

MOUNT NELSON
PRIMARY SCHOOL



Mount Nelson Primary School

Handbook

2019

School Term Dates for Students

Term 1	Wednesday, 6 February to Friday, 12 April <i>(Easter - Friday, 19 April to Tuesday, 23 April)</i>
Term 2	Monday, 29 April to Friday, 5 July
Term 3	Tuesday, 23 July to Friday, 27 September <i>Student Free Day - Monday, 22 July</i>
Term 4	Monday, 14 October to Thursday, 19 December <i>Student Free Day - Friday, 25 October</i>



Mount Nelson Primary
We Nurture, We Inspire, We Strive.
Welcome!

At Mount Nelson Primary School we are guided by and take responsibility for passing on the importance of our core values to our students and the broader community.

These core values are:

Respect

Respect is the foundation on which, communication, connections and significant relationships are built.

Caring

We believe that all children have the right to be happy and safe and that learning occurs more efficiently if this is the case.

Being a Team Player

We recognise that working together is the best way to meet challenges and to make full use of the talents and experiences that our staff, students, families and the wider school community have to share. We communicate openly with each other. We provide opportunities for all members of our community to work in teams and establish partnerships that benefit the wellbeing of the whole school and wider community.

Adaptability

Twenty first century living will require flexibility in dealing with the changing environment and technologies and this will be supported by the understanding of the need for continuous learning. Our world will in this time continue to celebrate innovation in all areas and our community will be the richer for its members embracing and leading originality of thought and action.

Achieving

We believe all children can achieve and we have high expectations of students, staff and our community. As a community we shall celebrate excellence in both effort and product.

We share the purposes of ensuring that our students are:

- Learning to relate, participate and care
- Learning to live full, healthy lives
- Learning to create purposeful futures
- Learning to act ethically
- Learning to learn, and
- Learning to think, know and understand.

We believe that:

- A caring school climate in which children feel secure, valued, and respected, is essential for children's development and learning
- The fostering of self-esteem is critical to students' success
- Quality teaching is a critical ingredient in the education of students. Schools must optimise student learning and achievement
- Schools must encourage, stimulate, and enable students to value learning
- All students are entitled to equitable opportunities to develop their knowledge and skills
- An effective curriculum is created by blending parental expectations, teacher expertise and departmental policies and guidelines
- Parent participation and involvement in the education of their children enhances its quality and effectiveness
- It is essential to acknowledge the rights and responsibilities of each student
- The curriculum offered should be both balanced and comprehensive, and should challenge each student
- Systematic and regular assessment of student progress is essential
- The achievement and effort of students must be recognised and celebrated, and
- Effective schools have a strong sense of shared purpose, clear goals, and high expectations.

Our Mission is to: Nurture, Inspire and Strive

In 2019 the school will offer a comprehensive curriculum, which embraces the Australian Curriculum and includes other significant areas as outlined below.

- English
- Mathematics
- Science
- Information and Communications Technology (ICT)
- Society and History
- Arts
- Physical Education / Health and Wellbeing, and
- Indonesian.

In primary school years you can expect your child to be assessed against Australian Curriculum Achievement Standards in:

- English
- Mathematics
- Science
- History, and
- Geography.

Health and Wellbeing and the Arts will be assessed by your child's teachers by a comment based on their judgement of progress being made. Teachers will monitor ICT progress across the years with state assessment by a skills check at year 6.

In addition we offer:

- A highly qualified and experienced team of teachers
- Specialist teachers in Physical Education, Indonesian, Art, Music and Drama
- Modern Music and Art facilities
- A bring your own computer program which allows internet access here at school
- A robotics and coding program
- An emphasis on information, communication and technology for all students with appropriate resources
- Before and After School Care Program run by Lady Gowrie Tasmania
- A range of sports, both those held during school hours and those run by parent volunteers during weekends and after school
- Attractive buildings and grounds, including a land care area, which provide a stimulating teaching and learning environment and opportunities for school, parents and community partnerships
- An enthusiastic and active School Association which is involved in policy and management decisions
- A comprehensive library and research facility, and
- A whole school approach to English and Mathematics teaching and learning.

School Policies

Reporting Agreement

Guiding Principles

- Parents / Carers will be informed about this agreement through: the school newsletter; a letter to all families and parent / carer-teacher contact
- Parents / Carers will be informed as soon as possible if their child's achievement level, rate of progress, or behaviour differs noticeably from past performance, and
- Reporting will be clear and open communication, which may include phone calls, notes or diary entries, parent / carer-teacher discussions and formal written reports.

