



Parent Handbook

McKinnon Primary School

Committed to developing internationally-minded learners in a safe environment, where students are empowered to develop 21st century skills and attitudes.



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McKinnon
Primary School 4366

Beginning the Tradition of Excellence

Welcome to
McKinnon
Primary School

ALL VISITORS
MUST REPORT
TO OFFICE





Left to right: Andrew Kearl, Suzanne Khatib, David Zuker

Principal's Message

We are committed to developing internationally minded learners who are the centre of all the decisions we make. At McKinnon we empower learners to develop skills and attitudes which inspire them to think, learn and act to create a better and more peaceful world through intercultural understanding and respect.

At McKinnon Primary School we know that you will feel the learning and the community spirit when you step into our school. You will find promise and possibility in our energy and care.

We invite you to be part of our community and share your child's learning journey with us, as we engage, challenge and support your child to be the best that they can be. It has been well researched when parents and schools work together to support the growth of our young learners, we see the best results. This learning may be academic or social. Children also benefit when their parents are involved in school life. So please consider the varied opportunities for you to be involved with the School Council, Parents' Club, social events, working bees, fundraising events, classroom reading, supporting the library or coming in as a "parent expert" to share your knowledge with the class.

On behalf of all our community we welcome you to McKinnon Primary School and look forward to working in partnership with you.

Our warmest regards,

Suzanne Khatib – Acting Principal

David Zuker – Assistant Principal

Andrew Kearl – Acting Assistant Principal

At McKinnon we know you will feel the learning and the community spirit when you step into our school. You will find promise and possibility in our energy and care.



Enrolment

We know choosing the right school is an important decision and we are excited to share your child's journey at McKinnon Primary School – welcome!

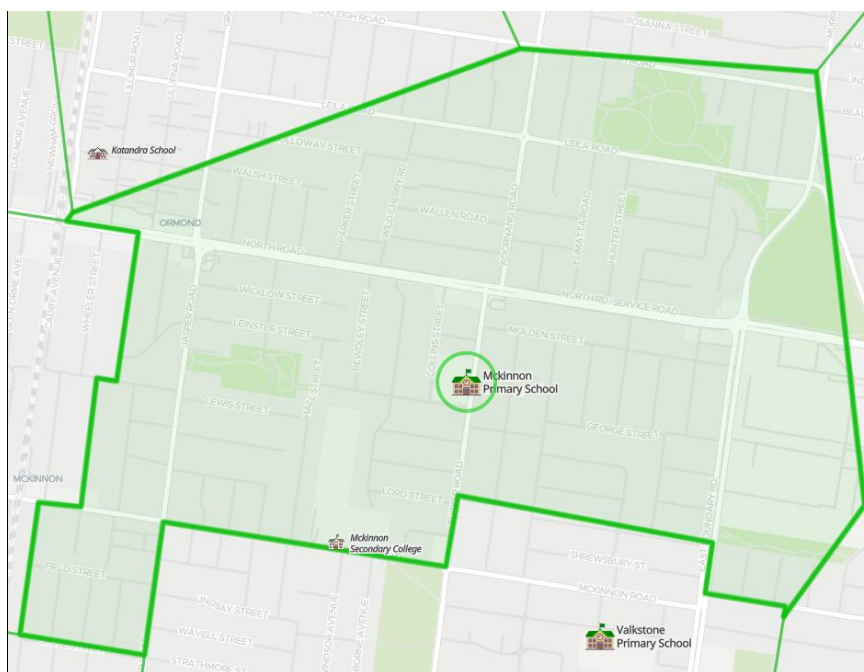
Enrolling Your Child

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 residential address. School zones are determined by the Department of Education and Training; you can 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 are confirmed in writing within the 3rd Term of each year.



Check to find whether your address is within the school zone

[Findmyschool.vic.gov.au](https://www.findmyschool.vic.gov.au)

Tours

School Tours are held fortnightly during school terms. Bookings are essential and can be made by contacting our office on 9578 1851 or book on line.

