

**MYPONGA
PRIMARY SCHOOL**

HANDBOOK

A guide to Myponga
Primary School for
families

**RESPECT
RESPONSIBILITY
RELATIONSHIPS
RESILIENCE**



CONTENTS

PRINCIPAL'S WELCOME	3
VISION AND VALUES	4
2025 TERM DATES AND BELL TIMES	5
ATTENDANCE	6
CURRICULUM AND REPORTING	7
PARENT SUPPORT	8
COMMUNICATION	9
NEWSLETTER	10
COMPLAINTS OR CONCERNS	10
PAYMENTS	11
STUDENT MANAGEMENT	12
UNIFORM	13
GENERAL INFORMATION	
BUSES	14
CUSTODY	14
DENTAL	14
EMERGENCY PROCEDURES	14
FIRST AID	15
HOMEWORK	15
HOT WEATHER	15
LUNCHES	15
MEDICATION	16
REGIONAL SUPPORT SERVICES	16
ROAD SAFETY	16
TRANSITION	17



PRINCIPAL'S WELCOME

Dear Parents and Caregivers,

On behalf of the Myponga Primary School staff, I would like to sincerely welcome you to our extended community.

We pride ourselves on being a family-based school that strives to make every person feel welcome, valued and included. In welcoming you, we would also like to thank you for entrusting your child's education to us. This is a responsibility we take very seriously. We aim to both establish and maintain a positive, three-way partnership between the student, family and school. This partnership is the key to the success of all students and enables them to reach their full potential.

The improvement agenda that guides our teachers and small school community underpins a distinctive culture of learning and development. We strive to achieve quality education, guided by the national curriculum standards, meeting each child at their point of need and moving them forward. Students at Myponga also benefit from a variety of extra-curricular activities such as camps, excursions and sports, which all contribute to developing community minded citizens.

I warmly welcome you and your child(ren) to Myponga Primary School.

Leanne Menz
Principal



VISION & VALUES

OUR VISION

Myponga Primary School is a high achieving public school which caters for the needs of all students.

OUR MISSION

A minimum of one year's growth for each student every year.

OUR PURPOSE

We support a culture of involvement and commitment and take collective responsibility for excellence in teaching and learning. Using a values-based approach, we create conditions that support **all** learners in high achievement and life-long learning.

OUR VALUES

We reviewed and updated our school values in 2021 to better reflect our school.

Our new values are the 'Four Rs'.

Respect – valuing all staff, students, parents and community members

Responsibility – being optimistic, developing perseverance and self-management skills

Resilience – being accountable for one's own actions, resolving difficulties in a constructive and peaceful way, taking care of the environment

Relationships – teamwork and tolerance between all school members



TERM DATES & BELL TIMES

2025 TERM DATES

Term 1	28 th January – 11 th April
Term 2	28 th April – 4 th July
Term 3	21 st July – 26 th September
Term 4	13 th October – 12 th December

BELL TIMES

8:30	Yard supervision begins
8:50	Lessons begin
11:20	Lunch eating
11:30 – 12:05	Lunch play
1:45 – 2:10	Afternoon recess
3:05	School finishes
3:15	Bus leaves

Supervision of children in the school grounds is provided between 8:30am and 3:20pm.

The Myponga Primary School playground is regularly accessed by the Myponga Community and we encourage families to make use of our grounds outside of school hours in a responsible and respectful manner.



ATTENDANCE

EXEMPTION FROM ATTENDANCE

Department for Education (DfE) regulations require parents/caregivers to make advance application to the principal in instances where parents/caregivers wish their children to be absent from school for an extended period for reasons such as family holiday trip.

If your child is going to be absent for more than three consecutive days and up to one month for family reasons (e.g., holiday), an exemption form needs to be completed. Applications should be made to the principal. For periods exceeding one month, the Education Director's written approval is required.

