



Mt Eliza Primary School



PARENT HANDBOOK

OUR SCHOOL MOTTO 'TOGETHER WE GROW'



CONTENTS

- Mt Eliza Primary school - contact information
- School Hours
- Victorian School Term Dates to 2026
- Welcome

General Information

Section 1

- Compass
- Attendance, late arrivals and early departures
- Curriculum Days
- Before and After School Care
- Excursions and Incursions
- Parent Involvement and Child Safety
- Parent and Teacher Association

Section 2

- Infectious diseases
- Anaphylaxis
- First Aid
- Emergencies
- Custody and access restrictions

Section 3

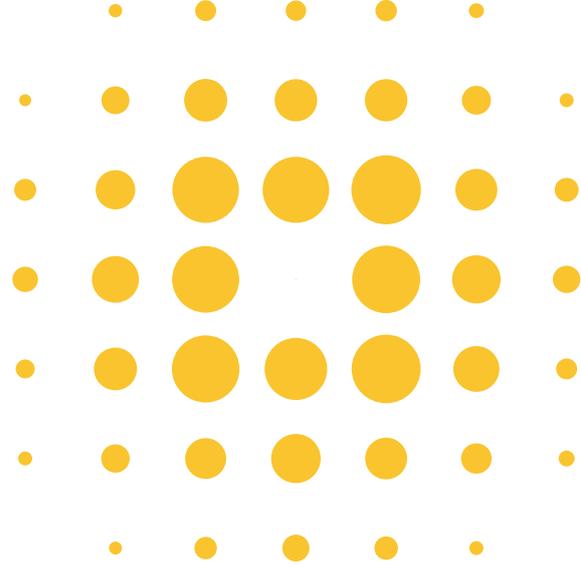
- Canteen
- Eating at school
- Lost property and personal property
- Riding to school
- Assemblies
- Newsletters
- Facebook

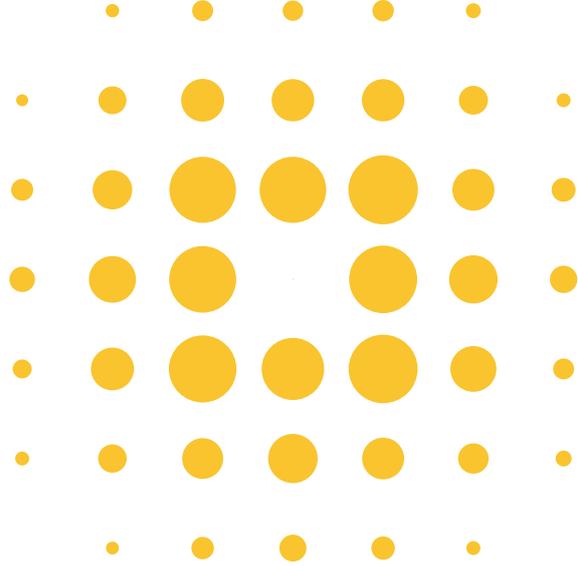
Section 4

- Parking at school
- Road safety
- Visitors
- VSN

Section 5

- School Council
- Student Booklists
- Parent Contributions
- Uniform shop

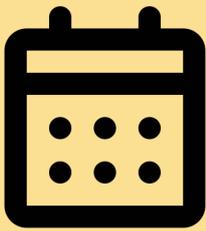
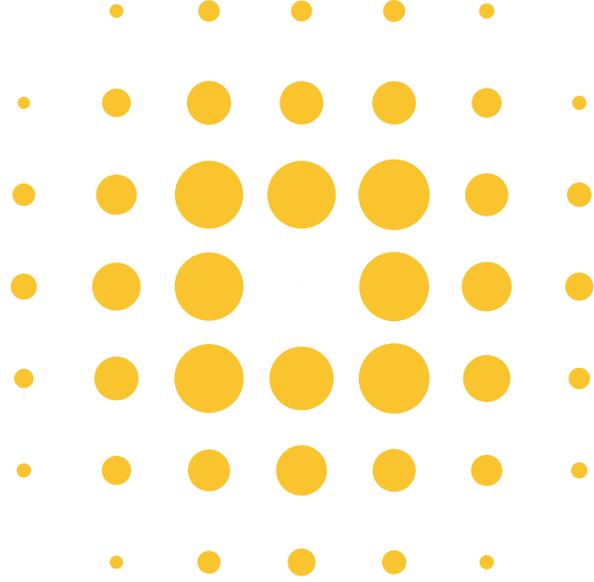




Principal:	To be confirmed
Assistant Principal:	Darren Thresher
Business Manager:	Sharyn Wanstall
Office Assistants:	Barbara Rogers and Melissa Ross
Address:	Mt Eliza Primary School Wooralla Drive Mt Eliza 3930 PO Box 305, Mt Eliza 3930
Phone:	(03) 9787 1385
Website:	www.mtelizaps.vic.edu.au
DET Crisos code:	00861K (for International Students)



Gates open:	8.30am (student supervision begins)
School starts:	8.45am
Session 1:	8.45am - 9.35am
Session 2:	9.35am - 10.25am
Morning recess:	10.25am - 10.55am
Session 3:	10.55am - 11.45am
Session 4:	11.45am - 12.35pm
Lunch eating (in class):	12.35pm - 12.45pm
Lunch play:	12.45pm - 1.35pm
Session 5:	1.35pm - 2.25pm
Session 6:	2.25pm - 3.15pm
End of day:	3.15pm
Gates close:	3.30pm (student supervision until 3.30pm)



