

# Metung Primary School



## **PARENT INFORMATION BOOK**

# Metung Primary School

NO. 3050

90 STIRLING ROAD, METUNG, VICTORIA 3904

PHONE: (03) 5156 2259

EMAIL: [metung.ps@edumail.vic.gov.au](mailto:metung.ps@edumail.vic.gov.au)

PRINCIPAL: Mr. Rick Emonson

SCHOOL COUNCIL PRESIDENT: Mr. Chris Seymour

## **PARENT INFORMATION BOOK**

*Revised July 2018*

### **WELCOME**

The Principal and staff welcome you to the school and trust that your involvement with the school will be happy and successful for all concerned. We want you to feel part of the school community and encourage you to be actively involved in school life.

The staff is aware of the joint responsibility they share with you in helping the educational growth of your child. Together, in a spirit of cooperation and support, we can maximize the learning opportunities for your child, other children and the school community as a whole.

This information book has been prepared to assist you in becoming familiar with your school, so please read it thoroughly and retain it for future reference.

Rick Emonson

Principal

### **METUNG PRIMARY SCHOOL PROFILE**

Metung Primary School, established in 1890, is situated in a natural bush setting on the Gippsland Lakes between Bairnsdale and Lakes Entrance. The local area has a healthy tourist industry based upon recreation, boating and fishing.

The school itself consists of the original rural school building and three relocatable classrooms. In 1984, an art room/library was built under School Council contract. Extensions were again carried out in 1994, when an administration wing was constructed. During 1997, new playground equipment was installed and the school repainted and renovated. Cricket nets were erected in 1998 with funding from the START program. The former teacher's residence was removed in 1998 and the land converted to additional playground space.

The land, although undulating, still has space for an oval and basketball court.

The school currently has three classrooms: a grade Prep/1/2, a grade 3/4 and a grade 5/6. Specialist programs include Music, LOTE, Science, Art and the Mobile Area Resource Centre (MARC).

The school has a 0.6 Business Manager who undertakes clerical duties. A School Services Officer works and assists with classroom support of students.

Metung Primary School is the administration base for the MARC librarian. The MARC scheme provides library lessons and borrowing for ten schools in the East Gippsland district.

The school also takes great pride in its communication with parents via our weekly newsletter, active website, parent information evenings and parent/teacher interviews (both formal and informal). This communication is further enhanced by the high level of parent involvement in school programs and in social and fundraising activities. Great emphasis is placed upon all issues affecting the welfare of our students; including *Department of Education and Training* directives for new educational ideas, health and safety issues and other areas that may affect the wellbeing of staff and students. The School Council ensures that the principles of merit and equity operate within the school.

Metung Primary School provides programs in the Key Learning Areas of English, Mathematics, Science, Physical Education and Health, Technology, Languages Other Than English, The Arts, Studies of Society and the Environment and Civics and Citizenship. The school is committed to innovative ways of incorporating ICT into student learning, especially in areas of personal and intrapersonal learning.

Enrichment and support are provided through programs such as Parents As Learning Supporters (PALS), Perceptual Motor Program, camps, swimming and Health and Human relations.

Metung Primary School participates in the Arts Council performances, as well as athletics days and professional development. Metung acts as a feeder school for Lakes Entrance Secondary College, Nagle College and St Anne's and Gippsland Grammar and provides a successful transition program from primary

to secondary school. We also have a comprehensive transition program from kindergarten to Preparatory grade.

The core focus of the school is to provide opportunities for all students to achieve academic excellence, develop to their individual potential, become self-motivated learners, develop a sense of pride in their work and themselves and become active members of the community. Also, the school aims to develop an atmosphere in which children care for and respect themselves, others and their environment.

The school's curriculum focus continues with the development of students' writing and mathematics skills, reading and reading comprehension and use of the Sound Waves spelling program. Specialist teachers are employed to provide enrichment programs in The Arts (Fine Arts & music) and science.

The overall curriculum model the school uses is the Victorian Curriculum F-10.

Metung Primary School takes pride in its family atmosphere and strongly emphasises the value of caring within the school and the wider community.

Parental and community involvement in the school is excellent, with many volunteers working regularly in the school.

The size of the school enables a personal, caring approach to be extended to every child and to parents who may seek information or advice.