ABSENCE OF STUDENTS

If your child is absent from school for any reason, please let the teacher or the Front Office know about the absence by note or by telephone. The law requires our school to monitor student absences rigorously, as consistent absence has proven to have a negative impact on student achievement in the short and long term. The school may call families of students who are absent without a reason given to ensure student safety. Please ring 8558 6267 or leave a text on 0427 010 621.

EARLY PICK-UP AND LATE ARRIVALS

If your child/ren are late to school, please sign them "in" at the front office. If parents are collecting children early, please come to the front office to sign your child "out" before leaving the school grounds.

LEAVING GROUNDS DURING SCHOOL HOURS

Children are not permitted to leave the school grounds during school hours. Approval will not be given for students to go to the shop to buy lunch.



CURRICULUM/REPORTING

The school provides a comprehensive and balanced education program for all students through quality teaching and learning. There is a strong focus on 'learning how to learn' and on developing problem-solving skills to foster self-confidence and independence. The day-to-day planning and programming in Reception - Year 6 is based upon the DfE mandated curriculum guidelines and priorities with the specific emphasis on the needs of individual students. The Australian Curriculum is delivered in the compulsory areas of study which are:

- English
- Mathematics
- Health & Physical Education
- Science
- HASS (history, geography, economics, civics & citizenship)
- The Arts (music, dance, visual arts, drama, media arts)
- Technologies (design & technology, digital technologies)
- Languages (Auslan)

REPORTING ON YOUR CHILD'S PROGRESS

During the school year, your child's teacher will regularly report on your child's progress in a variety of formal and informal ways. Formal reporting strategies will include planned interviews and written reports. Informal reporting will occur through diary notes, chats and meetings via the telephone and class newsletters.

It is important that parents/caregivers and teachers keep in regular touch through the year.



PARENT SUPPORT

PARENT/CAREGIVER INVOLVEMENT

We have many parents/caregivers helping in various ways at various times. If you would like to become involved, please let us know.

Parents/caregivers can be involved in the following ways:-

- Hearing reading throughout the school in different classes
- Working with children in general classroom support
- Library support - parents are asked from time to time to assist with book covering and repairs
- Excursions - accompanying children on trips
- Electives - small groups doing an elective activity
- Assisting the class teacher with individual children or with groups
- Learning Assistance Program (LAP)

All volunteers must undertake **Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)** training online and submit an application for a Working with Children Check prior to working on a DfE site. Forms are available from the front office and the school pays for any costs.

All volunteers must sign in at the front office upon arrival.

COMMITTEES AND PLANNING GROUPS

Governing council: The Governing Council is made up of school, parent and community representatives. This group advises the principal, assists in planning and decision-making and keeps the staff informed of parent expectations, concerns and needs. The Governing Council meets twice each term. Members have a two-year tenure.

Finance Committee: The Governing Council treasurer is also a member of the finance committee. The principal and finance officer convene the meetings.

PARENTS AND FRIENDS GROUP

Our Parents and Friends group plays an important role in welcoming new families to the Myponga Primary School community, organising community events, as well as actively supporting the school through fundraising. Our parent group also participates in activities inside and outside the classroom, building a community spirit of support and connection across our school



COMMUNICATION

The school uses a number of communication tools to ensure parents are kept up to date with events and what is happening in our school community.

CLASS DOJO

Class Dojo is an app that can be added to phones or accessed via the web interface.

The school uses Class Dojo to:

- Post announcements, files, events, and reminders to their class story and the school main page
- Share photos and videos of classroom activities, lessons, and more on their class story and through messages
- Send private messages to keep you in the loop

Parents are able to:

- Like and/or comment on photos, videos, events, and files shared on class story
- Like and leave positive feedback on their child's portfolio
- Communicate with the teacher via private messaging

*Please note that you do NOT need the paid version of the app

To install the app:

Let's get connected!

