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Our Mission

Is to create and sustain a world class, inclusive and collaborative learning community that provides the highest quality education; where teacher and student potential is maximised and where all students are empowered to become active, inspired and courageous citizens.

Our Vision

CREATE and SUSTAIN a world class, inclusive and collaborative learning community where:

- everyone is welcomed and supported and diversity is celebrated;
- we work together in teams, build relationships and set shared goals;
- communication is effective and we actively seek feedback on performance;
- we are all happy and safe.

DELIVER the highest quality education by:

- being inspirational and fostering a love of learning;
- continually improving and developing best practice teaching methods;
- providing a vibrant and challenging curriculum while embracing new technology;
- expecting the best and showing all how to achieve their best.

MAXIMISE teacher and student potential through:

- a belief that everyone can learn;
- planning, measuring and celebrating growth in learning;
- assessing and meeting individual needs while providing leadership opportunities;
- supporting students to strive beyond their comfort zone;

DEVELOP active, inspired and courageous citizens who:

- are self-aware, resilient, independent and creative thinkers;
- understand the global context of their learning;
- are involved in the wider community and have a sense of belonging;
- can manage and resolve conflicts and stand up for their beliefs;
- are positive role models contributing to family & community life;
- live healthy and sustainable lifestyles.

Our Values

Our school will achieve our vision through RESPECT and CARE for each other and ourselves, through OPTIMISM for the future and through COLLABORATION between all parts of the school community.
2. Message from the Principal

Our Mission, Vision and Values statement reflect both our collective aspiration and commitment to delivering a quality education for our students. This was developed by our school community. Our students, staff, parents and carers worked together through a series of workshops and consultative processes to develop the share Mission, Vision and Values articulated in the preceding page. I welcome you in joining us in this work.

It is pleasing to note already the ways the school is fulfilling its mission and living its values. The “Establishment Program” runs for the first two weeks of every year and is revisited each term. This creates opportunities for on-going reflection and learning about our shared values and how they support us as a community.

Our teachers work in highly effective teams, planning for the success and learning of every child in the school. Together they have created a vibrant reading, thinking and problem solving culture in every classroom. This sees students engaged in best practice learning in literacy and numeracy through an agreed instruction model (GANAG – by Jane Pollock). As well as the classroom teaching teams there are three specialist teachers who work with all classes in Physical Education, Visual and Performing Art and Language other than English (LOTE) - Italian. This breadth of curriculum is also supported with both a comprehensive science and humanities program.

The school has considerable digital technology resources with laptops and desktops in every classroom and a suite of ipads for classroom use. The eConnect program introduced in 2013 is a 1:1 netbook program for year 5/6 students. In 2015 this was extended to include Year 4 students, hence now is a Year 4, 5, and 6 program.

The school is also a member of the Moonee Vale Instrumental Music Program (MVIMP) which offers specialist instrumental classes to students from grade 3 – 6. This program runs across 4 neighbourhood schools and provides opportunities for ensemble and concert band performances at the school and across the four schools at an annual camp and concert.

Our philosophy is based around each student performing at their personal best in all areas of the curriculum including sport. We celebrate participation and reward excellence in all endeavours. We have four houses and run competitive carnivals in swimming, athletics and cross country annually. Team sport is conducted weekly in Year 5 and 6 and students are encouraged and supported to represent the school in sports and carnivals at District level and beyond.

The school has long served the local community and has enjoyed deep support from our parents through an active and responsive School Council and Parent Association.

This handbook outlines many ways in which you can be involved in the life of the school. The regular newsletter is one of the ways we keep in touch but you can also access the school website, classroom and whole school blogs or download the school app from the smartphone App store.

I warmly welcome you and your family to our school and its community. I look forward to forming a rewarding and happy partnership.

Matthew Bott
Principal
3. School Council President's Message

I would like to take this opportunity to welcome all families and students to the 2017 year.

The role of the School Council is to assist with ensuring the long term prosperity and enhancement of the school through development and implementation of a strategic plan and budget, development and review of policy and consideration of new innovations and directions. This is achieved by working cohesively and respectfully with the Principal and the staff and providing expertise and knowledge from across a range of backgrounds. The Council does not manage the day to day operations of the school. This is the responsibility of the Principal Matthew Bott and the staff. The council’s role is to support the community to deliver the shared vision and live the values.

I encourage the school community to involve themselves in active discussion, exchange of views and ideas to assist in delivering the vision.

There are a number of sub committees that recommend policy and programs to assist the School Council. These committees include the Before and After Care Program, Facilities, Finance, Education and the Parents Association. I encourage you to become involved and participate. The committees meet regularly, usually in the evening/afternoon.

We are grateful for ongoing participation of the Parents Association and congratulate them on their enthusiasm with numerous fundraising projects that they regularly conduct. Their ongoing efforts are very much appreciated; the funds raised enhance and assist the school, its facilities and students on many levels.

The School Council wishes to reflect the needs of the school community at every opportunity. I encourage you to participate and involve yourself within the school and experience an environment that prides itself on a rapport developed between parents, students and staff.

If you have any queries or general concerns please do not hesitate to speak to me or one the Council members.

Scott Cutler
President
4. Parents' Association

The Parents Association of the Moonee Ponds Primary School extends a warm welcome to all families for 2017.

The Parents Association is an organisation whose membership consists solely of parents from within the school. We work in partnership with the school leadership team, staff and school council. Our aim is to promote and encourage parents to become active in the school, helping build a strong relationship between families and the school.

Monthly meetings are held in the evenings to provide all parents the chance to attend. These meetings allow us to develop a shared parent view and an opportunity to be informed about the school. Notices of these meetings are advertised in the school newsletter. The AGM is held in March. The parents association also has two elected members on the School Council. This promotes a two way exchange of ideas between the schools two parent organisations.

The Parents Association undertakes numerous social and fundraising activities throughout the year. These include the fathers day and mothers day stalls, cake stalls, biennial ball and fete and end of term sausage sizzles to name a few. Funds raised are used for educational and recreational needs as identified through consultation about the current needs of the school. Over the past few years this has seen the purchase of seating, shade sails, classroom sports equipment, the continued expansion of classroom libraries, air-conditioning for classrooms, a new 3-6 playground as well as ipads and ICT support for classrooms. This illustrates the contribution an active Parents Association can make.

