MT ELIZA

PRIMARY SCHOOL

PARENT

INFORMATION

BOOKLET
CONTENTS

Mt Eliza Primary School – Contact Information ........................................ 2
School Hours .......................................................................................... 2
Victorian School Term Dates to 2018 ....................................................... 2
Welcome ............................................................................................... 3
School Profile ....................................................................................... 4

GENERAL INFORMATION
Absences .................................................................................................... 6
After School Care / Before School Care .................................................. 6
Assemblies ............................................................................................... 7
Bike Riding/Scooters .............................................................................. 7
Camps ....................................................................................................... 7
Canteen ..................................................................................................... 7
Curriculum Days ...................................................................................... 8
Custody/Access Restrictions .................................................................... 8
Early Departure ....................................................................................... 8
Eating at School ....................................................................................... 8
Emergencies ............................................................................................ 9
Enrolment Forms ..................................................................................... 9
Excursions ............................................................................................... 9
House Captains ....................................................................................... 9
Infectious Diseases and Contacts ............................................................ 10
Late Arrival ............................................................................................. 11
Library ..................................................................................................... 12
Lost Property .......................................................................................... 12
MEET Team ............................................................................................ 12
Money Brought to School ....................................................................... 12
Newsletter .............................................................................................. 13
Parent Contributions ............................................................................... 13
Parent Involvement ................................................................................ 13
Parents & Teachers Association ............................................................... 14
Parking on Arrival & Departure ............................................................. 15
Personal Property .................................................................................... 16
Road Safety ............................................................................................. 16
School Council ....................................................................................... 16
Student Messages – Communication with the School ............................. 17
Student Progress Reports ....................................................................... 17
tiqbiz ........................................................................................................... 17
Student Representative Council (SRC) .................................................. 18
Uniform Policy ......................................................................................... 18
Visitors ..................................................................................................... 20
VSN .......................................................................................................... 21
Notes ....................................................................................................... 21
MT ELIZA PRIMARY SCHOOL – CONTACT INFORMATION

Principal: Brett Bell
Assistant Principal: Bev Harvey
Business Manager: Sharyn Wanstall
Office Assistants: Lyn White/Madeleine Bryan/Deb Hawkins
School Phone No.: 9787 1385
School Fax No.: 9787 9523
Address: Wooralla Drive, Mt Eliza, 3930
PO Box 305, Mt Eliza, 3930
Web site address: www.mtelizaps.vic.edu.au
DET Cricos Code - 00861K

SCHOOL HOURS

Start 8.45 am
Morning recess 10.45 am - 11.15 am
Lunch eaten 1.05 pm - 1.15 pm
Lunch play 1.15 pm - 2.15 pm
School dismisses 3.15 pm

No early dismissals occur on days of extreme heat. On the last day of Terms 1, 2 & 3, School dismisses at 2.30 pm and at 1.00 pm in Term 4.

Students should not arrive at school prior to 8.30 am as there is no teacher supervision before this time. Students who arrive at school prior to 8.30 am will be directed to ‘Before School Care’ and parents charged accordingly.

VICTORIAN SCHOOL TERM DATES TO 2018

2016
Term 1 27 January - 24 March
Term 2 11 April - 24 June
Term 3 11 July - 16 September
Term 4 3 October - 20 December

2017
Term 1 30 January - 31 March
Term 2 18 April - 30 June
Term 3 17 July - 22 September
Term 4 9 October - 22 December

2018
Term 1 29 January - 29 March
Term 2 16 April - 29 June
Term 3 16 July - 21 September
Term 4 8 October - 21 December

27 January Teachers commence
29 January Grades 1-6 commence
1 February Preps commence
WELCOME

Mt Eliza Primary School warmly welcomes you.

Mt Eliza Primary School is characterised by students' pride in their School, parent/teacher co-operation, strong community involvement and commitment to excellence.

The School philosophy is directed towards the total development of the students. The School aims to encourage positive attitudes towards learning, respect for the rights and feelings of others and to provide a secure and stimulating learning environment that encourages individual students to reach their full potential. High values are placed upon developing personal characteristics, self-worth, good citizenship and communication skills.

Parents, the first teachers

At Mt Eliza Primary School we recognise and acknowledge that parents are a child's first teacher. Parents provide the foundation on which the child's education is built. A supportive and positive attitude to your child's schooling will have a positive impact on your child's behaviour and motivation to learn.

