment should be directed to the Principal. Parents are required to complete an enrolment form and provide immunization and birth certificates when a child commences at our school.

Parents or guardians can request an immunization history statement for their child under 14 years of age online through their myGov account by visiting www.my.gov.au to register or log on. They will also need to link Medicare services to their myGov account. Call the myGov Helpdesk on 132 307 if you have any problems with the myGov process. Parents must be on the same Medicare card as their child to get a statement. You can also request an immunisation history statement from any Medicare Service Centre, or call 1800 653 809 to request a statement to be mailed to your registered address.

Parents can obtain a birth certificate from the Australian Government by completing an online application for the relevant State at

www.australia.gov.au/information-and-services/family-and-community/births-deaths-and-marriages-registries

or by contacting their local post office.

Excursions

Children in the primary sector have the opportunity to occasionally go on excursions, which may involve a trip to Pinnaroo, Loxton, Mildura, or similar. Years 2-6 will usually undertake camps which involve staying overnight (eg Ballarat, Adelaide, Swan Hill, Wellington).

P-1 students usually have a sleepover at school towards the end of the school year.

Facilities (see *College Profile on page 2*)

Footwear

Students are expected to be dressed in suitable sturdy footwear, either school shoes, school appropriate sandals, or appropriate runners. The wearing of thongs is only permitted to and from the pool during swimming. Thongs are not to be worn on casual days. Covered shoes are

necessary when working in the Tech Studies and Home Economics areas.

Physical Education is a frequent part of the curriculum, and suitable footwear will be needed for this (so careful thought will be required by parents when they address this aspect of school dress).

Fruit Break

To enable primary students to stay focused during the 2 hour Literacy block first thing in the morning, they are permitted to have fruit or vegetables around 10am.

Brain food should be fresh fruit, dried fruit or vegetables only and snacks need to be small so they can be eaten in a few minutes, often while students are working. Messy fruit such as oranges is not encouraged unless cut up, quartered and put in a container. Large apples can also be prepared this way.

Please assist your child with their fruit/vegetable selections so as to minimize interruption to lesson time.

Handwriting

Students learn Victorian Modern Cursive style of handwriting. They begin by using unjoined cursive, and progress onto using joined cursive handwriting script, then to using speed loops. They use a grey lead pencil until obtaining their 'pen licence', usually in Year 4.

Head Lice

Head lice can infect anyone. All parents are asked to check their child's hair regularly for nits and lice.

Nits are small, whitish eggs, about the size of a pin-head, glued to hairs. Look at all hair, especially near the scalp. Nits won't pull off the hair. Dandruff is easily brushed from the hair.

Lice vary in size from a speck to 3mm long, and look similar to a small ant.

If you find nits or lice, check the hair of everyone in the house - adults can also be infested by head lice. If your child is infested, please treat them. Do not bother treating people who are not infested - treatment does not prevent it!

Please notify the school as soon as you are aware of the problem and you will be informed of the procedure to follow.

All chemists sell suitable LOTIONS (do not expect normal shampoo to be effective in the eradication of nits).

The infestation cannot be considered clear until ALL NITS are removed and NO LICE are present. This is because some nits may not have been destroyed by the lotion and live to hatch into lice, so causing re-infestation.



Homework

College Council has adopted the following study policy :

1. The role of homework in the education process
 - To reinforce self-discipline and personal organization skills.
 - To reinforce and enhance classroom activities.
 - To further involve parents in the student's learning process.
 - To complete unfinished class work.
 - To enhance children's reading.
2. Implementation
Adequate time needs to be available for the completion of homework.

A suggested average time for each year level has been made to assist staff and to enable parents and students to readily access and revise relevant words.

The following **average** homework times are recommended for primary students:

Level	Time
P-2	15 minutes daily - reading/homework
3/4	20 minutes / day (including daily reading)
5/6	30 minutes / day (including daily reading)

Hygiene - Personal

Encourage your child to take pride in being clean each day as they get ready for school. This is particularly important as they become older and reach puberty. For younger children, help them learn to brush their teeth morning and night. Help them develop enjoyment in physical activities - running, skipping, jumping and hopping are exercises that develop good coordination.

Makeup is not to be worn at school.

Nail polish in neutral tones only is permitted.

Hair styles : Long hair should be neatly tied back off the face. This will help students to see clearly and hair will not get caught in the play equipment.

Deodorant : Older students are advised to begin the practice of wearing deodorant, a habit that demonstrates respect for self and others.

Illness

If a child becomes ill at school, the teacher in charge of the child will assess their condition and immediately notify the office if a parent needs to be contacted.

Immunization

Prior to commencing primary school all students will have had the opportunity to receive Triple antigen, sabin, and Measles/Mumps/Rubella booster.

