2020
Information Book

McKinnon Primary School

Principal: **Simone Eirth**

Contents

Contents 2
Principal's Message 3
Enrolment Information 4
- Tours 4
- 2020 Student-Free Days 5
- Public Holidays 5

Learning at McKinnon Primary 6
- Curriculum 6
- A Truly International Education 6
- Foundation and New Students 7
- To Support Your Child 7
- Once at School 8
- The Child Safe Standards 8
- Your Child's Safety at School 9
- School Policies and Planning 9
- Reporting to Parents/Carers 9
- School Support Services 9
- International Students 9
- MiniLit Program 10
- English as an Additional Language (EAL) 10

Specialist Programs 10
- The Arts 10
- Visual Arts 11
- Performing Arts 11
- Physical Education 11
- House System - House Names and Colours 2020 11
- Chinese (Mandarin) 11
- Our Sister School 11

Enrichment Programs 12
- Compass 12
- Assembly 12
- Lunch Provision and Procedure 12
- Healthy Eating 13
- Outdoor Play 13
- On Wet or Extreme Weather Days 13
- SunSmart 13
- Buddy System - Foundation 13
- Home Reading and Take Home Sight Word Box 13
- Share and Learn 14
- Lost Property 14
- Our School Library 14
- Leaving School Grounds 14
- School Crossing Usage 14

Getting Involved 15
- Class Representatives 15
- Parents' Club 15
- School Council 15
- Classroom Helpers 15
- Working With Children Check (WWCC) Cards 16

Parent Payments 16
- Essential Education Items are compulsory 16
- Events & Activities 17
- Voluntary Contributions are optional 17
- Incursions/Excursions and Events 17
- Before and After School Care – TeamKids 17
- Holiday Programs 17
- School Uniform 18

Principal's Message

We are totally committed to make each child's stay at primary school a rewarding and successful one. This will be the responsibility of all – students, parents and staff, to establish a working partnership towards common objectives.

When you enter a school you soon feel the pulse of the place. Artwork in hallways, voices in classrooms and energy in children's faces create a noticeable tone. This feel or spirit is an intangible thing but it soon reveals what the school values.

At McKinnon Primary School we know that you will feel our spirit when you step into our classrooms. You will find promise and possibility in our energy, and care and encouragement in our warmth. These qualities are essential to successful teaching and learning. So…..We invite you in! You will see the best of who we are as a school in our classrooms-the breadth of our curriculum, the challenges to grow and the models of adulthood we offer our children.

We hope that your association with the school will be a long and happy one. We invite you to participate in all our school programmes and activities and look forward to seeing you around the school working for the benefit of the children. Please consider our requests for you to be involved with the School Council and Parents' Club; to be part of the activities around the school – the social events, the working bees, the fundraising events and the committees; to be involved in classroom activities, programmes and help in the library. Your children will benefit from your involvement.

Welcome!

Simone Eirth
Principal

253 Tucker Road, Ormond Victoria 3204
Telephone +61 3 9578 1851 Facsimile +61 3 9578 0545
Email mckinnon.ps@edumail.vic.gov.au
Website mckinnon-primary.vic.edu.au
ABN: 41 629 557 729

Enrolment Information

Beginning school is an exciting time for the whole family. We seek to make your child's transition a happy and secure time.