Nurturing and educating children is seen as a shared responsibility between home and School. Parents and teachers achieve this through effective communication, parent/teacher meetings, interviews, a regular newsletter, parent participation in classroom programs, Canteen, Kitchen Garden, fund-raising, camps and excursions, Parents and Teachers Association and School Council.
SCHOOL PROFILE

Mt Eliza Primary School is located south-east of Melbourne at the northern end of the Mornington Peninsula. The School comprises 2.5 hectares of attractive gardens in a native treed setting. Excellent sporting facilities including two multi-purpose facilities (our new gym facility plus our original basketball stadium/hall), external courts and turf oval. There are extensive playgrounds, adventure playgrounds and passive areas with shade cover.

Mt Eliza Primary School is over 130 years old but moved to its present site in 1929 when a one-roomed rural school was moved from Mordialloc as a facility in which to educate an increasing number of students. This building is now known as our “Old School House” which stands proudly at the front of the school. The building was saved from demolition in 2004 by a group of hard working and passionate members of our school community. Over the years many buildings have been added to accommodate more students.

Mt Eliza Primary School has undergone major upgrades in the past few years which involved developing 13 permanent classrooms with withdrawal facilities, interview and teacher meeting rooms, an administration building with staffroom, music room and a library/resource centre. The large multi-purpose facility built as part of the Federal Government’s Building Education Revolution Project was officially opened in 2011. There is also a second hall/gymnasium/multi-purpose facility and the original old School building which has been re-developed into a Community School House is used by the School and the community with a Before and After School Hours program which is outsourced by Camp Australia.

The school has also developed an extensive ‘Kitchen Garden’ featuring an outdoor teaching facility incorporating a fully equipped operational kitchen/rotunda. There is also a fully equipped kitchen in the new hall run by a cooking specialist. These are both an integral part of our Mt Eliza Primary School Kitchen Garden Program operating in the school.

The goals and values underpinning Mt Eliza Primary School as determined by the School community and stated in our School Strategic Plan are:

Goals
- To provide students with the skills to form and maintain positive relationships and the tools to engage in learning opportunities for life

Values:
- Respect - for self, others and environment
- Resilience
- Responsibility
- Connectedness
- Challenging Learning (success)

Mt Eliza Primary School has highly effective and efficient administration and curriculum management. Staff members are motivated, dedicated and take responsibility for their own professional development. They are committed to continual professional and also
personal improvement in teaching and learning. Students are given the opportunity to develop positive attitudes towards learning, respect for others and personal characteristics such as self-worth, good citizenship and communication skills through a secure and stimulating learning environment that encourages students to achieve their full potential.

The School organisation sees classrooms that are supported by specialist programs in Physical Education, Performing Arts, Visual Arts, Science and LOTE (Indonesian). A Library Technician is employed with classes timetabled for a weekly library session.

Our classes are organised as straight grades from Year Prep to Year Six.

Mt Eliza Primary School is extremely proud of the broad range of programs that are provided in supporting the delivery of a comprehensive curriculum. Examples of these are listed below.

- Early Years & Middle Years of Literacy
- Early Years & Middle Years of Numeracy
- Literacy Support
- Numeracy Support
- Kitchen Garden Program
- Science Education Program - Science Expo & Talent Search
- Technology
- LOTE – Indonesian (Prep & Grade 1)
- Visual & Performing Arts, Senior Production & Performance Groups
- RACV Energy Breakthrough
- Wakakirri (Primary School's Rock Eisteddfod)
- Sporting Program - Alternative sports, swimming program, camping, bike education, running club, jogging club as well as the regular physical education program
- Incursions and excursions, Social Skills Program and Bullying Policy, Peer and School Support and Buddy Program
- Student Representative Council
- Environmental Awareness & Waste Wise Schools Programs
- Effective Transition program for all year levels
- Kinderschool for the smooth transition between pre-school and Mt Eliza Primary School
- Special Assistance Programs
- Private Instrumental Music Lessons (keyboard and guitar)
GENERAL INFORMATION

ABSENCES

A sick child must be kept home as we have limited facilities for caring for sick students.

If a child becomes sick during the day or has an accident at School all efforts are made to contact the parents or the emergency contact shown on the child's enrolment form. For this reason, it is vital that the School is notified of any changes in your address, business and home telephone numbers and those of your emergency contact.

