



# Munno Para

## PRIMARY SCHOOL

*Respect, Responsibility, Success*



**Government of South Australia**  
Department for Education

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# Munno Para Primary School

Welcome to Munno Para Primary School (MPPS). At MPPS we support all students to become responsible and successful lifelong learners. We value diversity, respect, inclusion and the pursuit of personal excellence. Our friendly staff are committed to providing quality teaching and learning programs for all students, so that each child is supported to achieve their full potential. A respectful and cooperative relationship between home and school is an important factor in your child's learning. We look forward to your interest in, and support of, the learning program.

Our school values are *Respect, Responsibility* and *Success*.

**Principal**

WELCOME

## **Munno Para Primary School offers:**

At MPPS our curriculum is based on the Australian Curriculum which covers English, Mathematics, Humanities and Social Sciences, Physical Education and Health, The Arts, Science, Technologies and Child Protection. Our language other than English is Auslan.

- An active student voice.
- Students are involved in SAPSASA events.
- Computers, iPads and interactive whiteboards in all classrooms. All students have access to a device to enhance their learning.
- A junior primary language and communication class which services the local district. Students are placed through a district selection process at Regional Office.
- Targeted intervention programs aimed at improving student achievement in reading.
- Targeted intervention programs for social and emotional regulation.
- Munno Mates is a whole school buddy program where a younger student is paired with an older student and they participate in various activities on a Friday afternoon when we don't have an assembly.



## **Aboriginal and Torres Strait Islander (ATSI) Students**

Munno Para Primary School acknowledges it is located on Kurna Land and pays respect to elders past, present and emerging. Munno Para means Golden Wattle Creek in Kurna.

The Aboriginal Community Education Officer and the Aboriginal Education Teacher work together to provide additional support for ATSI families.

Programs include:

- Working with ATSI students to promote their cultural identity, including regular ATSI group activities
- Supporting Literacy and Numeracy development in small groups, whole class and individually
- Staff are supported to recognise, understand and cater for the needs of our ATSI students and teach Aboriginal and Torres Strait Islander histories and cultures as part of their cross-curriculum priorities.





## Specialist Subjects

Specialist subjects are provided according to the teaching skills of teachers and curriculum changes. Currently we offer Health and PE, Science and Auslan.

## Extra-Curricular Activities

MPPS participate in a wide variety of extra-curricular activities. These are a great way for students to demonstrate their skills and strengths outside the traditional classroom. The most popular is SAPSASA carnivals. Students at Munno Para Primary School need to demonstrate that they consistently follow our school values of **Respect, Responsibility and Success**. Students who do not consistently demonstrate appropriate behaviours at school may not be invited to participate in extra-curricular activities whether it is held at the school or outside of the school. It is essential that teachers are confident their students will follow instructions and represent our school in a positive manner when they are off school. Risk Assessments are completed for all extra curricular activities. Teachers have a duty of care to all students and those who do not follow teacher instructions create a safety risk for all. These events are a privilege rather than an entitlement, and the Principal has the authority to prohibit students from participating based on behavioural concerns and inadequate school attendance.

### Refunds

A refund may not be possible for extracurricular and canteen expenses after closing dates if third party providers have been paid.

## Attendance

It is compulsory for all enrolled students to attend school. Parents and caregivers are to notify the school in the event of absences. Please ring the school or message the attendance number which is **0416 906 257**.

*‘Non-attendance and irregular attendance can be viewed as early indicators of the potential for disengagement from the education program. There is a strong correlation between underachievement in primary school and non-attendance. Absence from school can limit a student’s achievement of essential knowledge and skills required for effective participation. After ten days absence in a term the child is deemed to be at academic risk.’*

Department for Education Policy

*‘Absenteeism due to illness must be monitored. It is reasonable for a principal to ask for medical evidence of cause for absence for a student who has been absent due to reported illness for three or more consecutive days.’*

Department for Education Attendance Requirements



# Anti-Bullying Policy

Munno Para Primary School works hard to keep everyone safe, therefore we take bullying seriously. At MPPS our Anti-Bullying Policy provides processes and strategies to help identify bullying and allow the school to deal with it appropriately.

