

*Prep 2025  
Parent Information  
Handbook*



**Mulgrave Primary  
School**





# Principal's Message

Welcome to Mulgrave Primary School. We are pleased you have chosen to enrol your child with us and hope that this will be a wonderful experience for your child and for your family.

The information contained in this booklet is to provide parents with a small insight into what takes place in our school.

For many of you, this will be the first contact with a school since your own school days and your personal memories and experiences may influence your perception of what a primary school is like.

In 2025, our Prep classrooms form part of a community of learners which means your child will come into contact not only with his/her class teacher but also with at least one and possibly more teachers and support staff who work as a team in furthering the education of your child. Students also participate in activities directed by our five specialist teachers including Visual Art, Physical Education, Performing Arts/Music, Science –Technology – Engineering – Mathematics (STEM) and Spanish. This also includes incursions and excursions throughout the year.

Mulgrave Primary School promotes a close partnership with parents in the education of your child. You are therefore warmly invited to visit the school and to become actively involved in your child's learning journey. Children love to see their parents participating in school activities and it adds that little additional security to what is a new experience. We look forward to your participation in community life here at Mulgrave Primary School.



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.*



# About Our School

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 possible.

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 (Science, Technology, Engineering & Mathematics), Physical Education, Visual Arts, Performing Arts and Spanish.

Mulgrave Primary School is set on beautiful, spacious grounds with lots of room for children to play and interact with each other. Facilities at the school have been upgraded over the past few years to include a new competition-sized sports stadium and performance space, with significant improvements still to come, including a new Library, STEM centre and visual arts space.

Each classroom has excellent digital resources that provide our teachers with powerful tools to both inspire and motivate students to be engaged in their learning.

Mulgrave PS has been under increasing enrolment pressures over recent years and is now subject to Department of Education enrolment restrictions which will cap our total enrolments at 450 students. In 2025 we have 19 grades, with three full classes across most year levels. All children are involved in sporting programs and Preps attend PMP sessions (Perceptual Motor Program) to assist them in developing strong gross motor skills, good balance etc. The school offers a swimming program, camp program, student leadership programs, extra curricula activities including lunchtime activities and the opportunity to learn a second language – Spanish.

At Mulgrave Primary School, we have a strong focus on Literacy and Numeracy to ensure that all children have the fundamentals of learning established. We focus on catering for individual needs and work closely with our families on the learning journey. Transition Programs for children due to start school in 2025 usually commence in the 2<sup>nd</sup> half of the year. We pride ourselves in providing a quality transition program that ensures children are well-prepared and confident when they embark on their first experience of schooling.

It is our hope that any visitor to Mulgrave Primary School can see our vision coming to fruition through our actions and through the development of all our students.

The Prep Teaching Team welcomes you to our school community and we look forward to learning and teaching together with you to bring about the best possible learning, engagement and wellbeing outcomes in 2025.

This information has been prepared for parents of children who are about to commence their school life in the Preparatory grade at MULGRAVE PRIMARY SCHOOL.



Welcome

# Your Child's First Year of School

We all make 'transitions' in our lives. We move to a new house, take up new jobs, change friendship groups and go into new environments. Sometimes we feel confident about these new changes; sometimes we are anxious about how we may be viewed by others and how we will fit in.

By the time they are getting ready to go to school, five-year-old children will have experienced various changes and transitions. They may have gone with their parent to a playgroup, attended a local childcare or preschool service or been in family day care. In these situations, they may have had to deal with new adults and other children, move between rooms and different carers, separate from siblings or friends and adjust to new challenges and expectations. Each child responds differently to such changes and each child will deal differently with the transition into school.

What is special about 'school' is that there is a much bigger group of children of different ages and quite definite rules and ways of doing things; children need help to adjust to this very different place:

- The physical environment will be different, with 'big' playgrounds that are shared with 'big' children and facilities spread across the school ground.
- Routines may be a lot more structured, with set times to eat, play, go to the library or the toilet. Children will need to learn to put their hand up to speak, take turns and let the teacher know if they have any problems or need help.