The Parents Association is committed to contributing to the wellbeing of our school community and its changing needs and wants. Becoming involved brings tremendous satisfaction in knowing that your contribution can make a difference.

Linda Di Florio-Pulis
President
Parent - Involvement

Do you have interests, skills or knowledge in:

- Music
- Computer usage
- Camping
- Gardening/Horticulture
- Nutrition
- Sports Coaching
- Book Keeping
- Italian
- Policy Formulation
- Video Making
- Building Maintenance
- Bushcraft
- Cooking
- Art & Craft
- Word Processing
- Finance
- Graphic Communication
- Mechanics
- Apprenticeships
- Career paths

- Do you enjoy working with children in the classroom/on excursions/in the library?
- Are you the sort of person who can think of new and different ways of doing things?
- Can you help run meetings?
- Are you good at helping with fundraising activities?
- Do you have any business contacts?

If so, you can help the school and your children by:

- Participating in school activities during the day.
- Joining one of the many committees that meet on a regular basis.
- Share your expertise and have your say in the organisation of the school.

These Committees meet once a month and/or as required and include:

- School Council
- Parents’ Association

At the start of the new school year you will have the opportunity to join any of the above committees. The meeting dates are always listed in the weekly newsletter. Remember everyone at some stage is a ‘first timer’ and it takes time to get to know people. You will always be warmly welcomed.

All families can contribute to the school community. Some of the ways are:

- assisting teachers with classroom programs
- assisting in the sports and physical education program
- attending classroom information sessions held early each year

Classroom teachers are always happy to hear from you.

***Please note: All visitors/parents working or volunteering in the school MUST sign in at the General Office and wear a ‘Visitors’ lanyard. Further information is available in our Visitors and Volunteers Policy available through our school website: www.mpp.vic.edu.au
5. Term Dates

2017
Term 1: January 31st (student start)  March 31st
Term 2: April 18th                    June 30th
Term 3: July 17th                    September 22nd
Term 4: October 9th                 December 22nd

2018
Term 1: January 30th (student start)  March 29th
Term 2: April 16th                  June 29th
Term 3: July 16th                   September 21st
Term 4: October 8th                 December 21st
6. General Information

6.1 Enrolment

When enrolling your child in Foundation to Year 6 classes you will need to:

- complete a Student Enrolment Information Form
- provide a copy of the child’s birth and immunization certificates

Once forms have been provided you will receive a letter of offer.

Please notify the general office of any changes of family details such as addresses, phone numbers, emergency contacts which may occur after enrolment.

Please see the school website for access to the enrolment policy www.mpp.vic.edu.au.

6.2 Attendance

School Hours
School begins at 9.00am for all students, but students are encouraged to be present by 8.50am in order to be in class on time. Parents, please help your children to establish the habit of punctuality.

School finishes at 3.20pm.

<table>
<thead>
<tr>
<th>Time</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.00 am</td>
<td>Foundation – 6 Students school day begins</td>
</tr>
<tr>
<td>9.00 – 11.00</td>
<td>Morning Session</td>
</tr>
<tr>
<td>11.00 – 11.30</td>
<td>Recess</td>
</tr>
<tr>
<td>11.30 – 1.30</td>
<td>Mid Morning Session</td>
</tr>
<tr>
<td>1.30 – 2.20</td>
<td>Lunch</td>
</tr>
<tr>
<td>2.20 – 3.20</td>
<td>Afternoon Session</td>
</tr>
<tr>
<td>3.35</td>
<td>After School Bell (signaling end of after school yard duty)</td>
</tr>
</tbody>
</table>

Dropping off and picking up

Please Note:
Students may not be in the school grounds before 8:45am or after 3:35pm unless they are attending Before or After School Care. Any students in the yard beyond these times MUST be supervised by their parents. When the after school yard duty bell goes at 3.35pm – any unsupervised child must report to the office.

Developing resilience and independence supports student learning. To assist in this we ask parents to ensure that their child carry their own bags to and from the classroom.

Students beyond Foundation should take their own bags to the bag rack or locker provided before school and be lined up at the designated places on the bell.
Absences
As attendance is compulsory, each absence must be accounted for by a phone call or note, signed by the parents, addressed to the home group teacher and sent on the first school day following the absence. For the benefit of academic and social development we encourage minimal absences.

Please notify the school if your child is going to be absent. Late students are to report to the classroom where the teacher will mark them as ‘late’. (As our roll is completed electronically).

Early Leave Prep to Year 6
Students are expected to attend for the full day unless permission to leave early is requested. A “Permission to Leave Early Form” must be filled in at the General Office and taken to the class teacher. This is a safety precaution for your child/ren.

Lunch Time
All students are able to purchase lunch through an arrangement with a local school canteen. Menus are available on the school app, website and from the general office. Students eat in classrooms or in a group in the playground and are supervised for 10 minutes prior to the official school lunch break at 1.30 pm.

6.3 Assessment and Reporting of Students Progress
The usual procedure is as follows with dates published in the Newsletter.

Term 1: Information sharing Parent/Teacher Exchange evenings
Term 2: End of semester written achievement report.
Term 3: A conference with your child and their teacher.
Term 4: End of semester written achievement report.

Further meetings may be arranged at any time throughout the year at the request of parents or teachers.

Please contact the school to arrange a mutually convenient time if you wish to discuss any aspect of your child’s progress at any time.

It is better to ‘err on the side of caution’ and discuss a concern early rather than wait and see what happens.

A support group of parents and staff may be established for students with special learning needs.
6.4 Bikes & Helmets

**Bikes**
Students may ride bikes and scooters only to school. A bike shed is provided and locked from 9.00 – 3.20 pm each day. Rollerblades and skateboards are not permitted. Bikes and scooters must not be ridden in the school or on pedestrian crossings to ensure safety.

Insurance of bikes and scooters is the responsibility of parents. We strongly encourage insurance in the light of a number of schools reporting thefts.

Helmets are compulsory by law of the State of Victoria. Children will not be permitted to ride bikes if they do not have helmets.