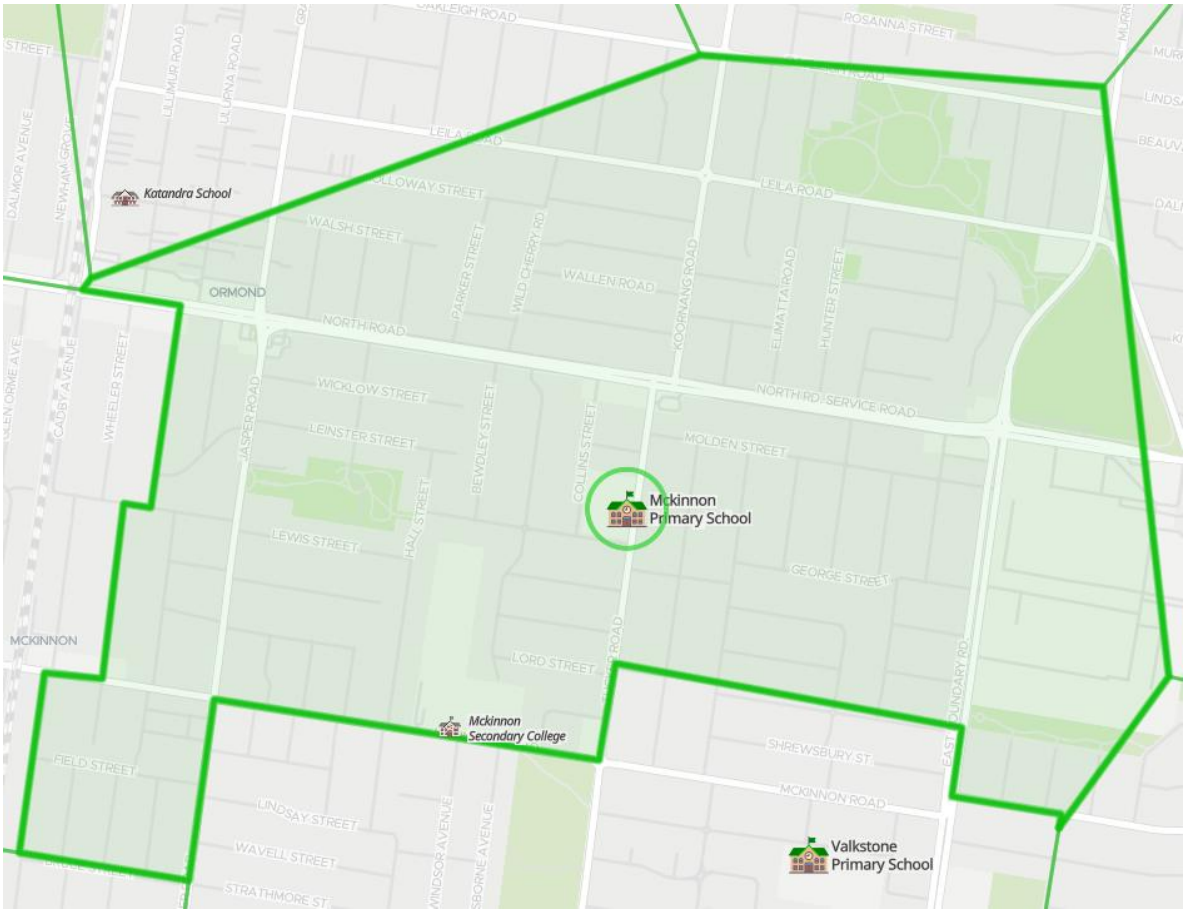
Enrolments may be submitted throughout each year. Enrolment forms can be found on our McKinnon Primary School website and require copies of each child's birth certificate, immunisation record and evidence of address within the McKinnon Primary School Zone. . Please confirm your zone at https://www.findmyschool.vic.gov.au/

Although out of zone expressions of interest are accepted, only families living within the McKinnon Primary School zone are guaranteed placement.

Foundation enrolments will be confirmed in writing within the 3rd Term of each year.

Tours

School Tours are held each Friday during school terms. Bookings are essential and can be made by contacting our office on 9578 1851.



Key Dates

Term 1	Tuesday 28th January (School Teachers Start) - Friday 27 March	
	Wednesday 29th January	Staff Curriculum Day
	Thursday 30th January	Students from Years 1-6 commence.
	Thursday 30th January Friday 31st January	Foundation students First Half-Day for Foundation Students Foundation students Second Half-Day for Foundation Students.
	Monday 2nd February	Foundation students extend to full-length days 9.00am – 3.30pm Excludes Wednesday's (Rest Days)
	Wednesday 5th 12th, 19th and 26th February and 4th March	Rest days – Scheduled Foundation Entry Assessments will occur on these days. Appointment times will be advised.
	Monday 9th March	Labour Day Public Holiday. Students attend school Tuesday, Wednesday, Thursday and Friday during this week.
	Monday 16th March	Foundation students begin full 5 day week
Term 2	**14th April to 26th June**	
Term 3	**13th July to 18th September**	
Term 4	**5th October to 18th December**	

2020 Student-Free Days

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes.

