

WELCOME TO FOUNDATION

Mill Park Heights Primary School



A Parent/Carer's Guide to Foundation Year 2024



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Welcome to Mill Park Heights Primary School

Welcome to Mill Park Heights Primary School. What a fantastic choice you have made for your child and your family. We hope that the years spent here will be happy and successful ones.

We are indeed fortunate to have such an attractive, inviting and well-resourced school environment. We have a highly professional and committed staff whose key purpose is to support your child's development, engagement and well-being.

Research demonstrates that effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour. Family involvement can have a major impact on student learning and connectedness to school.

At Mill Park Heights Primary School, we strongly believe that families and schools work together as partners in the education of children and young people. We look forward to sharing this journey with you.

This booklet contains information that may be helpful to you and your child throughout the coming year. Please read it carefully and keep it on hand for future reference.

**Sincerely,
Chris Beare, Principal**



The Specialist Program



The Arts

An integrated arts program, incorporating visual art, music, drama and dance will be held for two 60-minute sessions per week for each class. The program is exploratory and activity-centred to take into account the interests and capabilities of the children and provide related first hand experiences.

Each child will need to provide their own waterproof art smock. These are available from the uniform shop. **Please ensure this is also NAMED.**

Physical Education (P.E.)

Foundation students participate in one 60-minute session of Physical Education per week. The program covers the areas of fitness, movement exploration, games skills and dance. It is important that during physical activity, children wear running shoes with non-marking soles, proper cushioning, and support. If unsure, please speak to one of our P.E staff.



Perceptual Motor Program (PMP)

This program aims to teach children perceptions and understanding of themselves and the world through movement. It enhances the child's physical co-ordination, concentration span and memory. Each Foundation class will participate in one 60-minute session per week.

In order for the program to be successful, children must work in small groups with adult supervision. We ask parents to volunteer to assist with this program on a regular basis. It is very easy and lots of fun!

Library and Information Technology

All Foundation Year classes will visit the library each week. During these sessions they will learn how to use the centre and have an opportunity to borrow and return library books. To help your child learn to look after the books, a library bag is essential. Children will not be able to borrow a book unless they have a library bag.



Foundation classes will also have opportunities to visit the Computer Lab regularly. Students will experience a range of computer-based software and be taught skills to navigate and use technology successfully. Technology will also be integrated into the regular classroom program through the use of tools such as netbooks, digital cameras and iPads.



Getting Off to a Good Start in Foundation

Preparing Your Child for Starting School

In addition, promote your child's readiness by ensuring that s/he can do the following:

- Manage a typical school lunch, opening lunch box, unwrapping sandwiches, peeling a banana and opening a drink.
- Identify and care for his/her own belongings.
- Know when there is a need for and how to use a tissue or handkerchief.
- Follow simple directions.
- Look after belongings.
- Share things and co-operate with others.
- Know to cover mouth when coughing or sneezing.
- Cross the road safely and use supervised crossings. It is important that you are a good model for your child by always doing this.

The skills below are important to begin developing before children start in Foundation and are part of an ongoing focus particularly in first term. Children are advantaged in learning if parents and carers have invested time and energy into helping their children begin to learn and apply these skills in a range of contexts.

Important Early Learning Skills

- Recognising their first name
- Having a go at writing their first name
- Listening to stories to retell important information or events.
- Developing vocabulary – using real words to name objects and a range of words to describe (Story time and conversations with adults are important!)
- Understanding positional language – the words used to describe where things are e.g., on, under, next to, behind, first, last, below, above – very important as a stepping stone to reading, writing and mathematical concepts.
- Recognising common colours
- Counting aloud to 10 or 20 and counting things with growing accuracy
- Being able to focus on an age-appropriate activity for about ten minutes.

Important Social Communication Skills

- Greetings – saying hello and goodbye.
- Engaging in conversation
- Looking at the person who is speaking.
- Listening and following simple instructions
- Participating in collaborative play; sharing equipment and turn taking.
- Using manners (please and thank you)
- Appropriate toilet behaviour, requesting to go to the toilet in an acceptable way.
- Willingness to have a go at new things.

Physical Coordination Skills

- Activities that require use of small muscle groups in manipulation and control of objects to assist with developing control, coordination and movement of hand and finger muscles needed for writing e.g., putting pegs on the line, colouring in, cutting with scissors.
- Activities that require use of larger muscle groups and coordination in a range of large movements and balance e.g., playing on park equipment, climbing, running and jumping, hopping and skipping.