Victorian School Term Dates 2024 to 2026

2025

Term 1	28 January (students start 29 Jan) - 4 April
Term 2	22 April - 4 July
Term 3	21 July - 19 September
Term 4	6 October - 19 December

2026

Term 1	27 January (students start 28 Jan) - 2 April
Term 2	20 April - 26 June
Term 3	13 July - 18 September
Term 4	5 October - 18 December

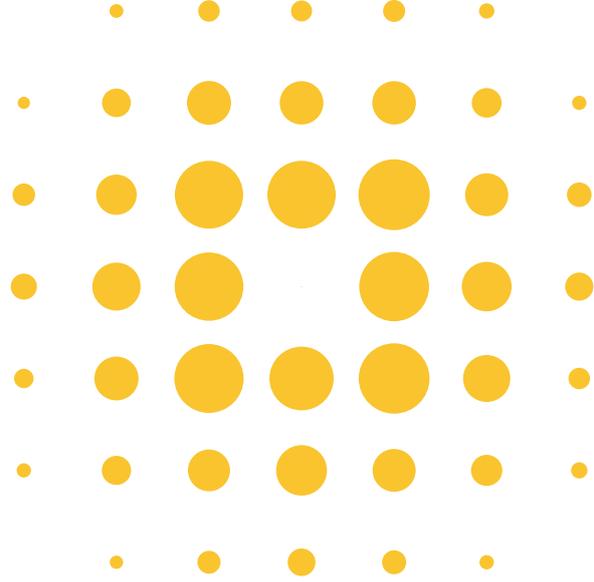
2027

Term 1	27 January (students start 28 Jan) - 25 March
Term 2	12 April - 25 June
Term 3	12 July - 17 September
Term 4	4 October - 17 December

Curriculum Days and Professional Practice Day (PPD)

The Department of Education (DOE) has set aside four curriculum days and are Professional Practice Days (PPD) in the school year where teachers will be in attendance, however, students are not in required on these days. These days are devoted to the professional development of teachers, to improve the quality of the programs they offer and for assessment and reporting. The 2025 dates are:

Term 1	Tuesday 28 January 2025 Tuesday 11 March 2025
Term 2	Friday 6 June 2025
Term 3	Friday 22 August 2025
Term 4	Monday 3 November



Welcome

Mt Eliza Primary School is located on the traditional lands of the Bunurong people of the Kulin Nation who have lived in the area for over 40,000 years. For over 150 years, Mt Eliza Primary School has been committed to providing a contemporary and progressive education for students. We are a dynamic educational organisation with distinctive identities and offerings. We draw on our strong traditions as we continue to educate future generations for the ever-changing landscape they face. Mt Eliza Primary School is a Victorian state primary school educating students from Prep to Year 6. We have a current enrolment of about 460 students. This is small enough to know each and every child, and big enough to be able to provide a wide variety of engaging programs. The overarching values of our educators is embedded in the school's fabric 'Together we grow'.

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, Kitchen Garden, fund-raising, camps and excursions, Parents and Teachers Association and School Council.

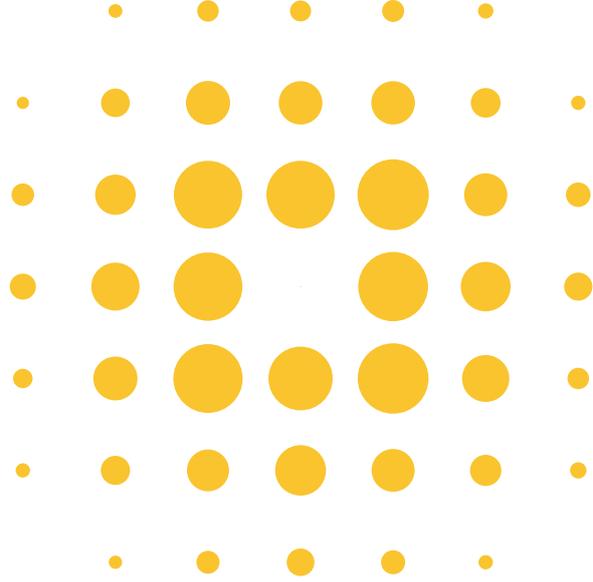
Compass

Mt Eliza Primary School uses Compass as our main communication and administration portal. It is used to streamline many school operations, from attendance, communication, event management and reporting. Parents can download the Compass App on iOS and Android devices and then search for Compass School Manager. Then search for Mt Eliza Primary School.

Using the App parents can:

- View news feed, timetable and calendar
- Send and receive messages
- Consent and pay for events and excursions
- Book parent-teacher conferences
- Add Attendance notes for absences
- View Academic report





Attendance, late arrivals and early departures

General Attendance:

Children should stay home if they are unwell.

All absences must be recorded through Compass or by calling the office before 9 am daily.

Failure to report an absence will prompt a text message requesting a reason. Unexplained absences may result in a letter sent home with the child. Accurate attendance data is crucial for compliance with the Department of Education (DOE) requirements.