Reporting Schedule

Early

- A There will be a Parent / Carer information session that may include information on: class and school routines; specialist programs; communication protocols; some key concepts for study; opportunities for parent / carer involvement and teacher policies and behaviour management
- B A very short preliminary statement issued around Easter to let parents know how their child is settling in and alert them to any concerns.

Mid-Year (July)

- A A full written report to parents / carers. This will include:
- Ratings on Mathematics, English, History and Science
 - Teacher comments on the above
 - Teacher comments on Geography, the Arts (Music, Art, Drama), LOTE and Health and Physical Education, and
 - Other general comments.
- B An invitation to attend a parent / carer teacher meeting covering:
- A discussion of issues arising from the report described above
 - Results of any school based assessment programs, where applicable, and
 - Issues raised by parents / carers.

On-going

Parents / Carers will be invited to attend meetings to receive and discuss information provided by system level monitoring. This may include: Year 3 and 5 National English and Mathematics tests, Kindergarten checklist and Performance Indicators in Primary Schools (PIPS) data where appropriate.

End of Year (December)

A written summary report that will incorporate:

- The Australian Curriculum
- Personal and Social skills development
- Attendance, and
- General Comments.

Parents / Carers will be offered an opportunity to respond to these reports in the week following their issue.

2019 Levies

Kindergarten **\$190**

Prep – Grade 6 **\$280**

Purpose

School levies form an essential proportion of school income. All parents or guardians, other than those approved under the Student Assistance Scheme (STAS), are expected to contribute towards the cost of their child's education. The purpose of the school levy policy is to ensure that school staff, parents and guardians, and the community:

- are aware of their responsibilities with regard to levies and other charges
- are provided with open, fair and honest information concerning the reasons for any levies and other charges, and the purposes for which money is collected, and
- aware of various payment options available, including payment by instalments.

The policy provides a foundation to help ensure that the setting and management of levies is fair and consistent and that the needs and wishes of all parties are taken into account.

Scope

The policy covers all fees and charges raised by Mount Nelson Primary against parents / carers other than those raised in conjunction with commercial transactions for services rendered on behalf of the school.

Policy Statement

Levies

An annual all-inclusive fee will be charged for each student enrolled at this school.

It is not the school policy for any additional compulsory levies to be charged. However additional levies may be charged for some programs if it would be inequitable, unfair or unreasonable to require all parents/ students to contribute towards an activity with a particularly high cost in proportion to overall levies. Any changes to fees will be recommended to the School Association for approval.

Fee concessions will be considered according to circumstances and the ability to pay, but there is an expectation that a minimum contribution will be made by all except those eligible for the Student Assistance Scheme. Families eligible for Student Assistance (STAS) are responsible for lodging their application form by the due date. Fee concessions will not be provided in anticipation of eligibility. In making any decision in relation to fees, due consideration will be given to the Department's Levy Policy. Fees are charged at the commencement of the school year, and are payable according to the school's levy paying options.

As far as possible, additional levies will not be made during the course of the year. If it is essential for additional levies to be made, notice of one month will be given to parents in writing, detailing the reason for the unexpected levy and providing payment options. Additional levies for excursions will not be made or collected by teachers – all levy collection will be via the school office, with official invoices and receipts for each student involved.

Other Charges

The school may make other charges for all students, including students eligible for student assistance. These cover other (optional) items outside of the standard educational program.

All other charges must be approved by the Principal. Teachers will not make or collect other charges for such items as optional excursions. One-off collections of other charges throughout the year are to be avoided where possible. If it is necessary to raise non-compulsory charges during the year for such items as end-of-year events or school trips, all payments are to be made at the front office, with official receipts provided.

Uniforms

School levies do not cover uniforms. The wearing of a uniform is strongly recommended. Uniforms may be purchased at the uniform shop.

Stationery

A pack of essential stationery is given to each student at the beginning of the year. There is no extra levy or charge to parents for this.

Excursions

There are no extra levies or charges for excursions unless they are optional. An example of an optional activity is the Grade 6 Interstate Trip, which students may wish to attend and for which they will be invoiced separately, whether eligible for student assistance or not.

Payment of Accounts

A letter is sent home for all enrolled students during December detailing the expected levies and other charges for the next year. Parents are expected to pay levies (or prove eligibility for exemption) before 8 February 2019.

If parents / guardians are unable to pay in full, they are expected to make arrangements as soon as possible with the School Business Manager to pay by instalments.