Organisational Skills

Children in Foundation will become increasingly independent in terms of self-organisation and responsibility in the classroom over the year. Children are more confident and self-reliant if they can independently:

- pack their belongings into their bag.
- put their own shoes and socks on and dress themselves.
- open their lunch box and any packaging (wrappers, poppers, packets)
- recognise their own belongings (lunch box, water bottle, school bag)
- pack away after themselves and help to tidy up.

The School Year at Mill Park Heights

Term Dates 2024

TERM 1: Monday 29th January 2024 – Thursday 28th March 2024		
Tuesday 30th January	Meet & Greet the Teacher Interviews Foundation to Year 6 Students	
Wednesday 31st January	Foundation Interviews	Year 1 to Year 6 Begin School
Thursday 1st February		<i>Foundation students each attend one x 45-minute interview with their class teacher for 2024.</i>
Friday 2nd February		
Monday 5th February	Foundation Students attend half day: 8:45am-12:30pm	Foundation interviews Continue 1:30pm – 3:15pm
Tuesday 6th February	<i>Foundation students attend full time from today onwards.</i>	
TERM 2: Monday 15th April - Friday 28th June		
TERM 3: Monday 15th July - Friday 20th September		
TERM 4: Monday 7th October - Friday 20th December		

School Times – Whole School

8.45am - 9.50am	Sessions 1
9:50am - 10:50am	Session 2
10:50am - 11:20am	Outdoor Break
11:20am - 12.20pm	Session 3
12:20pm - 1:20pm	Session 4
1:20pm - 1:30pm	Indoor Lunch 'Eating Time' Outdoor Break
1:30pm - 2:10pm	
2:10pm - 3:10pm	Session 5

Please remember that once the bell has rung, teachers must focus on the children in the class. This is not the time for an individual chat with the teacher. Should you need to talk with your child's teacher/s, please make an arrangement for a mutually appropriate time.

Commencement Procedures 2024

Meet & Greet their teacher – Tuesday 30th January 2024

Each Family will book an appointment on our Compass portal with each student's 2024 Classroom Teacher.

Foundation Year 2024 Interviews – School Entry Assessments

Wednesday 31st January 2024 – Monday 5th February 2024

Each interview will be for **45 minutes** and will be held in your child's allocated classroom.

The teacher will conduct simple activities involving initial literacy and numeracy assessments and an evaluation of oral language development. Please bring your child to his/her classroom and wait outside during your child's interview time.



Please Bring: Student Book pack & Communication Bag.

Foundation Year grades will occupy the following rooms: F1, F2, F3, F4

Foundation Year 2024 - Commencement Dates

Day1: Half Day – Monday 5th February 2024.

All children will attend from 8:45am until 12:30pm.

Please note additional interview appointment times will be held from 1:30pm until 3:15pm. To help students settle in, we will start with children attending for one half day until 12:30pm.

Please pack a small 'playlunch' (snack), including fruit, for your child on this day.

*** Please do not include nut products e.g., Peanut Butter or Nutella due to a number of children having life-threatening allergies.**

Morning Procedure

Please take your child to their Foundation Year line-up area.

We encourage your child to line up with his/her classmates. Encourage his/her independence by moving behind the line on the basketball court with the other parents. Please stand behind/to the side of the foundation classes to ensure students have room to line up and that you are able to see the teachers and listen to any announcements made.

Wet Day Organisation

During wet weather students from F1/F2 line up outside their classrooms & F3/F4 will be in the Foundation Gallery.

End of Day Procedure

All Children will be picked up at the end of the day from their classroom. PLEASE NOTE: Children will be dismissed only into the care of a parent, or a person approved by the parents in the first few weeks of school. Please notify the school if you are late or if your child is to go home with one of your emergency contacts. Later in Term 1 students and parents may select a meeting place.

Full-time begins Tuesday 6th February 2024 onwards.

Foundation Year students will be at school all day - from **8:45am to 3:10pm**.

All children also need to bring a drink bottle of water and a piece of fruit each day. Please remember to label your child's lunch box and drink bottle with her/his name.

Buddy Program

Foundation students are all provided with a buddy from Year 4. The aim of our buddies' program is to build connections and to provide support to our Foundation students out in the yard. Our buddies will act as a friendly face and will be someone the Foundation student can rely on while they are outside.

Buddies will also enjoy a range of activities or special events across the year where support and mutual learning can occur.

Parent-Teacher Meetings

In Foundation Year, formal meetings between parents and teachers are held at the end of every term. The purpose of these meetings is for the exchange of information for the mutual benefit of student, parents, and teacher.

A written report regarding your child's progress will be available online (Compass App) and parents will have the opportunity to discuss this with their child's teacher.