It is not necessary to phone the School on the day of your child's absence, however regulations require that parents supply a written explanation of the student's absence upon their return to School.

What you need to do……...

Attend school every day
Be on time to school
Bring a note for your teacher if you are late or if you have to leave early for any reason
Make sure that your parent or caregiver lets the school know when you will be away for an extended period
Bring a note to explain why you were away when you come back to school.

REMEMBER………..IT’S NOT OK TO BE AWAY!

AFTER SCHOOL CARE

The After School Hours Program operates nightly from 3.15 pm to 6.00 pm in the Community School House at Mt Eliza Primary School. All queries relating to the program and enrolment procedures should be directed to Camp Australia – 1300 105 343. The program includes a wide variety of both indoor and outdoor activities and the costs are kept to a very reasonable rate, with Government subsidies available to eligible families. Students are supervised until 3.30 pm at the front of the School after which time they will be brought to After School Care (see “Parking on Arrival & Departure”).

BEFORE SCHOOL CARE

Camp Australia commenced operating a Before School Care Program in 2013. This runs from 7.00 am until 8.30 am. Any children arriving at school before 8.15 am will be directed to the program to ensure appropriate supervision and the parents will be charged accordingly.

All bookings and queries should be directed to Camp Australia – 1300 105 343
Email: osch@campaustralia.com.au
ASSEMBLIES

A Whole School Assembly is held each Monday afternoon from 2.15pm in the School Hall. This is when we acknowledge and recognise the achievements of our students and celebrate as a School community. Parents are always welcome at Assemblies.

On the last day of Terms 1, 2, 3 & 4 a Whole School Assembly is held in the morning in the BER Hall followed by early dismissal at 2.30 pm in Terms 1, 2 & 3. Please note: Students are dismissed at 1.00pm on the last day of Term 4.

BIKE RIDING/SCOOTERS

Students are permitted to ride their bikes/scooters to school, but must wear approved, well-fitted helmets. Parents should also ensure that children are able to ride their bikes/scooters competently and that they know the road rules. Bicycles must not be ridden in the School grounds, on the footpaths leading to the overpass, on the overpass or in front of the School. We do not encourage students below Grade 3 to ride to School. Bicycles/scooters are locked in the bike enclosure during School hours.

CAMPS

Grades 2 to 6 participate in annual camps, offering a rich variety of experiences in outdoor skills and independence for the students. The following are camps we have participated in in recent years:

Grade 2 1 day at Camp Manyung
Grade 3 1 night/2 days at Gundiwindi Outdoor Adventure Camp
Grade 4 2 nights/3 days at Phillip Island Adventure Resort
Grade 5 2 nights at Sovereign Hill, Ballarat
Grade 6 5 Days in Canberra, ACT

CANTEEN

The School Canteen offers a wide variety of nutritious lunches, which can be ordered daily except Tuesday. Updated menus and price lists are distributed regularly. Lunch orders should be placed in the class bag on entering School at 8.45 am. Lunch orders may also be ordered online info@stircrazykids.com.au

Please provide a clean paper bag with your child’s name, grade, items ordered and amount of money enclosed clearly printed. Money must be safely enclosed. Paper bags are available from the Canteen for 5 cents each or 50 for $2. Any queries should be directed to the Canteen Manager. Note: EFTPOS is available at the Canteen. Lunches can also be ordered online info@stircrazykids.com.au
CURRICULUM DAYS

The Department of Education & Training (DET) has set aside three student free days during each school year. These days are devoted to the Professional Development of teachers, to improve the quality of the program they offer and to assessment and reporting. **Students are not in attendance on these days.** Notification of these days are regularly published in the school newsletter.

CUSTODY/ACCESS RESTRICTIONS

It is vital that if there are any custody/access restrictions relating to your child/ren that the school is notified and that a copy of any court papers are on file at School. Please also notify the office or your child’s classroom teacher if family circumstances change. Further to this, it is important that we are notified of any change of address, phone numbers or emergency contact numbers.

EARLY DEPARTURE

Please notify the school immediately if your child arrives home unattended during School hours. **No child is permitted to leave School during school hours unless a written request is received from the parent.** In these circumstances, it is necessary that you visit the office, sign your child out and then collect your child from the classroom.