6.5 Care of Personal Belongings

**Labels** – *please label clearly*: all clothing, hats, lunch boxes, drink bottles, books, stationary and School bags.

**Year 5 & 6 Lockers**
Lockers are allocated to students in Years 5 & 6 at the beginning of each year. Students are required to purchase a good quality padlock and two keys. The spare key will be kept in the classroom and students are responsible for their locks and keys.

**Money and other Valuables**
Please encourage your children to leave treasured possessions at home. Teachers may look after money if requested but are not responsible for valuables which students bring to school.

**Care of Others Personal Belongings**
Students who damage or take others property or belongings will be required to repair or replace the damaged or lost article.

- Personal property is often brought to school by students, staff and visitors. This can include mobile phones, electronic games, calculators, toys, sporting equipment and cars parked on school premises.
- The Department does not hold insurance for personal property brought to schools and it has no capacity to pay for any loss or damage to such property.
6.6 Code of Conduct - Welfare and Management

Student Engagement and Wellbeing
Moonee Ponds Primary School endeavours to provide a safe, secure and stimulating learning environment for all children. Students can reach their full educational potential only when they are happy, healthy and safe and when there is a positive school culture to engage and support them in their learning.

Our Student Engagement Policy outlines the shared expectations of our community in the areas of student engagement, attendance and behaviour. It supports the rights and articulates the expectations of every member of the school community to engage in and promote a safe and inclusive educational environment.

Rights and responsibilities
Every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity.

In keeping with this important human right, we view harassment and bullying (including cyberbullying) as serious behaviours that are not to be tolerated at Moonee Ponds Primary School.

At Moonee Ponds Primary School, students are encouraged to develop strategies that enable them to be resilient and to be active problem solvers.

At Moonee Ponds Primary School, we have clearly defined rights and responsibilities for the whole school community – students, parents and carers and teachers.

Shared expectations
Moonee Ponds Primary School aims to promote lifelong learning within the whole school community. The school seeks to provide a rich education for all students whose achievement and wellbeing are at the core of our work together. We do this within the context of our school goals: Respect, Optimism, Care and Collaboration:

- **Respect**: Treat others with consideration and regard, respect another person’s point of view and differences.
- **Optimism**: Be positive. Persist when you experience difficulty. Set goals and believe that you can accomplish them. Have confidence and look for the positive, even in difficult situations.
- **Care**: Show consideration for yourself and others. Look after your belongings, your classroom and the environment. Take pride in what you do.
- **Collaboration**: Work together for the benefit of all. Use protocols to support group work. Communicate with clarity. Be polite. Voice your concerns and articulate your beliefs.

The Implementation of the Student Engagement Policy is divided up into 5 different sections:
1. School profile statement
2. Whole-school prevention statement
3. Rights and responsibilities
4. Shared expectations
5. School actions and consequences

For further information, our Student Engagement Policy is available on our website at [http://mpp.vic.edu.au/school-council/school-policies](http://mpp.vic.edu.au/school-council/school-policies)
Student Engagement & Wellbeing

Moonee Ponds Primary School has a vibrant and dynamic school program. As part of the core curriculum, we offer a balanced, comprehensive program across all the Domains of the Victorian Curriculum. We incorporate thinking curriculum as part of our daily practise. Our goal is to inspire students’ self-motivated learning and equip them with skills in problem solving, self-monitoring, reading and study strategies and critical thinking.

The Establishment Program is run at the commencement of every year. This two week program guides teachers in; connecting students to the school mission, vision and values, building a positive class environment, developing classroom expectations, establishing school expectations, helping with goal setting and problem solving strategies.

Students have access to specialist classrooms and teachers for Science, Visual Art, Performing Art and Italian as well as a well-equipped library, playground, gymnasium and sporting oval.

Grade 4/5/6 students have personal netbooks through the econect program and in prep-4 students use laptops, ipads and desktop computers in their classrooms.

We recognise that all students are different and have individual needs. In response we closely monitor all students’ learning and well-being.

In addition to our classroom learning programs, we offer a range of programs to support the engagement of students. These programs have included:

- Student Representative Council,
- GATEWAYS,
- Tournament of Minds,
- University of New South Wales competitions,
- Moonee Vale Instrumental Program (MVIMP),
- Lunchtime Clubs, including Chess and Fencing
- Social Skills Groups,
- Premiers Reading Challenge,
- House sports (Swimming, Cross Country, Athletics)
- Interschool sport, swimming, athletics and cross country,
- Allanah & Madeline Foundation Better Buddies Program
- Mentoring, peer and cross age activities
- Camps and excursions

Some students require additional assistance. To support these students, we may work with psychologists and speech therapists to help identify their individual learning needs. We also provide additional assistance through individual and small group support programs, individual learning plans and partnerships with families.
Smile at Playtime Program

To combat friendship and isolation issues in the school yard, the Foundation-2 teachers conduct the Smile at Playtime program after each recess and lunch time. Here the teachers ask each student what they did in the yard who they played with and if there were any issues. This is done as a whole class so that we can celebrate together the wonderful activities that did happen that day, and immediately solve any problems that may have taken place.

By noting incidents that occur in the Smile at Playtime booklet, teachers are then able to act upon any behaviour patterns that may be occurring at an early stage, before it escalates. These may range from ‘I didn’t have anyone to play with’ to ‘someone was teasing me’. After teachers complete the Smile at Playtime booklet, they often model some of the behaviours that need working on; for example asking someone to play with you, or telling the yard duty teacher if another student is bothering you. By role playing these scenarios as a whole class, all students learn these vital life skills and are well equipped when interacting with others in the school yard.

BUDDIES
6.7 Communication - Parents and the School

School newsletter
The school newsletter is fortnightly except in the first five and last five weeks of the year when it is weekly. It is available on the school website, application and also limited hard copies can be found at the office and Outside Hours School Care program. Parents can also subscribe to get the newsletter via email at: www.mpp.vic.edu.au/our-school/newsletter/

Please note that all items for publication are required in the main office by 11.00 am on Tuesday of the week of publication.

School website
The school website carries information on all aspects of the school. The web site address is: www.mpp.vic.edu.au
There is a parent download section. To access you will need the password: mpps

School Smart Phone application (please download it from your relevant app store)
A school app for mobile phones and tablets carries information on the canteen, uniform, newsletter and calendar and it also has a notice function that allows messages and alerts to be sent. Please enable notifications on your smart phone.