An Individual Learning Plan may be developed to meet the identified needs of your child. The goals outlined in this document will be based on observations of your child's growth across all developmental domains. Additional meetings will be scheduled as required to maintain communication on your child's progress. If there is a need to speak to your child's teacher at some other time, please arrange a time which is suitable to both parties.

Please do not attempt to engage teachers in discussion during class times.

School Attendance

Regular attendance is essential to the education of your child.

The school needs to be advised of the dates of any long-term absences if known prior e.g., Holidays etc. Please notify the office to complete an Absence Form.

If children are absent, please notify the school via the Compass App or telephone the school office and their teacher will be notified of your child's absence.

Punctuality

Please ensure that your child is on time as this shows courtesy and consideration for others. At the line up area children talk to their friends and often make playtime arrangements. It is unsettling for the child, class and teachers if the grade is interrupted by a latecomer. It also puts the child who is late at a distinct disadvantage as often they miss out on important instructions and daily routines.

Late students (**after 8:50am**) must report to the office upon their arrival at school to get a late pass.

Leaving the School Grounds

Children will not be permitted to leave the school grounds at any time during the day. If you need to collect your child during the day, please notify the teacher and sign out on our Compass portal at the office. You will be given an Early Leavers Pass which is to be handed to your child's teacher. This system is in place to ensure security for your child.

Lunch Arrangements

Children eat their lunch in the classroom. Children who need more time may finish eating outside during the play break after removing the wrappers in the classroom.

Please pack your child an interesting and nutritious lunch and drink using containers they can easily open (no glass bottles). Please make sure lunch boxes and drink bottles are clearly named. Children are encouraged to take home uneaten food so that parents know what they are eating.



***Please Remember – Nut Free Food (no peanut butter or Nutella)☺**

Children are encouraged to bring a pop top drink bottle of WATER (no cordial or soft drink☺).

Please note we are not able to refrigerate or heat up food.



Canteen



The school canteen is open each day. Children can purchase lunch by using the Qkr App. or by placing an order in the classroom lunch box. Orders should be written on a paper bag with the child's name, room number and amount enclosed.

We have a Green and Amber food menu which is consistent with Nutrition Australia.

Canteen price lists will be sent home in Term 1.

Frozen items can be purchased over the counter during recess & lunch.

If you wish your child to purchase items from the counter sales, please send the correct money.

If your child is having a lunch order, in addition please send some fruit and a small snack for recess.

Please remind your child not to share food from the canteen or money with other children. Over the counter sales at the canteen during recess and lunch are only snack food and are not substantial lunch foods.

Supervision of Children

All children are supervised within the boundaries of the school fence between 8:30 am and 3:25 pm.

At the end of the school day, children must be collected by 3:25pm.

Students should be registered with OSHCARE (Camp Australia) to accommodate those unavoidable times when you could be held up at home time.

Supervision of Children in the Playground

Children who experience difficulties when in the playground are encouraged to approach the staff members on duty. The difficulty will then be handled in an appropriate manner. It would assist us greatly if you would also encourage your child to speak to teachers when problems occur.

If a child sustains an injury whilst at school, a first aid officer or staff member will provide first aid. If we are concerned or uncertain about the extent of the injury, you will be notified so that you can make the decision about further treatment.

It is therefore vital that parents keep Enrolment Information up to date by notifying the office of any changes: address, phone, work address, emergency contact person etc. as soon as they occur.



Excursions/Incursions - Paying

Students may participate in excursions/ incursions throughout the year to enhance their learning. It is important that all children attend these activities. Notification for excursion/incursions will go via the COMPASS App. You will receive an email or text message when your child is going on an excursion/incursion. The COMPASS App is where you can pay and give permission for your child to attend. We are trying to go paperless but if you still require a hard copy, you can collect a form from the office.

You also have the option of paying at the office or Bpay, however you will need to obtain a biller code from the office.

Swimming

All children from Foundation to Year 6 will be involved in swimming, water safety and resuscitation lessons. All Foundation children will be attending swimming during Term 4. Your child will bring home a permission form in Term 3.



Booklists

Please note the booklist curriculum contribution comprises: Book Packs \$195.00 (F-2) \$200.00 (3-6)
Contributions can be made through Compass and books collected at the office.

Camps, Sports & Excursions Fund (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum. CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$150 for primary school students



New applicants should contact the school office to obtain a CSEF application form.



Lost Property

A group of staff and parent volunteers sort through and return named items of clothing to your child's classroom each week. Please ensure you name ALL items of your child's clothing.

The Lost Property cupboards are situated between Rooms 6B and 6C in the main corridor.



Sun Smart

All children must have a school hat (from the Uniform Shop) to wear in the playground from the first day of school Term 1 until 30th April then commence wearing again 1st September to end of year. Any child who is not wearing a school hat will be required to play in a designated shade area.