EARLY DISMISSAL

No early dismissals occur on days of extreme heat or on wet days. On the last day of terms 1, 2 & 3 school dismisses at 2.30 pm and Term 4 at 1.00 pm. On those days we have an 8.45 am whole school assembly.

EATING AT SCHOOL

Students eat at morning recess and at lunch-time. Fruit or savouries/treats such as biscuits and cheese are recommended for play lunch (we strongly discourage choc bars, lollies, etc). Lunch is eaten in the classroom, under supervision. This ensures correct eating habits and also that lunches get eaten. A normal Prep lunch might consist of a sandwich, a piece of fruit and one other item, e.g. yoghurt, dried fruit, etc. Please don’t send too much food with your child - so much is wasted!

To help alleviate the problem of litter in the schoolyard, it would be appreciated if children could bring as little pre-packaged food as possible. Personal plastic drink bottles are suggested if drinks are brought to School: please do not bring drinks in glass bottles. Bubble-gum and chewing-gum are not permitted.
EMERGENCIES

An emergency form is on file for each student so that contact may be made with parents in times of illness or accident. Parents must notify the office if their child has been diagnosed with any condition which may need special consideration. Parents should also notify the office immediately of any changes in their own or their emergency contact's address or telephone number.

A Level 2 First Aid Certificate holder is on duty at all times at the school. If necessary, the local ambulance service will transport students to the hospital or doctor (normal fees will apply), or will treat them at School free of charge.

ENROLMENT FORMS

Please note that your child’s enrolment is not complete until the school has received a completed enrolment form, a copy of your child’s birth certificate and also a copy of a “School Entry Immunization Certificate”. Please note: An enrolment will be a ‘Provisional Enrolment’ until a birth Certificate is provided.

EXCURSIONS

Excursions are arranged during the year to enable children to have direct experience in a variety of situations. Care is taken to ensure there are genuine educational objectives and that there are introductory and follow-up lessons.

Parents are notified of any excursion well in advance. Our policy is that no child should miss out if it can possibly be avoided. It should be noted that no student can be taken on an excursion without a signed parental permission form or correct school uniform, unless otherwise advised. A return date for money and/or permission form will be on the notice. No late payments or forms can be accepted after the return date and your child will be unable to attend the excursion/incursion if the notice is not returned by the due date. Note – The return date is always at least 4 days before the excursion to allow for processing.

HOUSE CAPTAINS – STUDENT LEADERSHIP

Each year, students from Year 6 are selected as House Captains to lead their house in many events throughout the year and to perform other school leadership duties.
### INFECTION DISEASES AND CONTACTS

<table>
<thead>
<tr>
<th>Disease or Condition</th>
<th>Patient shall be excluded from School</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (<em>Entamoeba histolytica</em>)</td>
<td>Until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion</td>
<td>Any child with an immune deficiency (e.g. leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Until diarrhoea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (‘cold sores’)</td>
<td>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</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and influenza like illnesses</td>
<td>Until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least 4 days after onset of rash</td>
<td>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 they may return to school</td>
</tr>
<tr>
<td>Disease or Condition</td>
<td>Patient shall be excluded from School</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps</td>
<td>Excluded for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pediculosis (head lice)</td>
<td>See Ringworm</td>
<td></td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>For at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infection including Scarlet Fever</td>
<td>Until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until receipt of medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid and Paratyphoid Fever</td>
<td>Until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular Fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum Contagiosum or Parvovirus (erythema infectiosum fifth disease).

**NOTE:** If your child requires medication whilst at school it is a legal requirement that you complete a Department of Education and Training Authority Form (available from the office). You must also provide your child’s own NAMED medication and the dose required.

**LATE ARRIVAL**

If your child arrives at School after the 8.45 am bell, it is necessary for you to bring your child to the office and sign a Late Arrival slip which is then given to the child’s teacher. Please ensure your child arrives at school on time each day as late arrivals are both disruptive to the class and to your child’s learning.
LIBRARY

The students attend weekly library lessons and are encouraged to borrow regularly. As one book is returned, another may be borrowed. The use of library bags is necessary for the protection of the books. In order to maintain the library collection, damaged or lost items are to be replaced or paid for at the expense of the student/guardian.

LOST PROPERTY

Please ensure all items of clothing are clearly named. A Lost Property drawer is located outside the Library in the Administration Building. You are welcome to search through for any lost items.