Term 1: Tuesday 28th January and Wednesday 29th January
Term 2: 20th April 2020
Term 3: TBC
Term 4: TBC

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. For further information, please visit the VIC Department of Education and Early Childhood Development website.

Public Holidays for Victorian Schools

Holiday	**2020**
New Year's Day	Wednesday 1st January
Australia Day	Monday 27th January (26th January is a Sunday, Monday is the public holiday)
Labour Day	Monday 9th March
Good Friday*	Friday 10th April
Easter Sunday	Sunday 12th April
Easter Monday	Monday 13th April
ANZAC Day*	Saturday 25th April
Queen's Birthday	Monday 8th June
Friday before AFL Grand Final	TBC
Melbourne Cup	Tuesday 3rd November

Learning at McKinnon Primary

Curriculum

All learning and teaching programmes at McKinnon Primary School are based on the International Baccalaureate Primary Years Programme and encompasses the Victorian Curriculum F-10. Our students participate in a range of specialist programmes, including: LOTE - Mandarin, Performing Arts, Physical Education and Visual Arts.

As students' progress through the school they have the opportunity to participate in inter-school sport, instrumental music and camps. There is a strong emphasis on student leadership and leadership opportunities exist through our Student Representative Council, school captaincy and sports house system further complementing the leadership in classrooms and the learning program.

Our school is well positioned to draw on the most current and recognised teaching and learning theories and practices. As a Department of Education and Training school, we access the best available education resources to enable our teachers to support our students to learn, and to enjoy learning as a lifelong endeavour.

McKinnon Primary School is contemporary in its approach to educating our students. They learn in an environment that is conducive to preparing them for a rapidly changing world that demands technological capacity and intelligence, heightened interpersonal skills, significant emotional intelligence, resilience and strong English and Mathematical skills.

Your involvement in your child's learning in partnership with the school cannot be over-emphasized. As parents, the school values your support to optimise your child's learning and development. We encourage you to be involved where possible, whether it be through reading at home with them, supporting and encouraging your child's independence appropriate to their age, or simply being positive about school and learning.

A Truly International Education

At McKinnon Primary School your child will experience an education that is truly international in its design and delivery. This is one of the greatest gifts that can be bestowed upon a child of the 21st century. At McKinnon Primary School, children move beyond the acquisition of knowledge into the realms of skill building and the development of reflective attitudes towards life and community. McKinnon Primary School students are encouraged to explore the concepts underlying their learning topics and to respond to situations with confident, responsible action. These are qualities that build global citizenship and the ability of a student to move seamlessly from school to school or country to country. These are also attributes to support the ongoing development of curiosity, creativity, purpose of vision and the foundation skills of a lifelong learner.

McKinnon Primary School students have a distinguished history as outstanding graduates from their early years and primary programs, establishing themselves as innovative, reflective learners in their new settings. McKinnon Primary School graduates have also demonstrated leadership skills that have been respected by peers and educators alike in their new school environments.

Professionalism, instructional capacity and accountability of our teachers are fundamental to the education students receive, ensuring each child's learning is scaffolded in their learning zone. Significant resources are applied to ensure our teachers provide quality instruction and evidence-based student outcomes.

Foundation and New Students

Beginning school is exciting for children. It will however, mean changes in your child's life such as:

- Separation from home and family for long periods during the day time.
- Meeting new people, children, teachers and other adults.
- Many new learning experiences.

Reinforce school learning experiences with interesting activities at home. Play games with colours, numbers, letters and days of the week. It is important that your family takes the time to read books together daily. Encourage your child to listen carefully, follow instructions, co-operate with others and engage in extended conversations with you.

Beginning school should be a positive experience for both students and parents and we are here to help.

