



Munno Para

PRIMARY SCHOOL

Respect, Responsibility, Success

NEWSLETTER ISSUE 11
Term 4, Week 6 2019

"Never give up on what you really want to do.
The person with big dreams is more powerful
than one with all the facts."
— Albert Einstein

Principal's Message

Dear Families and Carers,

It is incredible to believe that we have less than 4 weeks of school left for 2019. It certainly has been busy and entertaining throughout the year. It is that crazy time of the year with the school finalising end of year processes whilst planning and preparing for the next year.

Information for **Parent Requests** closed 31st October. There have been some late letters, which we cannot guarantee will be looked at. Class placements take considerable time and 2020 will encompass a number of staff moves and class moves across the school along with enrolment variations. We will start with an additional class next year, meaning all classrooms will be occupied.

Classes cannot be guaranteed until day 6 census in 2020. Thank you to those families that have notified the school that they will not be returning. This has helped to make class numbers as accurate as we can.

2022 will see all **Year 7 students in high school** in South Australia. SA has been the only state in Australia that Year 7 students have not been at high school. This has been problematic with curriculum planning. The move of Year 7 students to high school brings new opportunities for students, staff and schools. The Department has worked extensively behind the scenes to ensure that the transition is as smooth and successful as possible for students and families.

All SA students learn the Australian Curriculum at school. For Year 7's, the curriculum focuses on specialist courses and is designed to be taught in a high school setting. Moving Year 7 to high school will mean students benefit from specialist teachers and resources such as learning in fully equipped labs and design and technology facilities. It also provides a grouped curriculum for Year 7 and Year 8 in a number of subject areas, making it easier to deliver these subjects.

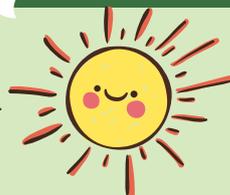
A pilot of 3 schools will start in 2020, allowing for early insights into workforce planning, funding arrangements, student wellbeing, curriculum delivery and transition processes between primary and high schools.

The Department for Education's **Inclusive Education Support Program (IESP)** is a new functional needs-based funding model for preschool and school students. Funding is based on the documented adjustments that have been described in the child or student's personalised plan to address their functional needs. The IESP was introduced in January 2019 with new and updated eligibility criteria, a Level of Adjustment matrix as well as a single, streamlined process which took effect from 14th October. The updated eligibility criteria has been developed to align with national disability legislation and guidelines. They focus on a child's needs rather than their disability diagnosis or label. This approach recognises all disabilities and learning difficulties, including mental health, trauma, complex behaviours and complex health care needs.

(Continued over...)



HELLO!



Diary Dates

Every day

- Breakfast Club 8:15-8:45am 
- Art room

Every Monday

- School Banking 

Every Tuesday

- Boyz Biz 3pm-4pm 

TERM 4:

Tuesday 3rd December

- Open Day
- Assembly 2pm

Wednesday 4th December

- Governing Council Meeting 5:30pm

Friday 6th December

- Orders due for Canteen special lunch

Wednesday 11th December

- School Concert 12pm
- Canteen special lunch

Week 9

- Reports sent home
- Canteen closed in Week 9

Friday 13th December

- Last day of Term 4

KINDY TRANSITION VISITS:

Thursday 28th November 9am-1pm

Thursday 5th December 9-11:45am

Bell Times

- 8:45am Teacher on duty in the yard
- 8:50am School day begins
- 11am Lunch – eating in class
- 11:10am Lunch play
- 11:40am Lunch finishes
- 1.10pm Recess play
- 1:30pm End recess play
- 3pm Home time 



Government of South Australia
Department for Education

Maltarra Road, Munno Para SA 5115
Ph: 8254 8322 Fax: 8254 9231
Email: dl.1482_info@schools.sa.edu.au
www.munnoparaps.sa.edu.au

Principal's Message (continued)

The Australian Government is committed to achieving better results for Indigenous Australians and is working with states and territories to ensure mainstream schools policy and programs contribute to improvements in outcomes for all students. The Government provides needs-based recurrent funding to support all students, including a dedicated funding loading which provides additional funding for Aboriginal and Torres Strait Islander students. Reconciliation Australia supports schools and early learning services across Australia to develop environments that foster a higher level of knowledge and pride in Aboriginal and Torres Strait Islander histories, cultures and contributions.