Multiplication Thinkboard

Partitioning

$$38 \times 27$$

$$30 \times 20 = 600$$

$$8 \times 20 = 160$$

$$30 \times 7 = 210$$

$$8 \times 7 = 56$$

$$600 + 160 + 210 + 56 = 1026$$

Grid method

X	30	8
20	600	160
7	210	56

$$\underline{38} \quad \times \quad \underline{27}$$

Column method

$$\begin{array}{r} 38 \\ \times 27 \\ \hline 266 \\ 38 \\ \hline 1026 \end{array}$$

Expanded column method

$$\begin{array}{r} 38 \\ \times 27 \\ \hline 266 \quad (38 \times 7) \\ 760 \quad (38 \times 20) \\ \hline 1026 \end{array}$$

visit twinkl.com.au



Learning & Curriculum

Curriculum

All learning and teaching programmes at McKinnon Primary School are based on the International Baccalaureate Primary Years Programme and encompass the Victorian Curriculum F-10. Our students participate in a range of specialist programs, including: STEM, 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

This section is specifically for students beginning Foundation. All other sections of this handbook relate to all year levels – Foundation to Year 6.

Reinforce school learning experiences with interesting activities at home

Learning is Fun!

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.
- Meeting new people, children, teachers and other adults.
- Many new learning experiences.

At home you can reinforce school learning experiences with interesting activities. 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.

What to Expect - First Day of School

The first day is an important day for your child. Dress them up, brush their hair, take a photo and get ready for some tears (yours, not theirs!)

Come to the learning space at 9:00am and say a quick goodbye. We ask that all parents leave the learning space prior to 9:10am. The students will be taught where to line up for the following day. At the end of the day 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 some time for your child at the end of the day to share what they did at school.

At the end of the day teachers will bring students to the area outside ready for collection. During the first week Foundation students will leave school at 1:00pm. Paid after care facilities will be available for students unable to be collected at this time. This service is provided by Team Kids. Foundation students don't attend school on Wednesdays until after the March long weekend. On Wednesdays student assessments are being completed. Please see detail in the following pages.



During the First Month

Our Day	
8:45am	Gates open
9:00am	Students enter learning spaces—instruction begins
10:45am	Morning recess—supervised eating of snack
11:00am	Morning recess—outdoor
11:30am	Instruction resumes
1:20pm	Lunch—supervised eating of lunch
1:40pm	Lunch—outdoor play
2:30pm	Instruction resumes
3:30pm	Dismissal—students meet parents/carers outside of school building in designated line up area
3:45pm	Gates locked—only main gate open

You will quickly realise that your child is very tired after a day at school. Give your child time to talk about the day's experiences but be aware that your child may not want to share immediately at the end of the school day – some children need 'thinking time' and are more likely to discuss their day later in the evening. A cool drink and healthy afternoon snack should be part of their after-school routine.

Establish a regular bedtime for your child and create a calm routine. This will ensure they have enough rest and will aid their learning and concentration at school. Please seek assistance promptly from your home group teacher if transition procedures are causing undue distress for your child.

Students can be dropped off at school from 8:45am when there will be a teacher on duty in the playground. To ensure a happy and reassuring start for all students at this busy time, home group teachers are available between 8:45am and 9:00am for the quick transfer of information. Home group teachers would be pleased to speak with you informally before or after school, or an appointment can be arranged.

To enhance the relationship between the home group teacher, child and parents, Foundation students at McKinnon Primary School begin the year with a student/parent/carer/teacher meeting. This is an opportunity for your child to visit their learning space and meet their home group teacher. It is also a time for you to inform us of any relevant information that may support your child's transition to school.

On Wednesdays Foundation Student Assessments Occur

Every Wednesday is a rest day for students **up until and inclusive of the first Wednesday in March**. Teachers will make an appointment for Foundation Entry Assessments. These appointments will take approximately one hour, and you will not be required to attend these appointments with your child.

All Foundation students are assessed in the first five weeks of Term One. Assessments take place on Wednesdays in February and March, when regular classes for Foundations students are not held. This assessment is then used to assist in planning programs to cater for the learning needs of every student. The assessment sessions are designed to be a positive experience for the students and involve aspects of English and Mathematics.