Prolonged Absence:

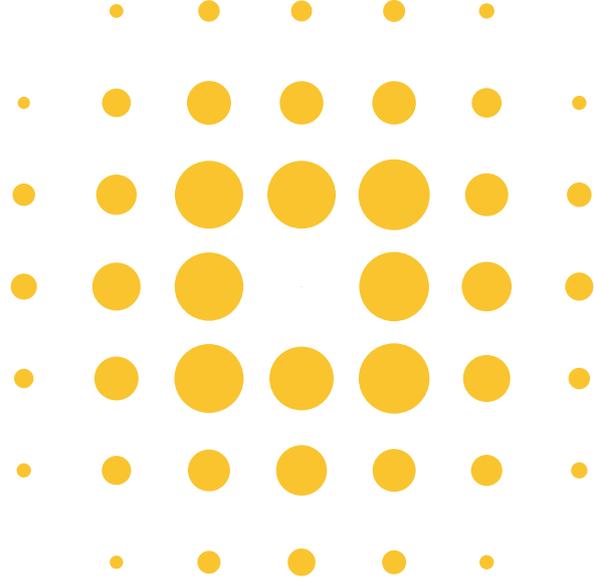
It is essential to keep the school informed and Compass updated in case of prolonged absence. Parents are encouraged to plan holidays during term breaks. For foreseeable absences, written notification must be sent to Principal, Kim Wheeler.

Late Arrivals:

Children arriving after 8:45am must go to the office for a late pass. Parents or office staff must sign children in via the Compass kiosk to avoid being marked absent for the morning or afternoon.

Early Departures:

Parents/carers must visit the office, sign their child out on the Compass Kiosk, and provide the reason for early departure. Children will be called to the office to meet their parents. No child will be released from the classroom unless the parent has requested early release and is onsite.



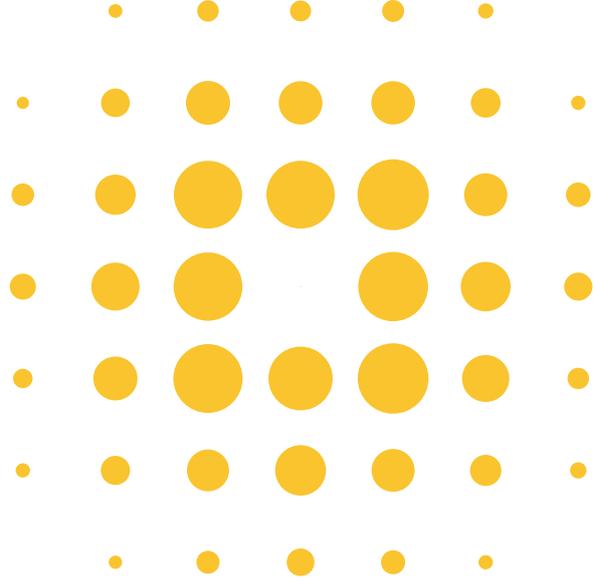
Before and After School Care

Camp Australia provides Before School and After School Care programs located in the Old School House building. Before School Care operates from 7:00 am until 8:30 am and After School care operates from 3:15 pm until 6:00 pm. Camp Australia also operates their Holiday Program during school holiday periods. This program includes onsite days, incursions and excursions. All bookings and queries should be directed to Camp Australia – 1300 105 343 or email osch@campaustralia.com.au. For more information visit campaustralia.com.au. In collaboration with the school, Camp Australia facilitates Lunchtime Clubs during the school week. These sessions are free for MEPS students and may include activities such as construction, art and craft.

Excursions/Incursions and Camps

Excursions, incursions and camps are arranged at reasonable intervals throughout 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. All parents/carers are notified of any incursion/camp well in advance and can pay and consent using the Compass App. It should be noted that students cannot be taken offsite on an excursion or camp or participate in an incursion without parental consent and payment. Compass reminders will be emailed to remind parents and carers of the cut off date. No late payments or permissions can be accepted after the due date and your child will be unable to attend the excursion/incursion/camp if consent and payment are not completed on time.





Parent Involvement and Child Safety

There are many opportunities for parents to get involved at Mt Eliza Primary School. 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 year level has a Parent Class Coordinator, 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.

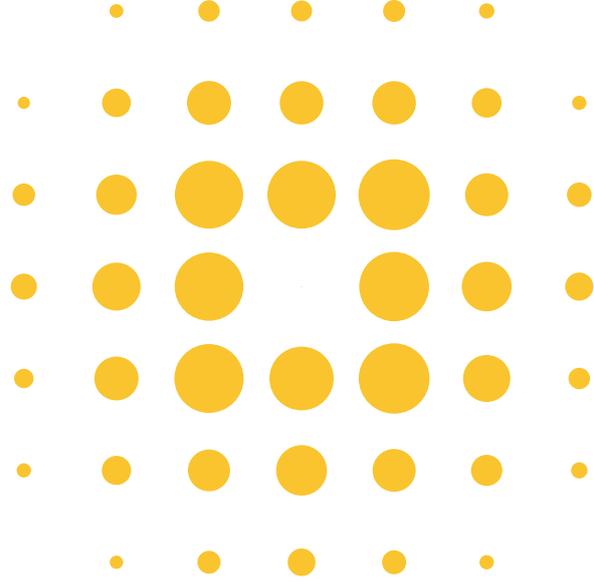
A 'Working with Children Check' and a signed, Volunteer Confidentiality form is required if you wish to assist in a grade or if you attend excursions/camps, etc. WWC Check Application Forms are available online and are free for volunteer helpers. Click [here](#) to download, apply and sign.