Your child will adjust more quickly and happily to school if he/she can:

- Leave you for a few hours without being upset.
- Independently put on own shoes (velcro is helpful)
- Button or zip up his/her jacket.
- Know how to use a handkerchief/tissue correctly.
- Wash hands, especially after using the toilet and before eating.
- Attend to own toilet needs and adjust own clothing – boys need to be familiar with using urinals.
- Put away toys and materials after use.
- Say who will collect him/her after school each day.

To Support Your Child

School requires children to cope with bigger buildings, many more children who are older, less adults for support, new rules and routines.

To support your child:

- Visit the school and familiarise your child with the placement of toilets, playground and buildings. Please note that the toilets for boys include urinals.
- Prepare him/her for the school bell and music and what it means.
- Talk to him/her about how long the school day will be in a way that he/she can understand.
- Ensure that he/she gets enough sleep by establishing a set bedtime and keep to routines that allow for rest and free play. Be sure he/she has a **balanced breakfast**.
- Have him/her dress himself/herself so he/she can manage things like taking jumpers and shoes on and off at school.
- Encourage him/her to take care of his/her belongings. **Clearly label all belongings** that come to school including clothing, lunch boxes, drink bottles and 'Share and Learn' items.
- Show him/her where these labels have been placed and help him/her to recognise his/her name.
- **Pack a healthy snack, water bottle and lunch in named containers** that he/she can open and close. Explain when the containers and water bottle are to be used and have some trial runs.
- Instruct him/her about appropriate use of the school crossing – practise safe road crossing.

Be positive, encouraging and reassuring about school.

Once at School

- Develop a morning routine so that your child arrives at school organised and on time.
- Leave home cheerfully.
- Arrive at school with sufficient time to say goodbye to your child before instruction time begins and leave the school promptly.
- Seek assistance promptly from your home group teacher if transition procedures are causing undue distress for your child.
- Children usually settle down as soon as parents are out of sight.
- Be punctual when collecting your child from school – a few minutes to you may seem a long time to a child left waiting. Please notify the school if you are unavoidably detained.
- Make time for your child at the end of the day. Listen BUT don't ask too many questions.
- Absences – Please send a note if your child has been absent and log your child's absence on Compass. If you are collecting your child before the school day ends, or alternatively if your child arrives to school late, you must sign your child in/out on the iPad found at the front office. We are required to keep records of absences, late arrivals, and early departures. These are recorded in your child's report.
- In an effort to reduce waste, we encourage students to use containers for their snacks, rather than wrappers.

Your positive attitude and supportive guidance will foster your child's confidence in their ability to negotiate and enjoy this new experience.

The Child Safe Standards

As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, there is a new regulatory landscape surrounding child safety, underpinned by the **Child Safe Standards.**

The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect.
https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/safeenviro.aspx

At McKinnon Primary School we have existing policies and procedures that aim to keep children safe. We have incorporated The Child Safe Standards into our curriculum to ensure that we provide a solid framework and focus to improve our policy and practices around child safety. Our Child Safe Standards will support the school to embed a culture of no tolerance for child abuse and, where necessary, to respond appropriately. Please take the time to find out more about the seven Standards at https://www.vrqa.vic.gov.au/childsafe/Pages/parents.aspx and https://www.vrqa.vic.gov.au/childsafe/Pages/standards.aspx

Your Child's Safety at School

We do our utmost to ensure that your child receives the best care and attention. It is however, important that at all times the Office has an emergency telephone number where you, a relative or a specified emergency contact can be reached.

Please notify the office immediately, in writing of any change to your:

- Address
- Home telephone
- Mobile
- Place of employment and related contact details
- Emergency telephone numbers

School Policies and Planning

Information about our Schools policies and strategic planning can be found on our web-site at https://mckinnon-primary.vic.edu.au you will find the following documents under the School Information and Accountability tab:

Statement of Values, Philosophy and Expectation, Annual Implementation Plan, Annual Report, School Strategic Plan and School policies.