The Mildura Rural City Council conducts an immunization program annually as follows :

Year 7 : HPV, Diphtheria/Tetanus/Whooping Cough.
Year 10: Meningococcal A C W Y vaccine

Infectious Diseases in Schools Information -

See Appendix. Please keep as a record for your convenience.

Jewellery

For health and safety reasons, it is requested that jewellery is not worn to school. For pierced ears studs are preferable to sleepers.

Labelling

Please label everything that comes to school so that lost items can be returned. Something you may not have considered is that separate lids and lunchboxes need to be labelled as children often have similar containers and can become confused.

Labelling hats and uniforms is particularly important, as they all look the same.

Late Arrival at School

Students who are not in the classroom by the time the roll is marked in the morning and after lunch, must sign the late book in the front office so that their attendance can be recognised. Arrival after 9:30am is considered absence for the morning.

Leaving School Grounds

Parents may come to collect their children at any time, but please visit the front office first to ensure they are signed out, then let the class teacher or level coordinator know.

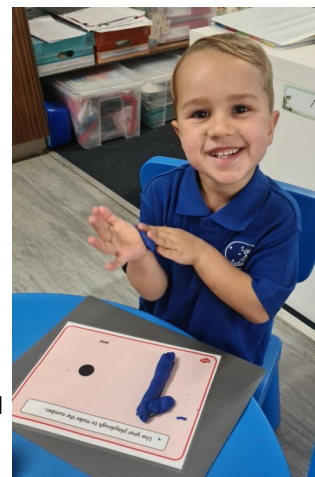
Prep students need to understand that school is unlike kindergarten in that here the gates are not locked. They need to have explained to them that they are not to go outside of the school grounds unless in the company of their teacher or another adult.

Lesson Times

(see *Bell Times* on page 4)

Library

All library borrowing is done through a computer. Each student has a personal barcode number that enables them to borrow a set number of items. It would be appreciated if parents could encourage students to regularly check return dates and ensure that books, etc. are well cared for at home. Classes are held weekly in the junior school. Students have a library bag to protect books that they borrow.



Lost Property

The box for this is located in the gallery. Named articles can always be returned quite quickly, so we do hope that you name everything. Any uncollected articles are donated to the Op Shop.

Lunch Organisation

The bell that rings at 1:15pm signals the start of supervised lunches. Students are dismissed at 1:30 to play. Those who have not finished lunch must remain seated in the eating areas until they do so.

With lunchtime being quite late, it is a good idea for students to have a substantial morning recess to eat.

Lunches

Please pack a simple, realistic lunch for your child, with food that they like. Generally speaking, finger foods are most easily managed. One round of sandwiches is usually sufficient. Students are encouraged to take home uneaten food.

Water bottles are permitted in classrooms.

Medical Service

A school nurse based in Mildura carries out the following examinations each year :

- Health screening of all Prep children.
- Screen test of any children referred by teachers.
- Progress check of children found to have a health problem on a previous visit.
- They also contact parents of children where problems are found to exist, for interview and referral if necessary.

The focus of the School Nursing Service is now solely in the Primary area, so school nurses are no longer available to participate in health monitoring in post primary grades.

Medication at School

The College Distribution of Medication Policy stipulates that children can be given medications (prescription and non-prescription) by appropriately trained staff, provided a Medication Authority form has been completed by parents. This policy and form is available on our website.

Money

All money sent/brought to school must go to the class teacher unless directed to the front office, preferably before school. For younger children it is a good idea to ensure money is in a sealed envelope, clearly named and marked with the amount included and its purpose.

Correct amounts are desirable.

Morning Talk

Much time is spent providing opportunities for language development, especially in infant grades. If you can provide your child with items for 'show' or 'tell' from



time to time it would greatly assist the process (especially in the junior classes).

Newsletter - see Communications

Nut Aware

We aim to be a 'Nut Aware school, as we have students with severe nut allergies. If your child has any allergies, please ensure the class teacher is aware of this.

Parent Information Sessions

Various sessions and programs are conducted throughout the year for the purpose of informing the school community about our school programs and how children learn.

Some of these sessions include:

- General information session at the beginning of the school year
- Parent/teacher interviews

Other information sessions as required.

Please keep an eye out for the advertisement of these sessions and make the time to participate in those which relate to your child.

Parent Participation

Parent involvement in the College is strongly encouraged through participation on the Learning & Teaching Committee and the College Council and attendance at special College evenings and programs.

The smooth running of the College is aided by the cooperation and support received from parents. Parents of all students, particularly primary students, are quite welcome to visit their children working in class. Please call at the front office and sign in and out as a visitor if you will be at the school for more than a quick visit.

Parents have very successfully taught their children many things before they start school. All that is required for the education process to continue is an extension of the activities you have already been carrying out. Recent research has shown children progress well at school with parental encouragement, example, time and reinforcement. Below are some



hints on achieving these things and if you are keen to investigate the subject beyond this document, then there are many excellent references available. Please contact the class teacher for a chat.