“No hat no play - no fun today.”

Children may bring roll on/stick type sunscreen products to apply as necessary, but they cannot be shared. ***Please ensure that all of your child's belongings are clearly named.*** A sunscreen reminder bell will ring every day to remind students if they wish to apply sunscreen.

Newsletters

FORTNIGHTLY NEWSLETTER: Our newsletter will be sent out to families every fortnight via email.



Before and After School

Basic Safety Rules:

1. The staff car park is out of bounds for parents and students at all times of the day.
2. Children must use supervised school crossings at all times.
3. If you drive your child to school, please observe all street parking signs. These are regularly policed, and fines are issued by the relevant authorities.
4. The 3-minute standing zone at the front of the school can be used for quick drop off and pick-ups.
5. Please ensure you and your child always use a supervised school crossing.

In the interest of children's safety, the school gates (except the main entrance) are locked from 8.55am until 3.05pm. Visitors to the school must always report to the office, sign in on our compass portal, collect and wear an official visitor's identification lanyard whilst on school property.

Additional parking is available for use on the reserve at the corner of Moorhead Drive and Morang Drive, opposite the Mill Park Leisure Centre. This is adjacent to a school crossing so provides safe access to walk the short distance to school.

Parental Assistance



Working with Children Check

From the beginning of Term 2, parents are warmly invited to assist teachers and children in taking part in activities such as reading to children, helping in the classroom, working with small groups of children, going on excursions and assisting with walking to the

pool during our Swimming Program in Term 4.

Parents are required to have a volunteer WWCC (no charge) log on to

<http://www.workingwithchildren.vic.gov.au> fill in an online form, print your application summary and take it to Australia Post for processing. They are also required to attend the schools volunteer induction session which will be offered early in Term, 2024.

If you are visiting the school to assist as a classroom helper or to visit your child's room, you must report to the main office on your arrival, sign in on our Compass portal and collect a visitors' badge which must be worn whilst in the school.

The Mill Park Heights School Dedication

We come together proudly as friends,

To learn and enjoy ourselves.

We will accept challenges cheerfully.

We will respect ourselves, other people and our school.

We will co-operate and be responsible.

We will live our dreams and make our world a better place.



Our School Values

We learn and live by six key values at our school:

Respect, Responsibility, Care & Compassion, Honesty & Trust, Teamwork and Personal Best.



Code of Cooperation

To reinforce and support our school values, each class will develop a Classroom Code of Cooperation at the start of each year. This document explains the school values in the words of our students and outlines the agreed consequences of disregarding these values in the classroom.

This document then becomes a contract for behaviour.

Dental Health Services Victoria

A school dental service is run by Dental Health Services, Victoria. This service offers general dental treatment to all primary school children and includes:

- check-ups and advice
- dental sealants to prevent decay
- cleaning of teeth
- fillings

Treatment is provided by dental therapists.



Head Lice

Unfortunately head lice are a fact of life. Please take the trouble to regularly check your child's hair. Should you detect evidence of infestation, please seek advice from your pharmacist and notify the school so that we may alert other parents to be extra vigilant.

People get head lice from direct head-to-head contact with another person who has head lice. This can happen when students play, cuddle, or work closely together. Head lice are common amongst children and their families. If head lice is found treatment is important. The City of Whittlesea recommend the 'conditioner and comb' method for best treatment. This is when conditioner is applied to DRY hair and combed through using a head lice comb. This process MUST be repeated for 10 days to enable you to remove all lice. Using a head lice comb is most efficient due to the comb teeth being very close together. There is no product available that prevents head lice. However, tying long hair back and checking weekly can help prevent the spread.

If you have further questions please do not hesitate to contact Amanda Cassar, our First Aid Officer between 9.30am and 2.45pm Monday to Friday.

School Uniform

Available from PSW Quality Apparel

PSW SOUTH MORANG,

4/5 Danaher Drive SOUTH MORANG

Phone: 03 9478 0386



A red banner for the PSW Online Shop. On the left is the PSW Quality Apparel logo. Next to it is a circular logo that says 'PROUDLY SUPPORTING 21 YEARS AUSTRALIAN EDUCATION'. The main text in the center reads 'Welcome to the PSW Online Shop'. On the right, there is a 'SHOPPING CART' icon, a 'PSW HOME' button, and a cartoon character with the text 'Primary Schoolwear'. At the bottom, there is a navigation menu with links: HOME, ABOUT US, PRODUCTS, SIZING, ORDERING, RETAIL SHOPS, GARMENT QUALITY, CONTACT US.