As a parent, therefore, it's important to think ahead to what it may be like for your child and how to prepare them for this big new world.

Starting primary school is an important time for children and their families. Children who make a positive start to school are more likely to feel:

- comfortable, relaxed and valued
- good about themselves as learners, and
- a sense of belonging to the school community.

Schools create 'a sense of belonging' when they take the time to get to know each child and the family that is an important part of their identity and security. Parents encourage 'a sense of belonging' when they take the time to get to know the school, their child's teacher and find out how things are done in that place.'

From Connor & Linke's (2012) *Your Child's First Year at School: Getting Off to a Good Start*



# The First Day

***All Prep students start school on Wednesday 29<sup>th</sup> January 2025 at 9:00am***

**On the first day, Prep students should go straight to the Prep classrooms.** Prep teachers will meet students in the Prep building and welcome them inside.

Prep teachers will provide your child with a name badge. These name badges will be kept at school and worn by the children during the first few weeks.

You are welcome to go into the classroom and help your child unpack their things and encourage them to join in an activity. Of course, this is a great time to take photos and have a look around your child's learning environment.

After about 15 minutes teachers will request you say goodbye to your child and reassure them you'll be back to get them in the afternoon. It is important to be positive with your child – tears can be contagious! After your child is settled into the classroom, you are invited to come to a morning tea and catch up with other parents. Morning teatime will go until 10.00 am.

- Each morning, Prep students will line up at their line-up area at 9.00am.
- Every 2nd Friday, students will go to assembly in the Stadium from 2.45pm – 3.30pm.
- All parents and guardians are welcome to attend the assembly.

## School Hours

<b>School commences</b>	9:00am Sharp	<b>HOT DAY</b>	9:00am Sharp
Recess	11:00am - 11:30am	Recess	11:00am - 11:50am
Lunch	1:40am - 2:30pm	Lunch	2.00pm - 2:30pm
School Finishes	3:30pm	School Finishes	3:30pm

***For the first week of school from 29/1/2025 – 31/1/2025, prep students will be dismissed from school at 1.30pm.***

Children can place their bags inside the classroom before school. Lunch and snacks are eaten in the classroom prior to going out to play.

Prep children must be collected **from the courtyard** during the first month. Please inform your teacher if someone other than yourself will be picking up your child. We encourage you to make yourself known to your teacher. You are welcome to come into the classroom at the end of the day to look at your child's work. This is great for your child's self-esteem and allows you to keep in touch with class activities.

If driving, please observe the "**NO STANDING**" and "**5-minute Kiss and Go**" signs outside the school. These are there for the safety of your children. **Please do not enter the car park or walk through it. The car park is for staff cars only. Students should be crossing at the supervised school crossing.**

Children are not permitted onto the school grounds before 8:45am. This is when teachers come on duty to supervise children. Afternoon supervision finishes at 3:45pm.

Before and After School Care is available on a permanent, temporary, or casual basis, please ask at the office for information if you require to use these programs.

- Children are dismissed at **2:30pm** on the **last day of terms 1, 2 and 3.**
- **Children will be dismissed at 1.30 pm on the last day of the school year.**
- You will be reminded about this via the newsletter, Seesaw and XUNO News.

# Foundation Attendance Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
27 Australia Day Public Holiday	28 Staff Return	29 All Students Commence (including Preps)	30 Prep Students Attend 9am – 1:30pm	31 Prep Students Attend 9am – 1:30pm
3 Prep Students Attend 9am – 3:30pm	4 Prep Students Attend 9am – 3:30pm	5 Teacher Testing Prep students attend by appointment only	6 Prep Students Attend 9am – 3:30pm	7 Prep Students Attend 9am – 3:30pm
10 Prep Students Attend 9am – 3:30pm	11 Prep Students Attend 9am – 3:30pm	12 Teacher Testing Prep students attend by appointment only	13 Prep Students Attend 9am – 3:30pm	14 Prep Students Attend 9am – 3:30pm
17 Prep Students Attend 9am – 3:30pm	18 Prep Students Attend 9am – 3:30pm	19 Teacher Testing Prep students attend by appointment only	20 Prep Students Attend 9am – 3:30pm	21 Prep Students Attend 9am – 3:30pm
24 Prep Students Attend 9am – 3:30pm	25 Prep Students Attend 9am – 3:30pm	26 Teacher Testing Prep students attend by appointment only	27 Prep Students Attend 9am – 3:30pm	28 Prep Students Attend 9am – 3:30pm
3 Prep Students Attend 9am – 3:30pm	4 Prep Students Attend 9am – 3:30pm	5 Teacher Testing Prep students attend by appointment only	6 Prep Students Attend 9am – 3:30pm	7 Prep Students Attend 9am – 3:30pm
10 Labour Day Public Holiday	11 Prep Students Attend 9am – 3:30pm	12 Prep Students Attend 9am – 3:30pm	13 Prep Students Attend 9am – 3:30pm	14 Prep Students Attend 9am – 3:30pm