Taking an informed interest in your child's school life is a good basic rule for parents who want their children to develop as well as they can.

Over-anxious parents tend to transfer the anxiety to their children. Every child is an individual who develops at a rate which may or may not coincide with the development that other children show.

The following are some ways you can show your interest and build up a picture of your child's progress at school :

- Look carefully at the work your child brings home from school.
- Look at the work of other children displayed around the school, but be wary of unnecessary comparisons.
- Attend school functions and watch your child with others of the same age.
- Observe and listen when your child is playing with friends.
- Ask plenty of questions when the child is in a chatty mood.
- Have occasional talks with the class teacher or level coordinator.
- Attend parent/teacher functions.
- Influence the educational policy through your representatives on College Council.
- Come along and offer your services as a volunteer aide at the school.
- Visit the school at any time - we will make you feel welcome.

Physical Education

Please find out when your child's Physical Education days are and ensure they wear appropriate clothing and footwear on these days, eg sport T-shirt and runners.

During Terms 1 & 4 children generally participate in swimming lessons. Please ensure they have their bathers, towel and thongs at school on the appropriate day.

Policies

Our school policies are available for your information on the school website, and are regularly reviewed by College Council.

PRIDE Journals

These are sent home at the end of each term. They provide a sample of the work completed during the term by your child in various subjects. These are to be returned to school at the beginning of the next term, but at the end of the year you may keep them

Reading

Good readers always read for meaning. When your child is beginning to read make sure they understand what the story is about and talk with them about the story.

3 important cues to use when they are reading and sometimes mispronounce a word -

- Does that look right?
- Does that sound right? *or*
- Does that make sense?

All P-6 children have a Reading Log or diary to be completed nightly.

Encourage your child to enjoy reading. Enjoy listening to a story. Share the story together.

- Talk to your child.
- Listen and find out what his/her interests are.
- Look at books together.
- Talk about them.
- Cue your child in so that he/she knows what to expect.
- Share the story when it has been read.
- Suggest other books they might enjoy.

What if the child does not recognize a particular word?

- Remind him/her of what came before.
- Ask what might fit to make sense.
- Encourage him/her to read on and come back to make sense of it.
- Use beginning letters or endings as clues.
- If all this fails, tell your child the word, especially if the process looks like becoming upsetting.
- Use the pictures as cues also.
- Do not pull your child up for insertions, changes in syntax or wrong words if the sense and meaning are being maintained
- Discuss the meanings of words you feel may be misunderstood.
- If a lot of difficulty is experienced, find an easier book, and read the difficult one to the child yourself.

Reporting to Parents

A written report will be given to all students at the end of each semester. Parent-teacher interviews for the Primary sector will be conducted in the middle of the first semester.

The class teacher or level coordinator, parent and/or Principal may request an interview. At other times during the year if you would like an interview please contact the College. The staff are available for interviews by appointment throughout the year.

Restorative Practice

The school usually uses the Restorative Practise model in discipline issues at school.

The Restorative approach asks the perpetrator a set of questions:

- ⇒ *What happened?*
- ⇒ *Who's been harmed?* and
- ⇒ *What needs to happen to repair some of that harm*

School Wide Positive Behaviours

This focuses on 3 principles

- ⇒ Be a learner
- ⇒ Be respectful
- ⇒ Be Safe

Students are acknowledged for demonstrating positive behaviours.

We follow a 3 step process when positive behaviours are not demonstrated:

- ⇒ Remind
- ⇒ Warn
- ⇒ Act

School Magazine

A school magazine, to which all students contribute, is published at the end of each year. Parents have the opportunity to order this at the beginning of each year via the booklist.

School Photos

During the year a photographer visits to take class, individual and family photos. There is no obligation to purchase these.

Spare Clothing

We have a cupboard of spare clothing for accidents or emergencies. Please wash, iron and return promptly to school if your child has used any of the garments.

Donations of good used clothing of appropriate size for all levels and genders are very gratefully received.



Special Days

Throughout the year there are special days where the children can dress up and are invited to participate in particular activities. Please support your child by assisting them with this, as these days usually leave lasting memories with the children.

Parents are usually advised well in advance of these days.

Specialist Teachers

Specialist teachers are available to the primary sector in several areas, eg Art, Music, Technology, PE.

Spending Money at School

A small, named, zipper purse is recommended for money to purchase icy-poles, etc and any other special occasion items.

Sport / PE

Grade 2-6 students have one period of Sport each week, and all primary students have a P.E. lesson each week. P-1 have regular fitness sessions.

All primary students compete in the house swimming (Term 1) and athletics (Term 3), and students in Years 2-12 can also participate in interschool swimming and athletics carnivals, cross country, plus special team sports against other schools.

Sports Days

Athletics and Swimming events are held each year.

Students in Grades 2-6 are also involved in various interschool competitions and lightning premierships.

Your child will be allocated a particular House, either Winjeel or Lowan for which they will compete.