MEET TEAM – MT ELIZA ENVIRONMENT TEAM

Each year students from all year levels are nominated to be part of our MEET team. With the support of staff, the students meet on a regular basis to discuss and organise various ways in which we can care for our environment (and encourage others to do the same). The MEET Team also oversee recycling, ways in which we can conserve energy and ‘Nude Food’ day (where students bring their lunch in containers – no paper or plastic wrapping).

MONEY BROUGHT TO SCHOOL

From time to time, for various activities, money will need to be sent to School with your child, eg. excursion money. Please place money in an envelope with the child's name, grade, teacher, the purpose for the money and the amount clearly written on the front. We would also request that the permission form is NOT placed in the envelope but attached separately. If you are sending payment of more than $10, we would prefer that payment is made by cheque. The School cannot accept responsibility for money that is lost at School. Money should be taken to the class teacher (not the School office) so that it can be recorded against your child’s name in the official cash book and a receipt will be issued through your child.

A prepayment service is offered with the booklist whereby parents are given the opportunity to pay upfront for excursions. Each year level has an amount determined to cover all excursions for the year and parents are then given the option of paying this amount with their booklist at the beginning of the year. This money is then held in credit and allocated after each excursion the child attends.

PTA, Canteen and Administration all have separate bank accounts and the Uniform Shop is run by an outside company therefore we are unable to accept one cheque to cover all payments. As a result, please send separate payments for each.
NEWSLETTER

We encourage families to access our weekly newsletter (which is issued every Thursday) via the school’s website – www.mtelizaps.vic.edu.au. However, the newsletter may be sent home with the youngest child in the family for those parents who wish to have a hard copy. The primary purpose of our newsletter is to keep parents fully informed of school events, important dates and policies.

PARENT CONTRIBUTIONS

Parent contributions are vital to the School. They enable us to maintain our excellent standards and further improve the education offered to your child. Government grants provide only the basics. Additional contributions allow School Council to supply many extras, such as computers, video recorders, sporting equipment, music facilities, library books, etc.

Using these contributions, the School purchases all books and classroom supplies in bulk, to ensure the same materials are provided to all students at the lowest possible cost. The remainder of the parent contribution goes towards resource materials, improvements to play areas and equipment, sports equipment, music resources, etc.

PARENT INVOLVEMENT

There is ample opportunity for parents to get involved at Mt Eliza Primary. At the beginning of each year, parents are asked to indicate areas in which they are willing to assist, e.g. reading, Kitchen Garden, swimming, camps, excursions, fund-raising activities, etc. Each class has a Parent Class Co-ordinator, whose initial function is to compile a class contact list and then to act as a liaison between parents. They may also arrange social get-togethers for your child’s class. A ‘Working with Children Check’ is required if you assist in a grade other than your child’s grade or if you attend excursions/camps, etc. Application Forms are available online and are free for volunteer helpers.
PARENTS & TEACHERS ASSOCIATION (PTA)

Every Mt Eliza Primary School parent is invited to be a member of the PTA, which is the main fund-raising arm of the School.

The PTA organise a variety of events throughout the year to provide funds for equipment or facilities that the School would not otherwise have and some purely social.

The PTA Annual General Meeting is held in March, when the new Committee is elected. Meetings are held each month and alternate between afternoons and evenings. All parents are invited to attend.

You can be involved with PTA on an ongoing basis, or with a once-only event. Whatever your preference, there will be many opportunities for you to help and when you help, you are benefiting your School and therefore your child.
PARKING ON ARRIVAL AND DEPARTURE

Parents should park their car and safely see their child/children into the school grounds and also collect them from the service road entrance on Wooralla Drive or at a pre-arranged spot near the school, e.g. Mt Eliza Way or streets leading off Mt Eliza Way. (Please do not use the Vet car park). The Vicar at St James the Less Church has kindly offered their car park as another alternative parking spot. For the safety of students, please observe all the parking signs.

- Students are supervised at the front of the school in the morning from 8.30am until 8.45am and in the afternoon from 3.15pm to 3.30 pm.

- Please park your car correctly and collect your children from the front of the school. Do not beckon your child.

- Children must not run between parked cars.

There are 3 designated parking areas in the Wooralla Drive service road

Kiss & Go:  
Kiss & Go is a No Parking area where you can pull in and either drop off or collect your children. The line marking is painted red to match the sign.  
N.B. No Parking means you can stop (for only 2 minutes) but not get out of your car.