In addition, volunteers must read the MEPS Child Safety Induction Pack and sign the Volunteer Helpers Confidentiality form and return to the office.

- Child Safety Induction Pack - Click [here](#) to view.
- Volunteer and Confidentiality Form - Click [here](#) to view and sign.

When you visit as a volunteer please sign in and out via the front office. You will be provided with a visitor sticker to wear while onsite. Please ensure to sign out once your time at MEPS has ended for the day.





Parent and Teachers Association

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

Working in co-operation with the Principal and School Council, the PTA's aims and objectives are to:

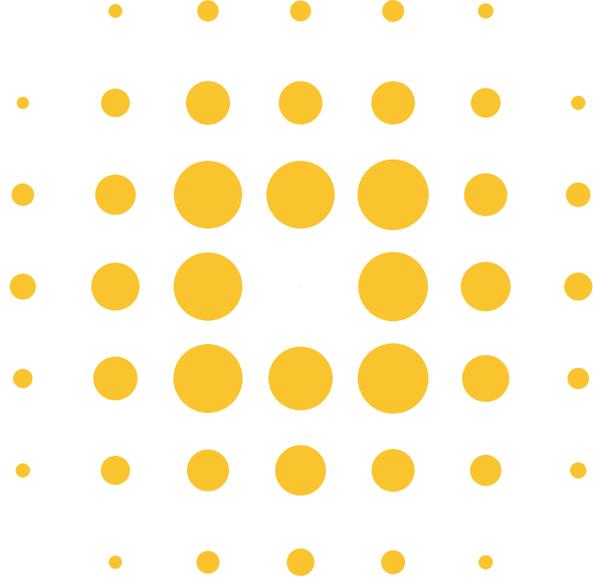
- contribute to the wellbeing of the school community
- encourage the participation of all parents in the life of the school and the education of their children
- provide opportunities for parents to get to know each other and to be informed about their child's school
- provide opportunities for parents to extend their understanding of school operations, and general education policy
- contribute to proposals on school policy and other educational issues (as identified or discussed with the Principal or School Council)
- raise funds for the benefit of the school

The PTA commits to upholding the following values:

- respectful partnerships
- clear and honest two-way communication
- transparent processes
- democratic, informed decision-making

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 events are purely social. The PTA Annual General Meeting is held in Term 1, when the new Committee is elected. Meetings are held each month and 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. For more information email pta.mteliza.ps@gmail.com.



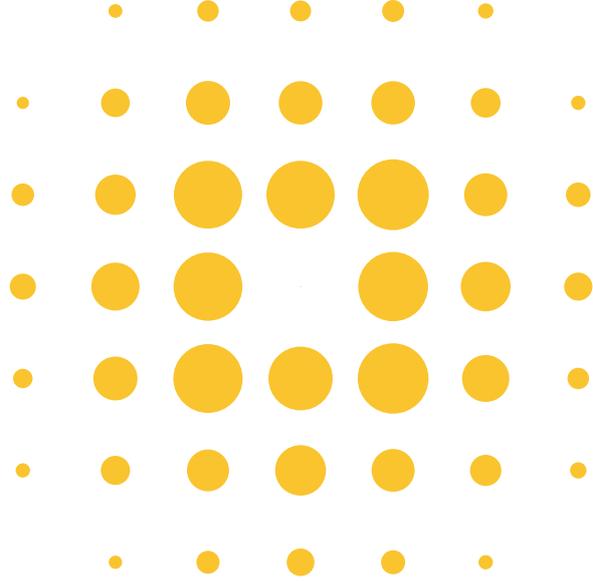
Section 2

Infectious Diseases

Disease or Condition	Patient shall be excluded from school	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken Pox	Exclude 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	Any child with an immune deficiency (e.g. 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 diarrhoea has ceased or until medical certificate of recovery is produced	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
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded

Disease or Condition	Patient shall be excluded from school	Exclusion of contacts
Hand, Foot and Mouth disease	Exclude until all blisters have dried	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
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 immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
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 they may return to school
Meningitis (bacteria)	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

Disease or Condition	Patient shall be excluded from school	Exclusion of contacts
Pediculosis (head lice)	See Ringworm	
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit 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 diarrhoea ceases	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
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid and Paratyphoid Fever	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	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
Worms (intestinal)	Exclude if diarrhoea present	Not excluded



The Infectious Disease table outlines when children should be excluded from school. If you suspect your child has one of these conditions, you should see your GP and then consult the school. If a student or family member has contracted one of the conditions listed in the schedule, it is important we notify the school community with a general message, so that other parents can be on the lookout for symptoms and seek appropriate treatment.

- 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 Medication Authority Form (available from the office). You must also provide your child's own NAMED medication.