Every month the Department will forward a statement to all parents / carers with a debt to the school, or for whom a transaction has been recorded since the last statement.

Students who transfer to / from another school

The Department has recommended and it is this school's policy, that if a student transfers into this school part-way through a year, this school will not seek transfer of either related STAS funds, or levies, in full or part, from the previous school. It is not the policy of this school to forward STAS funds or collected levies, either in full or in part, relating to a student that leaves the school during the year.

Students enrolled during the school year

Parents / carers will not be required to pay levies (either in part or in full) should they enrol in a school part-way through a year, having already paid levies in full to a previous Tasmanian State School for that year. If an agreement to pay by instalments has been entered into, parents / carers are expected to renegotiate an agreement to pay the balance owing to the previous school, with the new school. This school will not seek transfer of funds from a previous school, either from levies already paid to, or STAS funds received by, the previous school.

We are a Move Well, Eat Well School

We want all children to eat well and be active at school every day.

You can support us by sending a clean 'water only' water bottle to school, making sure your child has some fruit and vegetables each day for a snack and packing a healthy and sustaining lunch.

We don't encourage sweets, fizzy drinks, chips or other 'occasional' food in lunchboxes.

This website can assist families with ideas on healthy lunches, best drinks for children and ways to help children be active. www.movewelleaseatwell.tas.gov.au/families

If you are sending food to school for a celebration, please try to include 'everyday foods' like breads and cereals, dairy foods, meats, fruit, vegetables rather than biscuits, lollies and chips.

Children participate in our daily activity program as well as a specialist physical education lesson each week.

You can support your child to participate in physical activities at school by ensuring that they wear comfortable shoes and clothes that allow them to move freely.

Encourage your child to walk all or part of the way to our school if it is safe to do so.

If your child is riding a bike to school check our safety and storage arrangements.

Sun Smart Policy

Rationale

Over-exposure to UV (ultraviolet) rays from the sun causes sunburn, skin damage and increases the risk of skin cancer. **Inappropriate sun exposure in the first 18 years of life contributes significantly to the lifetime risk of developing skin cancer.** However, some skin exposure to the sun's UV rays is needed for the production of vitamin D, vital for maintenance of healthy bones, teeth and general good health.

Being SunSmart is a whole-of-year approach. It means using sun protection when the UV is 3 and above (September to April), and safe sun exposure for vitamin D (May to August). Therefore, schools need to implement sun protection measures from the beginning of the school year until the end of April and again from the beginning of September until the end of the school year. Implementing sun protection measures throughout Terms 1 and 4 only is insufficient to protect against UVR risks.

Objectives

- Ensure children and staff maintain a healthy UV balance all year round. Encourage sun protection **when UV Index levels reach 3 and above and safe sun exposure for vitamin D.**
- Educate staff and children on appropriate sun protection measures.
- Ensure the outdoor environment provides shade for staff and students;
- Support duty of care and regulatory requirements; and
- Support appropriate WHS strategies to minimise UV risk and associated harms for staff and students.

Strategies

- Staff are encouraged to check the sun protection times on a daily basis at <http://www.cancertas.org.au/>, <http://www.bom.gov.au/tas/uv/> or on the free SunSmart app or widget.
- Staff and students use a combination of sun protection measures from September to April, when average peak UV levels in Tasmania reach 3 and above:

1. Clothing

- Sun-safe clothing is part of our school and sports uniform. This includes shirts with collars, sleeves, longer style dresses and shorts and rash vests or T-shirts for outdoor swimming.
- Clothing exposing large amounts of shoulder and upper torso eg. singlets, tank tops and strappy dresses are not considered suitable.

2. Sunscreen

- The use of SPF 30+ (or greater), broad-spectrum, water resistant sunscreen is required for staff and students use.
 - Students are encouraged to provide their own broad-spectrum, water-resistant SPF 30 or higher sunscreen.
 - Sunscreen is also available and accessible for use at the school in places such as classrooms and around the school yard.
- Sunscreen is applied 20 minutes before going outdoors. If outdoors for extended periods sunscreen is reapplied every 2 hours (more frequently if swimming or heavily sweating).
 - Sunscreen should be stored in a cool, dry place and the expiry date monitored.
 - Strategies are in place to remind students to apply sunscreen before going outdoors.

3. Hats

- Students and staff are required to wear sun-safe hats that protect the face, neck and ears when outside. Recommended sun-safe hats include legionnaire, broad-brimmed and bucket hats. Baseball caps do not offer enough protection and are not recommended.