Teachers will resume on Tuesday 28<sup>th</sup> January 2025

**Students at all grade levels resume on Wednesday 29<sup>th</sup> January 2025.**

## School Term Dates Victoria 2025

Term 1 – 28<sup>th</sup> January - Staff only resume, Students start – 29<sup>th</sup> Jan – 4<sup>th</sup> April

Term 2 - 22<sup>nd</sup> April – 4<sup>th</sup> July

Term 3 – 21<sup>st</sup> July – 19<sup>th</sup> September

Term 4 – 6<sup>th</sup> October – 19<sup>th</sup> December

## Curriculum Days 2025

- Monday 28<sup>th</sup> January
- Friday 7<sup>th</sup> March
- Monday 28<sup>th</sup> April
- Monday 3<sup>rd</sup> November

## Professional Practice Days 2025

- Tuesday 16<sup>th</sup> December

## Public Holidays 2025

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

# Preparing Your Child for School

Can your child...

<ul style="list-style-type: none"> <li>● Open own lunchbox &amp; eat a packed lunch</li> </ul>	<ul style="list-style-type: none"> <li>● Share</li> </ul>
<ul style="list-style-type: none"> <li>● Go to the toilet</li> </ul>	<ul style="list-style-type: none"> <li>● Recognise and write their own name</li> </ul>
<ul style="list-style-type: none"> <li>● Blow their nose</li> </ul>	<ul style="list-style-type: none"> <li>● Recognise letters of the alphabet</li> </ul>
<ul style="list-style-type: none"> <li>● Dress themselves</li> </ul>	<ul style="list-style-type: none"> <li>● Count to 10</li> </ul>
<ul style="list-style-type: none"> <li>● Look after their belongings</li> </ul>	<ul style="list-style-type: none"> <li>● Hold and use a pencil</li> </ul>
<ul style="list-style-type: none"> <li>● Ask for help when needed</li> </ul>	<ul style="list-style-type: none"> <li>● Understand opposites (e.g. wet and dry)</li> </ul>
<ul style="list-style-type: none"> <li>● Leave their parents</li> </ul>	<ul style="list-style-type: none"> <li>● Recognise how they feel (e.g. happy, hot)</li> </ul>
<ul style="list-style-type: none"> <li>● Play with other children</li> </ul>	<ul style="list-style-type: none"> <li>● Recognise basic shapes</li> </ul>
<ul style="list-style-type: none"> <li>● Understand and follow simple instructions</li> </ul>	<ul style="list-style-type: none"> <li>● Identify colours</li> </ul>
<ul style="list-style-type: none"> <li>● Open, refill and secure own water bottle</li> </ul>	<ul style="list-style-type: none"> <li>● Follow three step instructions accurately (e.g. “Stand up, get your shoes on and go to the door”)</li> </ul>
<ul style="list-style-type: none"> <li>● Go to the toilet on their own</li> </ul>	

If your child is unable to demonstrate any of the above skills then it is important to set goals for your child and to model, practice and reinforce these important skills over time.

These skills are best taught through fun and play so try to make a game of it.

If you need assistance with strategies or need further clarification, please contact our Prep team.