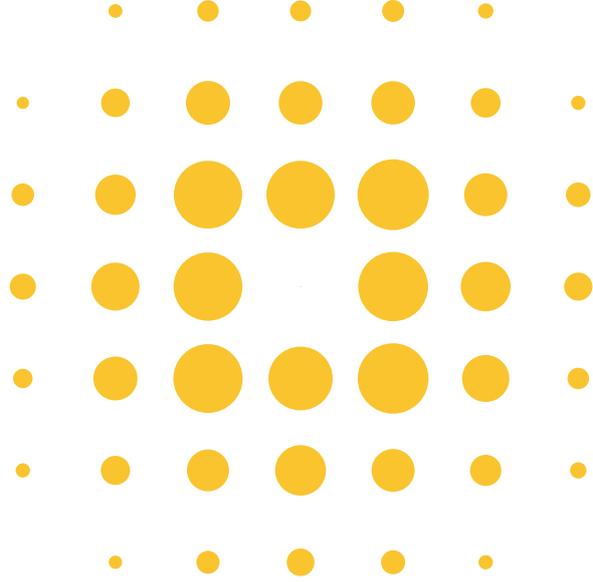
If your child is obviously unwell in the morning, please do not send him/her to school.

Anaphylaxis

Some of our students have been diagnosed as being highly allergic to various substances (food, latex, plants etc). Some of those students may have a serious anaphylactic reaction if they ingest/breathe/touch these substances. Our school has a policy regarding this very serious condition. It is extremely important that you refer to our school website and read Policies/Anaphylaxis. mtelizaps.vic.edu.au/about-us/#policies

First Aid

If a child becomes unwell 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/student profile. Parents will be contacted in the event of a bump or injury to the head, however minor, so that families can monitor for any signs of concussion. In some cases, families will be contacted to pick up their child from Sick Bay. 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).



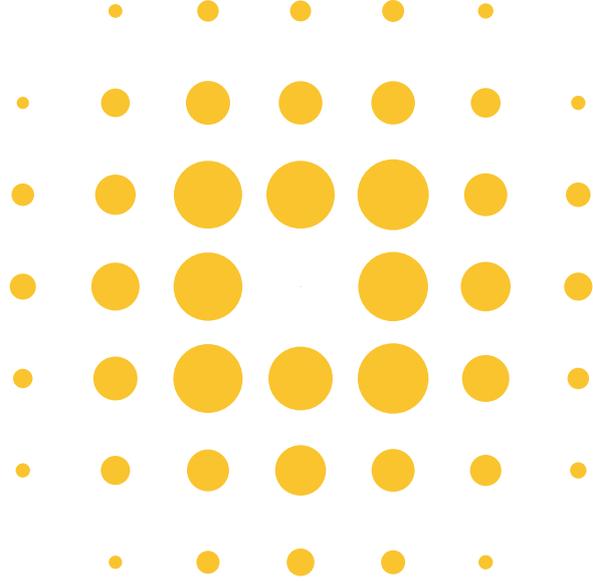
Emergency Contacts

A student's emergency contacts must remain up to date. If we cannot contact Parent/Guardian A or B, we then contact the child's emergency contacts. Some examples of when we call the child's emergency contacts are: an illness or accident, if the child has not been picked up after school or if the child has no lunch. Parents are asked to notify the office if their child has been diagnosed with any condition which may need special consideration. Again, parents should also notify the office immediately of any changes to their own or their emergency contact's addresses or telephone number/s. It is vital that this information is kept up to date.

Custody and Access Restrictions

It is vital that if there is any custody/access restriction relating to your child/ren that the school is notified and that a copy of any court papers is on file at school. Please also notify the office and your child's classroom teacher if any orders change or family circumstances change.





Section 3

Canteen

The School Canteen, which is outsourced to Stir-Crazy-Kidz, offers a wide variety of nutritious lunches which can be ordered daily online or direct to the canteen via the classroom lunch order bags. Updated menus and price lists are distributed regularly. Lunches can be ordered online through the Stir Crazy Kids APP or directly through the Canteen. Online orders must be done before 9:00 am. The canteen is open also at recess play and lunch play times for snacks.

Direct orders can be done by writing your child's name, grade and lunch items on a clean paper bag with money enclosed. Children are then required to place their order in the Canteen bag when they arrive at school in the morning. Any queries should be directed to the Canteen Manager by calling the school who will transfer your call to the Canteen. For more information email Stir Crazy Kids on info@stircrazykids.com.au.

Eating at School

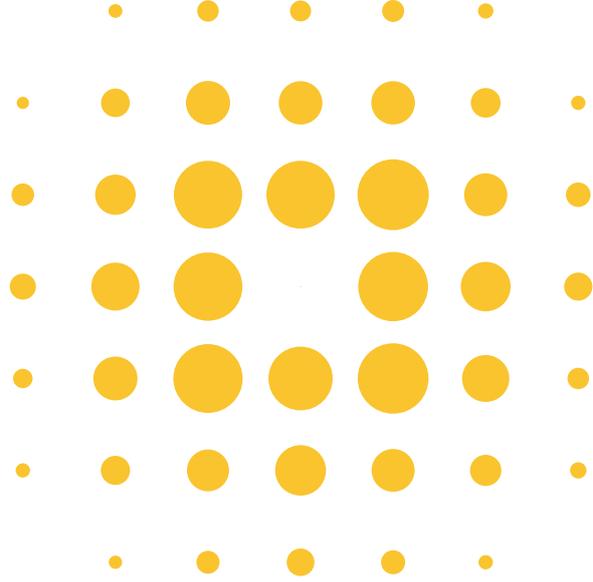
Students have designated eating times at school. Please pack a variety of snacks and lunch to sustain your child throughout the day. Students cannot share food at school due to a number of allergies and hygienic practices. At Mt Eliza Primary School we encourage students to bring 'nude' food to support our sustainability program. Please ensure that your child/ren brings a refillable water bottle to school each day.

