

2025



Mulgrave
Primary School

**PARENT
INFORMATION
HANDBOOK
2025**

MOTIVATED | PERSISTANT | SUCCESSFUL

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Welcome – Principal’s Message

Established in 1879, Mulgrave Primary School brings a proud history and tradition and blends it with 21st century teaching and learning best practice. Our school offers a warm learning environment and a strong sense of ‘community’. Teachers, parents and students work together to ensure that we offer the best teaching and learning opportunities for all of our students. Our quality programs seek to identify the individual learning needs of every child and to teach accordingly so that all students are provided with the opportunity to reach their individual potential. We offer a broad range of timetabled Specialist programs including STEM, Physical Education, Visual Arts, Performing Arts and Spanish. The school is very well resourced with ample computer technology and curriculum resources to meet the needs of all our students through a collaborative approach to teaching and learning that delivers excellent academic outcomes each and every year.

It is my hope that any visitor to Mulgrave Primary School can see this vision coming to fruition through our actions and through the development of all our students. In addition, the school aims to be as accessible as possible, and I am always happy to meet with parents and students to discuss their individual needs. We have also implemented several tools to assist our parent community – Apps such as Qkr! and our communication apps, XUNO and Seesaw, are designed for convenience and enable parents to process payments, receive communication and access student learning information from home, as well as keep in touch with what is happening in the classroom via ongoing reporting.

I welcome families to see the school in action at any of our advertised school tours or, by appointment where possible.

Mr. Charles Spicer



Principal

Our school vision is:

“To nurture a collaborative environment that enhances knowledge and supports social, emotional and academic growth; maximising our potential to become effective members of our learning community”.

School Rules:

RESPECT: Always show respect for yourself and others, accepting everybody equally and remembering our manners.

SAFETY: Be aware of what is around you at all times and behave, learn and play in a safe manner.

LISTEN: Listen attentively to your teachers and peers at all times.

RESPONSIBILITY: Always take ownership of your behaviour, words and actions and realise that your choices impact on others.

RESILIENCE: being able to cope with challenging situations and make good choices.

School Term Dates – 2025

Term 1 – Tuesday 28th January - Staff resume
Wednesday 29th January (all students resume) – Friday 4th April
Term 2 – Tuesday 22nd April – Friday 4th July
Term 3 – Monday 21st July – Friday 19^h September
Term 4 – Monday 6th October – Friday 19th December

Curriculum (Pupil Free) Days – 2025

Tuesday 28th January
Friday 7th March
Friday 28th April
Monday 3rd November

Professional Practice (Pupil Free) Days – 2025

Tuesday 16th December

Public Holidays – 2025

Monday 27 th January	Australia Day
Monday 10 th March	Labour Day
Friday 18 th April	Good Friday
Sunday 20 th April	Easter Sunday
Monday 21 st April	Easter Monday
Friday 25 th April	Anzac Day
Monday 9 th June	King's Birthday
Friday 26 th September	AFL Grand Final Holiday
Tuesday 4 th November	Melbourne Cup

Contacting Mulgrave Primary School

Address: 23-31 Gladeswood Drive, Mulgrave Victoria 3170.
Telephone: (03) 9795 2477
Fax: (03) 9795 4884
Email: mulgrave.ps@education.vic.gov.au
Web: <https://mulgraveps.vic.edu.au/>
Principal: Charles Spicer
Assistant Principal: Stuart Hattwell
Assistant Principal: Nicola Weerakoon
Business Manager: Suzy Shaw
Office Administration: Viki Ali & Anna Long

School Strategic Plan

The school strategic plan outlines the goals and priorities of our school. A detailed copy of our school's Strategic Plan can be downloaded from our school website: [CLICK HERE - STRATEGIC PLAN](#)

Strategic Goals

Student Learning

Optimise student learning at point of need and ensure learning growth for all students in literacy and numeracy.

Student Engagement

Empower all students as learners.

Student Wellbeing

Strengthen student wellbeing and community engagement.

Mulgrave's intent has, for some time now, been meeting the "point of need" of each student academically, but also in terms of student agency and wellbeing. As we move into the next phase of our whole school development, we intend to achieve this goal by empowering students as learners and strengthening wellbeing and community engagement.

The school has had a strong focus on developing consistent instructional models over the past four years, together with improved assessment practice to appropriately differentiate instruction. Classroom observations on Validation Day raised questions amongst Panel members as to the degree to which learning was appropriately differentiated. From this, the final recommendations recognised the need for further differentiation at each student's 'point of need'.

The school also began to identify strategies to develop student voice and leadership over the previous four years, particularly regarding student wellbeing and inclusion. Whilst the review affirmed these as evident in the language of students and a range of opportunities provided to students, particularly through the student voice team and school leadership roles, the school recognises the importance of ongoing improvement in the areas of student voice and agency to support point of need and individual learning.

From 2021-2025, the school will focus on developing student voice and agency, improving our shared instructional models and systems of curriculum delivery and develop our community pathways as per Goals 1, 2 & 3. I would note that much of the work pertaining to parents and community building will likely take place towards the end of the strategic plan due to Covid restrictions having been in place, but this will make them even more important as time goes on.

The school will commence the plan with a focus on reinforcing the new Numeracy Instructional Model and introducing a new whole school approach to writing. At the same time, we will be refining our approaches to student voice and agency in order to further strengthen our approach. Over the subsequent four years, considerable focus will be placed on ensuring consistency of practice and ensuring greater depth and fidelity is applied to differentiated teaching. At the same time, we will also focus on empowering students as learners through increased engagement and learner agency.

Our Learning Community

Mulgrave Primary School's Learning Community is committed to the improvement and enhancement of students' learning in order to equip them for the future. All members of the school community, students, staff and parents, are open and committed to the shared vision of ongoing learning and continuous development in the provision of best educational practice.

Our learning community model is characterised by:

- Lifelong and self-driven learning
- Commitment to personal growth, shared vision and team learning
- Assisting all students to embrace learning
- Excellence
- Connectedness through strong partnerships

We have an exemplary Learning and Teaching Program that facilitates:

- Achievement of academic, social, emotional, and physical potential
- A learning environment where students are highly engaged and motivated
- An inclusive, innovative and challenging curriculum
- A curriculum design which caters for individual learning needs

We have a learning environment that:

- Equips students with skills and knowledge to cope successfully beyond primary school in an ever- changing world
- Provides equal opportunities and values diversity
- Develops knowledge and values
- Is positive, safe, supportive and cooperative

Teaching and Learning is an evolving process. The school is committed to developing an understanding among school community members of their roles and responsibilities in nurturing the school as a supportive learning community that seeks to enhance student development.

The following characteristics underpin our school's learning community:

- A clear sense of shared purpose
- Challenging, shared objectives
- Clearly understood decision making processes
- High value placed on each and every team member
- Risk tolerant and openness to change
- High levels of trust
- Shared leadership
- Commitment to collective responsibility for student learning

School Routine

School Bell Times – Normal Day

8.58am	Music – Line up at the classroom
9.00am	Bell - students begin their class work
9.00am - 10.55am	Class time (morning block)
10.55am - 11.00am	Morning snack (students eat in their classrooms)
11.00am - 11.30am	Recess
11.30am - 1.30pm	Class time (middle block)
1.30pm - 1.40pm	Lunch eating time (students eat in their classrooms)
1.40pm - 2.30 pm	Lunch play time (bell rings for yard duty swap at 2.05pm)
2.30pm - 3.30pm	Class time (afternoon block)

School Bell Times – Hot Day (when forecast of 32°C or above):

8.58am	Music – Line up at the classroom
9.00am	Bell - students begin their class work
9.00am - 10.55am	Class time (morning block)
10.55am - 11.00am	Morning snack (children eat in their classrooms).
11.00am - 11.50am	“Lunch” play
11.50am - 1.50pm	Class time (students eat lunch in class at 1.30pm)
1.50pm - 2.00pm	Students return from specialists then class teacher releases students
2.00pm - 2.30pm	Afternoon play time
2.30pm - 3.30pm	Class time

School Bell Times – Wet Day

When it is too wet to play outside, all students remain in their classrooms during recess and/or lunch and are supervised by teachers in their classrooms.

Food & Breaks

Brain Food

At 10.00am each day, all students in Foundation, Level 1 and Level 2 have a five-minute break to eat ‘brain food’. Brain food is a small number of bite-sized pieces of fruit and/or vegetables, eg. an apple, a banana, carrot sticks, celery sticks, etc.

Recess and Morning Snack

Recess refers to the morning break of 30 minutes from 11.00am - 11.30am on a normal day. Students should bring a healthy snack to eat in class from 10.55am to 11.00am prior to recess. A piece of fruit or similar snack is suitable. Students are to bring their own named water bottle.

Lunch

Lunch is eaten in the classroom from 1.30pm - 1.40pm under the supervision of the class teacher, before students are released for playtime from 1.40pm - 2.30pm.

Lunch Orders/Canteen

Lunch orders are available every Wednesday and Friday, with a ‘Wednesday Window’ open every Wednesday at recess for small snacks.

The Canteen operates out of our stadium and families can place their orders via Qkr! (the school referred payment system).

The menu caters for a range of diets and we utilise the ‘traffic light’ system ie. Green or *everyday* foods, Yellow for *think carefully* foods and red Red for *occasionally* foods. Canteen menus can be found on the school website <https://mulgraveps.vic.edu.au/> in the Parents tab

Nuts and Nut Products at School

To help ensure the safety of all children, we request that families be mindful of ingredients as there may be students with allergies.

As part of the school’s guidelines students are not allowed to share their food with other children.

Birthday Food Items

We have a number of students at our school who are anaphylactic. Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. Certain foods and insect stings are the most common causes of anaphylaxis. It is for this reason that we ask families to please follow these guidelines when bringing food to the school for a birthday.

It is very difficult to monitor the ingredients in foods that are brought in for birthdays. All food items must be individually wrapped with the exception of the cupcakes. All food items will be handed out to students at the end of the school day and are to be consumed at home.

Please talk to your classroom teacher to arrange time and delivery.

Please refer to the school website to view the school’s Anaphylaxis Policy [Anaphylaxis-Policy](#)

Punctuality

Regular and punctual attendance is a strong expectation at MPS. Students should be at school no later than 8.55am each morning.

Student Absences (away for the entire school day)

When a student will be absent or has been absent for one or expected to be away for more than one day (this includes family holidays). Please notify school via one of the following options:

1. XUNO Student Attendance App (Please include the reason)
2. Classroom teacher on Seesaw
3. Telephone the school office 03 9795 2477
4. Email the school office mulgrave.ps@education.vic.gov.au

Late Arrivals

When a student arrives after the 9.00am bell, they will need to come to the office reception area first to be signed into XUNO on the iPad. This prints out a pass and will automatically update their attendance from ‘absent’ to ‘late arrival’. If a student arrives to class after the roll has been marked and does not sign in, the teacher will send the student back to the office to sign in and obtain a late arrival slip.

Early Departures

When a student needs to leave the school before the final bell for the day, they must be signed out by a parent/guardian (16 years or older). The parent/guardian must go to the office first to sign the student out on XUNO on the iPad. As a courtesy, we ask that you notify the teacher prior to any planned early departure, by way of a message on Seesaw, email or calling the school office. A note may be sent to school with your child.

School Drop Off and Pickup

Yard duty teachers are present in the school yard from 8.45am each morning and will unlock the school gates to welcome students onto the grounds at this time. The pre-bell music commences at 8.58am to go to lineup at their classroom. The bell rings at 9.00am to commence the day. We ask that all students arrive at school no later than 8.55am. Any student at school before 8.45am must be booked into before school care, or in the event of attending with a parent volunteer, remain under their supervision until 8:45am.

Students are dismissed from school at 3.30pm each day. Parents collecting their child from school must collect them between 3.30pm – 3.45pm. Parents should be on time. If a parent realises they will be late to collect their child, they should notify the office staff. If it is before 1.30pm please message the teacher on Seesaw. Any student on school grounds after 3.45pm must be supervised by a parent/guardian or be booked into after care. Gates on Maygrove Way and accessing Gladeswood Reserve are locked at 3:40pm.

Car Parking

The school car park is strictly reserved for staff only. Please DO NOT drive into/onto the school grounds. Roadside parking is available outside the school. It is important to adhere to the road signs to avoid Council fines.

Kiss and Go Parking

In front of the school on Gladeswood Drive you will find signage displaying Kiss and Go parking. These designated areas are 5 minute parking bays and parents should not extend their stay, as these bays are subject to traffic management and fines via Monash Council. Parents must not leave their vehicles. This means you cannot park there to run into the office, as this could also incur a fine. The Kiss and Go area works very efficiently when all families follow the road rules.

Respecting Road Rules

Student safety is critical and we ask that families respect the rules of the road around the school. Keeping your vehicle under 40kmh is the starting point, but we also expect families to not do U-turns in front of the school across the unbroken line and to avoid blocking the areas either side of the crossing, as this can obscure the view of the crossing supervisor.

Parent-School Communication

Good communication between parents and the school is strongly encouraged. Parents and teachers working in cooperation with each other will help make each child's school days happy and successful. It is useful to inform the class teacher of any significant events that occur in your child's life. Please do not hesitate to contact the class teacher via Seesaw, to discuss matters concerning your child.

Should you wish to meet with your child's teacher, you will need to make an appointment with them via Seesaw. **Please be aware that teachers are not available between 8:45am and 9:00am**, as they are required to be ready to commence instruction by 9am. Information and meeting requests can also be sent to the teacher in note form, via the school email or by calling the school office to request a meeting with the teacher. Parents can also request a time to meet with the Assistant Principal or the Principal to discuss any concerns they may have.

Parent-Teacher-Student Interviews & Student Reports

A *getting to know you* interview is held at the start of each year. The school holds a formal parent-teacher-student conference once each year, usually close to the midyear holidays. Student academic reports are written twice each year - at the end of Semester 1 (mid year) and the end of Semester 2 (end of year).

All student reports are available for parents to access on XUNO and Seesaw while their child is a student at MPS. Families should therefore print their child's academic reports before they exit MPS.

School News

School notices and the school Newsletter/Dates to Remember are means of communication between the school and our families. The school Newsletters/Dates to Remember are published on the school website fortnightly on Thursdays during school terms.

We strongly urge families to download the 2 important apps which are used for communication between school and home.

XUNO is used for communication regarding news, events and important information that is happening at school. We ask that parents check XUNO regularly (at least twice a week) to check and approve absences and read newsfeeds. This app is also used to book interviews when the time comes.

Seesaw is used for communication between **parents** and **classroom** teachers. It is a great way for parents to see what activities their child is doing in class as well as comment and communicate with the teacher about them. Students can also complete tasks set by their classroom teacher.

The latest newsletter is also available on the school's website if you wish to read or download it. Visit <https://mulgraveps.vic.edu.au/> and click on "**News and Events**".

Family and Student Contact Details

It is important that the school has the most up to date contact details for each student and their family. Correct contact telephone numbers or emails (home, work and mobile) are essential so that parents can be notified in case of illness, accident or emergency. Additional EMERGENCY CONTACT phone numbers for friends and/or relatives should also be provided and kept up to date in case the parents/guardians cannot be contacted.

PLEASE NOTIFY THE SCHOOL OFFICE IMMEDIATELY WITH ANY CHANGE OF ADDRESS, TELEPHONE, EMAIL or HOME LIVING ARRANGEMENTS.

Lost Property

Every year, a large volume of jumpers, hats and other items find their way into Lost Property. To help alleviate the problem, please CLEARLY LABEL with permanent ink, all belongings that your child brings to school. There are three lost property tubs in the school outside the junior toilets, under a sheltered area. Any lost property items not claimed by the end of each term that are without a name clearly marked will be donated.

Visitors to the School

Any person visiting the school for any reason is required to **FIRST** go to the main office to sign in via XUNO on the iPad as a visitor and you will get a printed visitors pass. This pass is also used to sign out on the iPad when you are leaving the school. All visitors should carry their current Working with Children check with photo identification at all times.

Working With Children Checks

As a school, we encourage and appreciate the support and involvement provided by parents/guardians as this assists the school in running many of its programs and activities. Parent help can take many forms including being a Parent Representative, assisting with reading groups, covering books, attending camps, excursions and sports/athletics days, etc.

At Mulgrave Primary School, we require any person (parent/guardian/carer) who participates in any type of parent help, on or off the school premises, to hold a current Working with Children (WWC) Check.

If you would like to assist with any form of parent/volunteer help and you hold a current WWC Check, you must carry your WWC Check at all times as you will need sign in at the office and enter the details from your WWC Check into XUNO on the iPad, whilst on the premises.

If you would like to assist and you do not yet hold a current WWC Check, (or would like to update details or renew your card), you can visit the website: <https://www.vic.gov.au/working-with-children-check>

Please be sure to nominate **Mulgrave Primary School** as the organisation you are volunteering at. This will ensure that supporting paperwork is sent to us and we are notified of any future changes.

You will then receive your WWC Check in the mail, 2-6 weeks later. Once received, you will need to provide your card to the school office staff who will take a copy of your card to keep on file.

The school maintains a confidential list of all parents/guardians who hold a current WWC Check. Only parents/guardians on this list are able to provide parent help.

Once you have provided the school with your WWC Check, please speak with your child's class teacher regarding any parent help they may require. For further information regarding WWC Checks visit: <https://www.vic.gov.au/working-with-children-check>

Incursions/Excursions

During their time at school, your child will have the opportunity to participate in school incursions/excursions. These events complement the curriculum, and we encourage all parents to give their child/ren permission to participate.

Parents will need to provide consent for their child to participate, **by returning the signed permission form and making payment by the set due date**. Some incursions/excursions will involve an additional cost which will be explained in the incursion/excursion information. So that your child has every opportunity to attend each of these events, it is essential that families carefully read all correspondence sent home from the school and provide permission and payment (where applicable) by the due date. The timing of due dates is critical as this affects many areas of planning and administration for each event to be safe, enjoyable and educationally beneficial for students.

Please be aware that if you do not provide signed consent **by the due date** for the event, your child will likely miss out on participating. If you are unsure whether you need to submit payment for an event, please check with your child's class teacher or with the office staff as soon as you become aware of the event. Families unable to make payment in full by the due date, have the opportunity to request an alternative payment arrangement with the school Business Manager. Each request will be considered on a case-by-case basis. For an alternative payment arrangement to be considered, the family must contact the Business Manager, preferably within 3 working days of the date of the event being published.

School Payments

Payment Options

Our preferred method for all payments is via the Qkr! app. The app reduces the amount of cash that is sent to school and is time saving for both parents and school staff. Information on using the Qkr! app is available from the office. Payments can also be made by cash, credit card, EFTPOS and all families will be issued personal BPay family number (Biller Code: 87361, and using the unique family reference number provided).

Other available methods of payment at MPS are:

1. Our preferred method of payment is **Qkr!**
2. Come into the school office and pay by cash, credit card or EFTPOS.
3. Pay online with BPay. BPay details are on your family statement.
4. Telephone the school office with your credit card details.

School receipts are sent home with the respective students via classroom mail once the payment has been received.

Curriculum and Other Contributions

Each school receives an amount of money to cover the basic essentials of operating a school. The ongoing support of our families through curriculum and other contributions ensures that our school can offer the best possible education and support for our students.

Our Parent Payment Arrangements policy for 2025 will be provided to all parents, detailing the items purchased with the requested contributions.

Please note that all student stationery will be provided by the school, parents are not required to purchase these items, however your financial contribution would be greatly appreciated.

For further information, please contact the school office.

Refunds

Our school will consider requests for partial or full refunds of payments made by parents on a case-by-case basis taking into account the individual circumstances. Generally, we will not be able to refund payments made for items purchased or costs that have already been paid where those funds have already been transferred to a third party. For example, camp costs when a child becomes unwell and cannot attend in circumstances where the payment has already been made or committed to a third party and no refund is available to the school. Where possible, we will make this clear to parents at the time of payment.

Financial Support

Mulgrave Primary School understands that some families may experience financial difficulty and offers a range of support options, including: -

- Camps, Sports and Excursions Fund (CSEF)
- Confidential payment arrangements

Confidential discussion about accessing these services can be arranged by contacting our Business Manager, Suzy Shaw, on 9795 2477 or by emailing mulgrave.ps@education.vic.gov.au

Sun Smart Policy

At Mulgrave Primary School our Policy requires all students to wear their school hat when they are outside on school days, in term 1 and term 4. Students without a hat are restricted to playing in the designated shade areas of the school. Students may bring personal sunscreen to school and apply it themselves before going outside during break times.

The school does provide sunscreen for students. Please visit our [SunSmart-Policy](#)

***Please ensure all hats and clothing items are named clearly.**

Out of School Hours Care (OSHC) Program

The OSHC [Camp Australia](#) program is a paid service where students are supervised in a safe and caring environment outside normal school hours. The program aims to be a home away from home where the students are involved in planning the activities and where they genuinely enjoy attending. The program offers the following services

Before School Care 7.00am – 8.45am

After School Care 3.30pm - 6.00pm

Holiday Program 7.00am - 6.00pm

Some Curriculum Days or Professional Practice Days 7.00am – 6.00pm



Students have the opportunity to participate in stimulating activities, mix with their peers and have fun. The program can be used either casually or on a permanent basis and is registered with the Family Assistance Office which enables families that qualify, to claim the Child Care Subsidy.

At Before School Care, students receive a nutritious breakfast. During After School Care, students have healthy and varied snack options including fruit, pancakes, pasta, sandwiches, dips and biscuits. Students who attend the OSHC programs participate in games, outdoor play, cooking and craft activities as well as having the opportunity to complete homework, mix with their friends and enjoy themselves.

The Holiday Programs often involve excursions, incursions and planned theme days.

Register at: <https://campaustralia.com.au/>

The Library

Books provide enjoyment and pleasure for children and a stimulus for the language and reading skills that will be expanded in their primary school years. Your child will be able to borrow books from the school library. You can help your child enjoy the library by talking to them about their library books and how to look after them, reading library books to/with your child and, if possible, coming into the library and seeing the books available or sitting and reading a story to your child in the library.

All students must have a library bag to help protect the books. Library books can be borrowed for a maximum of one week. If your child's library book is lost or misplaced, you will be requested to replace the book or asked for a donation towards to cost.

When at home, we suggest you keep your child's library books in a common place for easy accessibility. This will also encourage your child to be responsible for the books they have borrowed.

School Council

The School Council extends a warm welcome to all parents of Mulgrave Primary School. The School Council has an important role to play in the effective functioning of the school. Not only does it give parents an official voice on school matters, but it has joint responsibility with the school for administering Government grants, for maintaining the buildings and grounds, and for purchasing school equipment. Government legislation concerning School Councils has given increased responsibilities and powers to this school body. Members of the School Council are committed to maintaining and improving school facilities. This can only be achieved with the support and help of the wider school community. School Council meetings are held 8 times a year.

PFA – Parents and Families Association

What is the PFA?

The PFA is a positive way for parents or the community to get involved in your child's school and provide a strong example to the children on the benefits of participating and volunteering.

PFA roles include:

- Promote school values
- Encourage family involvement
- Enhance communication between families and the school
- Create a warm and supportive environment
- Grow the community spirit
- Provide support to teachers
- Raise funds to benefit the school



If you are interested in joining the PFA, please visit the school office.

Breakfast Club

Breakfast Club is a state government initiative to address the impact that disadvantage has on children and their education. Food is sourced from Food Bank. All students are invited to attend breakfast club each morning. We offer free, nutritious food for all students.

Breakfast Club runs every morning (Monday to Friday) from 8.45am – 9.15am during the school term.

Parents can volunteer their assistance by visiting our office and speaking to one of our staff.



School Uniform – PSW Glen Waverley

ALL students are expected to wear the school uniform, use a school bag and wear appropriate footwear either black leather school shoes or one pair of school coloured runners.

SUMMER	<u>Girls</u>	<u>Boys</u>
	Shorts and short sleeve polo or dress, hat	Shorts and short sleeve polo, hat
WINTER	<u>Girls</u>	<u>Boys</u>
	Skirt, track pants or dress or Winter skirt, long sleeve polo, Bomber jacket	Track pants Long sleeve polo Bomber jacket

School uniform items can be purchased from Primary School Wear Lowes, Mount Waverley.

Located: Behind Officeworks

Address: 342-350 Springvale Road, Glen Waverley VIC 3150. (03) 9768 0335

[PSW – Mulgrave Primary School](#) - [Uniform Information & PSW Price List](#)



Mulgrave Primary School

Uniform Price List
Price as at 01 11 2023

Unisex	Colour	Logo	Size	Price(\$)	
1118866	SS Polo with Shoulder Panels	Sky Ink White	Embroidery	4 18/M	41.00
1118868	LS Polo with Shoulder Panels	Sky Ink White	Embroidery	4 18/M	43.00
1100261	Bomber Jacket Stripe Rib	Navy_Sky	Embroidery	4 14/XS 16/S L	53.95 57.95
1160950	Soft Shell Polyester Jacket Unisex	Ink	Embroidery	4 14/XS 16/S 18/M	75.95 84.95
1110355	Gaberdine Zip Pocket Shorts	Ink		4 14/XS 16/S 18/M	22.00 24.00
1100850	Mesh Sport Shorts	Ink		4 10/3XS 12/2XS 18/M	25.50 28.50
1110423	Trackpants Double Knee Rib Cuff	Navy		4 14/XS 16/S 18/M	26.50 30.50
1110470	Trackpants w Zip Cuffs	Navy		4 14/XS 16/S 18/M	29.00 33.00
Female	Colour	Logo	Size	Price(\$)	
1103001	A Line Shift Dress	Navy_White		4G 18G/12L	25.50
1100375	Skort	Ink		4G 18G/12L	19.95
7704004	Detachable Bib Tunic with Box Pleat Skirt	Ink/Saxe/Grey Check		10G 16G/10L	56.95
1104004	Detachable Bib Tunic with Box Pleat Skirt	Ink/Saxe/Grey Check		4G 18G/12L	59.95
Accessories	Colour	Logo	Size	Price(\$)	
1106242	Jacquard Beanie Mulgrave Primary Sch	Ink_Sky_White		ALL ALL	11.00
1100797	Microfibre Hat	Navy	NHI	S M L XL	19.95
1100514	Safety Slouch Hat	Navy	NHI	S XL	19.95
8360396	Scholar Bookbag	Ink	NHI	ALL ALL	13.00
8302250	Explorer Bag Contrast Piping	Navy_Sky	NHI	ALL ALL	52.95
4700065	Scarf	Ink	Embroidery	ALL ALL	19.95
Socks	Colour	Logo	Size	Price(\$)	
2511050	Crew Sock 3 pack	White		9 12 8 11	14.00
2513000	Girls Tights	Navy		4 6 11 14 MID MID	14.50 18.50

Student Wellbeing

Mulgrave Primary School provides an environment that encourages students to learn and equips them with skills and knowledge to cope successfully beyond primary school. Students learn best when they feel safe, connected and happy. Our programs are proactive and preventative with a sense of belonging and pride being fostered in many ways. The programs offered include:

- The House System
- The Buddy System
- The Student Leadership Program
- Public Speaking opportunities

Student engagement and wellbeing is taught and assessed as part of the Personal and Social Capability in the Victorian Curriculum and reflects our whole school values and seeks to build respect. It is also embedded throughout all areas of the curriculum including our specialist programs.

Student wellbeing and engagement involves students learning to:

- Recognise and regulate emotions
- Develop resilience skills
- Develop empathy for others and understand relationships
- Establish and build a framework for positive relationships
- Work effectively in teams and develop leadership skills
- Address challenging situations constructively

House System

At MPS, each student is placed in a house colour.

The students then compete for their house at events such as School Sports, House Cross Country and House Athletics. These events, together with the weekly house points system, help foster a sense of belonging and connectedness.

The houses at Mulgrave Primary School are in the process of having new names decided on, currently they are Blue, Red, Yellow and Green.

Buddy System

This is a peer support program which involves Level 5 and 6 students being “linked” to Foundation, Level 1 and Level 2 students. This link provides opportunities for the Level 5 and 6 students to develop responsibility and helps instill a sense of belonging and connectedness for the younger students.

Student Leadership Program

Students have responsibility for many aspects of school life and the opportunity to contribute to school events through a variety of leadership groups. School Captains and House Captains also attend a leadership training seminar each year (with the Principal).

- Student Voice Team – Level 3 - 6
- School Captains - Level 6
- Sports House Captains - Level 6
- Performing Arts Captains - Level 6
- Visual Arts Captains – Level 6
- LOTE Captains - Level 6
- STEM Captains - Level 6
- Environment Captains - Level 6

Public Speaking Opportunities

Public speaking opportunities exist for all students in the classroom, at the weekly whole school assembly and at special school events. Students holding leadership positions have additional public speaking opportunities and responsibilities as part of their leadership roles.

Curriculum Support and Enrichment Programs

Class Programs

Our class programs are planned according to the Victorian Curriculum and aim to engage students with their learning and enhance the academic, social and emotional development of our students. For the full Victorian Curriculum F-10, please visit: vcaa.vic.edu.au/curriculum/foundation-10/Pages/default.aspx

Specialist Programs

Students participate in the following specialist classes.

- Physical Education
- Performing Arts
- Visual Arts
- STEM (Science, Technology, Engineering & Mathematics)
- Language – Spanish 'Hola'

These provide valuable learning opportunities for all students.

Social Service

Regular fundraising activities are organised by the Junior School Council with funds raised donated to designated causes, including The Cancer Foundation, Jeans for Genes, R.S.L. and more.

Student Support Services

The Department of Education and Training employs a multi-disciplinary team of Psychologists, Speech Pathologists and Social Workers.

Student Support Services support schools and students by:

- providing advice and intervention relating to student learning, wellbeing and engagement
- providing diagnostic and/or assessment services
- building the capability of teachers, support staff, parents, guardians and carers
- providing therapy, counselling and/or intervention with students.

Parental consent is required prior to Student Support Services engaging with students. For information regarding accessing these services please see Stuart Hattwell, Assistant Principal.

Camps

- Level 2 sleepover - 1 night at school.
- Levels 3 and 4 camp - 2 nights.
- Levels 5 and 6 camp – 3 or 4 nights.
- Educational enrichment incursions and excursions - Foundation - Level 6

Lunch Time Clubs

A variety of lunch time clubs are offered each year including sports, choir, Lego, robotics / Digimaker/ coding, and many more.

Instrumental Music Lessons

At an additional cost, students have the opportunity to enrol with one of the outsourced tutors at our school and study violin, piano, keyboard, drums, guitar or singing lessons.

Contact: <https://www.wonnies.com.au/>

School Production

The school production (musical/concert) occurs every second year.

School productions take an enormous amount of time and effort to put together. What we are fortunate enough to see on the night is the result of months of planning and work. We have been extremely fortunate to have a wonderful band of people at Mulgrave Primary School who have been dedicated to the success of the wonderful productions Sally Bush writes, produces and creates. The next school production year is 2025.

Swimming Program

Each year the swimming program runs for two weeks in the last Term of school.

Wellbeing Officer Student and Family Support

Mulgrave Primary School is funded under the Department's Mental Health Fund to provide a Wellbeing Coordinator. The role of the coordinator is to support students, and by extension families, to maintain their mental health and wellbeing. This support may take various forms e.g. discussions, referrals to agencies, working with student/s in activity groups, counselling and general care.

Our Student Wellbeing Coordinator is: Joanne Bon.

Please contact Joanne, Charles Spicer (Principal), Stuart Hattwell (Assistant Principal) or Nicola Weerakoon (Assistant Principal) to discuss your support needs.

EAL (English as an Additional Language)

The cultural capabilities of all students are valued and celebrated at Mulgrave Primary School. Catering for English as an Additional Language (EAL) students is a long term, whole school commitment. As part of our Strategic Plan, we have developed a whole school approach to meet the educational needs of EAL students. Some EAL students require targeted teaching, extra time, support and exposure to English. These students will be working with an EAL specialist teacher in small groups to develop and extend their literacy skills. Classroom teachers are also aware of the diverse needs of EAL students and use teaching strategies aimed at further developing the level of competency and confidence in English for these students.

Wellbeing and Discipline

Mulgrave Primary School follows a School Wide Positive Behaviour Model. This model emphasises positive behaviour and the rights and responsibilities of students, teachers and parents. It encourages the use of positive reinforcement and places importance on self-discipline, self-responsibility and self-esteem. The program reinforces the school rules and the appropriate consequences if rules are not followed.

Summary of Wellbeing and Discipline Programs and Strategies

Primary Prevention

- School Wide Positive Behaviour Model which focuses on restorative practice and positive reinforcement.
- An educational program that caters for students at risk and students that require extension (Individual Learning Plans).
- Building positive relationships between staff, students and parents
- Health Education Program
- Multicultural Program
- Bully Stoppers Program
- Student Code of Conduct
- Getting to know you interviews
- Parent/Teacher/Student Interviews
- Cyber safety sessions
- Student Leadership Training

Intervention

- Individual Student Behaviour Plans
- Counselling sessions (DET - School Psychologist/Social Worker)
- Parent Teacher Interviews
- Program Support Group Meetings
- Links with outside agencies

Student Health

School Medical Service

Each year, a school nurse employed by Monash City Council, visits the school and conducts health examinations for all Foundation students whose parents have provided permission. Any students with noted health problems are then reviewed annually by a visiting school nurse. All students starting at the school will be asked to provide an Immunisation Certificate. This can be obtained via your Express Plus Medicare app. or by calling the Australian Immunisation Register on 1800 653 809.

Sickbay/First Aid Procedure

In the interests of all students and staff, we ask that parents do not send their child to school when they are unwell. PLEASE ENSURE THE EMERGENCY TELEPHONE NUMBERS YOU HAVE PROVIDED THE SCHOOL FOR YOUR CHILD ARE CORRECT.

When a student has a medical issue that cannot be resolved by the teacher in the classroom, or by the yard duty teacher in the playground, that student will be sent to the school sickbay. A staff member (first aid qualified) will then attend to the student and if the issue cannot be resolved, a parent/guardian will be called. **Any student who vomits or experiences diarrhea while at school, will need to be collected by a parent/guardian and remain at home until at least 24 hours after the last episode of vomiting or diarrhea.** When a child attends sickbay, a notification slip is written and sent home with the child, providing basic details about the sickbay visit.

Medication at School

Any medication (other than asthma medication) brought to school by a student MUST be taken to the office at the start of the day by the parent/guardian. **A Medication Authority form must be completed and signed by the parent/guardian.** Medication CANNOT be kept in school bags or classrooms. All medication including asthma medication taken at school, must be administered

under the supervision of a staff member, in the sickbay or at the office, with the details documented. Some families provide the school with medication for their child, to be kept at the school. Any such medication remains in the school office unless the student leaves the school for an approved school excursion. In such cases, the teacher will sign the medication out from and back into the sickbay.

If your child suffers from Asthma or Anaphylaxis please obtain an Asthma plan or Action Plan for Allergy or Anaphylaxis from your doctor. Please submit this to the school office along with their medication e.g. Ventolin, EpiPen, Antihistamine etc.

Head Lice

From time to time there are outbreaks of head lice at school. The frequency of outbreaks is greatly reduced by parents checking their child's hair regularly and notifying the school if their child has a case of head lice. Treatment is essential and **MUST involve two applications, seven days apart**. The first treatment is designed to kill the lice that are present "today". The second treatment is designed to kill any lice that have hatched since the first treatment. **Your child is able to attend school once they have undergone the first treatment**. A range of treatment options is available from your local pharmacy. More information is available at: [Head lice \(health.vic.gov.au\)](http://health.vic.gov.au)

Student Learning

Mulgrave Primary School offers a comprehensive, innovative and flexible curriculum based on the Victorian Curriculum. The curriculum is regularly reviewed and improved. Specialist teachers provide instruction and enrichment in the areas of Creative Arts, Languages and Physical Education. Class teachers deliver integrated curriculum programs which place strong emphasis on Literacy and Numeracy skills.

Our stimulating learning environment engages and challenges students to achieve personal success and make positive contributions to society. Our 21st century curriculum presents students with the opportunities to develop deep understandings on a range of concepts throughout their school lives. Our broad curriculum is guided by the Victorian Curriculum and planned and taught sequentially, providing opportunities for students to have ownership in all aspects of their learning. It is designed to develop thinking and social skills, foster engagement with the wider community and include use of a wide variety of technology to assist in their learning. To support the delivery of the curriculum at Mulgrave Primary School we access and select a wide range of suitable educational resources to support the curriculum taught. Homework is set with daily reading as a minimum expectation that enhances classroom learning. The school undertakes a range of student assessment and reporting activities to support student learning.

Learning Areas	Capabilities
<p>The Arts</p> <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Performing Arts • Visual Arts • Visual Communication <p>Design English</p> <p>Health and Physical Education</p> <p>The Humanities</p> <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History <p>Languages</p> <p>Mathematic</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	<p>Critical and Creative</p> <p>Thinking Ethical</p> <p>Intercultural</p> <p>Personal and Social</p>

STEM & Integrated Topic Learning

Science, Technology, Engineering and Mathematics (STEM) is a major learning focus at Mulgrave Primary School. We have a dedicated STEM specialist teacher who works explicitly with students, however these learning areas are incorporated throughout the curriculum in all year levels. STEM encourages students' problem solving, design, creativity and critical thinking skills. Communication and collaborative decision making are vital components in the STEM curriculum.

Our units of work incorporate and provide opportunities for students to develop and apply understandings about their world. This allows students to explore, gather, process, refine, present and reflect on information. This assists them to develop their ideas about the way the world works.

Our inquiry units encourage students to:

- Think critically
- Foster the desire to find out
- Be independent
- Develop mutual respect
- Develop cooperative work skills
- Relate knowledge to real life contexts
- Understand transferable concepts
- Problem solve
- Explore values and attitudes
- Research independently
- Self-assess their understanding and processes

Assessment and Reporting

Mulgrave Primary School follows the directions from the Department of Education and Early Childhood Development on the guidelines for student reports. Student reports aim to provide parents with clearer, more comprehensive and more consistent information about their child's progress. The student report will include reporting in all domains according to the Level guidelines.

Reports are uploaded onto each families private 'Family XUNO'.

Assessment Tasks

An assessment task is a learning process. Most assessment tasks will be done at school. On occasions, students may be asked to gather information from home. Assessment and research skills are difficult skills that take time to develop.

Parents can help their child in developing research skills by assisting them with:

- going to the local library
- looking up relevant information in books and on the internet
- using an index and contents page
- interviewing people
- using the Internet wisely
- taking notes about the relevant topic

Parents are asked to encourage students to plan their time and not to leave everything to the last minute. Assistance and guidance may be given by parents or teachers as needed, but independence is encouraged.

NAPLAN – (National Assessment Program –Literacy and Numeracy)

All students in Level 3 and 5 will be tested in the Key Learning Areas of English and Mathematics during Term 1. Students will be given practice examples in class to prepare them for the format of NAPLAN and to familiarise them with the style of questions. This will help students to become familiar with the expectations of NAPLAN.

The NAPLAN tests will assess:

- Reading
- Writing
- Language Conventions (including spelling, grammar and punctuation)
- Mathematics

The results from NAPLAN will be used for individual student reporting to parents, school reporting and aggregate reporting by States and Territories against national standards. Further information on NAPLAN tests will be given to parents closer to the dates.

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