There is one assessment session with two components that your child is required to attend. The first is an English Interview that all Victorian students in Foundation – Year 2 participate in.

The English tasks include:

- Oral Language
- Phonemic Awareness (identifying sounds in words)
- Reading text and Comprehension
- Letter and Word Identification
- Retell and Comprehension of a text
- Writing task

The second component is the Mathematics Interview. It consists of hands-on assessment tasks where students demonstrate mathematical understandings in the following areas:

- Counting/Number
- Time
- Measurement
- Shape and Pattern

Your child will be working individually with a teacher during this time therefore only your child is required to attend the Wednesday assessment sessions. It is critical that you arrive on time for your child's allocated session. Teachers are timetabled with consecutive assessment sessions – your promptness will assist in all students being assessed in a timely manner.

Please ensure you are punctual in collecting your child at the conclusion of the assessment session.

Students are encouraged and assisted to progress at their own pace. When talking to other parents remember this and consult with staff if you have any concern or questions. Our door is always open. Please feel free to make a time to see us.

Getting Involved in the Classroom

You can be of assistance in programs such as:

- Parent Reading Program
- Sporting events and excursions
- Helping with major school events

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

As parents you can also assist by observing the following:

- CLEARLY NAME all your child's clothing. No need to name stationery.
- Ensure your child has a good night's sleep by going to bed on time
- Send your child well equipped and on time

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!

Is Your Child Ready for School?

Try to look at your child's readiness in all areas of their development. Remember that children develop at different rates and that your child's 'stage' is more important than their age.

LANGUAGE SKILLS: Does your child:

- Speak in full sentences?
- Have a fairly wide vocabulary?
- Make up his/her own stories when looking at pictures?

MOTOR SKILLS: Can your child:

- Use scissors to cut paper?
- Hold a pencil and draw bold lines?
- Copy a circle 'o'?
- Run and hop, with an alternating movement?
- Climb confidently on outdoor equipment?
- Catch a large ball and throw a ball with direction?

SOCIAL SKILLS: Does your child:

- Finish what he/she starts?
- Work alongside other children without distraction?
- Play co-operatively with other children?
- Separate easily from parent/carer?
- Follow rules in a group led by an adult?
- Share most of his/her toys and take turns when requested?
- Go to the toilet independently?
- Know his/her full name, age and sex?

COGNITIVE SKILLS: Can your child:

- Recognise his/her first name, when in print?
- Name colours and shapes?
- Count items 1-10?
- Draw a basic person?
- Listen to stories being read to him/her?

For more information on school readiness visit www.transitiontoschool.com.au

Getting Ready for School

- Purchase your child's school uniform including a hat and bag from PSW.
- Purchase runners or school shoes – no open toed shoes.
- Purchase a lunch box and water bottle (let your child choose one they can open themselves).
- Take your child shopping to purchase a key ring that will help them easily identify their school bag.
- Visit the school for a play over the holidays to maintain your child's confidence of beginning school.
- Write your child's name clearly on all his/her clothing and get him/her to practise identifying his/her name. No need to name stationery.
- Have a picnic and practice unwrapping a sandwich and/or opening containers.
- If your son is starting school, practise using a urinal.
- Get your child's stationery organised we suggest using Champion Education.
- Lay out your child's clothes ready for the first day of school.
- Help your child to pack his/her school bag.
- Pack a spare pair of underwear and socks and let your child know where these are located in the school bag.
- Talk positively about school with your child.
- Take lots of photos.
- Pack a roll-on sunscreen in your child's bag and let them know it is there.



First
Day of
School



Starting at McKPS

The information in this section is for all new students, helping to make the transition to McKinnon Primary a welcoming and supportive experience for your child.



All New Students

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

- Meeting new people, children, teachers and other adults.
- Many new learning experiences.

Beginning a new 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.
- 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, fewer 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 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.
- **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

Visit the school and familiarise your child with the placement of toilets, playgrounds and buildings

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 they are absent for an entire day.
- Early pick up / late arrivals - 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.