Lost Property and Personal Property

Please ensure all items of clothing are clearly named. The lost property box is situated in the hallway in block B (brick building). You are welcome to search through for any lost items before or after school. If named, items will be returned to the classrooms. Unnamed and unclaimed items are sent to the second hand uniform shop at the end of each term.

School Assemblies

School Assembly is held every Wednesday morning from 8.50am in the BER. During assembly we acknowledge and recognise the achievements of our students and celebrate as a school community. Parents are welcome to attend.



[Newsletter](#)

Our newsletter is issued weekly and sent to parents via email through Compass. It can also be accessed via the school website. Click [here to access newsletters](#). The newsletter's primary purpose is to keep parents fully informed of current school events, student achievements, important dates and policies.

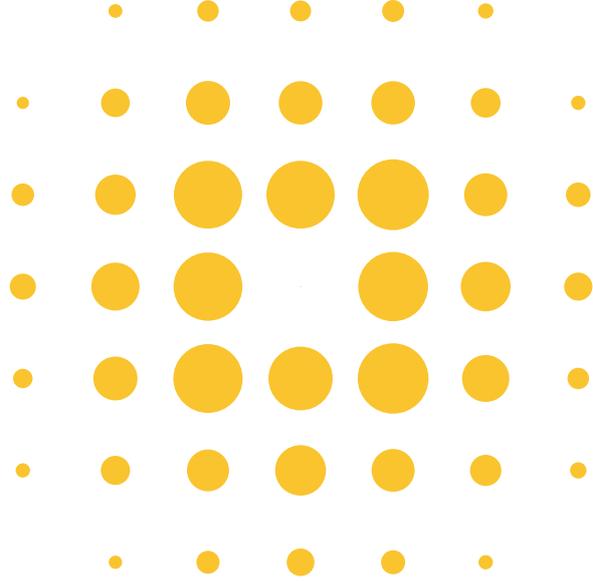
[School Facebook Page](#)

Mt Eliza Primary School regularly shares exciting news, school events and important updates on the school Facebook page. facebook.com/mtelizaps

[Riding to school](#)

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 competently and that they know the road rules. Bikes and scooters must not be ridden in the school grounds, on the footpaths leading to the overpass, on the overpass or in front of the school. Bikes and scooters can be parked in the bike enclosure situated behind block B (brick building) or the back portables during school hours. Mt Eliza Primary School will not take any responsibility for missing bikes so please use a bike lock.





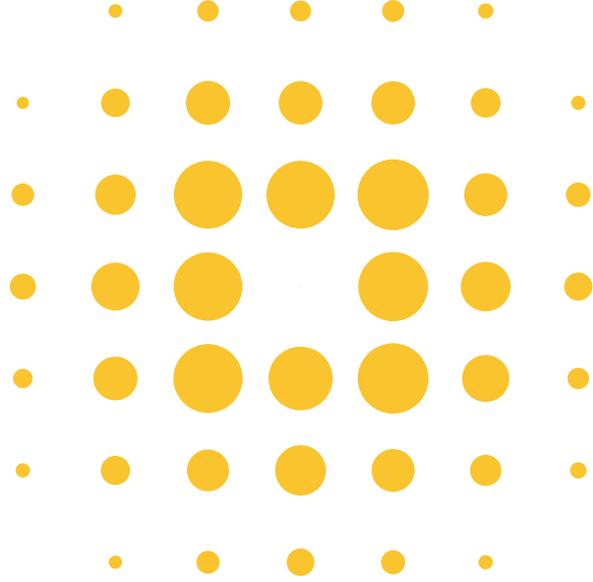
Section 4

Parking at school

There are many places available to park for families who are wanting to drop off or park and walk their child/children into school. The service road entrance on Wooralla Drive, St James the Less Church, Mt Eliza Way or streets leading off Mt Eliza Way are all viable parking options (please do not use the Vet car park). For the safety of students, please observe parking signs. There is also a car park at the back of the school on the corner of Nepean Highway and Canadian Bay Road.

Parents should be aware of the many parking restrictions surrounding the school. There are three main types of parking restrictions that apply during school drop off and pick up hours. The slip road is not part of the school and is managed by the Mornington Peninsula Shire, and as such, infringement notices can be issued for disobeying the signs, double parking or dangerously crossing the road.

- Students are supervised at the front and in the grounds of the school in the morning from 8.30am until 8.45am and in the afternoon from 3.15pm to 3.30pm.
- Please park your car correctly and collect your child/ren from the front of the school. Do not beckon your child across the road to your car.
- Children must not run between parked cars.



There are three designated parking areas in the Wooralla Drive service road:

Kiss and Go



Kiss and 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



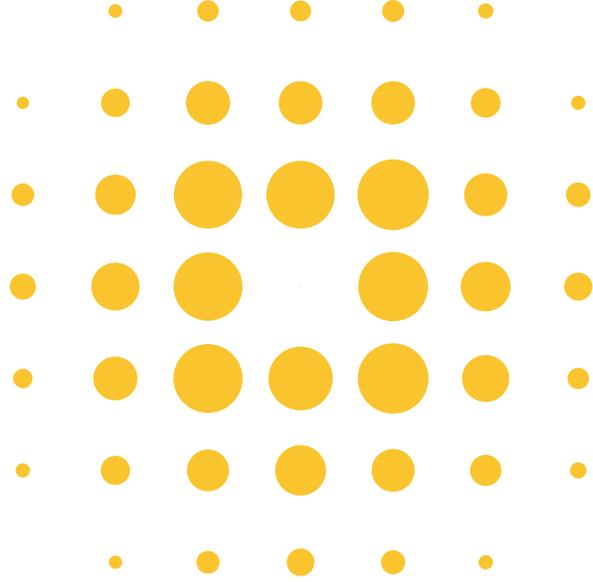
This zone has a 15 minute parking restriction with orange line marking to match the sign

Stop and 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 curb. Please do not double park. Offenders are regularly ticketed by Shire Parking Officers.