We believe that there are no innocent by-standers when bullying is involved. Bullying should be reported immediately or as soon as possible. MPPS reduces bullying by providing a preventative approach with our curriculum programs, intervention with counselling and appropriate consequences and post intervention with monitoring.

Bullying is a conscious, repeated, hostile, aggressive behaviour of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. Therefore, bullying is a recurring and deliberate abuse of power, and anything that happens once is NOT an act of bullying.

Bullying is not accidentally hurting someone, being excluded from a game, not liking someone, being bossy in games, a single act of telling a joke about someone, arguments or a single act of meanness. Although these might be unpleasant behaviours, they are not bullying.



## Behaviour

### Behaviour Code

The three rules are three givens -

1. We show respect for ourselves and others' physical, social and emotional wellbeing and belongings.
2. We take responsibility for our actions.
3. We strive for success.

*When we make positive choices we achieve positive consequences*

#### In the classrooms

- ✓ personal achievement and success
- ✓ tangible individual rewards (stickers)
- ✓ whole class awards

#### Whole School Incentives

- ✓ merit certificates at assembly
- ✓ personal awards at the end of year concert
- ✓ positive reward system

*When we make negative choices we may receive negative consequences*

#### In the classrooms

- ✗ warning
- ✗ time out in the classroom
- ✗ lose privileges
- ✗ work completed in your own time

#### Whole School Incentives

- ✗ buddy class (10 – 30 minutes)
- ✗ office referral

*A referral to the office may result in:*

- ✗ withdrawal from class to complete work
- ✗ withdrawal from the playground
- ✗ alternative play areas
- ✗ focus room
- ✗ take home
- ✗ suspension
- ✗ exclusion

3 office interventions in one day may result in a take home and possible suspension.

### MPPS Yard Rules

1. Drink bottles with water only on the oval
2. All students must be wearing a hat or sit in the shaded area
3. Walking only on paved area, running is for the oval only
4. Food is to be eaten in designated areas only:
  - UP-outdoor classroom area
  - JP-under the JP pergola area
5. Use designated playgrounds safely
6. Line up promptly when the bell goes





## Play is the Way (PITW)

Play is the Way (PITW) is a games based program designed to go beyond the development of physical skills and fitness to promote social and emotional well-being.

Our behaviour learning program is based on the PITW philosophy:

- Treat others as you would like them to treat you
- Be brave - participate to progress
- It takes great strength to be sensible
- Pursue your personal best, no matter who you work with
- Have reasons for the things you say and do
- Be the master, not the victim of your feelings

We believe by embedding the philosophies across the site we are empowering students to take control of their choices and responsibility for their actions.

If someone is unlike you, seek to understand them.  
**TREAT OTHERS AS YOU WOULD LIKE THEM TO TREAT YOU**

School is about stepping bravely into the unknown. The unknown is often uncomfortable. The braver you are, the more you learn.  
**BE BRAVE - PARTICIPATE TO PROGRESS**

We don't come to school to be better than others. We come to school to better ourselves by being able to work with others.  
**PURSUE YOUR PERSONAL BEST NO MATTER WHO YOU WORK WITH**

If you don't know why you're doing something then don't do it because it's most likely wrong.  
**HAVE REASONS FOR THE THINGS YOU SAY AND DO**

We do the right thing because it's the best thing to do.  
**IT TAKES GREAT STRENGTH TO BE SENSIBLE**

**SELF-MASTERY CHECKLIST:**

<input type="checkbox"/> Am I doing the right thing or the wrong thing?	<input type="checkbox"/> Am I running away from the problem or am I dealing with it?
<input type="checkbox"/> Am I making a strong decision or a weak decision?	<input type="checkbox"/> Am I being my own boss or am I inviting my teacher to be my boss?
<input type="checkbox"/> Are my feelings in charge of my actions or is my thinking in charge?	<input type="checkbox"/> Is my teacher trying to help me or hurt me?