On 13th November, the **Peachey Partnership** celebrated the graduation of the **Aboriginal and Torres Strait Islanders Year 7 students** across their sites. It was a wonderful ceremony with a special guest from UniSA, who spoke of the importance of education. As Nelson Mandela once said "Education is the most powerful weapon which you can use to change the world". Congratulations to Jamaika-Rose, Jack, Rachel and Leon and we look forward to the invitation to your Year 12 graduation.

The **End of Year Concert** will run as it did last year. The Concert will be on Wednesday 11th December from 12pm. This was hugely successful for the students who were able to see all performances earlier in the day, and then to relax in their class before and after their performance. It also made it easier for parents to pick up students, without stepping through and over other students. The performance will start at 12pm with more information regarding individual class performances from class teachers.



I have also attached the school's **Communication Policy**. This has been approved by Governing Council and after consultation with staff. With Social Media so prevalent in society, it is very easy for people to make comments and have opinions and to share these to a large number of people. The comments and opinions are generally one person's perspective. Staff and schools are not in a position to be able to defend themselves or make a comment when negative or inappropriate comments are made. These comments are usually made without all of the information or often when someone feels aggrieved by a decision. It would be appreciated when people have an issue that they talk directly to the school and/or staff member concerned. We are not always going to agree with each other, there are nearly 400 students with 270 plus families. That is just not possible!

Reports will go home in Week 9. The reports are a culmination of the year's work. Tentative class placements will be sent home with reports. Again these are tentative and cannot be confirmed until next year.

Governing Council have approved the plans for a **Sensory Garden**. This will be established at the back area of A and M Learning Teams. It will be a large investment for the school and will include areas for students to discover, play and investigate. It will be an area that students use with adult supervision. Students had conversations in SVC and their classes to give their input into the planning and design. We are also planning on levelling the asphalt area along the front of the school and building a road safety track.



The school recently bought some additional equipment for the **JP play areas**. John did some WHS inspections on the equipment and they will be placed in the early years learning areas soon.

Staff are continuing to report that some students are entering the school grounds through the staff carpark gate in the mornings. This poses a huge **safety risk** with children walking through the gates the same time as staff are driving through. This is very concerning behaviour which will result in leadership following up by contacting parents and putting consequences in place for any offending students. It would be appreciated if parents could remind their child/ren not to access the school grounds via the staff car park as it extremely unsafe.

Information has gone home for the **Year 7 Graduation**. The students all voted and have had an enormous input into how they want to celebrate their graduation. Classes had many conversations and class meetings to ensure they got what they wanted for the day. There were of course, several students who wanted something different. Again we cannot please everyone. The Year 7 students voted and have revoted to ensure that it is their voice and wants that are paramount in the planning and decisions. The decision to move the whole event to the school was due to a number of families not having transport and therefore not in a position to be driving backwards and forwards to alternate locations. The additional expense was not something that all families could afford, especially at this time of the year with Christmas upon us.



Congratulations to all the students who participated in the **SAPSASA Summer Carnival** last week. The weather held out for them and they had a great day. We received a number of complimentary comments for their positive behaviour and good sportsmanship. Well done to all and thank you to staff and volunteers who helped on the day.

The **canteen special lunch** is Wednesday 11th December. All orders are due by Friday 6th December. The canteen is running stock down for the end of year and Sandra will replace with like items when possible, or refund. The canteen will be closed all of Week 9 for end of year clean up and stock take. Thank you to Sandra for her work in the canteen. It has been greatly appreciated.

Tuesday December 3rd will be our **Open Day**. The school has been open for 40 years. At 2pm there will be an assembly and 3-4 classes will be open for guests to have a look around. The library will have items from a previous time capsule that people can take home if they can show that it belongs to them. There will also be old photo albums which people can take photos of.

Belinda Kopania, Principal

School Fees 2020

Below is our notice for Materials & Services for 2020. **Please note this is not an invoice.**

You are invited to the next Governing Council Meeting on Wednesday 4th December 2019 at 5.30pm, if you have any questions regarding school fees.



Government of South Australia
Department for Education

Munno Para Primary School - 1482		
Notice of Materials and Services Charges for 2020		
Notice of Charges for Reception To Year 7		
HEADING	ITEMS AND SERVICES	COST (\$)
Printed and electronic materials related to the educational program and which are provided for the student	Workbooks	\$42.00
	Text Book Hire / E-Book Access	\$6.00
	Photocopied Material	\$22.00
	SUBTOTAL (ZPREM)	\$70.00
Stationery items that are provided for the student	Stationery Items	\$67.00
	Other [please Specify]	\$0.00
	Other [please Specify]	\$0.00
	SUBTOTAL (ZSTAT)	\$67.00
Materials and Services that are provided by the school for the student to consume or use the materials or take ownership of a finished article produced by the student with the materials	Access to Student Information Technology	\$22.00
	Access to Machinery	\$0.00
	Access to Equipment	\$40.00
	Curriculum/Subject Supplies and Services	\$23.00
	Other [please Specify]	\$0.00
	Other [please Specify]	\$0.00
	SUBTOTAL (ZACMS)	\$85.00
Materials for inclusion in the school library and to enable use by the student	Library resources including access to borrowing library resources	\$22.00
	SUBTOTAL (ZACLI)	\$22.00
Total Materials and Services Charge (excluding Subject Charges)		\$244.00