The school is proud of its high academic standards and will continue to strive for greater academic results in the areas of mathematics and literacy.

The annual school concert has grown in popularity with the community and is a feature of the school's performing arts program.

### **SCHOOL VISION**

Metung Primary School aims to maximise the potential of students, both as individuals and within the community through nurturing a safe and stimulating environment where high expectations, empathy, inclusivity, teamwork, academic rigour and lifelong learning are valued.

## **SCHOOL CONTACT INFORMATION AND STAFF STRUCTURE**

ADDRESS: Metung Primary School  
90 Stirling Road  
Metung, Victoria 3904

PHONE: (03) 5156 2259

EMAIL: [metung.ps@edumail.vic.gov.au](mailto:metung.ps@edumail.vic.gov.au)

WEBSITE: <http://www.metungps.vic.edu.au/>

### **STAFF:**

Mr. Richard Emonson - Principal and grade 5/6 teacher.

Miss Rebecca White - grade 3/4 teacher.

Mrs. Jacinta Bennett - grade Prep/1/2 teacher.

Deborah Batt - teacher librarian (MARC).

Mrs. Wendy Anketell, - Art, Science and grade 5/6 teacher.

Leonie Kugelmann – Integration Aide.

Vicki Fraser – Business Manager.

### **SCHOOL HOURS**

Classes commence: 9.00 a.m.

Morning Recess: 11.00 a.m. – 11.30 a.m.

Lunch: 1.00p.m. – 2.00p.m.

School Dismissal: 3.20 p.m.

During February children in the Preparatory grade do not attend school on Wednesdays.

At the end of each term, an early dismissal is assigned.

### **SCHOOL NEWSLETTER**

The school newsletter is sent to parents each Monday of the school term via email and is also available on the Metung Primary School website. It will contain an updated calendar and information on activities.

### **SCHOOL WEBSITE**

<http://www.metungps.vic.edu.au/>

The Metung Primary School website contains up-to-date information including; school newsletters, events, educational links, school policies and an online absence form for your convenience.

### **SCHOOL UNIFORM**

The school uniform was derived in consultation with community and School Council members.

School uniform is compulsory.

Uniforms can be purchased at Nick's Clothing - 93 Main Street, Bairnsdale. Orders are taken early each year for the 'grade 6' t-shirts which are delivered to the school during April.

Unmarked clothing left in lost property for extended periods will at times be offered to community members or discarded.

### Boys and Girls

**JUMPER** – green hoodie, with logo.

**VEST** – green, with logo.

**SHORT SLEEVE POLO SHIRT** – green, with logo.

**LONG SLEEVE POLO SHIRT** – green, with logo.

**SHORTS** – black.

**PANTS** – black gabardine or track pants (no denim or cut-off shorts).

**JACKET/SPRAY JACKET** – school colours, with or without logo (no hood).

**SHOES** – runners and/or black lace-up.

**HAT** – green bucket hat.

\*Hats are compulsory during terms 1 and 4 as part of our SunSmart policy.

### Girls

**SKIRT** – black or green pleated.

**DRESS** – green and white check.

**SHOES** – runners and/or black buckle shoes.

**SCHOOL BAG** – green with logo.

***School bags are available for purchase from the school office.***

### **SUNSMART POLICY**

During terms 1 and 4, school policy is that all students must wear an approved hat when outside at playtime. A designated shade area will be set aside for those who do not have a hat.

### **DENTAL CLINIC**

Provides dental services for eligible students approximately every 18 months.

### **SCHOOL NURSE**

The School Medical Service visits the school once a year, giving a thorough medical examination to all Prep children. Other children may be referred by the teachers for various reasons. Children referred once a year are reviewed the following year.

### **MOBILE LIBRARY**

The Bairnsdale Hub Mobile Library visits the school once a fortnight. A guarantee card, available from the Mobile Library, must be completed prior to children borrowing books.

### **PHONE CALLS**

School office hours are:

Monday, Thursday and Friday - 8.00 a.m. to 3.20 p.m.

Parents who wish to ring the school on Tuesdays and Wednesdays are requested to do so before 9.00 a.m. or during recess or lunchtime. An answering machine will take messages when the office is unattended.