**BE THE MASTER, NOT THE VICTIM OF YOUR FEELINGS**

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## School Times

- 8.45am** Teacher supervision of yard begins
- 8.50am** 1st work period begins
- 10.50m** Lunch play starts
- 11.20am** Lunch play ends, 2nd work period begins  
(Students return to class and eat lunch at this time. They are generally given approximately 10 minutes to eat their lunch.)
- 1.00pm** Recess play starts
- 1.20pm** Recess play ends, 3rd work period begins
- 3.00 pm** Dismissal  
(2pm dismissal on the last day of term)
- 3.15pm** Teacher supervision of yard ends

Any children on the grounds outside these supervised times need to be enrolled in the **Outside School Hours Care service** so they are safely supervised.



### School Gates

Gates that enter near the front office, COLA, oval and back gate are locked down during the day.

The opening times are as follows:

#### Gates opening times

- Morning Opening: 8:45am to 9:15am**  
**Afternoon Opening: 2:45pm to 3:15pm**

Next to the front gate there is an intercom that connects to the Front Office staff who will let you in between 9:15am and 2:45pm. The COLA is an undercover area available to wait for the gates to open.

## General Information



### Before and after school

All gates are closed until 8:45am. Yard duty does not start until 8:45am. Students and families may wait at the front gate or COLA until that time. Yard duty after school finishes at 3:15pm. Any students not picked up by that time, will be taken to the Front Office.



### Late arrival and early pick up

The school day begins at 8:50am. As of 9:00am all late students must be signed in at the Front Office. A late slip will be printed. If a reason is not given it will be marked as unexplained. Students that are late to school miss important messages and information for the day. Please ensure students are at school by 9:00am. If there is a need to collect your child before normal dismissal time, you are required to sign your child out and collect a slip to present to the teacher. If you do not have this slip, your child will not be dismissed from the school.

### Waiting for students at the end of the day

It is important that when waiting for students, that parents and carers need to wait outside of the buildings. Staff are often still working with students when families arrive. When parents/carers come in to classes to give messages, get school bags and generally chat with students, this disrupts the learning for all. When teachers are dismissing students, corridors get very busy. This is why classes are dismissed via their outside doors. This is a WHS issue for all. There will be times when no adults will be allowed on school grounds.

### Materials and Service Fees/ School Card/ Payments

The Governing Council sets an annual fee for each child. This fee covers stationery, photocopying, internet, materials and equipment in curriculum areas. School card assistance is available for low income families. Application forms can be completed online. School Card applications must be completed every year and for every school your child/ren attends or you will not qualify for and will be liable for M&S Fees.

EFTPOS facilities are available. School card web address: [sa.gov.au/education/schoolcard](http://sa.gov.au/education/schoolcard)

### Payment Options

Qkr! by Mastercard is one option that families can use to make payments for fees, canteen, excursions, sports events and uniforms. The app can be downloaded for free from Apple's app store for iPhones or Google Play for android phones. Cash, credit card and cheques are accepted at the front office between 8:45am to 3:15pm.



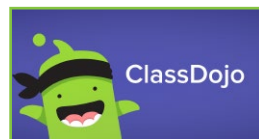
## General Information

### Cameras on school grounds

One of the prime objectives for Australian schools is to ensure that they provide a stable, safe and secure teaching and learning environment for their students and teachers. Munno Para PS has a number of webcams around the school as part of their security systems and safety procedures to ensure that they provide a safe environment for students, staff and visitors. The video footage can be used to address the risk of intruders, vandalism, and unauthorised student exits. These are all valid reasons under workplace health and safety legislation and student duty of care obligations for the installation of the cameras. We have a number of signs throughout the school indicating that we have these cameras. People entering the school grounds provide 'tacit approval' to have their image captured and stored once entering the school grounds.

### Messages

Messages to teachers can be sent through communication books, notes or Class Dojo. Due to the hectic nature of the office, we cannot guarantee any messages after 2:30pm. If at any time a student is waiting at their classroom to be picked up, the class teacher will walk with them to the Front Office to wait with leadership at the front gate until someone arrives. After 3:15pm phone calls will be made home. Teachers have duty of care to their class and may not access their Dojo messages until after school. Appropriate times to contact teachers are 8am-5pm, although teachers may not respond immediately.



### Communication and School Newsletters

Communication between home and school is vital. Teachers will use a variety of ways to communicate with families including face-to-face, notes, newsletters, diaries, Class Dojos, phone calls and emails.