SRC

Students from Years 5 to 12 have the opportunity to represent their class as student leaders in the Student Representative Council. Elections are

usually held at the end of the year for the following year and all students in the school have the opportunity to vote. SRC leaders are also selected by their peers.

Staff

Current teaching staff members are:

Jessica Allan
 Julie Andrews
 Jade Barford
 Kieren Brown
 Janene Chaplin
 Julie Cowley
 Melanie Grant
 Sonya Inglis
 Dmitri Milde
 Natasha Mudie
 Helen Parker
 Penny Peers
 Brady Watson
 Andrew Willison
 Hayley Willison
 Eryn Wyatt



Current non-teaching staff are:

Kasey Berlin	Prep assistant
Nicole Kelly	Prep assistant
Sandra McNally	2-4 assistant
Joylene Moyle	Business Manager
Stacey Morzer-Bruyns	Library/Secondary Aide
Brenda Oster	Receptionist/Front Office
Tanya Thomas	Lab/Tech/Ag Aide
Heather Willersdorf	Internet/Computers/Admin

Contract staff are:

Peter & Lyn Sporn	Cleaners
Peter Sporn	Groundsman/Handyman

Starting School

Parental interest is always important, especially when a student starts school.

Starting school offers many opportunities. Academic and social development can be further advanced and nurtured by the following :

- * Promote school in a positive manner, e.g. "It's going to be a good place to be", "There will be lots of interesting things to do".
- * Don't give the child any unreal expectations of school, e.g. "You are going to learn to read and write". (Some think this will happen in one day.)
- * Read and talk to your child about books and numbers.
- * Occasionally show your child with your finger how we read from left to right, and how the print tells a story - as well as the pictures or your imagination.

- * Listen to your child, answer questions, talk things out.
- * Do interesting things together. Experiences help strengthen language and ideas.
- * Play with various equipment - balls, rope, manipulative toys, games, etc.
- * Allow your child to play with things such as mud, water, tins, cartons, nails, scissors, hammers, fabrics, etc.

Student Representative Council

With 2 members elected by their peers in each year level from Years 5-12, plus the prefects elected from Years 11 and 12, this student representative body meets regularly to coordinate student activities and fundraisers.

Structure of Classes

Primary classes run as composite classes, with 4 teaching staff.

These multi-aged classrooms allow teachers flexible learning groups, be it grade and/or ability grouping. The curriculum provided reflects at what stages of development the children are working.

Student Code of Conduct

As members of Murrayville Community College we are custodians of a clean, happy, safe, well resourced, enjoyable learning environment. To maintain this we believe that we need to demonstrate quality in relationships and communications.

All members of the college community have rights and responsibilities whether at the college, on college activities or travelling to and from college.

The rights include:

- The right to attend school;
- The right to learn and experience success as a member of the college and as a member of the broader community;
- The right to feel and be safe;
- The right to enjoy school;
- The right to respect from others;
- The right for one's personal belongings to be safe;
- The right to be treated fairly by others without discrimination, regardless of religious, cultural, racial and other differences;
- The right to be free from harassment and intimidation of any kind;
- The right to a clean and safe environment;
- The right to rational settlement of problems and the freedom to put one's case in a dispute;
- The right to learn without interference or disruption.

Any breach of these values is responded to efficiently and powerfully, ensuring a commitment of every student to our Restorative Practice framework. Our Student Code of Conduct Policy also commits to:

- The DET Student Engagement and Inclusion Guidance 2014
- Education Training and Reform Act (2006)
- Ministerial Order 625 and
- The Charter of Human Rights and Responsibilities.

Students with Disabilities

- Our school provides an approach that adapts standardised curriculum and assessment processes to suit individual learning needs.
- In our plan we take into account each student's existing strengths and competencies, their personal history and individual identity.
- We have a partnership between teachers and a diverse range of professional groups—Allied Health and Educational Professionals.
- Our school promotes and implements a school-wide well-being strategy for the emotional development of young people.
- Our school is wheelchair friendly .
- School Support Group (SSG) meetings are held regularly.

Our ultimate goal is to improve the quality of life by achieving short and long term positive outcomes.

The role of the School Support Group is to build a positive 'picture' of the student so the SSG can come to an understanding about their strengths and abilities, hopes and dreams.

This information is used to develop an understanding of the individual's specific learning needs. With specific focus on lifelong learning the SSG works to develop short and long term goals for the student.

In turn, long term goals are developed, including expectations of the parents, the student and the school. These goals will also include provision for transition to post-school options. Short term goals will be achieved using Individual Learning Plans (ILPs) that are curriculum based. These can also be developed for students who are attaining an AusVELS level two years above or below the year level they are at. ILPs are developed each term by class teachers for each student receiving disability funding.

