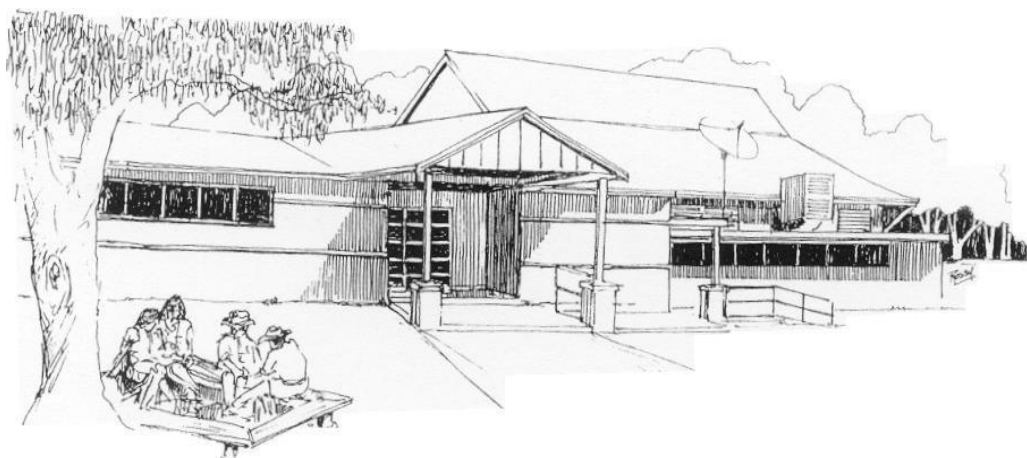


Welcome to Merrigum Primary School



We, the staff and school community of Merrigum Primary School extend a warm welcome to you and your child as she/he enters Primary Education at our school. We have a very caring and professional staff who work extremely hard to provide every child with a range of educational activities. We hope that by working together with you, we can make school a happy, rewarding and successful experience for you all. There are many ways we can work towards making this happen. We like to think of education as a partnership between parents, the teachers, and the school community

We hope that you will involve yourself in school life as much as possible. This is most important because it conveys to your child/ren that you are concerned about their education and shows them that you do play an important part in this partnership. You are a very important part because you were your child's first teacher. Every child brings to school an attitude to learning that she/he acquired in those early years of learning from parents - to talk, to play and so much else. This attitude to learning is continually being confirmed by you as the children continue their education.

Please browse through this information booklet which we hope will assist your introduction to Merrigum Primary School. Please feel free to contact the school at any time should you have any concerns and questions about the school or your child's welfare and learning.

General Information

2023

School No. & Name: P.S. 1874 Merrigum
Address : Judd Avenue, Merrigum. 3618
Telephone No.: (03) 5855 2275
Fax No.: (03) 5855 2269
Website: www.merrigumps.weebly.com
Email: merrigum.ps@education.vic.gov.au

SCHOOL COUNCIL

President: Mr. Darren Viney
Executive Officer: Mr. Tony Shannon
Deputy President: Mrs Sarah Maloney
Minute Secretary: Mrs Jenny Lawler

Members:

Miss Natalie Price
Mrs Melanie Kumar
Mrs. Rebecca Horder
Miss Jessica Wagner

School Staff

Principal: Mr. Tony Shannon
Teachers: Miss Natalie Price
Mrs Julie Beer
MARC Librarian: Miss Fiona Smith
Art Teacher: Miss Sue Cowan
Business Manager: Mrs. Kim Newman
Teaching Aide/ Administration: Mrs. Jenny Lawler

Term Dates 2023

Term I	30 th January – 6 th April
Term II	24 th April – 23 rd June
Term III	10 th July – 15 th September
Term IV	2 nd October – 20 th December

Public Holidays 2023

Australia Day - Thursday 26 th January
Labour Day – Monday 13 th March
Good Friday – Friday 7 th April
Easter Monday - Monday 10 th April
Anzac Day – Tuesday 25 th April
King’s Birthday - Monday 12 th June
AFL Grand Final – Undecided
Melbourne Cup – Tuesday 7 th November

School Hours:

First Session:	9:00am to 11:00am.	Recess:	11:00am to 11:30am.
Second Session:	11:30am to 1:00pm.	Lunch:	1:00pm to 1:45pm.
Third Session:	1:45pm to 3:15pm.		

Children may not enter the building before 8:45am or during recess and at lunch time, except with permission of their class teacher, teacher on duty and in the event of inclement weather. At 8:45 children come inside, bring their bags in, read and get organized for the day.

WATER ONLY SCHOOL

It is a School and School Council Policy that students are ONLY allowed to bring water in their water bottles.