Reporting to Parents/Carers

Term One:	Parent/Carer/Teacher Conference
Term Two:	Written mid-year report
	Three Way Conference
Term Four:	Written end of year report

All parents/carers are encouraged to arrange an appointment to discuss their child's progress with the classroom teacher as the need arises. Just contact the school to organise a time.

School Support Services

The Department of Education and Training provides an opportunity to support students through Student Support Services, which comprise a broad range of professionals including psychologists, guidance officers, speech pathologists, social workers and visiting teachers. Student Support Service officers work as part of an integrated health and wellbeing team within networks of schools, focusing on providing group-based and individual support, workforce capacity building and the provision of specialised services. Written parental consent is required for a student to be seen by these professionals.

International Students

Information relating to the International Student program can be obtained by visiting www.study.vic.gov.au or by contacting the International Education Division.

Address: 41 St Andrews Place, East Melbourne Vic Australia 3002
Telephone: +61 3 9673 2990 Fax: +61 3 9637 2184
Email: international@edumail.vic.gov.au
Provider Name: DET (Department of Education and Training) CRICOS Provider Code: 00861K

MiniLit Program

MiniLit stands for 'Meeting initial needs in Literacy' and is an early literacy intervention program. It is designed to be delivered daily, for one hour, to small groups of up to four Foundation - Year 2 students who have struggled to make adequate progress in learning to read during their first year of schooling.

MiniLit consists of 80 carefully structured lessons (sufficient for at least two terms of instruction) in an easy to hard sequence and is divided into two levels, Levels 1 and 2, with 40 lessons at each level. There are three main components of each lesson, all of which should be carried out on each occasion that a MiniLit lesson is taught. These three main components are:

- Sound and word activities
- Text reading, and
- Story book reading

English as an Additional Language (EAL)

McKinnon Primary School welcomes multilingual students including students who are just beginning to learn English. We interview new students and their parents at enrolment and make an assessment regarding class placement and level of additional English language support (if needed). For those students in the early stages of learning English, we encourage them to attend an English Language School for two terms before beginning at McKinnon Primary. This is an excellent opportunity for students to be introduced to the Australian education system, learn English intensively and study the Victorian Curriculum with other students their age and at their English language level. The transition to English-medium mainstream school is much smoother for students who have been to the English Language School. Information about the Noble Park English Language School can be obtained at https://nobleparkels.vic.edu.au/

Teachers at McKinnon Primary school undertake regular professional learning in differentiation and catering for students of non-English background to ensure that all of their students make progress in their learning. As a PYP school, McKinnon Primary School fosters international-mindedness and this includes a strong commitment to students maintaining their home languages.

Specialist Programs

The Arts

"Integral to life itself, art is also an integral part of all education. Especially during the early years of life, art, another language for learning, is a critical part of the curriculum for good schools for young children." Althouse, 2003

We believe that the Arts are not mere "add-on", but are essential aspects of our curriculum. We recognise that the Visual and Performing Arts (Music, Dance, Movement and Drama) offer students multiple forms of literacy with which they may interpret the world and represent their understandings. We enable students to use the Arts to understanding concepts and ideas more deeply, and to share their new learning.

Visual Arts

Our Visual Arts specialists have developed an engaging program which combines art creation and art appreciation. Students focus on ideas, skills, techniques, processes, performances and presentations, as well as interpreting and responding, criticism and understanding the role of aesthetics.

Performing Arts

Our performing arts specialists deliver a comprehensive program encompassing the three facets of performing arts: music, drama and dance. Students are involved in group improvised drama sessions, responding to, creating and reading music as well as singing and music demonstrations. Students also have many opportunities to join a variety of musical performance groups and develop their individual talents further.

Physical Education

The Physical Education specialists strive to offer a high quality physical and health education program in a safe, fun and challenging environment. We nurture each student's growth and development in the physical, cognitive and social domains through the scope and sequence of the Primary Years Programme. Our goal is for students to learn the value of intrinsic motivation to pursue a healthy and active lifestyle in an increasingly changing society.

House System - House Names and Colours 2020

All students are placed in one of four houses. House sport competitions are held throughout the year, students are required to wear a t-shirt in their house colour. If students have siblings within the school, they are usually placed in the same house system.