Safety and Support

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.

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.

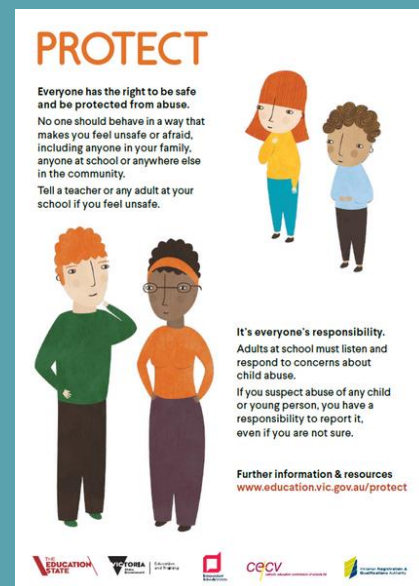
Please notify the office immediately, in writing, of any change to your:

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

School Policies and Planning

Information about our School's 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/Student/Teacher Conference

Term Two: Student Led Conferences

Written mid-year report

Parent Teacher Meetings

Term Three: Student Led Conferences

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: 30 Collins Street, Melbourne Vic Australia 3000

Telephone: +61 3 9673 2990, Fax: +61 3 9637 2184

Email: international@education.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 three or more times per week, for one hour, to small groups of up to four Year 1 - Year 2 students who have struggled to make adequate progress in learning to read during their first years 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.

We also provide support for some EAL students to work in small groups twice a week to develop their vocabulary, speaking and listening skills.



Specialist Programs

Supporting both the PYP curriculum and the Victorian curriculum.



We believe that the Arts are not mere “add-ons”, 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 understand 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.

“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



Our goal is for students to learn the value of intrinsic movement to pursue a healthy and active lifestyle

Physical Education and Sport

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.

As part of our program we have athletics, cross country, gymnastics, dance, swimming and interschool sport. Our Interschool sport program is for our Year 6 students and includes winter sports such as: AFL, soccer, T-Ball, volleyball, basketball, netball and hockey and summer sports: Cricket, kanga cricket, rounders, softball, T-ball, lawn bowls, hotshots tennis and circleball.

Language - 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.



STEM – Science, Technology, Engineering and Maths

Our Science, Technology, Engineering and Mathematics (STEM) specialist program is delivered by an expert teacher who has developed a comprehensive program from Foundation to Year 6. Students focus on the different techniques, skills and knowledge that build over their time at MckPS and connect with the learning that happens within their home classroom. As with everything at MckPS, we hold the PYP program at the centre of everything that we do and our STEM program uses our Units of Inquiry in home rooms as the launching point of this program.

House System - House Names and Colours

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.

Collins – Green

Tucker – Blue

Moylan – Red

Walnut – Gold



Enrichment

Students at McKinnon Primary are provided with many opportunities to participate in programs across the school which include:

- Buddies program – Foundation + Year 6; Year 1 + Year 5
- Camps program
- Annual school concert-Foundation-Year 2
- Biannual school production Years 3-6
- Year 6 Leadership Program
- Whole school swimming program
- Interschool sport
- Whole School Transition program
- Excursions and incursions
- Lunchtime clubs and activities
- Sister school program

Extra-curricular activities

Extra-curricular activities are offered through external providers at the school. These independent businesses offer programs before and after school.

Included in these programs are:

- Out of School Hours (OSH) Care – before and after school with TeamKids
- After school hours – sports (such as tennis, soccer, etc), computer coding

These programs are subject to change based on the availability of external providers. Parents book and pay for these activities directly with the provider. The school is not involved with this process.



Essential Knowledge

We understand there is a lot to learn about your new school. This section will help you familiarise yourself with how McKPS operates



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.

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 Foundation class will then begin to host a 'Celebration of Learning' assembly in Semester Two. Year levels 1-6 all host 'Celebration of Learning' assemblies throughout the term.

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.