4. Shade

- The school community is committed to providing shade in areas where students gather such as for eating, outdoor teaching and popular play areas. The use of these areas is encouraged.
- The availability of shade is considered when planning excursions and all outdoor activities.

5. Sunglasses

- Close-fitting wrap-around sunglasses that comply with Australian Standards AS1067 (Category 2, 3 or 4) are encouraged but optional.

➤ **Students without a sun-safe hat or clothing must play in areas protected from the sun.**

➤ **Staff WHS, role modelling and education**

- When UV is 3 and above staff will role model sun protection behaviours when outside by using the combination of sun protection measures outlined above.
- Families and visitors are encouraged to use a combination of sun protection measures when participating in and attending outdoor school activities.
- Programs on skin cancer prevention and vitamin D are included in teaching programs for all year levels
- SunSmart policy updates and requirements will be made available to staff, families and visitors.
- SunSmart behaviour is regularly reinforced and promoted to the whole school community through newsletters, meetings, assemblies and upon enrolment.

➤ **Planning**

- Ensure SunSmart policy is reflected in the planning of all outdoor events and excursions.
- Where possible, outdoor activities will be planned away from the middle of the day during the period September to April (when UV levels reach 3 and above).

➤ **Review**

- School's sun protection policy will be submitted for review to Cancer Council Tasmania once every three years, for updating as new evidence becomes available.

This information is based on current evidence available at time of review. Last updated: January 2019.

For more information e: sunsmart@cancertas.org.au ph: (03) 1300 65 65 85 w: www.cancertas.org.au.

Mount Nelson Primary School Positive Behaviour Support Policy

Philosophy

Mount Nelson Primary School operates on the belief that all students have the right to learn and all teachers have the right to teach. To do so means that each student and teacher works towards creating a climate that is positive and productive. No person has the right to choose behaviour that infringes upon the rights of others. As a staff, we believe that home and school must share the responsibility for teaching children appropriate behaviour. By working together, we can increase the probability that students will learn responsibility and respect for each other. By doing this, we can only increase their own self-respect.

Mount Nelson Primary School has adopted a school wide Positive Behaviour Policy process which we believe reflects the above philosophy. Our students behave in a responsible fashion most of the time. Some students, however, may err in judgement or choose to behave in an unacceptable manner. The consequences of these behaviours are based on either Restorative practices if damage is done or on a need for explicit teaching and hence learning opportunities for the young person. This means that we operate with firm but fair limits, and focus on repairing harm and building positive relationships with all members of the school community.

Our school seeks to:

- Provide a safe and secure environment for all school members and visitors
- Promote the rights and responsibilities of all members of the school community equally
- Foster respect for self, others and the environment
- Provide support, encouragement and assistance to children as they learn appropriate behaviours, and
- Foster positive relationships.

We believe that everyone within the school community has:

- The right to be respected by others

- The right to learn and to teach, and
- The right to feel safe.

All students, staff and caregivers will show commitment to maintaining a safe, supportive environment for everyone through:

- Valuing and respecting others and their property
- Contributing to a positive atmosphere where positive teaching and learning is taking place
- A consistent approach to managing, supporting and maintaining appropriate behaviour, and
- Positive, open dialogue between home and school.

Staff

- Promote student well-being, self-esteem, self-respect and respect for others
- Value and acknowledge respectful and responsible behaviour
- Communicate clear and appropriate expectations of students' learning and behaviour
- Are positive role models for students
- Inform caregivers regarding student behaviour, and
- Program and plan learning activities that invite students to become involved, active participants.

Students

- Do their best and have pride in their work
- Act in a caring and responsible manner to themselves and others
- Reflect on, and take responsibility for their behaviour and the outcomes or consequences, and
- Are involved in establishing class and school agreements and logical consequences for their appropriate behaviour.

Parents & Caregivers

- Support staff in maintaining a safe, supportive learning environment
- Notify the school of concerns and are invited to be involved in monitoring and modifying strategies
- Notify the school or class teacher of any circumstances that may affect their child's behaviour at school
- Have the opportunity to be involved in the development of guidelines for appropriate student behaviour at school, through the School Council and/or through review committees, and
- Request meetings with staff to resolve issues or concerns.

Mount Nelson Primary School Anti Bullying Policy

Rationale

At Mount Nelson Primary School we believe that in order for students to learn to the best of their ability and to extend personal growth, they must have a safe and friendly environment in which to spend their time. The school will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

Definition of Bullying

Bullying is when someone or a group of people with more power repeatedly and intentionally causes hurt or harm to another person or group of people who feel helpless to respond. Bullying can continue over time, is often hidden from adults and will probably continue if no action is taken.