Blue	Tucker
Gold	Walnut
Green	Collins
Red	Moylan

Chinese (Mandarin)

Chinese (Mandarin) is currently taught in Foundation to Year Six. Our specialist language teachers creatively engage students in language learning through a combination of music, dance and drama. We have been examining best practice in the field of second language learning and looking at innovative and effective methods to enhance student language acquisition and engagement.

Our Sister School

McKinnon Primary School has a sister-school partnership with Changzhou Miduqiao Primary School in the Jiangsu Province of China. As international partners we will be sharing professional learning experiences, teacher visits, teacher exchanges, whole school student interaction through various ICT opportunities and student visits/tours both from China and to China. McKinnon Primary School has signed a Memorandum of Understanding on Cooperation between Friendly Schools.

Enrichment Programs

Students at McKinnon Primary School are provided with many opportunities to participate in programs across the school this includes:

- Buddies program
- Camps program
- Annual school concert-Foundation-Year 2
- Biannual school production Years 3-6
- Music electives
- Year 6 Leadership Program
- Whole school swimming program
- Interschool sport
- Whole School Transition program
- Excursions and incursions
- Lunchtime Activities
- Afterschool Programs
- Additional activities such as craft; computer programming, music and other programs are offered through external providers. View what is on offer at: https://mckinnon-primary.vic.edu.au/extra-curricular-activities-external-providers/Communication

Compass

The Compass Parent Portal is an integrated, online portal to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers
- Update your family contact information
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's Semester reports and progress reports
- Book Parent/Student/Teacher Conferences
- Pay and provide consent for events and school fees
- Access important updates from the school community

Assembly

All students attend a whole school assembly once a month. Foundation students also begin the school year attending a brief year level assembly. As the year progresses, and students begin to establish the routine of how assemblies are conducted, each class will then begin to host a 'Celebration of Learning' assembly in Semester Two.

Lunch Provision and Procedure

When full school days begin:

- Provide your child with **lunch**, a **separate snack** for morning tea and a **drink bottle**.
- Students **eat their lunch under supervision**, either in the learning space or outside (weather permitting).
- **Classroom Cuisine lunch orders** are available on Mondays, Wednesdays, Thursdays and Fridays. Lunch orders can be purchased online at : **www.classroomcuisine.com.au**
- **AJ's Bakery lunch orders** are available Monday – Friday. All orders can be made through QKR! *Please note: Children with lunch orders require a separate snack to be brought from home for their morning tea.*

Healthy Eating

A healthy, well-balanced diet is essential for students to aid learning and concentration throughout the school day.

- Morning tea – a nourishing snack for morning recess. Salty chips, chocolates and sweets are discouraged.
- Lunch – packed with nourishing food that your child enjoys. Please consider what will keep well until lunchtime!
- A bottle of water.

We encourage students to bring wrap-free lunches; using plastic containers where possible. Please ensure these containers are clearly labelled with your child's name.

Outdoor Play

Foundation students play in a specific play space supervised by their classroom teachers, to ensure the safety and security of your child for the first few weeks of school. Foundation students also play outdoors at a different time to the rest of the school students, in order to establish the routine of lining up when the music plays to meet their teacher. When they become confident in the playground, students venture to new areas. Foundation students do not go across the road during play times. Your child will enjoy playing at the front of the school on the playground equipment, the sandpit and green grass areas.

On Wet or Extreme Weather Days

All students remain in their learning spaces if it is raining during recess and lunch times until weather clears and it is possible to go outside. Students are supervised inside. On days of extreme heat students remain inside and are encouraged to drink plenty of fluids.

There is no provision to send students home on very hot days. Students must have drink bottles, a broad-brimmed hat and sunscreen.

SunSmart

McKinnon Primary School is a SunSmart school. All students must wear the McKinnon SunSmart hat between **1st September** and the **30th April** each year. Students must wear hats whenever they are outside during breaks, playing sport or participating in learning outdoors. Students who are not wearing hats will be required to stay in a sheltered area. Please encourage your child to put on their own sunscreen – roll on sunscreen is recommended.