Communication

All correspondence is circulated via the School's Compass Portal. Please make sure you have your login and contact the office if you need support. An electronic newsletter is prepared fortnightly and Year Level Learning Updates are provided on a weekly basis. Please take the time to read these documents as they contain important notices, dates, reminders and items of interest.

If you would like to speak with your child's teacher you can:

- Write a short note in your child's diary
- Call the office to make an appointment on 9578 1851
- Email the office with the teachers name in the subject line
mckinnon.ps@education.vic.gov.au

Your child's teacher will get back to you as soon as possible. Please be aware they do have yard duty during the day and meetings after school.

Communication Portal - 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 voluntary contributions
- Access important updates from the school community

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.

Home Learning Program

Information will be distributed early in the year outlining the Home Learning Program. This program supports your child's literacy and/or numeracy development and their in-class learning. The curriculum area of focus changes across the year levels. Please make sure you attend the year level information nights to get the most current information.





Leaving School Grounds

Students can be dropped off or collected outside specified hours BUT on these occasions, they must be signed in or out 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.

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.

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!
- ZenKids – school canteen available recess and lunch Mondays, Wednesdays and Fridays. 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.

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.

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.

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.

Personal Belongings

Precious toys, trading cards and games are not to be brought to school from home. This is to avoid tears if they are misplaced or damaged. It is difficult for young students to be responsible for these items. The Department of Education and Training (DET) has asked schools to advise parents that the DET is not responsible for the loss of property brought to school by students and property is not insured.

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. Whenever a supervisor is on duty, they are solely responsible for stopping traffic and safe crossing.





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 encourage 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.

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.



Getting Involved

We welcome you to our school community – filled with diverse, multicultural and enthusiastic individuals

Class Representatives

At least one parent from each class 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. The class representatives send regular communication regarding things happening in the classroom (eg. requesting parent helpers, requesting volunteers for events) and help bring the community together – welcoming new families, etc.

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
- Education
- Parents' Club

Parents/Carers are encouraged to become members of the school council and its sub-committees. By attending these meetings, 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

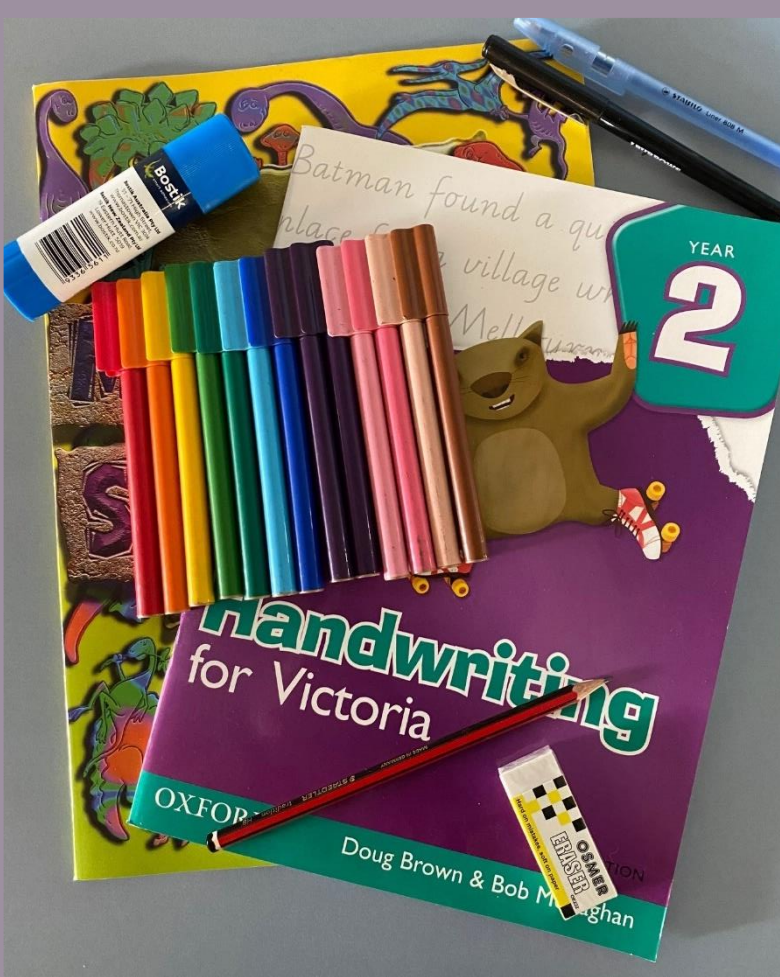
“The Victorian Government has a checking system that will affect many adults who work or volunteer with children under 18 years of age. This check helps protect children from sexual or physical harm by checking a person’s criminal history for serious sexual, serious violence or serious drug offences 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. 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 Contributions