These subject charges are in addition to the Materials and Services Charge above for those students undertaking the following subjects.

Subject Description	Cost (\$)
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00

Munno Para Spring Fair

On Sunday 20th of October 2019 we held our 3rd "Munno Para Primary Spring Fair". It was a great success with over 100 stalls ranging from garage sales, consultants, Boost Juice van, hot food, pet clothes stalls, Romans and Medieval performers, live performances and car displays.

We had over 1000 people attend and it was another positive day for our local community to access some free entertainment.

We want to thank all the stallholders for making it such a big success and supporting our school and community. A big shoutout to our volunteers (Sandra, Kerry, Kimberley, Alicia, Andrea, Patricia, Shane, Gabby, Max, Cloe, Dillan, Kaleb, Harlequinn, Jamaika-Rose, Sarah and John) who made the day possible.

THANK YOU!



High School Transition Visits

PLAYFORD INTERNATIONAL COLLEGE

Tuesday 3rd December 2019 (8:45am – 3:00pm)

MARK OLIPHANT COLLEGE

Wednesday 4th December 2019 (9:00am – 3:00pm)

CRAIGMORE HIGH SCHOOL

Thursday 5th December 2019 (8:45am – 2:25pm)

It is up to parents/families to organise transportation on this day.





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Communication Policy

Rationale

At Munno Para Primary School, we believe in building good relationships and having a strong partnership between the school and its community to promote a positive learning environment for staff and students. We are committed to open, honest and timely communication which is both respectful and constructive. Open communication is vital in establishing positive working partnership with your child's school and teachers. It is important families and staff to follow certain communication protocols.

Aim

The aim of this policy is to

- Clearly express our school's commitment to positive use for electronic and other forms of communication.
- Establish clear expectations for both staff and parents in the use of electronic methods as a communication tool.
- Implement a policy which maintains a safe workplace for staff and supports them to effectively balance their work and home life.

Expectations for Whole School Communication

- We use Class Dojo, Facebook, newsletters and notes as our primary method of communication for whole school information and events.
- Individual classroom teachers and specialist teachers will use Class Dojo to share learning experiences, work samples and any relevant information/notes/messages relating to their specific class. The office will share any whole school reminders or information through text messages, notes, Class Dojo and Facebook.
- It is not always possible for staff to post instantaneous pictures/messages/work samples on Class dojo. Staff will aim to upload at a convenient time.
- The school also has a webpage with information regarding policies, school based information and staff.

Information sharing options include, but not necessarily limited to:

- ❖ Principal's Report at GC and newsletters
- ❖ Regular staff meetings
- ❖ Governing Council meetings
- ❖ One to one meetings
- ❖ Email notices/newsletters
- ❖ Electronic diary
- ❖ Phone messaging
- ❖ Social media
- ❖ Class dojo
- ❖ School activity calendar
- ❖ Notice boards
- ❖ Policies
- ❖ Family Forums





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- ❖ School website
- ❖ Facebook

Expectations for Families/Carers

- If urgent communications is required throughout the day or a change in expected routine, please communicate via a phone call to the front office and they will pass the message on.
- When there is a breakdown of communication and/or an issue arises, the first point of call is to make arrangements with the associated staff member to discuss and resolve the matter. It is recommended that any issues or concerns should be raised within 48 hours.
- Families/carers should be respectful and courteous in their interactions with staff. They should remain calm and not react with high levels of emotion.
- Families are expected to provide up to date contact information such as phone numbers and postal address. When personal details have changed, or if you are unsure if contact information is up to date, please contact the Front Office staff.
- Families/carers must communicate absences for their child/ren through the Absence number 0416906257, or Front Office on 82548322 or Class dojo the teacher. Communicating absences are a Department for Education requirement.
- Families should be aware and adhere to the school's grievance procedures.