It is only on special School supervised occasions that other drinks for eg. soft drinks, orange juice etc. are allowed.

BREAKFAST CLUB

We supply breakfast for all students on Tuesdays and Thursdays.

Students can arrive at school on these days at 8.40am.

FOUNDATION (PREP) ATTENDANCE - TERM 1:

Foundation children are to attend school only on -

Mondays, Tuesdays, Thursdays and Friday

- until the Labour Day Holiday.

PUNCTUALITY:

Pupils are expected to arrive on time for all school sessions, parents are asked to ensure that children are sent to school with adequate time for this to occur. Parents should inform teachers when children are required to leave school early. Any regular early dismissal time should be recorded in the office by means of a letter to the Principal.

LUNCH ARRANGEMENTS:

Pupils who have their lunch at school eat it under supervision of teachers from 1.00pm to 1:10 pm. No child is permitted to play during this time.

We would suggest that parents encourage their child to take uneaten lunch home again, so that quantities and preferences can be ascertained.

Lunches can be supplied by the Merrigum Café on **Wednesdays** and are delivered to the school. Lunch orders are to be written on large paper bag, money enclosed and the bag placed in an order basket in each room. A lunch order list is supplied from the school from time to time. Lollies and soft drink are not to be ordered in lunches.

PUPILS LEAVING THE SCHOOL GROUND:

Under no circumstances are pupils permitted to leave the school grounds without written permission.

ABSENCES:

A written explanation **must** be provided after each absence., or a phone call made to the school. This is a Department of Education requirement.

If at all possible, the school should be notified in advance of expected absences.

If necessary, **dental treatment** for school pupils may be carried out in school hours, and the child not marked absent for this. However, proof by presentation of the appointment card would be required in advance.

HEADLICE:

As in most schools across the state, we regularly have reports of head lice. We urge you to keep a constant check of your child's hair. If your child has head lice he/she should not attend school until treatment has been administered.

ILLNESS, ACCIDENTS, AND INFECTIOUS DISEASES:

Every effort is made to contact parents of a child that is sick or injured at school. As a rule we believe it is better for a child who is not well to be in the care of parents so please keep children home if they are not well.

ENROLLING YOUR CHILD:

When enrolling your child, you will be asked to fill in the official enrolment form. All of this information provided to the school is confidential. Any medical considerations that the school should know about such as asthma or allergies should be included so that we can act in any case of emergency. In this instance, also, it is necessary for us to have an up-to-date telephone contact number. Please let us know if this information changes.

For children beginning their primary school life, it is necessary to bring evidence of your child's age when you come to enrol. The current ruling is that children must turn five by 30th April in the year of enrolment. It will also be necessary to bring to school an immunisation certificate, which is available from the local Council (Health Inspector). This form is now a compulsory requirement for entry to school.

Readiness for school is an important consideration when considering enrolment.

REPORTING CHILDREN'S WORK:

The school has developed a policy that is designed to make sure that communication between school and home is open and accessible. You may contact the school at any time when you think that there is a problem or if you need further information about school operations or programs. The class teacher is always willing to discuss your child's progress with you. It is best to contact the school prior to a visit, however, to arrange a mutually suitable time.

Reporting to parents takes place through both interviews and written reports. The latter has been revised and developed along current Department of Education to give you an accurate picture of what your child is achieving. This is done twice a year, at the end of second and fourth terms. Concerns about these reports may be followed up with discussion. Information sessions for each classroom will be held at the beginning of the year. Parent-teacher interviews are held at the end of the first semester.

Children do not "fail" at school, they achieve at the level of which they are capable. Through reports, you will be made aware of what your children are capable of and how well they are working towards their goals. Any problem at home or at school that might hinder progress should be discussed with the principal or teachers when they occur. Please feel free to contact the school with any concerns that you have, and we will certainly mention our concerns to you should we have any.

ASSEMBLIES:

Parents are invited to stay for school assemblies. These are held on Monday morning. Monday morning assembly includes a patriotic segment.

WORKING BEES:

These are organized early at the beginning of every term to keep our school grounds looking good. Watch out for announcements about working bees in the newsletter.

COMMUNITY USE OF PHOTOCOPIER:

The school's photocopier is made available for community use. A charge is made to cover costs. Please contact the office if you would like to make use of this facility. If you wish to do a large quantity of copying, it may be best to ring first, to arrange a suitable time, as school use must receive precedence.