A school newsletter is uploaded to Dojo, in Weeks 3, 6 and 9 of each term.



### Parents & Volunteers

#### Governing Council

The Governing Council is comprised of interested parents who are elected annually at the AGM, the Principal and staff. Meetings are held twice a term. Governing Councils have an important role to play in schools.

Governing Councils set the broad direction of the school (in conjunction with the site leader). They provide community voice and input to help support improved student learning. Governing Councils also develop broad directional policy that facilitates the achievement of the school's vision and broad direction. They also initiate and approve recommendations and strategies, which must conform to government policy, industrial agreements, Department for Education policy and direction and the site's decision making structures.

#### Volunteers

Volunteers are an integral part of our school, all volunteers must complete a Volunteer training session and have an interview with the Principal and cannot be onsite without a Working With Children Clearance.

Volunteer sessions times are sent out at the beginning of the year. Volunteers are placed according to the needs of the school.

### Fundraising

At Munno Para Primary school we have a very active Fundraising Committee. We hold events each term, such as discos, talent show and raffles.



## General Information

### Out of School Hours Care

An Out of School Hours Care program is available and is situated on the school premises. Vacation Care is run each school holidays. It is very important to book early for Vacation Care.

For information on OSHC bookings, please contact:

The Director of OSHC: **(08) 8200 2516**

OSHC Operating Times:	Before School Care	7.00am to 8.45am
	After School Care	3.00pm to 6.00pm
	Vacation Care	7.00am to 6.00pm



### Bikes/scooters/skateboards

Bikes/scooters/skateboards must be walked whilst on school grounds. This is a safety issue. The wearing of a bike helmet when bikes are ridden is a legal requirement. All bikes and scooters are locked in the bike shed from 9.15am-2.45pm. Students bring bikes, scooters and skateboards at their own risk - the school is not responsible.

### Parking

Please remember to drive safely around the school. There is a 25 km speed limit around the school when students are present. People should not be parking across the road and having children cross the road. There is parking at the car park at the end of Maltarra Road. Please remember that children do not always look where they are going. As adults, we need to be their eyes and ears at these times.

### Disabled Parking

The Disabled Parking at the front of the school is for cars that have a Disabled Permit clearly identified on the front of the car. The permit needs to be for the person/s in the car.

### Late or overdue books

Overdue notices will go home with students every other week. The other weeks the teacher will get a list of overdue books/resources. Students are NOT allowed to borrow any other books while they have overdue books. If the book is lost, a replacement fee will be invoiced and requested. If the student continues to have overdue books, they may be restricted from borrowing.





# Important Information

## Lost Property

Lost property is placed in the lost property tub in the Front Office. Student's names should be written on all items for quick and easy identification.



## Mobile Phone Policy

Mobile Phones and all electronic devices are not permitted in the classrooms. These devices need to be signed in before school and signed out at the end of the day via the Front Office.

## Medication

If a student is required to take medication at school on a daily basis, it must be with a Health Care Plan completed by their medical service provider (eg: paediatrician, psychologist) with the student's name and identification. The school must be given a current and updated medical plan for any changes.

Sanitary products for students are available free of charge, in an emergency or to reduce the barriers which some students experience to their learning.

## Emergency Contacts

The enrolment forms you complete when you enrol your child, provides the school with **emergency** phone numbers. Occasions may arise when we need to make **urgent** contact with you regarding your child. It is important that we have accurate details and telephone numbers where contact can be made. Should changes occur, the Front Office must be informed for the continued safety of your child.

## Custody of Children

In order to protect children we must be notified and have a copy of any custody orders relating to children at school.

## Mandatory Notification

It is the legal requirement of mandated notifiers in South Australia to notify of any suspicion of child abuse or neglect based on reasonable grounds. Mandated notifiers do not have to prove abuse has occurred. The Child Abuse Report Line is 13 14 78.

## Raising and Resolving Concerns

Munno Para Primary School supports the right of any member of the school community to have their concerns addressed. This process involves making an appointment with the person that is aware of the situation. It will always help the situation if people approach this in a calm and honest manner. **Under no circumstances should a parent approach or address a child other than their own.**

The Parent Complaint Line number is 1800 677 435.