3 easy steps

1

Download the app

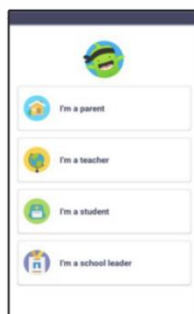
ClassDojo is FREE!
iOS, Android, and web



2

Sign up as a parent

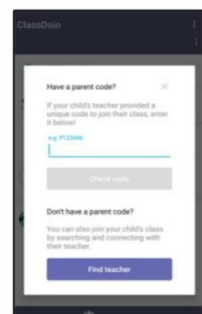
If you have a teacher account,
use a separate email address



3

Use our class link!

Type in your child's name and
I'll approve your connection

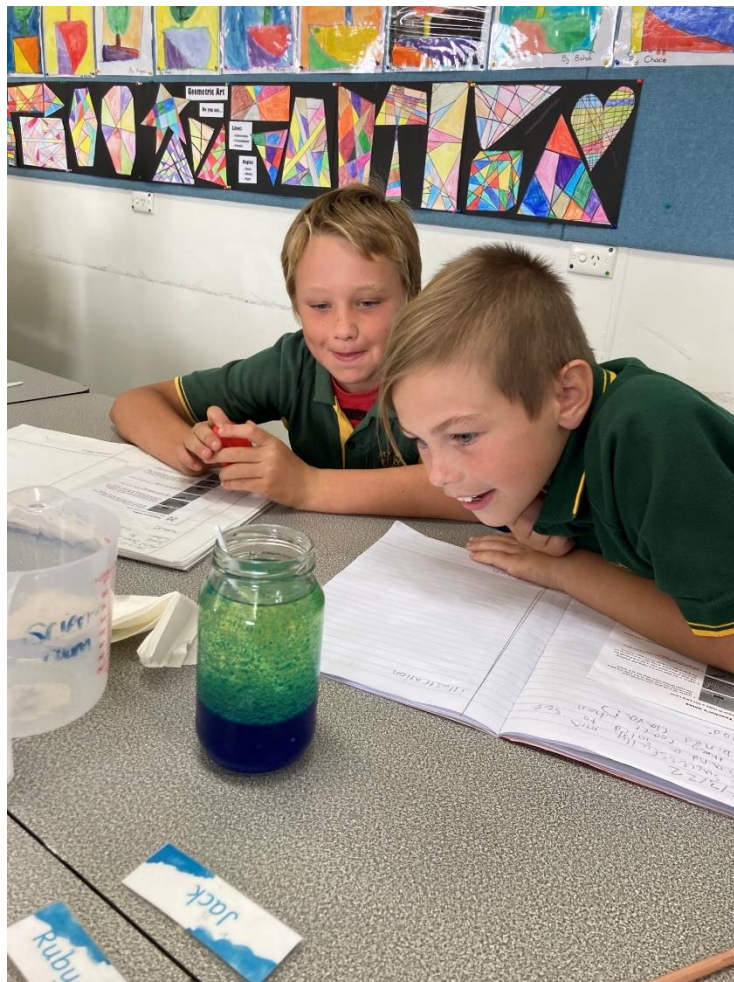


NEWSLETTERS

Class newsletters and term overviews are sent home at the beginning of each term by teachers.

MATTERS OF CONCERN TO PARENTS/CAREGIVERS

If you are concerned about any matter involving your child at school, please contact the class teacher and arrange a time to meet as soon as possible to discuss it. We encourage ongoing communication between parents and teachers so that problems are identified and dealt with as soon as they arise. The school has a parent complaints document which is available through the Front Office and on our website.





PAYMENTS

MATERIALS & SERVICES CHARGES (SCHOOL FEES)

The materials & services charge covers the costs of those essential items and services used or consumed by individual students during the course of their study. These costs are for items such as textbooks and stationery. First aid, hygiene supplies, student reports, staffing, teaching materials and general school equipment are also provided by school fees and DfE funding.