Road Safety

Students crossing Nepean Highway should use the overpass. The crossing supervisor at the school crossing on Mt Eliza Way, (opposite the Vet) will ensure your child crosses Mt Eliza Way safely. A teacher is on duty at the front of the school from 8.30am until 8.45am and from 3.15pm until 3.30 pm.

Visitors

All visitors must sign in at the office via the Compass kiosk. Visitors assisting at school must hold a current Working With Children Check and have it with them onsite while on the school grounds.

VSN

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 the students' schooling. This number is only for school records and should not be divulged for any other reason.

Section 5

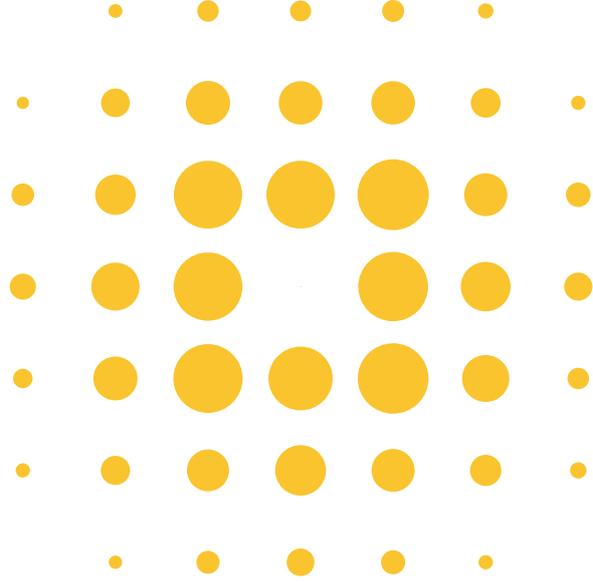
School Council

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

Consisting of the Principal, four DOE members, eight members from the School community 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 Booklist

In preparation for each new school year, student booklist items are available to order online from our third-party provider, Champion Education. These are items that your child/dre require for the following year.

Please note some important FAQs regarding the 2024 Student Booklist:

Do we need everything on the list?

- All items indicated on the year level booklist are required for students e.g., Textbooks, Diary, Stationery, Special Prep Requirements, etc.
- There are additional items to purchase if your child is new to MEPS in the following school year. These have the title: **ONLY NEW STUDENTS TO PURCHASE**. These are items that current students may have purchased in previous years.

How to Order?

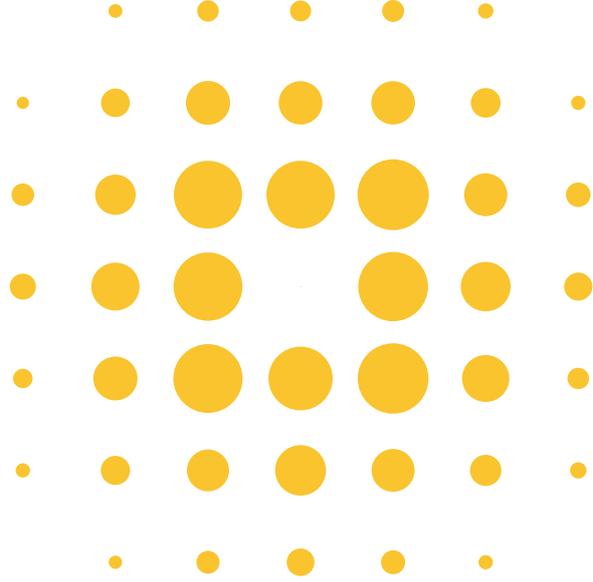
- Ordering and payment is online through Champion Education
- All orders must be prepaid by credit card only (Mastercard and Visa accepted).

How does my child get their items? Do we need to pick them up?

- Most items are supplied directly by Champion to the school. A few select items are supplied by the school, such as the Student Diary and Reader Bag.
- Champion Education facilitates the ordering and accepts the payment for ALL the items on your child's year level book list. So, please make sure that you tick all the boxes, and these items will be provided to your child accordingly.
- All orders placed by the due date will be packed up individually and delivered directly to MEPS before school commences in Term 1. These will be delivered to your child's classroom. Families will not need to name or cover any items.
- Orders can still be placed after the cut-off date, however, these items will not be delivered to school. It will be the family's responsibility to organise pick up for any items ordered late.

Can we get our own stationery?

- Booklist items are selected specifically to ensure consistency across each year level and, unfortunately, items cannot be purchased individually.
- I understand that you may have surplus supplies at home from previous years. If so, please do not hesitate to donate these to the school so that we can resource our lunchtime clubs. Just bag them up and bring them to the office; any extra supplies would be greatly appreciated.