Class and school blogs
All classes have a class blog. All blogs have a comment function where parents can leave feedback. Blogs are accessible from the school website and carry all relevant curriculum and class information.

Concerns and Queries
If you have any concerns whatsoever please contact your child’s teacher. If you are experiencing difficulty in resolving a matter please contact the Assistant Principal or Principal. We are here to help resolve any concerns that you may have. The school email is an effective way to communicate with the school (moonee.ponds.ps@edumail.vic.gov.au)

The schools’ Feedback (Concerns and Complaints Policy) is available from the school website.

How to access the school newsletter:

1. Visit the school website:

2. Download the Moonee Ponds Primary School application from your relevant smart phone app store (search for: Moonee Ponds Primary School)

3. Sign up for it to be sent to your email address on the school website:
### Costs, allowances and financial matters

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ESSENTIAL STUDENT LEARNING ITEMS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Money collected enables the school to purchase</td>
<td>$170.00</td>
<td>$170.00</td>
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<tr>
<td>vital materials and resources which will be</td>
<td>(Capped at</td>
<td></td>
</tr>
<tr>
<td>utilized by all students to enhance their</td>
<td>$340 per</td>
<td></td>
</tr>
<tr>
<td>learning across all year levels and specialist</td>
<td>family)</td>
<td></td>
</tr>
<tr>
<td>areas within the school. The Essential Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning Items are associated with, but are</td>
<td></td>
<td></td>
</tr>
<tr>
<td>not part of the ‘instruction’ in the standard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>curriculum program for your child.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excursion Levy</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>(This can be used to pay for all year level</td>
<td></td>
<td></td>
</tr>
<tr>
<td>excursions/ incursion, sports carnival days and</td>
<td></td>
<td></td>
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<tr>
<td>other events)</td>
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<td></td>
</tr>
<tr>
<td>Swimming Program – Prep to 4</td>
<td>$85.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Camp Deposit for Grade 3/4 Students</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>(Please note that this deposit is non-refundable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Camp Deposit for Grade 5/6 Students</td>
<td>$100.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>(Please note that this deposit is non</td>
<td></td>
<td></td>
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<tr>
<td>refundable)</td>
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<td></td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td>$________</td>
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</table>

### Voluntary Financial Contributions

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Amount to be paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library Fund*</td>
<td>$Voluntary Amount</td>
<td>$________</td>
</tr>
<tr>
<td>Building Fund*</td>
<td>$Voluntary Amount</td>
<td>$________</td>
</tr>
<tr>
<td><strong>Sub Total</strong></td>
<td></td>
<td>$________</td>
</tr>
</tbody>
</table>

*Tax Deductible

| Working Bee - in lieu of attendance at a working bee. | $50.00

**TOTAL FEES PAYABLE** | $________
Buildings & Library Fund
Parents are requested to support the enhancement of the schools buildings and grounds, and Library Resource Centre through this important contribution. All contributions are tax deductible.

Excursion Levy
This $100 Levy is payment in advance for term curriculum excursions or incursions. As events occur you can elect through the excursion/incursion permission note to deduct the cost from this levy.

Book List
Booklists are distributed to students in November for delivery to school or home in January. These can be accessed on the school website also.

Concession Tickets - Travel to and from School
Parents are advised to obtain application forms from Tram/Train Stations prior to the start of the year. The forms must be signed and stamped at the main office of the school after the student photo has been obtained.

Transport Routes
The school is well served by public transport along Wilson Street/Victoria Street. Two school crossing supervisors are in attendance before and after school each day.

Myki Cards
Grade 3 to 6 students may require a myki card for use on public transport for specific excursions.

6.9 Dress Code – Students

School uniform is compulsory for all students. They may choose from a range of uniform items to wear at any time. Please refer to the Uniform Policy on the next page.

Our uniform provider is Noone Imagewear at 541 Keilor Road, Niddrie. Telephone 9379 5037. They also provide a service at school every Tuesday between 3-4 pm outside the General Office.

Second Hand Uniforms
The Parents’ Association runs a second hand uniform shop on the school site. Please contact the General Office for details.
UNIFORM POLICY

Rationale:
A consistent school uniform creates a sense of collective and individual pride in students and supports their identification with the school.

Aims:
The purpose of this policy is to:
- Promote equality amongst all students.
- Create a positive sense of belonging regardless of gender, cultural and socio-economic background.
- Assist in group security and safety when on excursions and away from the school.
- Represent the school in a positive image to the school population and wider community.
- Assist in bonding students and establish a strong school identity.
- Meet Sunsmart requirements.

Implementation:
All students are required to wear the correct school uniform:
- During school hours (unless specified).
- While engaged in school activities out of school hours or when representing the school.
- School photo days.
- While attending all excursions.

All students are required to wear a school hat for all outdoor activities including PE classes, recess and lunchtimes from September 1st to April 30th.

Moonee Ponds Primary School Logo:
The new logo is now available on all uniform items. The old logo is also accepted during the period of transition (until end of 2017).

The Uniform (Formal)
- School Dress (summer)
- Culottes – Navy gabardine
- Trousers – navy
- Red Short Sleeve Polo
- Windcheater
- Fleecy Top
- School Tunic (winter)
- Shorts – Navy gabardine
- Skivvy – red or white
- Red Long Sleeve Polo
- Pullover
- Bomber Jacket
The Sport Uniform
The sport uniform is to be worn ONLY on days when students have PE, when grades 5/6 have sport, represent the school in sport or at whole school carnivals.
- Navy shorts/Netball skirt (with navy sports briefs/bike shorts underneath)
- Track Pants Navy
- Runners

During grade 5/6 sport or when students are participating in whole school carnivals the t-shirt below is worn in place of the school shirt.
- A plain house colour t-shirt: red, blue, green, yellow – no logos or patterns.

Hats (compulsory from September 1st to April 30th)
- MPPS Legionnaires Hat (Navy)
- MPPS Broad Brim Hat (Navy)
- MPPS Bucket Hat (Navy)

Footwear
- Plain black shoes/runners

Approved Uniform (optional)
- Bike Shorts (navy knit) - may be worn under summer dress (available from the uniform shop)
- Navy tights
- Navy scarf
- Navy beanie with school logo
- Book Bag
- School Bag
- Hair accessories in the school fabric or plain colours

Items Not permitted (for safety reasons)
- Earrings (other than studs or sleepers) are not to be worn.
- Jewellery other than a wrist watch is not to be worn.

Exemption
The Principal may grant an exemption upon receiving written application from the parents/guardians. The application should state the grounds for the exemption and this may need to be referred to School Council for approval via the principal.

Uniform Shop
A uniform shop operates from the school and uniforms can be purchased from this shop at reasonable prices. Opening times are Thursday afternoons from 2.45pm till 3.45pm. Orders can be phoned through to the uniform shop and picked up from the office.

Second Hand Uniform Shop
The school has a uniform shop where items of clothing can be purchased at a very reasonable price.

Evaluation: This Policy will be evaluated on a 3 year review cycle.
Key Person responsible for development of the Uniform Policy: Principal

This policy was last ratified by School Council in February 2013
6.10 eConnect

eConnect is the Moonee Ponds Primary School digital technologies program. It ensures that our vision of “providing a vibrant and challenging curriculum while embracing new technology” is delivered. The program sees all grade 4, 5 and 6 students with a personal netbook giving them 24 hour access to digital learning. Prep-4 classrooms have laptop and desktop computers. All computers in the school provide access to the “edustar” software package provided by Department of Education and Training that gives access to over 80 software applications. All of our classrooms have electronic white boards. The school lives its mission with the provision of emerging technologies. This currently sees 20 ipads and other devices deployed in classrooms to support learning in new and engaging ways and supports digital literacy development in all students.

To support the development of digital literacy all classes develop a class blog to share their programs and learning strategies with families. The blogs provide an interactive environment where students learn cyber safety and etiquette. The Allanah and Madeleine Foundation “esmart” program is used in classrooms to support responsible cyber citizenship.

Parents and students sign a digital technology acceptable use agreement that is provided as an appendix in this handbook.

For further information please see the school website for their Digital Technologies Policy.

6.11 Health and Safety

In Spring/Summer we recommend that your children be well prepared with a broad brimmed hat and sunblock to prevent dehydration and to protect them from sunburn. It is compulsory for students to wear hats.

If your child is hurt or becomes ill at school, they will be able to rest. Minor cuts and abrasions can be treated but medicine can only be administered by the teachers when there is written permission from the parents. Parents must indicate the dosages and frequency of their child’s medication in writing. If your child appears to be too ill to return to class, the school will contact you and ask you to come and collect him/her.

It is school practice to contact parents about any injuries above the shoulder and discuss treatment.

Remember the best place for an unwell child is at home.

Infectious diseases
Students suffering from any of the following diseases are not permitted to attend school until cleared by a medical doctor:

- Diphtheria
- Leprosy
- Tuberculosis
- Whooping Cough(Pertussis)
- Infectious Hepatitis
- Measles
- Poliomyelitis
- Scarlet Fever (Meningococcal)

If you think your child has an infectious illness please contact the class teacher immediately. This is most important for other students and their parents.

Students suffering from any of the following diseases are not permitted to attend school until specific medical requirements are complied with. Parents are asked to check with the Assistant Principal, or the Principal if your child has any of the infectious diseases listed below:
Chicken Pox  Conjunctivitis  
Diarrhoea  Impetigo (School Sores)  
Mumps  Ringworm  
Rubella  Scabies  
Trachoma  Scarlet Fever

If you have not had your child immunised for any reason, or if the school has not received a copy of your child's Immunisation Certificate, your child will be excluded from school in the event of an outbreak of the following diseases:

- Poliomyelitis
- Whooping Cough
- Diphtheria

Health – Medicines
Please note that all medicines must be signed in at the Main Office for safety reasons. This includes Asthma Sprays. A management plan must be provided for each child who suffers from asthma, anaphalaxis or any other specific conditions requiring assistance. Please note that our school encourages that nut products are left out of lunchboxes. This enables us to work with families in providing the most appropriate care.

Head Lice
Unfortunately, Head Lice, seem to thrive in many schools. Please keep a constant watch on your child's hair and report any sign of Head Lice (Nits) to us. Remember that nits like clean hair but keep washing it!

Head Lice may reappear after treatment and parents should therefore be aware of the signs and the treatment of Head Lice.

Head Lice can be seen in the hair with the naked eye, but more often the diagnosis is made by detecting the eggs attached to the hair shafts. The female louse has a life span of about 30 days during which time she lays approximately 140 eggs which are attached to the hair shafts very close to the scalp. These eggs (often referred to as 'Nits') hatch within 7-8 days. Lice feed by biting and sucking the human scalp for blood. This bite causes the itch which people with Head Lice experience.

We suggest that you look for the following signs, which would indicate the presence of Head Lice:

**General:** Child scratching his/her head excessively.

**On the pillow:** Fine black powder or paler coloured material.

**In the hair:** Nits, the Lice eggs. Seen as cream to coffee coloured specks stuck near the hair roots.

**The Lice:** Small white to greyish parasites about as big as a pin head.
Treatment and removal is simple and painless:
- Lyban shampoo or mousse, can be purchased at any Chemist and is a 10 minute application. It is important to note that the lotion is not a 100% cure. All egg cases (‘Nits’) must be removed by combing, or more effectively, with your fingers, from the hair to ensure that no Lice hatch out to reinfect the host. Children's hair should then be inspected and combed on a regular basis to ensure that all the Lice are removed and the scalp is clean and clear of all eggs and Lice.

Children detected with Head Lice will be re-admitted to class the day after treatment has commenced. A child with head lice can be treated one evening and return to school the next day, even if there are still some eggs present.

There is no need to treat the whole family, unless they also have head lice.

Only the pillowcase requires specific laundering; either wash in hot water (at least 60 °C) or dry it using a clothes dryer on the hot or warm setting.

Personal Safety
It is important that your child:

- is able to say his/her own name, address and telephone number and an emergency contact name and telephone number.
- knows to cross the roads at lights or safety crossings and has been taught to cross safely when there are no lights or crossings.
- knows not to talk to strangers on the way to or from school.
- knows that he/she must remain in the designated areas and within the school fence line.

Emergency Contact

We keep an emergency contact form for each child which parents are asked to fill in when they enrol their children. For your child's safety it is most important that you tell us of any change of address, telephone number or any other information on this form – please leave written changes at the office.

Evacuation of School
Evacuations are held regularly to ensure that all children can leave buildings and/or the grounds as quickly and safely as possible in case of fire or any other emergency. Evacuation procedure signs are located near the door in all rooms.

Sick Bay / First Aid Room
This is a temporary base for sick and/or injured children. If your child requires rest or treatment, it will probably occur in this room which is near the office. A light is activated when a child is placed here so that s/he can be monitored prior to being collected by parents/relatives/friends.
6.12 School Organisation

Curriculum: Programs
The school follows within the curriculum framework developed for the Victorian Curriculum. This sets out what is essential for students to achieve from Foundation to Year 10 in all Victorian schools.

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For more information please see school website: www.mpp.vic.edu.au/curriculum

Homework
All students have homework.
- Home reading
- Interviews, Diary writing, maths practise, measurement activities
(Please refer to Home Practice (Homework) Policy: www.mpp.vic.edu.au/school-council/school-policies/

School Excursions
Part of the work in most curriculum areas is undertaken outside the classroom. These excursions may involve travelling from the school to other venues. In all cases where movement away from the school is necessary, permission to hold them must be given by the Principal and parents must sign an excursion form giving permission for their child to take part. Adequate supervision is always provided. The wearing of school colours is strongly encouraged for sports excursions. Parents are invited to accompany and participate whenever possible.

Camps
External Camps are usually conducted from Years 3-6. All camps are conducted according to strict Department of Education guidelines.

These camps offer students the opportunity to experience different environments and living conditions. They encourage independence in a friendly and supportive environment and are related to the curriculum.
Extra Curricular Activities
What are extra-curricular activities? Extra-curricular activities are activities that fall outside the realm of a basic curriculum.

At Moonee Ponds Primary School, in addition to our classroom learning programs, we offer a range extra-curricular activities and programs to support the engagement of all students.

These include:
· Excursions
· In-school workshops and performances (incursions)
· Guest Speakers
· Student Representative Council (SRC)
· Tournament of Minds
· GATEWAYS (Gifted and Talented Education)
· University of New South Wales competitions
· Family Maths
· Moonee Vale Instrumental Music Program (MVIMP) & School Band
· SRC Lunchtime Clubs
· Environmental Club “The Green Team”
· Chess and Fencing Clubs
· Social Skills Groups
· Life Skills Groups (for students with disabilities)
· Premiers Reading Challenge
· 5-6 House sports program
· Interschool Swimming, Athletics and Cross Country
· 5/6 Sports Gala Days
· The Alannah and Madeline Foundation Better Buddies Program (Foundation & Grade 6)
· 5/6 Annual Public Transport Challenge
· P-6 Annual Camping Program,
· Special Events & Celebrations e.g. Book Week, Yr 3 – 6 Literacy Trivia Festival
· Whole School Visual Arts Show (every two years),
· Whole School Performing Arts School Concert (every two years).
**Inter-school Sport**  
Children in Years 4, 5 and 6 have the opportunity from time to time to represent the school at a district level in deimminh, cross country and athletics.

**Swimming - Prep-4**  
The school has a swimming program that aims to have all children competent in swimming. All achievement certificates are based on the AquaPass levels as recommended by VicSwim.

**Sporting Carnivals**  
Children participate in annual athletics and swimming carnivals and the school Cross Country.

**Non-Participation**  
If you feel your child should not participate in PE, Sport or Swimming due to a significant illness, recurring medical problem or an injury, please contact the PE/ Sport teacher or Assistant Principal to discuss the matter.

**Spectators**  
Parents are encouraged to attend sporting events to support their children and assist staff. We welcome your help and assistance. It is very much appreciated. Sporting Events are advertised in the Newsletter.

**Years 5 and 6 Sport**  
Sports offered can include Swimming, Athletics, Softball, Netball, Hockey, Basketball, Football, Soccer, Baseball, Table Tennis, Tennis, Squash, Cricket, Aerobics, Golf and Cross-Country Running.

**6.13 School Library**

The School Library was opened in 1978. It is located at the top of the stairs in the administration building of the school.

The Library has an extensive collection of both book (ranging from picture story books to reference materials) and non-book materials. This collection includes:

- picture story titles
- fiction titles
- non fiction/reference titles
- non-book items (ie. magazines)
- audiovisual equipment and materials
- computer facilities

Overdue materials create problems for other borrowers. If books are overdue notices will be sent home to inform parents of the titles so they can help children locate them. Replacement cost is also included on this notice for books that are lost. Please remind your child to return books promptly. Your co-operation is greatly appreciated.

Approximately 1000 titles are added each school year. The processing of new items is hastened by the assistance of dedicated parents who help with this work. If you are interested in assisting please contact the Library staff.

All classrooms also have a ‘Classroom Library’ with a range of genres and titles.
The school Library offers the following:

- timetabled library classes
- borrowing/study/leisure for children at lunch times
- two week borrowing period which can be extended if necessary.

Parents are welcome to visit the Library for a ‘look around’ or to borrow. Please see the library staff to arrange borrowing. (Parent reference materials are also available).

The children are encouraged to use and enjoy their Library.

6.14 Moonee Vale Instrumental Music Program (MVIMP)
A joint Music Program between Moonee Ponds Primary, Moonee Ponds West, Ascot Vale & Ascot Vale West Primary Schools is offered to students from years 3-6. Music tutors are shared between the four schools and students have weekly lessons during school hours.

Our school holds a spring soriee and also a combined concert with all four schools in November.

Instruments on offer include:
Violin, Flute, Trumpet, Percussion, Cello, Clarinet, Trombone, Bass Guitar, Euphonium, Saxophone, French Horn
7. Policies / Programs
A full list of policies can be found on our website: www.mpp.vic.edu.au/school-council/school-policies

Before And After School Care Programs
The Out of School Care Programs are managed by the YMCA of Moonee Valley which is ultimately responsible for the programs.

The Before and After School Care Program has been operating within the YMCA Healthy Kids OSHC for the past 8 years.

Yearly Enrolment
$25.00 per family
End of term fee $30.00
School Curriculum day $59.00

Before School Care
$17.00 per child – permanent
$18.50 per child - casual
Includes breakfast

After School Care
$22.00 per child – permanent
$23.50 per child – casual
Includes afternoon tea

Child Care Benefit/ Rebate is available for the Before & After care program only. Families must register with Centrelink to receive the fee discounts. Call Centrelink on 13 61 50. Once assessed by Centrelink, they will provide you with a family reference number and a reference number for each child. Please provide this information on the enrolment form.

Hours: Monday - Friday – The programs operate between 7.15am – 8.45am for the morning program and 3.20 – 6.00pm for the afternoon program.

Location – The program is held in the Sports and Performance Centre and adjoining playground.

Bookings & Cancellations – Bookings can be made on a permanent or casual basis. Please make all bookings and cancellations with a staff member or by calling the on site phone number 0459 988 001 or the YMCA on 8371 0500. You must cancel by 8.30am that day for After Care, or 6pm the night before for Before Care.

Late Fees – Late fees will be charged for children collected late from the after care program. The fee is $2.00 per minute after 6pm. Please remember late collection extends someone else’s working day.

Staff - The YMCA of Moonee Valley adheres to the National Standards for Out of School Hours Programs. We work on a ration of 1:15, being one staff member to 15 children. The staff within our program are studying in fields relating to children. They are all encouraged to be involved in training and participation with the YMCA of Moonee Valley.
Afternoon Tea - When children arrive to be signed in at after care they will be able to help themselves to plates of fruit. Their afternoon tea will be served between 4-4.30 pm. Children will be involved in the preparation of afternoon tea wherever possible. The afternoon tea will change day to day and week to week. All children are encouraged to try all food offered and if they still do not like it they will be offered plain biscuits. Website: www.healthykidsoshc.ymca.org.au  Head Office: 8371 0500 /mobile: 0459 988 001  Fax: 8371 0550

ASSESSMENT AND REPORTING

Goals
Assessment and Reporting are carried out so that:

- Teachers will clearly know what is needed to help the student.
- Teachers can work out the effectiveness of their teaching methods
- Students gain a better idea about how to improve their work and/or conduct.
- Parents have a clear understanding of the educational progress of their child.

Program Description

- An assessment is a professional judgement about a student’s potential and performance.
- An assessment should be based on good evidence.
- A report is a written or spoken statement about the assessment.
- Different subject matter and different teaching methods may require different methods of assessment.
- Teachers will cover the following matters when writing a formal report for parents.
  
  Completion of classwork, assignments and homework.
  Quality of work attempted, goals achieved and the degree of independence of thought and action shown
  Approach to study, group work and problem solving
  Behaviour, co-operation and effort in different settings
  Future directions for the student’s development.

Implementation of Program

- Student learning will be assessed promptly and timely feedback will be provided.

- A detailed report is made in semester one and two or each year.

- Two formal parent-teacher exchanges are scheduled each year, usually in Term 1 and Term 3.

- Parents are encouraged to discuss their child’s progress with teachers at any mutually agreed time.
HOME LEARNING POLICY

Home learning helps students by complementing and reinforcing classroom learning, fostering good lifelong learning and study habits, and providing an opportunity for students to be responsible for their own learning.

The school recognises that valuable learning takes place beyond formal school hours, including travel, spending time with extended family, sport and other non-school activities. Home learning expectations will be balanced with this understanding of life experience.

Principles

- Home learning is another opportunity for parents to participate in their child’s education. Parents, in partnership with the school, should encourage their children to establish good home learning patterns for early primary school.
- We encourage home learning to be appropriate to skill level and age; interesting, challenging and where appropriate, open ended; balanced with a range of recreational, family and cultural activities; purposeful, meaningful and relevant to the curriculum; assessed by teachers with feedback and support.
- Parents should be advised of home learning expectations at the beginning of the school year and be provided with a copy of the school’s home learning policy. There will be ongoing dialogue between parents and teachers around these expectations and students’ progress.
- Students benefit from completing home learning regularly. Home learning helps them develop organisational and time-management skills, self discipline, skills in using out-of-school resources and personal responsibility for learning.
- Upper primary and secondary school students should use home learning diaries. Diaries provide a means of regular communication between parents and the school.

Successful practice

In the Early Years (Foundation to Year 4) home learning should not be seen as a chore. Home learning will:
- enable the extension of class work by practising skills or gathering extra information or materials.
- mainly consist of daily reading to, with and by parents/caregivers or older siblings.

In the Middle Years (Years 5 and 6) home learning:
- should include daily independent reading.
- should be co-ordinated across teachers to avoid unreasonable workloads for students.
- may include extension of class work, projects and assignments essays and research.
This policy applies to all school events on and off site.

Rationale:
A balance of ultraviolet radiation (UV) exposure is important for health. Too much of the sun’s UV can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first 10 years of life is a major factor in determining future skin cancer risk. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health.

Aims:
This Sun Smart Policy has been developed to:

- Ensure all students and staff have some UV exposure for vitamin D.
- Encourage the entire school community to use a combination of sun protection measures whenever UV Index levels reach 3 and above.
- Work towards a safe school environment that provides shade for students, staff and the school community at appropriate times.
- Assist students to be responsible for their own sun protection.
- Ensure that families and new staff are informed of the school’s Sun Smart policy.

Implementation:
Staff are encouraged to access the SunSmart UV Alert at www.sunsmart.com.au to find out daily local sun protection times to assist with the implementation of this policy.

We use a combination of sun protection measures for all outdoor activities from September 1st to the end of April.

1. Shade

- The school council makes sure there is a sufficient number of shelters and trees providing shade in the school grounds particularly in areas where students congregate e.g. lunch, canteen, outdoor lesson areas and popular play areas.
- The availability of shade is considered when planning excursions and outdoor activities.
- In consultation with the school council, shade provision is considered in plans for future buildings and grounds.
- Students are encouraged to use available areas of shade when outside.