DfE sets a 'standard sum' each year, which is the recommended minimum. The June CPI determines the standard amount each year. The Governing Council makes decisions about Myponga's Materials & Services charge each year. The school's operating budget is based on the assumption that parents and caregivers will pay the Materials and Services Fees for their children within the time limit stated on the invoice. Failure to pay on time puts the school's finances under very real strain and adds to the pressures for the fees to be increased in future years. Parents (or custodial parents) are jointly liable for the charge. School Card details and application forms are available from the school for those that are eligible. Parents applying for school card are able to do so in confidential and private circumstances.

Payments of materials & services fees can include cash, cheque (payable to Myponga Primary School Council Inc. Consolidated Account) or credit card (Bankcard, Visa or MasterCard). Instalment plans are available on request. Under the Education (Councils and Charges) Amendment Act schools have the legal power to enforce payment of the Standard Sum. Outstanding Materials and Services fees that are not finalised by the end of term 2 can be forwarded to a Debt Collection Agency on the recommendation of the Finance Advisory Committee and principal.

OTHER PAYMENTS TO THE SCHOOL

The options of paying by EFTPOS, cash and internet transfer are available for parents. This applies to such items as materials and services fees, camps, excursions and SAPSASA payments.



STUDENT MANAGEMENT

BEHAVIOUR EXPECTATIONS

A whole school focus on self-management governs behavioural expectations across the school.

The school behaviour code is based on the school values and operates within DfE guidelines and the school discipline policy. Students are encouraged to take responsibility for their own behaviour and a restorative approach is used when solving issues regarding inappropriate behaviour.

The school has 5 rules that students are expected to follow at all times:

- Respect your classmates, your teacher and other adults
- Listen and follow adult instructions
- Keep hands, feet and objects to yourself
- Care for self, others and property
- Move sensibly and safely

POSITIVE BEHAVIOUR LEARNING

As a part of our focus on developing and maintaining a positive culture of high expectations for learning and behaviour, each class has a system in place for recognition of positive behaviour, achievements and effort. This is negotiated with the students.



UNIFORM

DRESS CODE & CLOTHING

Wearing school uniform is strongly supported by the Governing Council. Rather than imposing a specific clothing requirement, a uniform colour code has been established. This code is outlined in a separate leaflet that you will find in this pack. Uniform items may be purchased from the Front Office. All students must wear full school uniform on excursions and out-of-school events. Any student not in correct school uniform on the day of an excursion will not be permitted to attend. Please ensure that all clothing and property is labelled with a name. Identification of owners of unlabelled clothing is difficult and often unsuccessful.

HATS

We have a 'No Hat – No Outside Play' rule.

From the beginning of term 4 until the end of term 1, students and staff are required to wear hats during play periods and class outdoor activities. The hats must have a full brim or be of legionnaire or bucket hat style.

Students who do not have suitable hats are expected to sit in designated areas under full shade during play breaks.



GENERAL INFORMATION

BUS SERVICES

DfE provides a daily free bus service for eligible students from the greater Myponga area. Students and their parents are asked to sign a contract to indicate that they will support the rules for safe travel. Please see the front office for more information.

CUSTODY

Should any custody or access circumstances change for your child or children please inform the school immediately.

FREE DENTAL SCHEME

A children's dental benefits schedule for 2 – 17 year olds started in January 2014. It is called the Child Dental Benefits Schedule. The School Dental Service is a Child Dental Benefits Schedule provider and welcomes babies, children and young people under 18 years. **Dental care is FREE for most children** and the School Dental Service will bulk-bill Medicare. Children who do not qualify for the Child Dental Benefits Schedule can still attend – a small fee may apply for each course of general dental care provided. There are no waiting times at the School Dental Service. To keep your children's teeth and gums healthy we encourage them to attend the School Dental Service. To locate your local school dental clinic, and for more information about the Child Dental Benefits, visit www.sadental.sa.gov.au.

EMERGENCY PROCEDURES - BUSHFIRES

* In the event of catastrophic fire day forecast the school buses will not run. The school will remain open and students will need to be dropped to and from school.