Buddy System - Foundation

In Term One all students are allocated a Year Six student as a buddy. Your child's buddy will assist him/her to become familiar with the playground and general aspects of school life. Students are also involved in co-operative learning with their buddies throughout the year.

Home Reading and Take Home Sight Word Box

Information will be distributed early in the year outlining the Home Reading Program and take home sight word box. Please make sure you attend the year level information nights to get the most current information. Need to specify which year levels have sight word boxes

Share and Learn

Each student will be allocated a Share and Learn day each week. Topics to share are directly related to their Unit of Inquiry, and encourages students to make personal connections with what they are learning in the unit. Further information will be distributed throughout the year at the beginning of each new Unit of Inquiry. Not all year levels do share and learn

Lost Property

If something belonging to your child is missing, please check the learning space and lost property, located near the Office. Things may go missing for a few days but if they are named, they can be easily returned.

Our School Library

The Library at McKinnon Primary School is computerised and operates much the same as your local library. Your child will visit the Library once a week on a designated day and have the opportunity to select books to borrow. We ask that all books are returned in your child's library bag, a week later, on their designated library day.

Leaving School Grounds

Students can be dropped off or collected outside specified hours BUT on these occasions, they must be signed in or out in through the Compass Kiosk at the office. Students can only be collected by parents/carers as nominated on the enrolment form. Prior notification is required for any change in this routine or for early pick up so we can organise the students to be ready at the office for collection.

Please note that your child cannot enter the school grounds unaccompanied and is NOT permitted to leave the school grounds unaccompanied. Our playground is supervised from 8.45am – 3.45pm outside of this time parents need to ensure their child is being cared for by an adult.

School Crossing Usage

It is law that when the Children's Crossing signs are displayed that people use the crossing to get from one side of the road to the other. Failure to do so compromises safety. A school crossing supervisor is on duty before and after school. There are financial penalties issued by the relevant authority on a regular basis for incorrect use of the crossing.

Getting Involved

Class Representatives

At least one parent from each grade will be asked to be the class representative. The class representatives are the liaison with other parents and are vital to the effective running of the school. Please support the class representatives wherever possible.

Parents' Club

The school has an active Parents' Club, which creates a sense of community through fundraising activities, with an emphasis on creating a friendly social network. New members and fresh ideas are always very welcome.

School Council

The School Council consists of 8 parent representatives, 3 Department representatives, and 1 community representative for the school community and the Principal as Executive Officer. The council meets at least twice each term, with at least eight meetings held every year.

The Sub-Committees of School Council are:

- Finance
- Buildings and Grounds
- Communication & Marketing
- Education
- Parents' Club

Parents/Carers are encouraged to become members of the school council and its sub-committees. By attending these meeting, parents/carers can actively participate in continuing the growth and strengthening of McKinnon Primary School.

Classroom Helpers

Please note all parents and carers volunteering within the school community must have a valid Working with Children Check card. This may take time to be finalised so be sure and apply upon enrolment of your child. When you come to school to volunteer you need to sign in at the office, wear the visitor lanyard you are provided with and place your Working with Children card in the lanyard as well.

You can be of assistance in programs such as:

- The English Block
- The Mathematics Block
- Sporting Events
- Assisting with the swimming program and excursions
- Helping with major school events

Early in the year, a parent workshop will be provided on assisting with reading in the classroom.

If you can assist with excursions and in-school visits, this is appreciated not only by the school but also your child. Children love to have mum or dad participating in the school. We encourage you to offer your services, they will always be greatly appreciated!

Working With Children Check (WWCC) Cards

"The Victorian Government has a checking system that will affect many adults who work or volunteer with children under 18 years of age. This check helps protect children from sexual or physical harm by checking a person's criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching. The WWC Check creates a mandatory minimum standard for a range of child-related industries."
(Taken from the WWCC Application Form).