CHILD AND FAMILY HEALTH PROGRAM:

The child and Family Health Program offer all Victorian children a health assessment in their first year at school. School nurses deliver the program. It gives parents, teachers and nurses the opportunity to work together for the well-being and educational progress of children. Prior to the school nurse's visit, parents will receive a School Entrant Questionnaire to assist the nurse with information known only to parents. Parents are encouraged to consult the nurse at the time of her visit to the school. All information is confidential. The health assessment is not intended to replace your normal source of health care. School nurses are also available to see children from other grades causing concern to parents or teachers.

SCHOOL UNIFORM

The wearing of a school uniform is compulsory at Merrigum Primary School and is endorsed by the School Council. The clothes are serviceable, and no more expensive than others.

The wearing of a uniform is important from the point of view of the child "belonging" to the school. In this sense, a child is more likely to take pride in their appearance, and in the school to which they belong.

GIRLS: Summer -Green and white checked dress or green T-shirt or polo shirt with black shorts; green windcheater / polar fleece. **Winter** - Black tracksuit pants, soft shell jacket.

BOYS: Summer - Black or grey shorts; green T-shirt or polo shirt; green windcheater / polar fleece. **Winter** – Black tracksuit pants, soft shell jacket.

SPORTS UNIFORM: Black shorts/netball nicks with green top.

HATS: In terms 1 & 4, the wearing of a green broad brimmed hat or green bucket hat is compulsory in the playground. During cooler months children may wear a plain black beanie. These are the only hats students may wear. Caps of any kind or color are not to be worn.

FOOTWEAR: Children may wear black school shoes, sneakers or sandals. Slip on shoes of any kind are dangerous and should not be worn.

The green school polo shirts, windcheaters, polar fleece, hats and beanies are available through the office.

Hair should be clean at all times, and neatly brushed and combed. Feet should be kept clean. If rubber boots are worn to and from school, the child should have some other form of footwear to change into, for movement around the classroom. Children are discouraged from wearing unnecessary jewellery due to the safety concerns.

NAME TAGS ON CLOTHING, ETC:

As it is extremely difficult to trace the owners of lost property, we cannot emphasise too much the need to label each item of the child's clothing with the child's name. This should be done clearly, so that it is quite legible. It is not sufficient to have some mark so that the child can recognise their property; they may be able to do so, but we cannot.

CHANGES OF CLOTHING:

We keep on hand a **small** supply of clothing for loan to children on those occasions when a change of clothing is necessary. Please note that the clothing is only on loan and should be returned to school as soon as possible after laundering.

In the case of a child who needs frequent changes of clothing a complete change of clothes should be handed to the child's teacher. The teacher will keep this set in the classroom for use when required.

PROTECTIVE CLOTHING:

All pupils should have an art smock or an old shirt of some description to use when they are engaged in art/craft activities.

LOST CLOTHING:

When a garment is lost please enquire at once as to its whereabouts as delays make it increasingly difficult to trace missing items. A lost property box is located at the school. Please label all your child's clothes.

SCHOOL ARRIVAL & DISMISSAL PROCEDURES:

We request that parents in vehicles use the following procedures for safety reasons, when delivering or collecting children:

DELIVERING CHILDREN:

Please stop on the Town Side of the School gate and use the angle parking bay area for turning only. We would prefer children **not** to have to cross the road to enter or leave the cars.

DRIVERS:

Please watch for children crossing roads near the school.

COLLECTING CHILDREN:

Please refrain from double-parking, especially during wet weather - or at any other time. Please observe shire-parking restrictions.

HELMETS & SAFETY GEAR:

Children are required to wear helmets whilst cycling to and from school. Children **must** observe **all** road safety regulations.

Cyclists **must** dismount and walk their bikes in the school grounds.

All children are given experiences in Bike and Traffic Education so theoretically they know how to be safe on the roads. However, **it is not recommended that children under nine years ride to school.**

SAFETY:

From the point of view of the safety of your own child, and the welfare of others, it is important that your child knows and follows some basic rules. Parents are asked to ensure that children observe the following:

1. All pupils should know their full name and address.
2. Pupils should travel the most direct route between school and home.
3. All pupils should know their kerb drill. "Look Right, Look Left, and Look Right again. If safe, cross quickly; **do not run.**"
4. The footpath should be used where provided.
5. Children should not play on the road.
6. Children should never run from behind parked cars or buses.
7. It is important that children never accept rides from strangers.
8. Articles likely to cause accidents should not be brought to school. These include: **glass containers, knives, razor blades, fireworks, guns, syringes, water pistols, and matches.**
9. All pupils should be taught to respect those in charge of their safety - teachers, bus drivers, police, neighbours acting as escorts, parents on excursions, etc.
10. Any student who has to cross Judd Ave to arrive at or leave school or be collected in a vehicle must **cross at the designated point** which is indicated by the red signs.