Bullying isn't

- Single episodes of social rejection or dislike
- Single episode acts of nastiness or spite
- Random acts of aggression or intimidation, and
- Mutual arguments, disagreements or fights.

These actions can cause great distress. However, they're not examples of bullying unless someone is **deliberately** and **repeatedly** doing them to you.

(Alannah and Madeline Foundation, National Centre Against Bullying)

Aims of Anti-Bullying Policy

- To reinforce within the school community what bullying is, and the fact that it is unacceptable
- Everyone within the school community to be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as observer or victim
- To ensure that all reported incidents of bullying are followed up appropriately and that support is given to both victims and perpetrators, and
- To seek parental and peer-group support and cooperation at all times.

Structure/Content of Anti-Bullying Policy

The school will adopt a four-phase approach:

1 Primary Prevention - Community Education

- Professional development for staff relating to bullying, harassment and the strategies that counter act them
- Community awareness and input relating to bullying, its characteristics and the school's programs and response
- To provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving
- Feedback from students will be sought regularly in order to monitor the school's culture with regard to bullying
- Our class program will clarify at the start of each year the school policy on bullying, and
- School leaders, staff and students to promote the philosophy of 'No Put Downs'.

2 Early Intervention

- Encourage children to report bullying incidents involving themselves or others
- Classroom teachers regularly reminding students to report incidents, and that reporting is not dobbing
- Parents are encouraged to contact the school if they become aware of a problem. Safe lunchtime and recess venues are regularly publicised and supervised
- Public recognition and reward for positive behaviour and resolution of problems, and
- Principal informed of all bullying incidents.

3 Intervention

- Direct nomination of bullying incident by students
- Once identified, bully, victim and witnesses spoken with, and all incidents or allegations of bullying fully investigated and documented
- Both bully and victim offered counselling and support in individual meetings and in combined/mediated setting if appropriate, and
- If bullying is significant or ongoing, parents will be contacted and consequences implemented.

4 Post-incident outcomes

The severity of the incident, level of remorse and previous behavioural history of the bully will affect their outcome and our support for the harassed student will be discussed with families and specialists and acted upon as is appropriate.

- Possible outcomes
- Ongoing monitoring of identified bullies/victims
- Ongoing counselling from appropriate agency for both victim and bully
- Development of peer partnering and peer mentoring programs, and
- Public acknowledgement/rewards for positive behaviour and reinforcement of school policy.

Implementation of Policy

- Parents, teachers, students and the community will be aware of the school's position on bullying
- Staff will be made aware of their responsibilities with regard to the policy, and
- Publication of policy via school publications.

Computer Use Agreement

Each student at our school (grade 3 to 6) is required to read and agree to our school computer use agreement document which is sent home at the start of each year for those students who will independently use the computer. It contains the following requirements that students agree to.

Appropriate and Ethical Use

- Only access the Internet under supervision and request permission before logging on
- Use the Internet to access appropriate material
- Notify their teacher immediately if, by accident, they encounter materials which are not appropriate
- Use their class account only to send and receive e-mail
- Ask for teacher permission before downloading material from the Internet or e-mail attachments
- Use appropriate and inoffensive language at all times
- Not publish their own name, photograph or that of others on the WWW without written parental permission
- Respect copyright - not represent other Internet user's documents as their own and acknowledge sources of information accessed from the Internet, and
- Only download material needed for educational purposes.

Reasonable and Fair Access

- Use the computer work stations fairly, with time for all students to have a turn
- Understand that some learning tasks have a higher priority than others when using the computers
- Understand that teachers and students work together to decide what are priorities for their class
- Understand that teachers will decide who will have a turn on the computer if there is a disagreement
- Share computer skills and knowledge with other students and classes, and
- Appreciate that the only games used on school computers will be those loaded by teachers.

Safe and Secure Access

- Only access the files in their own personal folder
- Understand that files are the personal property of the person who owns them
- Not access or change anything about other people's files or folders, and
- Understand that usernames and passwords are private.

Care and Maintenance

- Not eat or drink when using or are close to a computer
- Keep foreign bodies (paper, cardboard and metal) away from the computer
- Only use disks provided by class teacher, not disks and/or e-mail attachments from home
- Report misuse of the computers, including Internet and e-mail, to teachers
- Report problems with the computer equipment to a teacher, and
- Not interfere with the operation of the network.