# Before Your Child Starts School

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## Some Suggestions To Encourage Readiness and Independence For Starting School

- Leave your child for periods with another adult to help them gain both independence and the confidence that you will return.
- Practice having packed play lunches in a lunch box before starting school. Practice opening packet snacks.
- Be sure your child can use the toilet unaided and knows how to flush it and wash hands afterwards. Be sure your son understands how to use a urinal. Practice locking and unlocking toilet doors in public toilets.
- Show your child the safest way to and from school. **WARN YOUR CHILD** against loitering on the way home from school and visiting friends without permission. Stress that your child should never go with strangers. Do they know what a stranger is? Do not walk through the school car park, stress cars and safety.
- Make sure your child can use a tissue appropriately and blow their nose without needing assistance.
- Develop a sense of confidence in your child by praising any new achievement. Thus, your child will be more willing to attempt new tasks when they are presented.
- Develop a sense of responsibility in your child by encouraging them to keep their room tidy etc. At school one activity has to be tidied up before another can be started. Carrying out basic responsibilities at home will help with responsibilities at school.
- Independence is developed by allowing the child to tackle things by themselves. Parents who do everything for their child are really doing a disservice to the child. Those children who do not need direction in occupying themselves can attempt much more and will consequently learn more.

# What Will My Child Do at School?

Your child will have many new experiences and learn many new skills.

**For example, your child will learn to:**

Get along with others... <b>to be cheerful, polite, fair and well-mannered</b>	Share... <b>things like toys, games and experiences with others</b>
Explore... <b>new things</b>	Express self... <b>with words, clay, crayons, music etc</b>
Plan ahead... <b>by asking questions and anticipating future events</b>	Listen... <b>to stories, to directions, to instructions, to others</b>
Count... <b>by relating numbers to specified groups of objects</b>	Spot difference... <b>in colours, sizes, shapes and sounds</b>
Use new words... <b>learned from people, experiences, films, computers, books and pictures</b>	Care for self and belongings... <b>by going to the toilet unassisted, hanging up clothes, returning toys and tools at pick up time</b>
Play fair... <b>by following rules and taking turns during games</b>	Protect self... <b>and know where to go for protection</b>
Think of others... <b>by making gifts for parents, classmates etc.</b>	Prepare for literacy... <b>by looking at books and learning to use them and by dictating letters, words and stories for the teacher to write down</b>

And when ready, your child will learn to read and write...

## Transition 'Buddy Program'



Our newly structured program pairs Prep and Year 5 students who can form a lasting bond that carries through to Year 1 and 6. This gives all students an older Buddy for two years and provides them with that supportive 'big kid' we all remember from our own school days.

# During The First Year At School

- Spend time talking about the school day - you will be rewarded with a happier, more secure child - ask your child to read his/her work to you - this reinforces what was taught at school. Sometimes a child will respond to the question "What did you do at school today?" with "Nothing". Don't be put off, be more specific - ask about friends, reading time, craft activity, games played, stories heard. Often a good question to ask is "What was the best part of school today?" Display their work somewhere visible.
- Make sure that your child receives a good night's rest. 8 o'clock to bed at the latest!
- Attend parent information nights and parent-teacher interviews that are arranged for you and your child's information. Get to know your child's teacher as a trusted adult whom you and your child both share. Don't hesitate to communicate with the teacher as you see the need - before confusion arises or problems develop.
- Encourage your child to learn, and make sure that they can say his/her name, address and telephone number.
- Provide opportunities for your child to spend some time away from the family. This will help independence and build self-confidence. Take the time also to encourage your child to play with friends from nearby your home.
- Make time to read a story to your child - this will develop a good attitude towards reading. Studies show that **students that read for 67 minutes a day will, on average, achieve in the 98<sup>th</sup> percentile**. Introduce new material such as poems, plays - the local library is a great resource in this matter. This can be part of a bedtime routine.
- Encourage drawing and writing at home. Children are ready to use these skills as soon as they can hold a crayon. Out of the scribble will eventually emerge pictures and words. Have pencils, paper, paint, crayons, cardboard, and safety scissors available.
- Limit the amount of screen time your child has. Be very selective in any television viewing, as what is seen will have a profound influence on the developing mind.
- Encourage a balance between computer time, creative play and fitness activities.
- Get to know other Prep parents, invite children home to play for a time after school, building friendships is very important.
- Learn to put on socks and tie shoelaces.