Substance Allergy

Any commencing students should make it clear to the Principal at enrolment if they have severe allergic or anaphylactic reactions so that risks can be properly assessed and managed before the child commences. Our school believes in the safety and wellbeing of all students. Given current trends we may have children at school who have a range of severe substance allergy including anaphylactic reaction to nuts. All nut products are discouraged at Murrayville Community College and we ask parents not to include any items which may have traces of nuts in students' bags. Children are also encouraged not to swap food with other children.



If staff/students have had contact with any nut produce before school or during the day, they will need to take appropriate precautions (which may include washing their hands and cleaning their teeth).

Sunsmart

Students are encouraged to be Sunsmart all year round. We have plenty of shaded areas, and programs are introduced to encourage sun-smart activities. Children are compelled to wear wide-brimmed hats during terms 1 and 4. 'No Hat, No Play'. Refer to the Sunsmart Policy on our website.

Supervision of Children

Whilst at school, children are supervised from the time they leave the buses until they board again in the afternoon to go home. Students not travelling by bus are not to be at school before 8:35am and must leave by 3:25pm (unless other arrangements have been made with staff.) Supervision is a difficult task for staff, and a number of 'house rules' need to be observed by students for this to be successfully and safely carried out. All students will be made aware of these rules. We expect them to be obeyed, and it helps considerably if parents encourage children to do the correct thing by reinforcing the school's expectations.

Primary children are supervised while eating lunch. No valuables should be brought to school.

Swimming

Swimming is undertaken in P.E. and sport classes. Children are expected to bring bathers to school. If they are not to go swimming a note is required.

Term dates for 2023 are:

Term 1: 27 January (school teachers start) to 6 April
Term 2: 24 April to 23 June
Term 3: 10 July to 15 September
Term 4: 2 October to 20 December

Proposed term dates for 2024 are:

Term 1: 29 January (teachers start) to 28 March
Term 2: 15 April to 28 June
Term 3: 15 July to 20 September
Term 4: 7 October to 20 December

Things Your Child Needs

Reading Bag

This bag protects books taken home by your child and is a safe place to put notes that need to be taken home. The bag is available from the College front office.

A Reading Log or Diary is provided as a record of books read by the child during the year for teachers and parents.

Chair Bags

All primary students will require a chair bag. You will need 1m x 90cm sturdy material (e.g. denim or gabardine). All children require this size. (Pattern - page 15.)

Library Bags

All primary students require a library bag as this protects books from being damaged. Students are able to borrow books each week. A library bag can be made from cloth, or a strong plastic bag would also be suitable.

Art Smock

An old shirt is ideal:

- Remove the buttons and stitch up the front
- Remove the collar and put elastic in the neck
- Shorten the sleeves and put elastic in the cuffs
- Add a pocket in a convenient position
- Clearly label the garment with child's name

Toys at School

The school will not be responsible for expensive or special toys brought along by your child. Toy guns, knives, swords, daggers, water pistols and other toys of violence are not permitted.

Trading of cards is also not permitted at school.

Traffic Management Plan

All staff, parents and other members of the school community, are expected to adhere to the school's Traffic Management Plan (see Appendix).

Transition

Students commencing in Prep undertake a series of visits from Kindergarten during the year. A variety of learning/school experiences are provided during these times, which culminate in an information session for parents. As part of their transition to school life, students in Prep will not be expected to attend school on Wednesdays in February.

Other primary students have a day of transition to the next level of schooling in the latter part of the school year, when all classes move up a year level for the whole day. Transition from

Year 6 to Year 7 takes place in December. If you have any questions regarding transitions please speak to the classroom teachers.

Uniform

All students are encouraged to wear correct uniform whilst at school or on school functions or excursions. It is important that all school items are named, making it easy to identify the owner of found pieces of clothing. As Murrayville Community College is a Sunsmart school, all students must have a suitable hat to provide protection from the sun during terms 1 & 4.

Visitors

All visitors to the school during school hours are asked to sign in at the front office. This is done for student safety. The sign-in record also enables us to monitor who is in the school in case of emergencies.

Yard Duty

During all recess times, lunch times, and for the 15 minutes preceding school and 10 minutes following dismissal, there are teachers on yard duty. These teachers are responsible for playground supervision, one in the primary area and another in the secondary area.

Generally our children play harmoniously together.



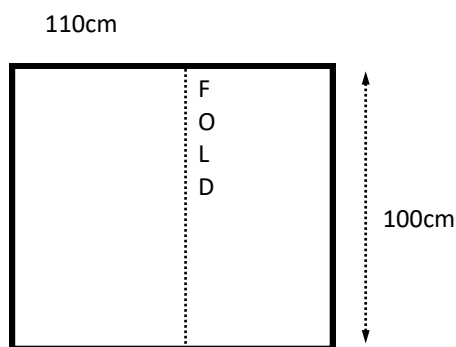


APPENDIX — Making Instructions

Chair Bags

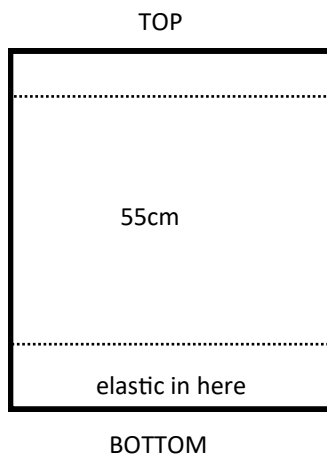
Making instructions are as follows:

Fold in half lengthwise, wrong sides together.