## No Smoking on or near school grounds

Under council legislation, **no one is allowed to be smoking 10 metres near school grounds.** The school has 'No Smoking' signs along its' boundaries.

*Part 2-Amendment of Tobacco Products Regulation Act 1992*

**50-Smoking banned near certain playground equipment**

*(1) A person in a public area must not smoke within 10 metres of any prescribed children's playground equipment.*

*Maximum penalty: \$200 Expiation fee: \$75*



## Important Information

### Anaphylaxis and Allergy Awareness Policy

We have a growing number of students with severe anaphylaxis and request that no nut products be brought to school.

The Anaphylaxis and Allergy Awareness Policy will be managed through:

- \* Parents and caregivers being requested **NOT** to send food to school that contain nuts (especially peanuts). This includes peanut paste, Nutella, all nuts and cooking oil containing peanut oil, as well as foods containing nuts. (This is especially important in classes where there are students with a known anaphylaxis allergy.)
- \* Parents/carers of children affected by nut allergies having an annual anaphylaxis medical plan, signed by the child's doctor, lodged at the school. Epi-pens and medication are supplied by the parent/carer.
- \* Staff supervising eating at lunch in classes
- \* Students being encouraged to wash their hands after eating
- \* Staff participating in training from St John or Red Cross to assist in understanding and dealing with anaphylaxis (severe allergic reactions) as the need arises. (All staff are first aid trained.)
- \* The canteen complying with the Anaphylaxis and Allergy Awareness Policy.



### No Dogs on school grounds

Please note that dogs are not permitted on any school site within South Australia without permission from the Principal at the school site.

#### *Dog and Cat Management Act 1995*

##### **45A-Miscellaneous duties relating to dogs**

*(1) A person who owns or is responsible for the control of a dog is guilty of an offence if the dog (not being an accredited disability dog, guide dog or hearing dog) is in, or in the grounds of, a school, kindergarten, child care centre or pre-school centre without the permission of the person in charge of that place.*

*Maximum penalty:*

- (a) if the dog is a dangerous dog or a dog of a prescribed breed—\$2 500;*
- (b) in any other case—\$250.*

*Expiation fee:*

- (a) if the dog is a dangerous dog or a dog of a prescribed breed—\$210;*
- (b) in any other case—\$80.*

### Emergency Procedures

All schools have invacuation and evacuation procedures, in case of an emergency. An invacuation is when all external doors are locked, and no-one is allowed to be moving around the school. This could be for a number of reasons, for the safety of all, students are kept inside.

An evacuation is when everyone is to move away from the buildings. Our evacuation area is at the COLA or end of the oval, depending on the need.



## **Dress Code and Uniform Policy**

The wearing of the School Dress Code is an expectation for all students in our school. The school colours are green and yellow. School approved hats and tops are available from the Front Office. Jewellery is not encouraged and students may be requested to take items off if they are seen to be a safety risk. School shirts, with the Munno Para Primary School emblem are expected to be worn with black shorts, skirts or pants. Thongs, sleeveless tops and bare midriffs are not permitted at school.

## **Hat Policy**

Munno Para Primary School has a no hat, no play policy. Students are required to wear a broad brimmed hat when playing outside ALL YEAR ROUND. No hats are to be worn inside buildings. Small ribbons and bows in school colours only.

## **Shorts/skirts**

Shorts and skirts no shorter than halfway to the knee. If they are shorter the student will be asked to change, and parents will be called and notified.

*Uniform items are available for purchase from the Front Office.*

*Black shorts, skirts or pants may be worn.*





## Contact Munno Para Primary School

Maltarra Road, Munno Para SA 5115

Phone: 8254 8322

Fax: 8254 9231

Absentee SMS: 0416 906 257

(SMS to report student absence - available 24 hours)

Email: [dl.1482.info@schools.sa.edu.au](mailto:dl.1482.info@schools.sa.edu.au)

Website: [www.munnoparaps.sa.edu.au](http://www.munnoparaps.sa.edu.au)

Facebook:  Munno Para Primary School