As a volunteer working with children across a range of school activities, you are required to apply for the WWC Check at an Australia Post outlet. Only the photograph taken at Australia Post fits the new ID card. We do not wish to limit parent involvement or contact with school programs. Rather we want to ensure that all of us who work with children at McKinnon Primary have been checked. By law you are unable to volunteer at the school without this WWCC. The duty of care we share for safety of children in our care at all times is undeniable.

To ensure your involvement around the school it would be a good idea to apply for your check now. There is no charge for volunteers to have the check conducted. However, there is a charge for the passport quality photograph.

WWC Check applications can be made online at www.workingwithchildren.vic.gov.au and are free for volunteers.

Australia Post has more than 400 outlets processing WWC Check identity verifications across Victoria, as well as a video explaining what applicants need to do, see: Lodging your application - Working with Children Check.

Individuals can also contact the WWC Check Customer Support Line on **1300 652 879** (local call charge) for further information.

Parent Payments

The MCKPS School Council has approved the parent payment charges and believe that the contributions made to the school create a real difference to the learning programs, modern equipment and teaching professionals available to your children. We greatly appreciate any voluntary contributions you may be able to make to the school, further assisting our resource and support requirements.

Essential Education Items are compulsory

Parents/guardians are required to provide these Essential Education Items for their children:

- Curriculum and Bulk Materials - support the eight key learning areas (Victorian Curriculum) specified by the Department of Education and Training. These items are purchased at competitive rates by the school, through bulk orders.
- Digital Learning Technology - equipment, technical support and software that underpins all subject areas

Events & Activities

Can be paid upfront at the beginning of the year to ensure peace of mind that you child will not miss out on these important experiences, or as activities arise.

Voluntary Contributions are optional

School Council may invite parents and guardians of a student enrolled at the school, or anyone else, to make a donation in the form of a voluntary financial contribution to the school

- Library Fund Contribution (tax-deductible)
- First Aid Contribution
- Grounds & Additional Curriculum Resources Contribution

The school recognises that families may sometimes experience financial difficulty in meeting payment requests. A number of support options are available to parents who have difficulty making payments including the school's second–hand uniform shop, State Schools Relief or the Camps, Sports and Excursions Fund (CSEF). If you are experiencing difficulty in making the requested payments please contact our Parent Payment Contact – Jodie Geri by phone 9578 1851 or email mckinnon.ps@edumail.vic.gov.au for a confidential discussion about alternate arrangements.

Incursions/Excursions and Events

Each year children are given the opportunity for students to attend learning opportunities which are optional incursions or excursions. These activities require consent and payment within due dates. We encourage parents to ensure students are provided with every opportunity to participate in these events. As a school responsible for 800 children we need timely advice of students attending which can only occur when consent and payment has been received from parents by the due date.

Notifications will be sent via Compass prior to the event and consent and payments must be provided by the due date online. Payments can be made using Compass or at our McKinnon Primary School Office.

A general approval is obtained for walking excursions within the school neighbourhood at the beginning of the year.

Before and After School Care – TeamKids

The Out of School Care Program operates each school day.

The Before School Care Program starts at 7am and continues through until 8.45am. The After School Care Program starts at 3.30pm and runs until 6pm. The program is housed in the school gymnasium.
Age Group: Prep - Grade 6
Supervision is also available on student free days, where there are sufficient numbers. Charges for all programs are available on the team kids web-site at: https://teamkids.com.au/venues/mckinnon-primary-oshc/

Holiday Programs

TeamKids offers holiday programs, which run during the school holidays each term. Details of the program and enrolment forms are available prior to the end of each term.

School Uniform

McKinnon Primary School has a compulsory school uniform. All students are required to wear the correct uniform. There are a variety of options as to how the uniform can be worn. This is explained in the school uniform policy.

How to Purchase

Uniforms can be purchased online at **www.psw.com.au** or by visiting the PSW store at:

Address:
1/596 North Road,

Ormond VIC 3204
Phone: 03 9768 0387
Email: **ormond@psw.com.au**

Trading Hours:

Tuesday – Friday:	9am-5pm
Saturday:	10am-1pm

A price list can be found online at:
http://mckinnon-primary.vic.edu.au/documentation/uniform/