Student Owned Devices

- Students are supported in bringing in their own computer
- Technical support and maintenance of student owned devices is their own responsibility, and

- The school has several technicians and a student run help desk to assist students set up their device for connectivity. Advice and support for minor day to day issues can usually be provided by the student support team.

Full student / parent agreement available on the website or at the school office

Community Participation

Parent Participation

Parent and teacher partnerships are strongly encouraged at Mount Nelson Primary. Teachers welcome parents to be involved in class programs. Workshops and chat sessions are organised throughout the year to inform and enhance parent participation in school programs.

A teacher-parent information session is held at the start of the year. This is intended to inform parents about class programs.

Parents play an important part in school governance and fund raising through the School Association.

School Association

This association is made up of the principal, parent, teaching and non-teaching staff members.

The functions, objectives and purposes of this association are:

- To participate in the formulation and development of a set of beliefs, values and priorities for the school; and the school policies and code of conduct
- To provide advice and recommendations to the principal in relation to the general operations and management of the school
- To participate on the selection panel in respect of any advertised permanent vacancy for the position of principal
- To foster cooperation among teachers, students, members, parents and the community
- To provide advice and recommendations to the DoE Secretary on any matter relating to policy
- To approve the school budget, and
- To undertake any other function the Minister may determine in accordance with Section 27 of the *Education Act*.

This Association also has the power to:

- Carry out trading activities not relating to education for the benefit of the school (uniform, canteen), and
- Provide, or assist in the provision of, financial or other resources or services for the benefit of the school.

Any members of the Association (parents / carers) may attend committee meetings as observers.

Protocols for Parent Helpers at School

School Perspective

- Parent help is highly valued at Mount Nelson, both in class and with activities such as excursions, canteen, banking, uniform pool, sports' teams and book club
- We are aware of the demands on parents' time and will ensure activities undertaken are mutually beneficial
- Department of Education protocols for the supervision of children will be followed in order to protect both the students and the parent helpers
- Parents who volunteer to assist with school based activities during regular school hours must have a Working with Vulnerable People (Children) Registration (WWVP)
- Parents who accompany children on camp will require a WWVP Registration
- Parents who volunteer as sports' coaches out of school hours will require a WWVP Registration
- Parents will receive appropriate guidance and training when required

- Parents will not be placed in a situation that can lead to litigation
- Teachers would appreciate prior notice if a parent is unable to attend a planned session, and
- The Art teacher would welcome support.

Working with Vulnerable People (WWVP)

To apply for a WWVP Card you need to complete the online application form which is available at <http://www.justice.tas.au/working-with-children>. For more information please ask at the office and / or ☎ 1300 654 499 or email – workingwithchildren@justice.tas.gov.au.

Parent Perspective

- It is deemed a privilege to work with other people's children
- All interactions with children at school are deemed confidential. It is up to the teacher to pass on information to parents regarding their child at school. If a parent helper feels something needs to be shared, they must go through the teacher. The handling or touching of any student, (other than their own child) is prohibited, even if the person is well known to the child's family
- If a parent stays on in the playground during a recreation break, the same rule applies. When working in a classroom, parents are asked to respect the working climate of the classroom and maintain a 'professional' manner at all times, and
- If a parent has a particular talent or interest, teachers welcome hearing about it. Parents are asked to sign in and out at the office and wear a visitor's badge while assisting at school.

Class Placement Policy

Rationale

There are many benefits to being in a school this size. One of the downsides is the limited options for placing students in classes.

Objective

- To place all students in class groups that will maximise their learning opportunities,
- To reflect a number of gender balance in classes where possible,
- Older grades will generally have more students,
- There will be an equitable demand on teachers (an even spread of ability groups and those with challenging behaviours or additional needs), and
- Teachers will be placed in classes that match their expertise.

Implementation

- All class teachers, in consultation with the principal and support teacher, will have an input into the placement of students,
- At least one nominated, reciprocal, peer-aged friend in a student's class,
- Classes will be set to both enable the integration of new students and provide the opportunity for students to broaden their friendship group,
- Parents who wish to add relevant information about their child's class placement may do so but they will not be able to select the child's teacher or class,

- If special consideration is given for any reason in one year, there is no guarantee that the same will be given in the following year, and
- We will aim to ensure students spend a maximum of two years with any one teacher unless there are special circumstances.

Support Services

These services will be provided by Learning Services Southern Region.

School Psychologist

A School Psychologist visits the school regularly and is available to undertake cognitive and achievement assessments with individual children, as required, in order to provide extra guidance on a child's progress and is also available to counsel individual children, upon request.