Electronic Communication

- Communication through electronic means is most effective when communication is brief and informative. Issues/concerns requiring more detailed discussions or information need to be addressed either face-to-face or over the phone at an agreed and convenient time.
- Electronic communication is to be respectful and constructive. If it relates to a concern or problem, the focus must be about understanding the problem and finding a solution.
- Negative or confrontational messages are to be avoided. Goodwill and understanding comes from good communication, not demands or negativity.
- Staff and families/carers are not expected to respond to electronic communication that is disputable or requires ongoing dialogue. A face-to-face meeting should be arranged.
- Families to send non-vital messages only through electronic modes. For example, do not send communication regarding OSHC or alternate pick-up arrangements as teachers may not see the message in time or here may be a relief teacher without access. Remember that given work demands, teachers may not see the message until the end of the day. If you need an answer more promptly, please contact the school via phone.
- Please don't seek to discuss in detail your child's academic progress, learning expectations or behavioral issues via electronic correspondence. These are best addressed over the phone or face-to-face in a personal conversation.
- Remember to respect staff personal time, including weekends, holidays, sick days and non-working days.
- When sending messages outside of work hours, please do not expect an immediate response. While some staff may choose to respond to messages it is not an expectation, nor should it be seen as being





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disregarded if a message is not responded to during these times. It is expected that staff reply within 2 working days.

- Staff have other whole of school commitments once students are dismissed each day. It is strongly encouraged to schedule a meeting with relevant staff should you require more than just a short conversation.

Face-to-Face/Phone calls

- Families/carers are to remain calm and respectful when communicating face to face or over the phone.
- For lengthy discussions or queries an appointment should be made with the appropriate staff member.
- Please do not attempt to meet with staff formally at morning drop off or afternoon pick up times, staff have a duty of care to the students and require that time for organizational matters and general communication with families.
- When phone calls are made through the school, families are to be aware that staff have other obligations to adhere to during the working day. Staff may not be able to take your call immediately. A message will be passed on to the appropriate staff member and they will make contact with 2 working days.

Expectation for Staff

Electronic Communication

- Classroom teachers will communicate classroom concerns, work samples and relevant information through Class Dojo.
- Communication through electronic means is best when communication is brief and informative. Issues or concerns requiring more detailed discussions or ongoing dialogue need to be addressed either face to face or over the phone.
- All electronic communication must be respectful and constructive.
- Staff will aim to reply to any form of parent communication within 2 working days.
- Staff may choose to send or respond to work related messages at a sensible time, but there is no expectation to respond to these messages outside of school hours (8:00am-04:00pm Monday to Friday).
- Staff are not to respond to offensive or abusive messages: they will be forwarded to a member of the Leadership Team.

Face-to-Face/Phone calls

- Any concerns or communication that requires an in-depth or lengthy conversation should be prearranged at a mutually agreed and convenient time.
- Staff are committed to whole of school priorities, commitments and meetings and should not schedule any other commitments or meetings during these times unless prior approval from Leadership is obtained.
- Staff will abort a conversation or meeting should they feel threatened, unsafe or it becomes unprofessional.





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Internal Communication

There are a variety of internal communication modes and expectations of staff.

- Staff are expected to check their emails each day.
- Whole of school calendar should be used with all events posted.
- Internal electronic means of communication should be respectful, informative and succinct.
- Most staff are available for a quick face to face catch up in an informal capacity but matters that require more than a couple of minutes of someone's time, a meeting should be scheduled at a convenient time.

School Grievance Procedures

Schools are complex organisations. With so many members of staff, students and parents, occasionally inadequate communication leads to misunderstandings. Your concerns can usually be considered by making direct contact with appropriate personnel as soon as possible.

1. If you have an issue about something that has happened at school the first step is to contact your child's teacher. It is likely that your child's teacher has information relating to the incident/concern and is able to assist you to understand what has happened. You may need to set up a meeting time as the teacher has classroom responsibilities.
2. If you are not satisfied with the responses that you get then you can ask to see a member of the Leadership Team. This might mean having to organise an appointment so that you have uninterrupted time to discuss your concerns. The Leadership Team are likely to investigate the issue so there could be a time delay before they can get back to you to discuss what they have found out and to plan an action together with you.
3. In some cases, you may not be happy with the result of this meeting. You can contact the Parent Complaint Unit on 1800677435. This unit will look into your concern and attempt to support you to resolve the issue.

It is our hope that we can work with you to reach a resolution at the local level (step 1 or 2) and that we have a harmonious relationship with our school community.

Policy ratified by staff. Date: 10/19
Endorsed by Governing Council Date: 10/19
Review date: 10/21