Wait A While:  
This zone has a 15 Minute parking restriction with orange line marking to match the signs.

Stop & Chat:  
This is the area for All Day parking and has green line marking painted to match the signs.

The service road area is not a car park: it is a registered thoroughfare. Parking is only permitted in the marked bays. A stationary car with the engine running and driver present, waiting for a parking bay to become vacant, is considered illegally parked as it is not against the kerb. Please do not double park. Offenders are regularly ticketed by Shire Parking Officers.

Parent’s cars are not permitted to enter the school grounds or staff car park  
Traffic in this area is a serious potential hazard for students. The car park is reserved for staff parking and drop-off / pick-up of physically disabled students only.
PERSONAL PROPERTY

All school clothing, particularly items which are removed, such as windcheaters and hats, should be clearly named.

Valuable possessions, mobile phones and electronic games should not be brought to School as the School cannot accept responsibility for loss or damage and the School's insurance policy does not cover these items.

Whistles, toy guns, pocket knives and any potentially dangerous toys are banned from School. Any other toys brought to School should be clearly named. Jewellery is only to be worn as stipulated in the School Uniform Policy.

These and other rules are made and enforced for your child's safety and we would appreciate your co-operation.

ROAD SAFETY

Your child should be taught to observe basic road safety rules in order to prevent accidents. Children should take the most direct route to School without taking short cuts through paddocks or reserves where they may be in danger of attack or assault.

Students crossing Nepean Highway should use the overpass. The School Crossing Supervisor on Mt Eliza Way, near Nepean Highway will ensure your child crosses Mt Eliza Way safely. A teacher is on duty at the front of the School from 8.30 – 8.45 am and from 3.15 – 3.30 pm.

SCHOOL COUNCIL

The School Council is the elected body responsible for controlling many details of School operations.

Consisting of the Principal, four DET members, eight members from the School community (non DET) and two co-opted members. The 15 Councillors give their time for the purpose of benefiting the entire School and many projects only come to fruition as a result of the efforts of the School Council and its members.

At the annual elections, half of the positions are declared vacant, giving each Councillor a two year term. Office bearers are elected annually at the March meeting. A full list of the members of the School Council is published in the School's Newsletter after the annual elections.

Please become involved in School activities and don't hesitate to contact any School Council member with any concerns.
STUDENT MESSAGES – COMMUNICATION WITH THE SCHOOL

Please note that the office staff are unable to pass on messages to students during the day except in an emergency.

Reminders about after school arrangements or messages about a friend taking your child home for a play cannot be passed on. These arrangements need to be made prior to the start of the school day.

Please also note that it is not necessary for office staff to pass on messages to children if a Grandparent or other family member will be picking up the child after school. Ask your family member to arrive early enough so that your child does not worry when they don’t see mum or dad.

We are always happy to hear your concerns, suggestions and feedback however we ask that you DO NOT USE THE SCHOOL EMAIL ACCOUNT. This account receives an extraordinary amount of emails on a daily basis and yours could easily be “lost” amid the maze of emails. To ensure that you receive a response in a timely manner, please make contact by phone. If you need to contact a teacher, please either phone the office and make an appointment or send a note with your child.

STUDENT PROGRESS REPORTS

Two written reports are issued to parents during the year, one in June and the other in December. Formal interviews are conducted twice yearly however parents are encouraged to organise an appointment with their child’s teacher to discuss their child’s progress at any time during the School year. If any problem arises, contact the School immediately to arrange an interview.

MEPS is now using an app to send out messages, newsletters and notices. For details on how to download the tiqbiz app to your phone, tablet or computer please see below.
STUDENT REPRESENTATIVE COUNCIL (SRC)

The School has an active Student Representative Council. The main purpose of this Committee is to provide an avenue through which students may voice their opinions on any matters related to School issues. The SRC is composed of representatives from each class from Grades 3 to 6. Throughout the year some children represent the SRC in speaking at assembly.

UNIFORM POLICY

Mt Eliza Primary School believes that a Policy is necessary to support the ongoing provision of a School uniform for the School community.