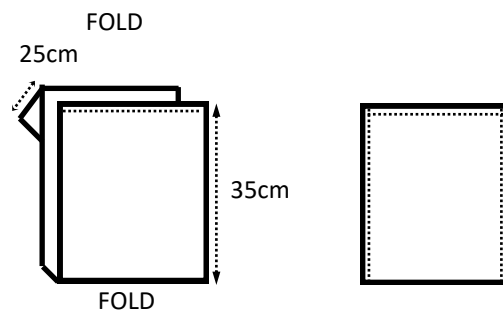


Fold top under twice, bottom under once, and stitch 1cm from edge.

Fold bottom under again and stitch to make a casing for elastic. Insert a 30cm piece of elastic and secure at each end.



Fold top down 25cm and bottom up 35cm. Stitch up both sides, 1cm from the edge.



Trim close to seams and neaten with bias binding, self binding or zig-zag.

Note : You can add a pocket, made out of the left-over material, if you wish. For ease of sewing, add this before you stitch up the sides.

APPENDIX — Infectious Diseases

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.

MURRAYVILLE COMMUNITY COLLEGE PARENT/STUDENT INFORMATION HANDBOOK - PRIMARY

Condition	Exclusion of Cases	Exclusion of Contacts
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

APPENDIX - Uniform (from Uniform Policy for the whole school)

The school encourages the wearing of approved school uniform to reinforce the sense of unity and pride in Murrayville Community College.

Tops

Polo shirt	royal blue - white logo
Windcheater	navy - white logo
Skivvy/Long Sleeve T	white, royal blue or navy
Jacket	navy polar fleece jacket – white logo navy hoodie – white trim and logo plain navy jacket (senior sizes only)

Bottoms

Shorts	plain grey or navy, mid-thigh or school issue only (no bike shorts)
Pants	plain grey or navy tailored or tracksuit pants (no leggings/tights or denim) – any logo must be less than 6cm in diameter
Skort	plain navy, no trim
Socks	plain white, black, navy or grey – may have a small logo

Other

Hat	broad brimmed hat/bucket hat
Dress	same material as present uniform or (navy & white check primary only)

Interschool Sport

Athletic tops provided (school set)
Blue school polo *or* blue sports shirt
Any selected MCC approved jacket or windcheater (listed above)
Black *or* navy shorts

Sport/PE

Red (Lowan) *or* blue (Winjeel) sports shirt, SRC top *or* Sunsmart top (sleeves and collar)
Navy sports hoodie
Black *or* navy shorts
Runners – non marking ONLY

An approved school sport top or SRC top must be worn if students are to be permitted to leave or arrive at school in PE attire

Footwear

Mainly black, lace up – no bright coloured trims or laces
Sandals - flat black, brown or navy - NO LOGOS – NO SURF SANDALS
For some activities in some classes eg. Welding in Tech or activities in Agriculture students will need to wear solid shoes or boots to meet OHS requirements
Thongs (may only be worn to and from the pool) – All students

Jewellery – Boys and Girls

1 plain ring, 1 plain fine necklace, 1 plain bracelet/ bangle, plain earrings (stud or small sleepers, maximum of two per earlobe only)
No other body jewellery.

Secondary students may wear a light application of skin coloured foundation or concealer, clear lip gloss or lip balm only, and Primary & Secondary – neutral tones (eg beige, light pink or French) nail polish (no bright colours).

***Uniform may be ordered on line with TriState Graphics via
<https://www.tristategraphics.com.au/murrayville-community-college>***

APPENDIX —**Canteen Price List (subject to change)**Available Every Day ...

FILLING	SANDWICH
Ham	\$2.50
Ham/Cheese	\$3.00
Cheese	\$2.00
Cheese/Tomato	\$3.00
Ham/Tomato	\$3.50
Ham/Cheese/Tomato	\$4.00
Tomato	\$2.00
Vegemite	\$1.50

DRINKS

Iced milk drinks - chocolate/strawberry/ coffee	\$1.50
Juice box	\$1.00

SNACKS

Zooper Dooper	40¢
Billabongs	\$1.40
Frozen yoghurt (tub)	\$2.20
Chips - large (assorted)	\$1.50
Roll-Ups	60¢
LCM Stix	\$1.00