The Victorian Government funds schools to provide students with free instruction in the Standard Curriculum. Additional resources are collected through parent contributions.

The MCKPS School Council has approved the parent contributions and believe that they 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.

Curriculum Contributions

Schools provide students with free instruction to fulfil the standard Victorian curriculum, and all contributions are voluntary. Nevertheless, the ongoing financial support of our families ensures that our school can offer the best possible education and support for your children. Within our school curriculum contributions are used towards the additional costs of delivering the International Baccalaureate Primary Years Programme, general classroom supplies purchased in bulk, printing and photocopying, class sets of books and other resources, online subscriptions, and much more.

Events & Activities are on a user pays basis

Teachers at MckPS pride themselves on the fabulous programs offered to support the Victorian and PYP curricula. They work hard to deliver these activities at extremely competitive prices. The value these optional learning experiences add to your child cannot be underestimated. Optional experiences help to develop confidence, self-awareness, new skills, organisation and above all support academic achievement. Studies into student participation and overall development and achievement show that those children exposed to a wide level of experiences in their early years have an improved educational profile. At MckPS we strive to develop the whole child to their fullest potential.

Included in this section are incursions, excursions, sporting and musical activities, swimming and camps. Payment and consent must be received by the due date for students to participate in these activities.

As a school responsible for approximately 800 students 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 through the School Office.

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

Donations

School Council invites 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 (this is a tax-deductible contribution to the school)
- Building Fund Contribution (this is a tax-deductible contribution to the school)
- First Aid Contribution

- Additional School Resources Contribution – includes grounds, curriculum resources, bulk materials for classroom use, digital technologies, school awards, etc.

Your child will not be disadvantaged if you do not make a voluntary contribution. All records are kept confidential as well as your decision about whether to make a contribution or not.

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@education.vic.gov.au for a confidential discussion about alternate arrangements.

Books and Stationery

Each year teachers compile a list of books and stationery items that we recommend you purchase and bring to school on the first day for your child to individually own and use. We have created special price packs available from Champion Education, or you can choose your own supplier.

Preferred Supplier: **Campion Education**
232-236 Wickham Road, Moorabbin
Phone: **1300 433 982**
Web: **campion.com.au**

School Uniform

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

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

Supplier: **PSW**
1/596 North Road, Ormond
Phone: **03 9768 0387**
Hours: **Tuesday – Friday: 9am-5pm; Saturday: 10am-1pm**

Before and After School Care – TheirCare



The Outside of School Hours Care Program operates each school day.

The School Council has nominated TheirCare as our provider. All communication regarding the service is through them. We recommend that all students are enrolled with TheirCare – you may find that you need to use the service at short notice or in case of an unexpected event, and it is much easier if the child is already registered.

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

Contact: 1300 072 410

Email: info@theircare.com.au

Supervision is also available on student free days. Charges for all programs are available on the TheirCare website at: <https://theircare.com.au>

Holiday Care

TheirCare offers holiday care, which run during the school holidays each term. Details of the schedule and enrolment forms are available prior to the end of each term. They also provide cover on student-free days at school.



McKinnon Primary School
253 Tucker Road
Ormond Victoria 3204
Australia

Tel: +61 3 9578 1851

Web: mckinnon-primary.vic.edu.au

Email: mckinnon.ps@education.vic.gov.au



To find out more about the
International Baccalaureate PYP
program:

