

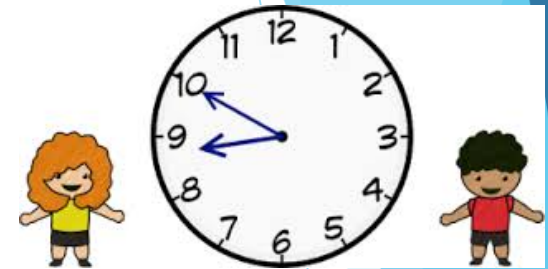


# ORGANISATIONAL INFORMATION

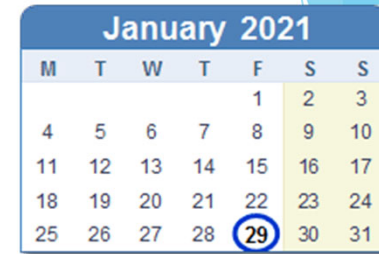
Prep 2021

# ATTENDANCE:

- ▶ The school day commences at 8:50 am and concludes at 3:05pm.
- ▶ Recess: 11:00 - 11:30am.
- ▶ Lunch: 1:35 - 2:05pm.
- ▶ **During February Prep students do not attend on the Wednesday.**
- ▶ On the last day of terms 1,2 & 3 school concludes at 2:10pm.
- ▶ On the last day of Term 4, school concludes at 1:30pm.



# FIRST DAY



January 2021						
M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Friday 29th Jan 2021

- ▶ The first day for Prep students in 2021 is Friday January 29<sup>th</sup>.
- ▶ During February Prep students will attend on Mondays, Tuesdays, Thursdays and Fridays.
- ▶ Prep students **will not attend** on Wednesday February 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup>.
- ▶ Commencing the week Monday March 1<sup>st</sup> all Prep students will attend for the full week.

## Absences: If your child is away on a school day there are a number of avenues to alert the school of your child's absence:



- ▶ □ Leave a message on the school's absence line clearly stating your child's name, grade, and reason for absence. **(9743 5818 and press 1 when requested)**
- ▶ □ Submit an absence via the Melton West Primary School Skoolbag app (available to download for free on all phone types - android and smartphones)
- ▶ □ Ring the school office between 8:00am - 3:30pm to speak to a member of the office staff.
- ▶ □ A note or a verbal message to the classroom teacher.
- ▶ □ A message on your child's Class dojo is also acceptable (you will receive information about this from the classroom teacher next year).
- ▶ **SMS Text:** At 10:30 am daily, an automated text is sent to parents of students not in attendance that day to explain their absence. **If you receive a text, please follow up with a phone call to the office (9743 5818) to state the reason for absence.**

# LATE ARRIVAL AND EARLY PICK UP



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- ▶ **Late Arrival to school:** Children who arrive at school after 9am are considered late.
- ▶ Please **accompany** your child into the office to complete a late slip to give an **explained** reason for the student's absence.
- ▶ **Early Leaver:** If a student is required to leave the school grounds prior to 3:05pm, the parent or responsible adult of the student, must sign an early leavers pass at the office prior to the student leaving the classroom. Adults other than the parent or responsible adult must be on the student's emergency contact list to collect the student prior to 3:05pm. A phone call from the parent or responsible adult must be made to the school office (9743 5818) prior to the student being collected from the school. ID will need to be produced at the office prior to collecting the student.
- ▶ **NB. PLEASE TAKE NOTE OF RECESS AND LUNCH TIMES** if you are wishing to collect your child early from school. **STUDENTS ARE OUTSIDE IN THE PLAYGROUND AT THESE TIMES AND QUITE OFTEN DON'T HEAR THE ANNOUNCEMENTS.** Please make arrangements to collect your child either side of these blocks.
- ▶ □ **No person under the age of 18 is allowed to collect a student prior to 3:05pm.**

# COMMUNICATION:

- ▶ **Student data:** Please ensure that your contact numbers (including emergency contacts) are current at all times. There are many reasons why a parent may be contacted during the day so it is vital that phone numbers are always up to date.
- ▶ An 'Update of Details' form can be collected from the office if your details change at any time throughout the year. Please be vigilant about alerting the office if you do change address or phone numbers.



# SCHOOL PAYMENTS

- ▶ A letter outlining attached all the details regarding school payment arrangements was posted on Monday November 11<sup>th</sup>. If you have not received this by November 17<sup>th</sup> please contact the office on 9743 5818.
- ▶ Please remember to bring your Health Care Card to the office when making a payment.
- ▶ Also posted out was a CSEF application form.



# CSEF - Camps, Sports and Excursions Fund

- ▶ The Camps, Sports and Excursions Fund (CSEF) provides payments for eligible students to attend activities such as: school camps or trips, swimming and school-organised sport programs, outdoor education programs, excursions and incursions.
- ▶ If you are eligible, please complete the CSEF posted to you and return the form to the school. (Remember to bring your card.) Eligibility criteria can be found on the form.
- ▶ Payment amounts for 2020 were: \$125 per year for eligible primary school students.
- ▶ Payments are made directly to the school and are tied to the student.





# EXCURSIONS:



- ▶ There are on average one incursion /excursion per year level each term. Parents are informed of an excursion/incursion approximately four weeks prior to the event. **All Excursions/incursions are finalised a minimum of 2 school days prior to the event.**
- ▶ Reminders of upcoming excursions/incursions will be published in the calendar section of the newsletter, posted on the MWPS Skoolbag app 2 days prior to the closing date of the event as well as the electronic notice board. All permission notes and money for excursions/incursions must be at the office prior to the deadline of the event. **Late payments will not be accepted after the closing date.**
- ▶ **There are strictly NO exceptions to the closing date for any event/activity,**
- ▶ **Excursion CSEF qualified:** If you qualify for CSEF a green sticker will be placed on your child's excursion form. No payment will be required for the excursion. Please just sign the form and return it to the classroom teacher on the next school day.

# WAYS WE COMMUNICATE

- ▶ Fortnightly newsletter
- ▶ Fortnightly Partners in Learning newsletter
- ▶ Curriculum Newsletter week two of each term
- ▶ Celebration Newsletter week 9 or 10 of each term
- ▶ Class Dojo
- ▶ Notes home
- ▶ Phone calls
- ▶ Skoolbag app
- ▶ Facebook
- ▶ Website
- ▶ SMS
- ▶ Face to face meetings
- ▶ Posters and signs around the school
- ▶ Communication book (optional)

# FINALLY

- ▶ I hope this information proves useful. I know there is a lot of information included so.....
- ▶ If you are unsure please contact the school office on 9743 5818 and someone will assist you.
- ▶ I will be conducting online Webex forums in the coming weeks for any parent to ask questions or seek clarification. I will post the times and links on Class Dojo and our other platforms.

Jennifer O'Connor

*Can I help you?*