***Changes are advised in the school newsletter
as they occur***

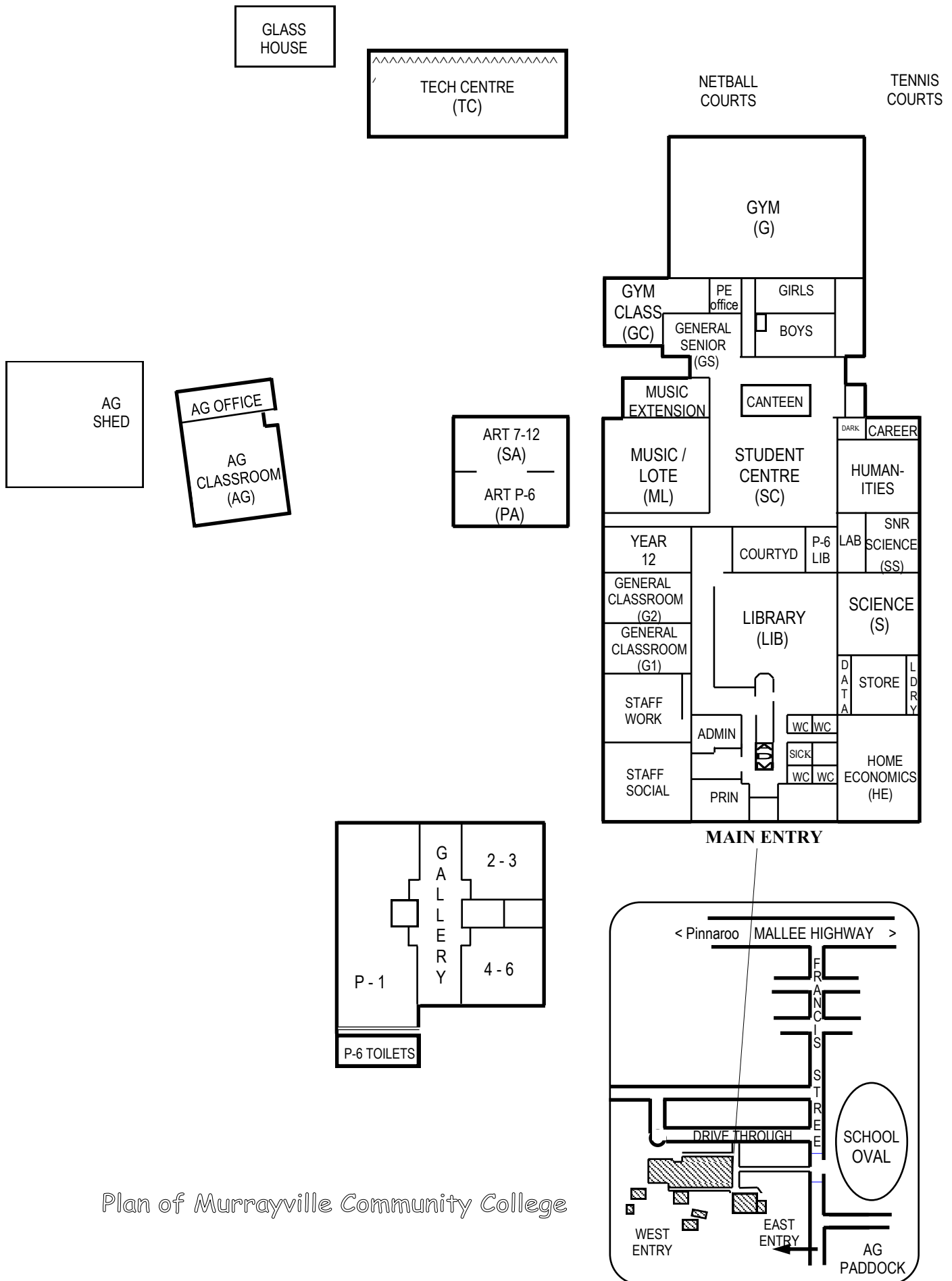
HOT FOODS

Pies / Pasties (Pinnaroo Bakery)	\$4.50
Sausage roll (Pinnaroo Bakery)	\$3.00
Party pie 60g	\$1.00
Sauce	20¢
Pizzas -	
Ham & Pineapple / Cheese & Bacon	\$2.20
Ham and Cheese Toasties	\$2.00



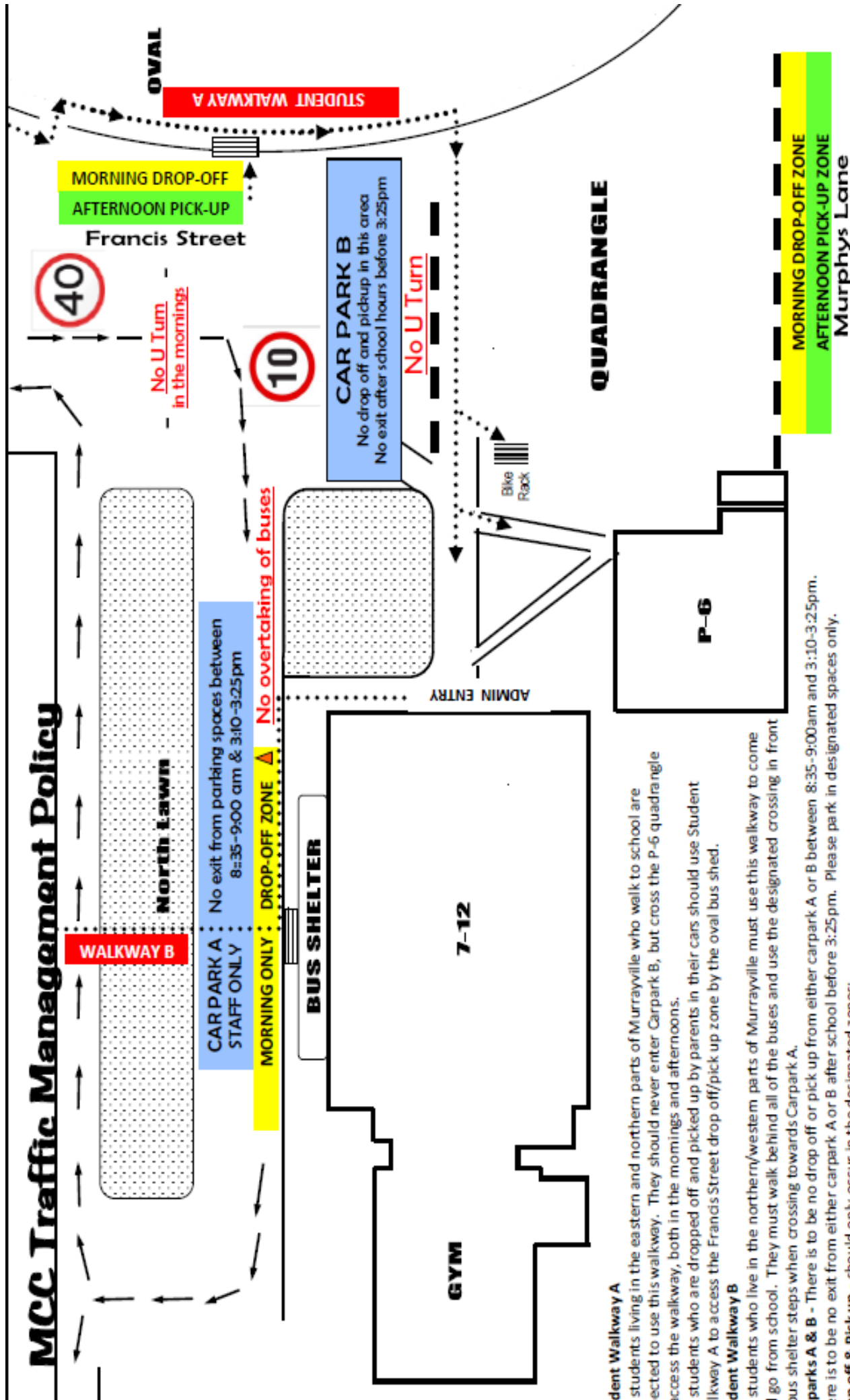
***All orders are to be placed at the
front office BEFORE SCHOOL
Please ensure that there is at least
enough money to cover the order
and note that the canteen is
unable to change large notes***

MURRAYVILLE COMMUNITY COLLEGE PARENT/STUDENT INFORMATION HANDBOOK - PRIMARY



Plan of Murrayville Community College

MCC Traffic Management Policy



Student Walkway A

P-6 students living in the eastern and northern parts of Murrayville who walk to school are expected to use this walkway. They should never enter Carpark B, but cross the P-6 quadrangle to access the walkway, both in the mornings and afternoons.

P-6 students who are dropped off and picked up by parents in their cars should use Student Walkway A to access the Francis Street drop off/pick up zone by the oval bus shed.

Student Walkway B

P-6 students who live in the northern/western parts of Murrayville must use this walkway to come and go from school. They must walk behind all of the buses and use the designated crossing in front of bus shelter steps when crossing towards Carpark A.

Carparks A & B - There is to be no drop off or pick up from either carpark A or B between 8:35-9:00am and 3:10-3:25pm. There is to be no exit from either carpark A or B after school before 3:25pm. Please park in designated spaces only.

Drop off & Pick up - should only occur in the designated zones:

Francis Street, near the bus shed on the oval (no U turns to be performed on Francis Street in the mornings) / At the bus shelter (morning only) / Murphy's Lane, adjacent to the P-6 quadrangle
Buses - In the afternoon, buses are to wait to the west of Student Walkway B.

Buses will be dismissed under normal circumstances in the following order - Boinka, Ngallo, Pinnaroo - after the town students have been dismissed from the bus shelter.