AIMS

Mt Eliza Primary School strongly believes that children should wear the official School uniform. The School believes that wearing a School uniform will:

- promote a sense of individual and collective pride in students and assist them to identify with the School
- promote group identity to enhance the safety of students as they participate in particular activities
- support a sense of equality
- provide a practical and cost effective dress standard for School
- allow both sexes to participate actively and safely in School life
- reduce the risk of solar skin damage

It is expected that all items of uniform are named

IMPLEMENTATION

The Education Committee is responsible for Policy and Policy changes. Changes to the uniform will be made by the Education Committee.

Parents, teachers and students are responsible for ensuring that the appropriate uniform is worn.

- The School uniform shop in person or via orders on the internet will sell items of uniform from the Approved Uniform List. (Appendix 1).
- Speakers may be used to support certain aspects of this Policy eg. sunsmart promoters
- The wearing of the designated school uniform (Appendix 1) is compulsory at Mt Eliza Primary School
- The wearing of the designated school uniform supports the Physical Education Policy and Sunsmart Policy. As the School also implements a Sunsmart Policy, students are required to wear authorised protective hats from September to the end of April and whenever UV levels reach 3 and above - the level that can damage skin.
• Students will be unable to represent the school in sports teams, music groups, school choirs, school photographs, excursions, etc. unless they are wearing the designated school uniform.

• For safety reasons jewellery will not be permitted to be worn with the exception of sleepers and studs in pierced ears and wristwatches.

• For health and safety reasons, hair that is shoulder length or longer will be tied back. Extreme hair colours (e.g. green, pink or purple rinses) and/or extreme hairstyles (e.g. spikes or mohawk) are not permitted.

• Body transfers are not permitted.

• Other than clear nail polish, cosmetics may not be worn at school.

• The PTA will operate a “donated” scheme for good quality second hand uniforms for parents to purchase.

• The Student Dress Code, including details of uniform items and places of purchase, will be published in the Newsletter at the start of each year.

• School Council requires that the Principal be responsible for the implementation of the Dress Code in a manner consistent with the Student Code of Conduct

• Arrangements can be made to supply uniforms via State School Relief for families experiencing economic hardship.

RESOURCES
The Uniform Shop will stock most items of the uniform and is operated by Fashion Clubwear Pty Ltd.

EVALUATION
• The evaluation will examine the Policy and existing practice. It will examine whether the aims were practical and if the Policy has been implemented effectively. It will recommend appropriate action to be taken.

• The Education Committee is responsible for the evaluation. An evaluation will involve the parents, staff and children.

• A review of Policy will take place when required or every twelve months.

• The Policy will be evaluated using surveys, interviews and discussion groups where required.

• The results of an evaluation will be referred to:
  Staff for recommendations
  Education Committee for recommendations
  School Council for final approval.
APPENDIX 1

Approved outlet: Mt Eliza Primary School Uniform Shop

Hours of opening:
Mondays: 8.40 am – 9.00 am
Thursdays: 3.00 pm – 3.30 pm

APPENDIX 2

THE APPROVED UNIFORM LIST

- School tartan bib front tunic
- Skirt tartan tunic (tunic with bib removed)
- Green and white check summer dress
- Bottle green “skort”
- Bottle green track suit pants
- Long green drill shorts
- Green jersey shorts
- Cotton lycra bike shorts to be worn under dresses only
- Gold skivvy*
- Gold long sleeved polo shirt with collar and school logo
- Gold short sleeved polo shirt with collar and school logo
- Bottle green windcheater with gold lined hood and gold trim with school logo
- Bottle green windcheater non-hooded with school logo
- Bottle green and gold striped rugby top
- Grade 6 polo shirt
- Grade 6 rugby shirt
- Green stud-fronted bomber jacket with school logo
- Green, white or gold socks
- Green tights*
- Green spray jacket
- Sun hat - green wide brimmed
- Black or brown low heel school shoes* or sport shoes* (appropriate for PE and predominantly white, grey, black in colour)

* These items are not stocked in the uniform shop.

For sporting events (PE & Sport): school shorts and shirt and sports shoes.

VISITORS

If you are a visitor/helper at the School you must sign in and out at the Office and wear a visitor’s badge. After completing your visit please make sure you return your Visitor’s Badge.
VSN – Victorian Student Number
All students commencing school for the first time in Victoria are allocated a VSN – Victorian Student Number. This number will be carried right through to the end of a students’ schooling. This number is only for school records and should not be divulged for any other reason.

NOTES