Parent Contributions

We simply cannot do what we do at Mt Eliza Primary School (MEPS) without the collaboration of our families. The financial contributions you make towards your child's education significantly support the school's teaching and learning programs as well as making a huge difference to the opportunities that we can offer the children each year. Please find the following information about the school's voluntary financial contributions. You may have referred to these in the past as 'school fees'. **All payments are through our online portal, COMPASS.**

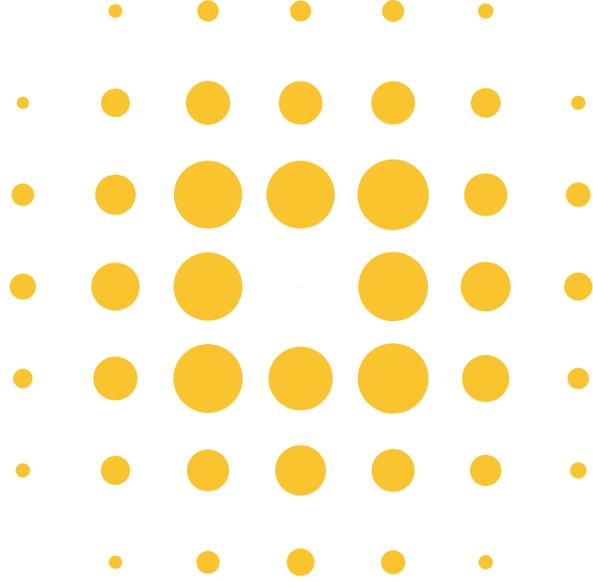
We acknowledge the challenges that families have experienced over the past few years and, as a result, want to ensure transparency in sharing what your financial contributions actually fund. **Parent Contributions** consist of the following categories:

1. Curriculum Contributions - Curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Curriculum Contributions assist the school to provide rich, wide-ranging programs and resources outside the traditional teaching and learning programs. It also supports the ongoing provision of targeted Reading and Numeracy materials used to personalise the learning for each MEPS student.

Your support allows us to:

- provide high quality programs and specific subject materials and equipment for English, Mathematics, Visual Arts, Performing Arts, Indonesian, PE and Sport, Inquiry and STEM.
- ensure the upkeep of our computer devices to enhance learning opportunities, including the upgrade and maintenance of our computer network system; provision, purchase and upkeep of school devices, including the leasing of iPads/laptops for student use; and payment of whole school licences and apps, such as: Mathletics, Reading Eggs and Literacy Pro as well as online standardised assessments (e.g., PAT and Essential Assessment).
- maintain sufficient class sets of books for students to develop their reading skills
- provide hands on Mathematics equipment i.e. measuring materials for teaching purposes
- deliver a range of sporting equipment and experiences



2. Other Contributions - Non-curriculum items and activities that relate to the school's functions and objectives.

Your support includes provision of the following:

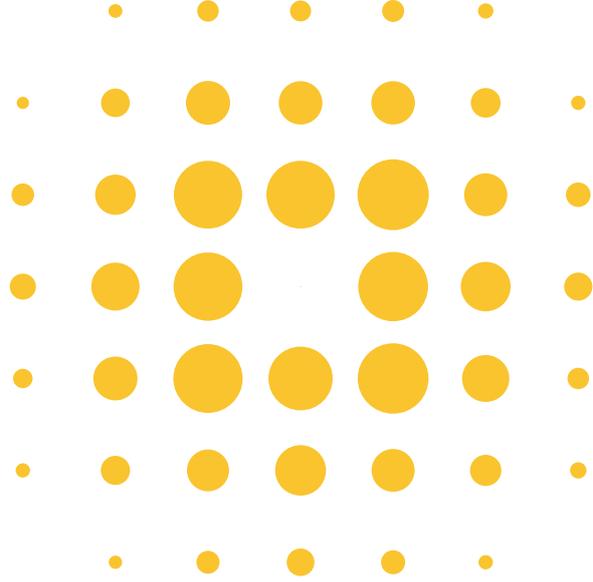
- student and parent communication tools, including the COMPASS Management and Communication System, resulting in enhanced parent communication outcomes as well as provision for cyber safety workshops for families.
- enhanced wellbeing support, such as targeted wellbeing programs
- school buildings and grounds maintenance and enhancement
- effective first aid for all students and hygiene costs
- Library maintenance and enhancement

Uniform

Mt Eliza Primary School requires that children wear the official School uniform, including a wide brimmed school hat to be kept at school all year. Wearing a School uniform:

- promotes a sense of individual and collective pride in students and assists them to identify with the School
- promotes group identity to enhance the safety of students as they participate in particular activities
- supports a sense of equality
- provides a practical and effective dress standard for School (comfort)
- allows for gender equity to actively and safely participate in all school activities reduce the risk of UV damage

It is expected that all items of uniform are named, please see our [Uniform Shop](#) for ordering, or our [School Uniform Policy](#) for more information.



Uniform Shop and Second Hand Uniform Shop

The Uniform Shop is open on Mondays from 8:30am until 11:30am and Wednesdays from 1:30pm until 3:30pm and is located at the side of the foyer in the old hall. Our Second Hand Uniform shop is open once a week by a MEPS Parent Volunteer (Thursday 8.30am until 9am). All items in the 2nd hand uniform shop cost only \$3.





Mt Eliza Primary School

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