# Getting To Know You Interview

Parents will be provided with the opportunity to have an interview with your child's teacher to share any information (family, medical, social) that may be relevant to your child's education. More information will be provided early in Term 1.

## Before And After School Care

**Before and After School Care** is available daily and is run by 'Camp Australia'. **Before School Care** is available from 7am. **After School Care** operates between 3:30pm – 6:00pm daily and 2:30pm – 6:00pm at the end of terms 1, 2 and 3 and from 1.30pm on the last day of term 4.

Enrolments are welcome. [Parent Information Leaflet](#)

**Please see their website for more details - [Camp Australia](#)**



## School Uniform

All children are required to wear a school uniform.

Uniforms are available to purchase from [PSW – Mulgrave Primary School](#) 342-350 Springvale Road, Glen Waverley VIC 3150, (Behind Officeworks) - (03) 9768 0335

Examples of acceptable uniform items are available from the school office. Some items include:



Navy Check Dress



Polo Shirt



Navy Shorts



Navy Culottes



Navy Blue Track Pants



Logo Jacket



Winter Grey / Navy  
Check Box Pleat Skirt

- Hats are compulsory in Term 1 and Term 4.
- Your child's school bag should be large enough to fit their take home readers, lunchbox, clothing and schoolwork.
- We also ask each child to keep a change of underwear and socks including school clothing in a plastic bag inside their school bag.



Protective Sun Hats



MPS School Bags



### Sustainable Schools (Second Hand Uniforms)

Mulgrave Primary School have partnered with Sustainable School Shop to provide families access to second-hand uniforms including sports gear. Sustainable School Shop have preloaded items specific to our school onto their site. This makes it super easy to list your items for sale and to buy items. - [Sustainable School MPS](#)





# Early Prep Communication Milestones

Encourage your child's oral language and phonological awareness development by:

- Singing nursery rhymes, learning the alphabet, learning letter names and sounds
- Reading to your child, talking about the pictures, characters, beginning, middle and end
- Talking with your child about everything. Talk. Talk. Talk.
- Asking your child to tell stories and recount activities
- Creating positive speaking and listening environments at home where oral language is encouraged and valued (ie. at the dinner table)

Area of Development	By School Age
Articulation	<p><b>The following sounds should be present in your child's speech:</b>  <i>/p/, /m/, /h/, /n/, /w/, /b/, /k/, /g/, /d/, /t/, /ng/, /f/, /y/</i></p> <p><b>By the time your child starts school they should be able to be clearly understood by everyone (not just familiar people)</b></p> <p><b>The following sounds should be developing:</b>  <i>/l/, /s/, /z/, /ch/, /sh/, /j/</i></p> <p><b>The following sounds are later developing sounds:</b>  <i>/v/, /th/ and /r/</i></p>
Receptive Language	<p><b>Your child should:</b></p> <ul style="list-style-type: none"> <li>• understand concepts such as 'soon/later' and 'soft/hard' and opposites</li> <li>• understand common categories (ie. animals, food)</li> <li>• be able to follow 2 to 3 step instructions</li> <li>• understand simple who/what/where questions</li> </ul>
Expressive Language	<p><b>Your child should be able to:</b></p> <ul style="list-style-type: none"> <li>• use longer sentences with mostly correct grammar</li> <li>• talk about events and retell stories in some detail</li> <li>• explain 'why' something has happened</li> <li>• explain functions of items</li> <li>• answer simple questions about stories</li> </ul>
Phonological Awareness & Literacy	<p><b>Your child should:</b></p> <ul style="list-style-type: none"> <li>• Have some knowledge of syllables (beats in words)</li> <li>• Have knowledge of and identification of rhyme</li> <li>• Be able to recognise common signs (e.g. McDonalds, Stop)</li> <li>• Be able to sing the alphabet song</li> <li>• Recognise letters and know the names and sounds of some letters</li> <li>• Be able to follow a book the correct way around and be able to physically turn the pages</li> </ul>

# Food & Nutrition



At 10am we have 'brain food' which is a time for fresh fruit or vegetables. At 11am we break for recess which is a time for snack food.

At 1:30pm we break for lunch which is time for a sandwich or noodles, rice or salad.

We encourage children to drink water throughout the day so a refillable water bottle is a must.

Try planning a healthy lunch box to start the school year. Talk to your children and discuss what they would be happy to have included.

Every Tuesday we have Nude Food Tuesday, where students are encouraged to bring no wrappers or plastic disposable packaging to school on this day. Eg. Fresh cut up carrot sticks or rice crackers and hummus in a container.

The six key parts to a healthy lunchbox include:

- ✓ fresh fruit
- ✓ fresh crunchy vegetables
- ✓ milk, yoghurt or cheese. For children who cannot tolerate milk products, offer appropriate alternatives like calcium fortified soy or rice drink or soy yoghurt
- ✓ a meat or meat alternative food like some lean meat (e.g. chicken strips), hard-boiled egg
- ✓ a grain or cereal food like bread, a roll, flat bread, fruit bread or crackers (wholegrain or wholemeal choices are best)
- ✓ tap water ONLY in a clearly named drink bottle

Some items do not belong in a healthy school lunchbox. Six items to avoid when preparing lunch for your children include:

- ✗ all sweet drinks such as fruit juices, fruit drinks, cordials. These are high in energy (kilojoules) and sugar, and can lead to weight gain and oral health problems in children
- ✗ dried fruit bars and 'straps'. These are low in fibre and are also high in sugar and can stick to children's teeth, causing tooth decay
- ✗ 'dairy desserts', chocolate bars and muesli bars. These are generally high in fat and sugar
- ✗ chocolate spreads, jams and honey in sandwiches. These add extra, unnecessary sugar to the lunchbox
- ✗ fatty, salty processed meats such as salami and Strasburg
- ✗ oven-baked savoury biscuits. These may sound like healthier options, but some are just as high in salt and fat as crisps

For more information, visit [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

# Emergency Contact Information



It is vitally important the school has your most up-to-date emergency contact telephone details and home address.

Should you change telephone details or home address at any point, we ask that you notify the school via the office or by XUNO Family with your accurate contact details.

We urge you to be sure that your child's information sheet is kept up-to-date. If sickness or accidents occur at school, every effort is made to contact a parent. If this is not possible, we will contact the emergency person or arrange medical assistance if the case is considered urgent, however, no financial responsibility can be accepted.

If you are in any doubt as to whether your child is well enough to attend school, it is usually wiser to keep him or her at home.

## Communication

Opportunities will be provided during the year for parents to have discussions with the teacher. On other occasions when a matter of importance needs to be discussed, contact your teacher after school, or if the matter needs some time to discuss, parents should contact the teacher via the Seesaw app. or the school office and an appointment will be arranged at a suitable time.

The school also provides regular communication to families via the fortnightly newsletters on the MPS website and XUNO platform, and News feed through XUNO.

## The Importance of Attendance

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

School participation helps children to develop important skills, knowledge and values which set them up for further learning and participation in their community. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives.

Missing school can have a major impact on a child's future – a student missing one day a fortnight will miss four full weeks by the end of the year. By Year 10 they'll have missed more than a year of school. It is important that children develop habits of regular attendance at an early age.

There is no safe number of days for missing school. EVERY DAY COUNTS!

# School Absence

Our Administration via the XUNO system will send an SMS to parents of children who are absent without explanation when the roll is marked at 9am.

It is a requirement that parents notify the school if their child will be absent for any reason. This can be done by sending an absence message via XUNO or by leaving a message on the school's absence line or by sending a message to the school via email.

Notification is required before 9.00am or prior to the day your child will be absent, eg. If you know you have a medical appointment.

If your child is running late (not in the classroom as soon as the bell rings) then they must be signed in as late to school, by using the iPad at the office. This will then update their attendance which will be changed to late arrival. If they do not sign in via the iPad there will be no record of them being at school and in the event of an emergency they will not be on our list of students to account for. If you know your child will be late you can either call the office or send an email or Seesaw notification prior to arriving, however you will still need to sign them in when you arrive. We would appreciate all families support with ensuring their child attends school each day (arriving on time) and by notifying us promptly if they are unable to do so. **Being consistently late interrupts your child's learning, as well as the learning of other students.**

# Parent Participation

Children LOVE to see you helping out at our school. Here are just some of the ways you can get involved with the Mulgrave Primary School community:

- Nominate for school council
- Assist with school fundraising
- Attend our school assemblies
- Attend school excursions and special events as a parent helper
- Become a regular classroom volunteer assistant
- Attend parent functions
- Join our Parents and Family Association – PFA



Working with  
Children Check

Department of  
Justice & Regulation 

We value the assistance of parent helpers in our classrooms and with other school activities. It is a requirement of school council that all volunteers at our school hold a current Working with Children Check (WWC check) and that these details are recorded on our Register of Volunteers. If you would like to assist in the classroom or with other school activities, please provide details of your WWC check to our school office and ensure you update your details through the website to include Mulgrave Primary School as a place you volunteer.

If you would like to apply for a Working with Children Check or need to update your details, please use the link below

[Working With Children Check](#)

Our [Volunteers Policy](#) is provided for your reference under the "Parent" page on Mulgrave Primary School's website.



# Permission to Leave the School Grounds or Classroom

If parents wish to take their children out of school for dental or medical appointments, illness or any other reason, they must be signed out at the office. Parents must collect their children from the classrooms, **after reporting to the office**. No child is permitted to leave the school at any time without:

1. The office sign in/out system being completed.
2. Parental approval.
3. The child's teacher being notified.

Late Arrivals must also go to the office, and the appropriate sign in process completed. This assists with our attendance records. Thank you.

## School Payments 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 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.

## 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 BPay. All families will be issued personal family BPay details on commencing school.

# Student Progress Reports

School staff prepare student reports for June and December. Informal assessment and reporting takes place on an ongoing basis throughout each school term. Reports will be uploaded to the Parent XUNO communication Reports section.

## School Council

School Council is the group of teachers and parents responsible for the implementation of the School's Strategic Plan and the overall management of our school. School Council usually meets on the second Tuesday of each month. The membership of School Council consists of:

*8 Non DET\* Parent Members*

*4 DET Members (including Principal who is the Executive Officer of School Council)*

\* Department of Education & Training (DET) employees may serve as parents, but they will be counted against DET staff for quorum purposes and voting.

The School Council operates three sub-committees, which meet each month in addition to the monthly School Council Meetings.

**School Council President 2018-2024 currently**

Mr Ed Meszaros

### Committee

### Responsibilities

#### **EDUCATION**

#### Reporting & Assessment

- Policy Development
- Curriculum Programs
- School Community Communication

#### **ENVIRONMENT**

Buildings and Grounds

#### **MANAGEMENT**

Finance

#### **AND RESOURCES**

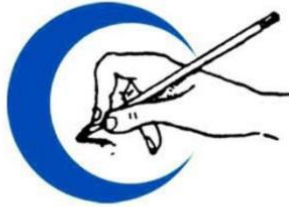
School Administration, Before and After School Care

# Chart of **CORRECT** and **INCORRECT** Handwriting Positions

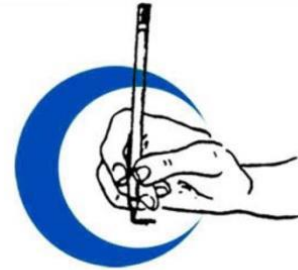
## Correct



1. The pencil rests on the first joint of the middle finger with the thumb and index fingers holding the pencil in place.