BULLYING

The school is very serious about eliminating bullying from the playground and the classroom. If your child is bullied and this has not been communicated to the principal/teacher please phone the school immediately.

PRIVATE PROPERTY BROUGHT TO SCHOOL:

The Department of Education and Early Childhood Development wishes parents and children to be aware that it takes **NO RESPONSIBILITY** for the loss or damage of private property brought to school. Private property is not covered under school insurance.

MERRIGUM PRIMARY SCHOOL COUNCIL:

The School Council consists of elected parent members and staff representatives. Generally, two meetings are held at the school per term.

Parent members are elected for a period of two years.

An Annual General Meeting is held for the presentation of Annual Reports and Financial Statements and the election of Office Bearers for the next 12 months.

The School Council Is:

- A corporate body similar to a company but composed of unpaid members.

The School Council:

- Determines the educational policy of the school within the guidelines issued by the Minister of Education.
- Sees that the buildings and grounds are kept in good state of repair.
- Considers improvement/extensions to buildings and grounds.
- Provides for cleaning and sanitation.
- Draws up an annual financial budget of proposed expenditure.
- Monitors expenditure of the school's money.
- Stimulates interest in the school.
- Keeps financial accounts as directed by the Ministry and publishes audited statements of receipts and payments each year.
- Conducts a public meeting each year.
- Employs any employees at the school other than teachers.

GENERAL NOTES:

Parents are welcome to discuss their child's progress, and any problems, with the teacher at a convenient time, but this should be arranged through the principal.

Parent/Teacher Interviews will be arranged on a regular basis.

LIBRARY BOOKS:

Children are able to borrow books from the MARC library. In the event of loss or damage, parents will be notified about appropriate payment. Library bags are compulsory as they help protect books.

It is the policy of the MARC Library Committee of Management that schools take responsibility for lost or damaged books. The Merrigum School Council has Instituted a policy that enables children to borrow from the MARC service only if parents agree to take the responsibility for lost or damaged books.

MUSIC & DRAMA

The children enjoy music and drama sessions. They have access to a wide range of musical instruments.

BOOK CLUB:

The school offers children an opportunity to purchase books through the Ashton Scholastic Book Club. Several times a year order forms will be sent home with your child. The form must be sent back to school with the money by the due date. You are under no obligation to buy, but this is an excellent opportunity for your child to obtain low-cost books. The school benefits by being able to purchase extra books.

SOCIAL SERVICE:

As pupils are encouraged to take an interest in, and assist those less fortunate than themselves, they are asked to contribute to charitable appeals from time to time. We would be very grateful for your support with any appeals.

DOGS:

Pupils should be discouraged from allowing their dog to follow them to school. Dogs are a problem from the safety and health angle. Stray dogs found on school premises will be handed over to the Municipal Authorities.

ART SMOCK: Preferably with long sleeves to protect winter woollen clothes. Avoid tapes or buttons. A good smock can be made from an old shirt with collar and cuffs removed. Put elastic at the neck and wrists. The smock is worn with the opening at the back.

LIBRARY BAG: Make from strong cloth. This will protect your children's library books. The finished bag should be about 30cm with a drawstring at the top.

Description of catchment area:

Merrigum Primary is a rural school serving the Merrigum Township and the surrounding irrigation farming community.

School ethos:

The school provides a secure environment for children where they can develop as effective members of society, building upon strengths and successes, improving, and developing skills and attitudes. Students are encouraged to think critically and independently and to be involved in all aspects of our school program. Our Student Government is a focal point for student involvement.

Student discipline and welfare:

Our commitment is to ensure a happy and secure learning environment where students develop mutual respect for the rights and property of others and accept responsibility for their actions.

Cluster membership:

Merrigum Primary School is an active member of the Midland Rural Schools Cluster along with Mooroopna North, Undera, Ardmona, Harston, and Dhurringile Primary Schools. The cluster supports teachers and students to undertake many educational activities together. The Staff participate in the Mooroopna Schools Cluster. This provides continuous curriculum and professional development throughout the year.

Facilities and equipment:

Our school buildings, set in a spacious rural setting, have received major maintenance and refurbishment:

- Interactive Whiteboards.
- Laptop Computers/iPads
- Updated classroom furniture.
- Music equipment.
- Shade areas/Wet weather areas.
- Covered walkway to toilet block.
- Modern playground equipment
- Irrigation system for whole school ground.
- Vegetable gardens.
- Sports equipment.