The work of the School Psychologist is strictly confidential. They can be contacted via the school office staff.

Social Worker

A Social Worker visits our school regularly. This service is provided to assist children and families who are experiencing social and emotional problems.

The work of the Social Worker is strictly confidential.

Speech Pathology

A Department of Education Speech Pathologist who visits the school on a regular basis can assess children whose speech is causing concern and assist us in the design or modification of classroom programs to assist the child.

General Information Guide

School Contact Details

Address	388 Nelson Road, Mount Nelson 7007
Phone	03 6223 2879
SMS	0457 989 509 (for absence advice only)
Email	mount.nelson.primary@education.tas.gov.au

Absences

Parents are requested to notify the school when a child is absent or will be arriving late, or will be leaving school early.

Before and After School Care Program

Lady Gowrie Child Care Centre provides this service in the School Hall. The morning session operates from 7.00 - 8.30 am each day and the afternoon session from 3.00 – 6.00 pm. For bookings please contact their office on ☎ 6230 6864.

Parents need to register their children before bookings can be accepted. Registration forms are available at the school office.

Buses

The M.T.T. bus leaves the Signal Station at 8.25 am and children catch the return bus after school at approximately 3.30 pm. A duty teacher sees the children safely across the roads. Whether catching a bus or walking home, it is expected that children will behave in an acceptable way and parents are asked to remind children about appropriate behaviour.

Classroom Assistance

Parents / carers are encouraged to be involved with the School Program. Teachers are happy to discuss ways in which you can help. Please do not hesitate to ask them, or the Principal, if you have any contribution you would care to make, or any concerns you wish clarified.

The school now has a set of Parent Help Protocols, in the policy section of this document, to protect the rights of students, staff and parent helpers. It is the Department of Education policy that all parent helpers have a Working with Vulnerable People Card (WWVP).

Computers

Students in all class groups have access to computers. Email and Internet access are provided in all classrooms, library and staff offices. The school library is computerised and connected to the central State Library service. There is a set of netbooks available as part of our 1:1 netbook program in grades 4 and 5. In grades 5 and 6 we have a 1:2 program using desktops and laptops. Electronic whiteboards are also used in all classes.

Calendar

A school events calendar is published in the newsletter and can also be read on the school's website.

Dental Service

Oral Health Services Tasmania provides a free dental examination for all children. A dental examination may also include diagnostic radiographs (x-rays), dental health education and orthodontic discussion. Clinics are located in Kingston ☎ 616 54882 and New Town ☎ 1300 011 013.

Emergency Contacts

The school maintains a register of emergency contacts for each student based on information supplied on admission. This information is updated at the beginning of each year, parents are requested to immediately **inform the school of any changes which may occur during the year.** It is essential that all parents update and sign a **student information validation form** each year and return it to school promptly.

Excursions

These are undertaken at regular intervals to give children first-hand experience in different areas of the curriculum. **Specific information is contained in the newsletter in advance of the excursion.** An excursion levy is included in the general school levy and this will usually cover the cost of most excursions. Occasionally, additional amounts may be requested for particular excursions and camps. If parents have difficulty in meeting costs, please discuss this with the principal or class teacher.

School Hours

Kindergarten

There will be 2 Kindergarten groups in 2019.

Kindergarten

Monday, Tuesday and alternate Wednesdays	9.00 am – 3.00 pm
Thursday, Friday and alternate Wednesdays	9.00 am – 3.00 pm

Prep - Grade 6

Monday to Friday	9.00 am – 3.00 pm
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Children should not be at school before 8.30 am.

Teachers are required to be on duty in classrooms at 8.30 am and children are supervised from 8.30 am - 9.00 am.

Recess break

Supervised play	10.50 am – 11.10 am
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Lunch break

Eating lunch - supervised by a teacher	12.45 pm – 1.00 pm
Supervised play	1.00 pm – 1.30 pm

After School

Unless staying for organised activities or waiting for the bus, children should leave the school grounds as soon as possible after 3.00 pm.

Immunisation

Information about the immunisation status is now a government requirement when students are enrolled in school for the first time.

Levies *(general levies are not subject to GST)*

Levies are reviewed and approved by the School Association. A general levy is charged for each child. This levy covers all stationery, excursions, performances, Life Education and the purchase of materials and equipment. Students in grade 3 to 5 have a Swimming and Water Safety component included in their levy. Students are usually given their stationery during the first week of Term 1.

Levies are payable at the beginning of the school year. If levy payments cannot be made promptly, parents are asked to contact the School Business Manager to make alternative arrangements.

Library

The School's well-equipped Library lends books to students as well as providing a research and reference centre for the school. Parents are requested to ensure that children return books lent to them, as costs associated with this service are considerable. Students will be charged for lost items.

Lost Property

Lost items are located in the main corridor. Please help your child to become responsible in the care of possessions and encourage them to check 'Lost Property' for missing items. Valuable items are kept in the school office. Please ensure clothing is labelled clearly with your child's name.

Medication

Individual medical action plans are developed in collaboration with parents for all children who have acute medical conditions or specialist needs. If a student needs to take medication during school hours, **both a medical practitioner and the parent or guardian must complete an authorisation form**. This applies to both prescription and non-prescription medication. The necessary forms are available from the school office on request. Parents are asked to ensure that children do not bring medication to school unless the required authorisation has been forwarded to the school. If a child requires medication on a long-term basis, a new form is required whenever the dosage or time of administration is changed.

Mobile Phones

The use of mobile phones or cameras by students during school hours is not permitted. If your child needs to have a phone at school this should be checked in at the school office before 9 am and collected at 3 pm.

Newsletter

A newsletter is distributed to each family on a fortnightly basis. This contains information of coming events and many other items that are of interest to children and their families. **If you do not receive a copy of the Newsletter, please let the school office know.** The newsletter is also available on our school Website and SZapp. Families who provide an email address will be sent their **Newsletter by email**.

Parking

Parking space in the school grounds is very limited. In the interests of student safety, parents / carers are requested to park within the school grounds only when visiting the school for a specific purpose. There is a quick drop off area at the front of the school (marked with yellow and white paint). Please observe the 'quick drop off' area (marked with yellow and white paint near the entrance to the school) at all times. This is not a Parking zone. Signs indicating traffic flow should be strictly adhered to. Additional parking, and a useful 'dropping-off' and 'picking-up' area can be found adjacent to the play equipment at the northern end of the school, near the school oval. This area can be accessed via a driveway from Nelson Road.

Personal Property

It is strongly recommended that children do not bring valuable toys or equipment to school. Money in excess of \$2.00 should be handed to staff for safekeeping. The school cannot accept responsibility for lost or damaged property. Any property that is found is located in the 'Lost Property' area in the main corridor. Small or valuable items are kept in the school office.

Playground

The school is part of the Mount Nelson community and we encourage children and parents / carers to feel proud of, and responsible for, what they have made possible. Vandalism does occur, but it is rare. Any vandalism should be reported immediately to the police, the principal or staff at the school.

Safety

At Mount Nelson Primary we are concerned for the safety of all students in our care. In line with this the school has a safety plan, which includes regular fire and safety drills. We also ask that students do not leave the grounds without written permission from parents. In addition to this we supervise all kinder and prep students until they are collected by someone after school.

School Facilities

Requests for the use of any school facility outside school hours should be directed to the School Business Manager.

Sport

Children participate in a variety of sports designed to extend their skills and heighten their interest in as many activities as possible. The school organises swimming, cross-country and athletic carnivals. Inter-school carnivals to which the school sends representative teams are also held in these sports. Interested parents organise school sports teams in soccer, basketball, T- ball, minkey and hockey for rosters, which

are conducted out of school hours. Once a year, Grades 3 to 5 students take part in the Swimming and Water Safety Program.

Student Assistance

In cases of financial hardship, the Department of Education will pay general levies for students who are approved through the Student Assistance Scheme. Application forms, which are treated in the strictest confidence, are available at the school office and are to be completed in October for the next school year.

Sun Protection

Students are required to wear broad-brimmed or legionnaire hats in the playground and at outdoor events during Daylight Savings time. Sunscreen is available for excursions and sporting events during period.

Uniform

The school actively encourages the wearing of our school uniform. The School Association, in consultation with the school staff, is responsible for making decisions about school uniform.

School Uniform Shop

The School Association runs this service and whilst it does make a small profit, the main aim is to provide a service to parents at a reasonable cost. It is not, however, always possible to carry a large stock of all sizes. At regular intervals order forms are sent out. To assist the coordinator forms are required to be returned promptly. In addition, it is sometimes possible to offer items not normally stocked and parents are advised when these special purchases are available.

Uniform Sales

The Uniform Shop Co-ordinator can be contacted to arrange a suitable time. Contact information, uniform details and price list are available at the school office.

Second-hand items

The School Association also sells second-hand items. Items may be left at the school office.

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY NAMED