2. Same as Figure 1, except the fingers are closer to the pencil point.



3. Same as Figure 1, except the pencil is held perpendicular to the table.

## Incorrect



4. Thumb and index finger holding pencil, with index finger overlapping the thumb.



5. Pencil held by tips of fingers, thumb on one side, middle and index fingers on the other.



6. Thumb wraps around pencil with index and middle fingers pressing pencil to ring finger.



7. Pencil is held between the index and middle fingers, pressing pencil to the thumb.



8. Index, middle and ring finger tips hold one side of the pencil, the thumb holds the other.



9. Thumb on one side, index and middle fingers on the other, all pressing the pencil to ring finger.



10. Index finger holds pencil to middle finger with the thumb overlapping the index finger.



11. The thumb holds the pencil along the first joints of the rest of the fingers.



12. The pencil is grasped in the first and held up against the thumb.



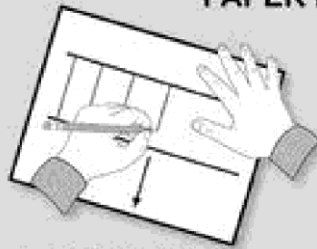
## GOOD POSTURE

1. Both feet on the floor
2. Elbows off the edge of desk
3. Sit back in chair
4. Shoulders slightly forward
5. Proper desk height

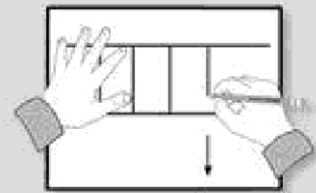


## GOOD HANDWRITING

## PAPER POSITION



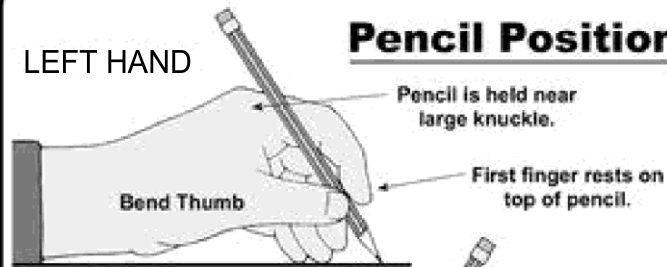
LEFT HAND



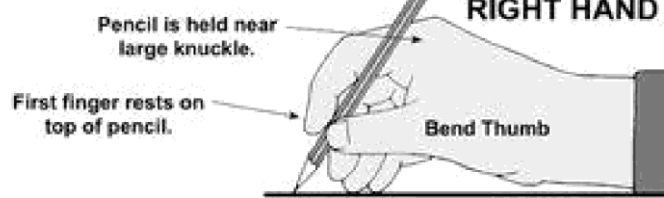
RIGHT HAND

## Pencil Position

LEFT HAND



RIGHT HAND



3

The quick brown fox jumped over the lazy dog!  
ABCDEFGHIJKLMNOPQRSTUVWXYZ  
1234567890 **VIC Cursive**

*Please teach your child how to write his/her name using lower case letters.*





a b c d e f g h i

j k l m n o p q r

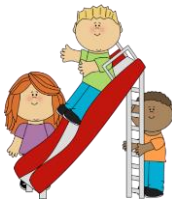
s t u v w x y z

# Mulgrave Primary

## 'School Rules'



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



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



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



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



5. **RESILIENCE:** Being able to cope with challenging situations and make good choices.

# Mulgrave Primary School Song

From small beginnings our school grew  
We're growing too just the same  
Working and playing together  
Proud to uphold your name.

Mulgrave School with heads held high  
We wave our banner blue;  
Always striving for the best  
In everything we do.

Mulgrave School with heads held high  
We wave our banner blue;  
Always striving for the best  
In everything we do.

# Advance Australia Fair

Australians all let us rejoice  
For we are one and free  
We've golden soil, and wealth for toil  
Our home is girt by sea  
Our land abounds in nature's gifts  
Of beauty rich and rare  
In history's page, let every stage  
Advance Australia Fair.

Beneath our Radiant Southern Cross  
We'll toil with hearts and hand;  
To make this commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To advance Australia Fair  
In joyful strains then let us sing  
Advance Australia Fair





*No. 2172*

*Est. 1879*

Tel. 03 9795 2477

[mulgrave.ps@education.vic.gov.au](mailto:mulgrave.ps@education.vic.gov.au)



## **NOTES**

This booklet can also be accessed digitally  
on Mulgrave Primary School's website.