2. Clothing

- Sun protective clothing is included in our school uniform / dress code and sports uniform. School clothing is cool, loose fitting and made of densely woven fabric. It includes shirts and dresses with collars and sleeves.
- Rash vests are encouraged during outside swimming.

3. Hats

- All students and staff are required to wear hats that protect their face, neck and ears, i.e.
- legionnaire, broad brimmed or bucket hats, whenever they are outside. Baseball or peak caps are not considered a suitable alternative. Students who do not have appropriate hats or outdoor clothing are required to sit/play in a designated undercover area protected from the sun.
4. Sunscreen

- Students must provide their own SPF 30+ broad spectrum, water resistant sunscreen.

- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, verbal reminders from teachers, instruction form prep teachers, sunscreen monitors, sunscreen buddies).

Staff OHS and Role modelling

As part of OHS UV risk controls and role-modelling, from September 1\textsuperscript{st} to end of April, staff:

- wear sun protective hats, clothing when outside
- apply SPF 30+ broad spectrum, water resistant sunscreen
- seek shade whenever possible

Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, sunglasses, sunscreen and shade) when participating in and attending outdoor school activities.

Curriculum

- Programs on skin cancer prevention and vitamin D are included in the curriculum for all year levels.

- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, school homepage, parent meetings, staff meetings, school assemblies, student and teacher activities and on student enrolment.

Relevant Documents / Links

- DET School Policy & Advisory Guide (SPAG) Sun & UV protection
- DET Health, Safety & Workcover
- Catholic Education Commission of Victoria (CECV) Occupational Health & Safety Guidelines
- Independent Schools Victoria (ISV) Compliance Framework
- Victorian Early Years Learning and Development Framework (VEYLDVF)
- Building Quality Standards Handbook (BQSH); Section 7.5.5 Shade Areas
- Education and Training Parliamentary Committee Inquiry into Dress Codes and School Uniforms in Victorian Schools -Government Response
- Occupational Health and Safety Act 2004
- Radiation Protection Standard for Occupational Exposure to Ultraviolet Radiation (2006)
- Safe Work Australia: Guidance Note for the Protection of Workers from the Ultraviolet Radiation in Sunlight (2008)
Relevant resources

- **SunSmart UV Alert:** The SunSmart UV Alert indicates daily weather forecasts including temperature, local UV levels and times sun protection is or isn’t needed. This is available in the weather section of the newspaper, on the SunSmart website at [www.sunsmart.com.au](http://www.sunsmart.com.au), as a free smart phone app or as a widget that you can add to your website.

- **Creating effective shade:** This online shade audit tool allows you to assess whether the existing shade at your school is adequate. It also helps you develop a list of practical recommendations to improve both built and natural shade. [http://www.sunsmart.com.au/shade-audit/](http://www.sunsmart.com.au/shade-audit/)

- **Create your own SunSmart poster:** online SunSmart poster templates where children choose the scene, text, upload an image of their own face to place into the scene and print off their very own poster with them as the SunSmart star. There are sun protection, vitamin D and snow posters to choose from [http://www.sunsmartposter.com.au/](http://www.sunsmartposter.com.au/)

- **SunSmart Millionaire:** How SunSmart are you? An innovative online game-based resource for year 5-7 students that promotes the science behind the SunSmart message. Visit [https://www.generationsunsmart.com.au/sunsmart-millionaire/](https://www.generationsunsmart.com.au/sunsmart-millionaire/)


  **Countdown:** song and associated activities

  Skin: Song written by Allan Caswell (who has kindly allowed SunSmart to share it with schools and services), this upbeat song has a focus on tolerance (and sun protection!).

- **Generation SunSmart:** fun and interactive online sun protection modules for teachers, school nurses and year 6 - 9 students. Visit [www.generationsunsmart.com.au](http://www.generationsunsmart.com.au)


**Evaluation:**

This policy will be reviewed as part of the school’s three year review cycle.

**Key Person responsible for development of the MPPS Sun Smart Policy:**

Principal

| This policy was last ratified by School Council in... | 25th May 2016 |
As you know the safety and care of every child is of great importance to us. It is for this reason that we ask for your support this year in assisting us to provide a safe classroom environment for a number of students who have severe allergic reactions to peanuts.

They must avoid contact of any sort with nuts or nut products. If they come into contact with these internally or externally they can become very ill. Their reactions are life threatening because breathing is affected so seriously that they can suffocate rapidly.

WE WOULD THEREFORE APPRECIATE YOUR COOPERATION IN AVOIDING PEANUTS AND OTHER NUTS IN ANY LUNCHES, SNACKS AND OTHER FOODS THAT YOU GIVE YOUR CHILD FOR SCHOOL.

This includes peanuts, peanut butter, satay, Picnic/ Snickers/Lion Bars, scorched peanuts, peanut toffee bars, cakes with crushed nuts (these are often peanuts), muesli bars with nuts, nutella, yoghurt with nuts, etc.

We hope this does not inconvenience you and thank you very much for your care and support in this matter.

PLEASE NOTE: These arrangements extend to all nuts including peanuts.
Acceptable Use Agreement for Digital Technologies

When using digital technology, I agree to:
1. be a safe, responsible and ethical user whenever and wherever I use it
2. support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
3. talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
4. seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
5. protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and unauthorised images
6. use the internet for educational purposes and use the equipment properly
7. use approved social networking sites for educational purposes and only as directed by teachers
8. abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
9. think critically about other users’ intellectual property and how I use content posted on the internet.
10. not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
11. not reveal my password to anyone except the system administrator or the teacher
12. not bring or download unauthorised programs, including games, to the school or run them on school computers

This agreement also applies during school excursions, camps and extra-curricular activities.

Moonee Ponds Primary School provides students with a digital device on the expectation that they will make good decisions with regard to their personal use that sit within our values of respect, optimism, care and collaboration.

This agreement must be signed and provided to the school before issue or use.

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name: ____________________________ Year Level: ______

Student Signature: ____________________________

Parent/Carer Signature: ____________________________ Date: __________

If you have any concerns about this agreement or ideas for making the agreement better contact the principal. For further support with online issues:
Students can call Kids Helpline on 1800 5 1800.
Parents/carers can call Parentline 132289 or visit
https://esafety.gov.au