* In the event of an internal fire or an approaching bushfire, children will be evacuated from the school and assemble on the tennis courts and, if necessary, proceed to the oval clubrooms which will be used as a safe refuge for the duration of the fire alert.

* If an unexpected bushfire alert occurs during the day, at the end of the day students who usually catch the buses will remain in safety at the school unless collected personally by parents/caregivers, or by a family acquaintance with consent signed by the children's parent/caregiver. Parents will be notified by telephone to collect their children once the bushfire danger is over.

* If an unexpected bushfire occurs while a school bus is on its run, then the bus will retreat from the fire area either to a safe refuge along the route or to the school or to the oval clubrooms. Students will remain with the bus driver until the danger passes and parents are notified to collect their children.

FIRST AID AND HEALTH

Please make sure your child/ren's health information is current by notifying the school if there are any changes.

The school will administer first aid as needed and contact parents/families where required. Several staff have Senior First Aid training.

HOMEWORK POLICY

The school has a homework policy which is sent home and explained to parents at Acquaintance Night at the start of the year.

HOT WEATHER POLICY

In the event of extreme hot weather, the school will remain open. All teaching areas are air conditioned.

LUNCHES

We do not have a school canteen; however the local bakery provides a catering service on Monday, Wednesday and Fridays.

Orders and money are placed in class lunch crates and sent to the front office by 9:00 am and are then taken to the bakery. The ordered lunches are brought back to the school just before lunchtime.

A menu and price list is available.

MEDICATION

If children are required to take medication at school, verification from a doctor (a prescription labelled bottle/package is acceptable) and a health plan, indicating amounts and times the medication is to be taken is required.

Medication is to be wrapped and handed in to the front office by a parent/caregiver. (Please note that medication prescribed “to be taken three times a day”, can be given at breakfast, after school and bedtime, therefore **does not** require a lunch time dose to be given at school.)

REGIONAL SUPPORT SERVICES

The school has access to a number of specialist services, which are designed to assist children with particular needs.

Our school has is supported by regional support services, which includes a speech pathologist, school psychologist, disability co-ordinator, interagency behaviour support manager and an attendance & engagement officer.

ROAD SAFETY IN FRONT OF SCHOOL

All parents/caregivers are asked to carefully consider safety matters when dropping off or collecting children.

Please observe the following:-

- All vehicles are required by law not to exceed 25km per hour between school signs during the prescribed hours
- No double ranking. Children need maximum visibility when crossing the road. They also need to be visible to drivers of passing cars
- Parents are reminded **NOT** to park in the disabled parking at the front of the school
- There is ample parking at the back of the school and we recommend dropping off and picking up in this space

SMOKING-FREE ZONE

Myponga, along with all other schools, is a non-smoking zone. All members of the school community and visitors are asked to co-operate with this policy and not smoke within the school grounds.

TRANSITION FROM PRESCHOOL TO PRIMARY SCHOOL

Enrolment Policy:

From 2024 there has been 2 intakes for children entering reception: term 1 intake and a term 3 intake.

- Children who start preschool in term 1 will start reception in term 1 of the following year and complete 4 terms of reception.
- Children who start preschool in term 3 will start reception in term 3 of the following year and complete 6 terms of reception.

By the end of the Term 1 or 3 preceding entry, a letter will go home informing families about the transition program. Children will make four visits to school. During one of these visits the principal will hold an information/welcome session for parents.





A SMALL SCHOOL SHAPING BIG FUTURES

Please feel free to discuss any of the information contained in this booklet with a member of staff on 8558 6267.



Myponga
PRIMARY SCHOOL

A SMALL SCHOOL SHAPING BIG FUTURES



Government
of South Australia
Department for Education

Hutchinson Street, Myponga

Phone: (08) 8558 6267

Email: dl.0303_info@schools.sa.edu.au

mypongaps.sa.edu.au