### **STUDENT SUPERVISION**

Children are supervised under Ministerial guidelines throughout the day, including a rotating roster of responsibility by teachers at all times. Please note there is no supervision available before 8.45 a.m.

### **ABSENCES**

Written explanation should be provided for all student absences. If a child is to be away for any length of time, it is appreciated if the school can be notified. A phone call to the school or submission of our school website online absence form is sufficient, although it would be appreciated if this were followed up by a short note to the school.

## **PERSONAL PROPERTY**

Parents are advised that personal items brought to school are not insured by the Department of Education or the School Council and no responsibility can be accepted for loss or damage.

## **SAFETY**

Our program at school aims to develop good safety habits in your child. It is important however for his/her safety and the welfare of others, that your child knows the basic rules of safety before starting school.

These we consider to be:

To know their full name and address.

To travel directly between home and school.

Stop and look both ways before crossing roads.

Walk, not run, across roads.

Use footpaths where provided and do not walk on the road.

Do not play on or near roads.

Never bring articles to school that are valuable or which may cause accidents.

## **BIKES**

We ask parents to be aware of the importance of bike safety and ensure that if children ride bikes to school, helmets are worn and road rules are observed.

Children should not ride in the school ground. The school cannot accept responsibility for loss or damage of bikes. The bike rack is off limits during school hours and the bikes of others must not be tampered with.

## **LUNCHTIME**

A microwave oven is available for heating lunches if required. We ask that children's lunches do not contain hot liquids. In the warmer weather, children may also use the refrigerator to store their lunch and drinks.

Lunch orders are available on Fridays and will be delivered to the school at 1.00 p.m. Orders can be placed at Metung Bakery and Cafe or Nautica Fish and Chips. Ordering is the responsibility of parents. A menu is available at the venues.

## **WHEN OUT OF SCHOOL BOUNDARIES**

When children are on excursions, camps, sporting events or any other form of activity away from the school environment, it is important that they obey the appropriate rules placed on them for that situation. These rules are made for the safety of the individual child and the group. Children who do not conform to expectations will not be permitted to attend the activities.



## **EMERGENCY INFORMATION**

It is essential that the Confidential Student Information forms issued be completed accurately when each child enrolls and are kept up-to-date. The school must be notified IMMEDIATELY of any changes to this information i.e. change of emergency contact, change of telephone number, etc.

## **ACCIDENTS AT SCHOOL**

If a child has an accident or suffers any injury at school, the following procedures take place:

First aid is administered immediately.

In the case of minor accidents or injuries, the administration of first aid is usually sufficient and the child returns to their normal routine.

If the injury suffered inconveniences the child or the child may need medical attention, the parents are contacted to come and collect their child. If parents are unable to be contacted, the person/s noted as emergency contacts will be called.

In the case of a serious accident, an ambulance is called and the parent is notified. (Parents are advised to be members of an ambulance service, as the cost of an ambulance is the responsibility of the parents).

*A copy of the school's updated Injury and Illness Policy is available on request.*

## **EMERGENCIES: DISASTERS**

An Emergency Plan has been drawn up for use in the event of bushfire, localised disaster or accident. A copy of this plan is available from the school.

In the event of a disaster every effort will be made to contact parents.

Alternatively, the children will be kept at school or at an appropriate place designated by staff until parents are able to collect them. Metung Primary School is a BARR (Bushfire at Risk Register) school. The school has permission to automatically close on Code Red days, and during term one, for Severe Fire Rating days. All parents will be notified the day before an allocated closure day and are asked to enact their own personal fire safety plan during this time. The school uses an SMS system to notify parents of any potential dangers or closures due to extreme circumstances.

## **GENERAL BEHAVIOUR IN AND AROUND SCHOOL BUILDINGS AND GROUNDS**

Movement around the school should be orderly, courteous and with consideration of others. Students are required to remain in school grounds and outside of school buildings during breaks unless supervised by a staff member. Students and staff are expected to show respect for school property and the property of others and will be required to pay for willful or careless damage.

Students and staff are required to show mutual respect for the mental and physical wellbeing of others. Spitting, obscene language, bullying, racism and physical violence are examples of unacceptable behaviour.

Parents are expected to fully support the school in all matters relating to the above.

### **STUDENT CODE OF CONDUCT**

School should be a happy learning environment that meets the needs of the children at all levels of their primary school life. The policy is based on the following rights:

The right to be safe.

The right to be treated with respect.

The right to work and play without interference.

### **SCHOOL RULES**

Because we have the right to be safe and secure, the following forms of behaviour are seen as intimidating or dangerous and are therefore unacceptable:

Fighting, bullying, biting, spiting, or any other form of aggressive behaviour.

Use of sticks.

Leaving the school grounds without permission.

Riding bikes in the school ground.

Running in or around the school buildings.

Climbing trees or structures other than designated playground equipment.

Being in school buildings without teacher supervision.

Teasing and name-calling.

Making any form of racist remarks.

Inappropriate language/swearing

Any behaviour that endangers the safety and well-being of staff and students or the school environment.

Note – Given these essential and non-negotiable rules, it is recognised that there will be specific occasions when it is necessary to establish temporary or short-term rules to ensure the safety and uninterrupted education of the students.

The school considers that a positive approach to behaviour is desirable to foster a school climate within which personal responsibility and self-discipline will be developed.

*The school is committed to strategies which:*

Improve self-concept.

Encourage friendships

Develop respect and acknowledge differences.

Encourage sharing, tolerance and compassion among all children.

Enhance and encourage parent/teacher contact.

Make special effort to observe, assist and involve children with problems.

Are consistent and fair in applying logical forms of punishment.

Encourage organized and responsible play within our playground.

*Teachers should:*

Develop a set of classroom rules.

Continually evaluate teaching strategies.

Set a good example in manners, behaviour and appearance.

When on yard duty, provide adequate supervision.

Encourage awareness and understanding of the school rules.

Request advice and assistance when needed.

### **BREACHES OF THE CODE OF CONDUCT**

The school aims to undertake approaches to breaches of the code of Conduct.

Consequences for breaches include:

Discussion (restorative conference).

A special program to reinforce a concept or a school rule.

Required to repeat a given task to an acceptable standard.

Period of 'reflective time' to write an account of what went wrong and what might have been done differently.

Parent contact.

Written and/or verbal apology.

Deprivation of privileges.

Be referred to the Principal.

Suspension procedures if disruptive or dangerous behaviour continues.

Expulsion in line with the DET guidelines.

### **SCHOOL ENTRY IMMUNISATION**

To ensure that children and the public are protected against diseases, the

Victorian Government has introduced the School Entry Immunisation

Certificate. Children must present an Immunisation Certificate when enrolling at primary schools.

Metung Primary School maintains records of the immunisation status of all students. In the event of an outbreak of one of the diseases, non-immunised children will be excluded from school. This will ensure that immunised and non-immunised children are protected.

### **ILLNESS AND INFECTIOUS DISEASES**

We request that you do not send your children to school if they are ill prior to departure from home or if they are not fully recovered from an illness. The school does not have appropriate facilities to care for children who have contagious illnesses or are feeling too unwell to participate in their normal class routine.

A child who becomes unwell whilst at school will be cared for to the best of our ability until parents or emergency contacts arrive to collect the child. Please contact the Principal if you require further information.

### **BEGINNING SCHOOL HINTS FOR PARENTS – THE TRANSITION FROM HOME TO SCHOOL**

Your child's first year at school is a very important one. Together, parents and teachers can provide the support and encouragement needed to make your child's introduction to school both enjoyable and successful. We believe that the transition from home to school or from pre-school can be assisted if parents:

Give their child the opportunity to attend our orientation days.

Provide a wide range of experiences for their children.

Talk to their children.

Read to their children.

Are positive about school and the teacher.

Provide opportunities for their children to mix with and trust other adults.

Look on school as a happy place.

It is helpful for your child to know the following and to have practiced them in an informal way before starting school:

Recognise personal belongings.

Attend to own toilet needs and adjust clothing.

Suitable personal hygiene habits.

Put things away after use.

Tie and untie shoelaces.

Play cooperatively with other children.

**SUGGESTIONS**

Have your child attend a medical check-up before starting school.

LABEL all items your child will bring to school including; school uniforms, hats, bags, lunch boxes and drink containers. This will assist in identifying your child's belongings.

Do not allow your child to bring dangerous or valuable items to school.