

2026



Mulgrave  
Primary School

**PARENT  
INFORMATION  
HANDBOOK  
2026**

**MOTIVATED | PERSISTANT | SUCCESSFUL**

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## Welcome – Principal’s Message

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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 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 and has added new learning environments recently with a competition sized gymnasium, including a stage and the brand new STEM Centre which incorporates STEM, Visual Arts, Library and Digital Learning spaces. This combined with ample computer technology and curriculum resources allows us 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.

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 – 2026**

- Term 1 – Tuesday 27<sup>th</sup> January - Staff resume  
Wednesday 28<sup>th</sup> January (all students resume) – Friday 2<sup>nd</sup> April
- Term 2 – Tuesday 20<sup>th</sup> April – Friday 26<sup>th</sup> June
- Term 3 – Monday 13<sup>th</sup> July – Friday 18<sup>th</sup> September
- Term 4 – Monday 5<sup>th</sup> October – Friday 18<sup>th</sup> December

## **Curriculum (Pupil Free) Days – 2026**

- Tuesday 27<sup>th</sup> January  
Friday 5<sup>th</sup> June  
Friday 4<sup>th</sup> September (TBC)  
Monday 2<sup>nd</sup> November

## **Professional Practice Days – 2026**

- Tuesday 15<sup>th</sup> December (TBC)

## **Public Holidays – 2026**

- |                                   |                         |
|-----------------------------------|-------------------------|
| Monday 26 <sup>th</sup> January   | Australia Day           |
| Monday 9 <sup>th</sup> March      | Labour Day              |
| Friday 3 <sup>rd</sup> April      | Good Friday             |
| Sunday 5 <sup>th</sup> April      | Easter Sunday           |
| Monday 6 <sup>th</sup> April      | Easter Monday           |
| Saturday 25 <sup>th</sup> April   | Anzac Day               |
| Monday 8 <sup>th</sup> June       | King's Birthday         |
| Friday 25 <sup>th</sup> September | AFL Grand Final Holiday |
| Tuesday 3 <sup>rd</sup> 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](mailto: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**

Maximise the learning growth of every student in literacy and numeracy.

#### **Student Wellbeing**

Maximise student wellbeing outcomes.

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 maximising the learning growth of every student in literacy and numeracy and maximising student wellbeing outcomes.

Our 2025-2029 Strategic Plan will focus on developing a new shared instructional model and systems of curriculum delivery. Much of this work will be undertaken in conjunction with the statewide roll out of the Victorian Teaching and Learning Model 2.0 and the Victorian Curriculum 2.0. This work will include a focus on peer observations to improve the consistency of teacher practice, a focus on building teacher capacity through ongoing professional learning and improved data literacy for all teachers. The school will commence the plan by creating middle leadership teams to drive the new VTLM 2.0 teaching and learning focus.

A significant aspect of the strategic plan will be the development of middle leaders. Whilst the panel noted that this was something that the school was already doing well, it is a critical part of whole school improvement and as such, middle leaders will be given continued opportunities to improve their leadership skills and ability to deliver whole school curriculum improvements.

At the same time, we will be refining our approaches to wellbeing in order to further strengthen our approach and to align with the Department's new mental health and disability and inclusion initiatives. The school has already begun to identify strategies to develop student voice and leadership over the previous four years, particularly in regard to student wellbeing and inclusion. A range of opportunities are provided to students, including 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.

The school will continue to develop a multi-tiered system of support for students based on the School Wide Positive Behaviour Model. We will look to strengthen skills and knowledge in inclusive education and provide opportunities for staff to build their capacity to deliver these supports through collaboration with other schools and the regional office.

The end result of these initiatives is about improving the outcomes for all students during their time at MPS.

## Our Learning Community

Mulgrave Primary School 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 expected to work together to deliver the shared vision of ongoing learning and continuous development as we strive to help each student maximise their potential.

### Our learning community model is characterised by:

- High expectations
- 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 for all
- Develops knowledge and values
- Is positive, safe, supportive and cooperative

### 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
- Resilience
- 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. The Canteen menu 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 at risk of anaphylaxis. 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](#)

## Attendance and Punctuality

Regular and punctual attendance is a strong expectation at MPS. Students should be at school no later than 8.55am each morning in order to enter the classroom on time and be ready for learning from 9am. Rolls are marked at this time.

Students that miss 20 or more days per school year find themselves missing well over a year's worth of schooling in the long term. Every child's attendance matters and we ask that families are mindful of the number of days when a child is absent.

At MPS we highly recommend that families encourage student attendance on those days where they "don't feel like it". We understand that illness requires time away, but choosing not to attend should never be encouraged. It can lead to detrimental life-long outcomes, but by regularly attending school, students can feel connected to their peers and their learning will benefit.

## Student Absences (away for the entire school day)

When a student will be absent or has been absent for one day 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 on 03 9795 2477
4. Email the school office at [mulgrave.ps@education.vic.gov.au](mailto:mulgrave.ps@education.vic.gov.au)

If your child has an *unexplained absence*, parents will receive an absence message via SMS. You are required to give a reason for your child's absence by entering it on XUNO, contacting the office or sending an email to the school.

## 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 line up 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 realizes they will be late collecting their child, they should notify the office staff. If it is before 3.30pm 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, between 8.30am-9:30am and 3:00pm-4:00pm. 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). Progress reports are provided at the end of terms 1 and 3.

All student reports are available for parents to access on XUNO 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 and to access student reports.

**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, please contact the office for further details.

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 register of all parents/guardians who volunteer at our school. Only parents/guardians on this list are able to provide parent help once they have read and agreed to the Child Safety Standards.

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 or BPay. Please contact the school office for your family BPay details if you would like to use this payment method.

Other methods of payment available 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 (contact office)
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 2026 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](mailto: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://campastralia.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 the 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.

Information on joining School Council is sent out in February each 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 – 9:00am 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 a pair of school coloured runners.

### SUMMER

#### Girls

Shorts, skort and short sleeve polo or dress, hat

#### Boys

Shorts and short sleeve polo, hat

### WINTER

#### Girls

Skort, track pants or dress or Winter skirt, long sleeve polo, Bomber jacket

#### Boys

Track pants Long sleeve polo Bomber jacket

School uniform items can be purchased from Primary School Wear (PSW), Mount Waverley.

**Located:** Behind Officeworks

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

[PSW – Mulgrave Primary School](#)



### Mulgrave Primary School

Uniform Price List  
Price as at: 01-10-2025

All Year Round	Colour	Logo	Size	Price(\$)
1100261 Bomber Jacket- Stripe Rib	Navy_Sky	Embroidery	4-14/XS 16/S-L	55.45 59.45
1160950 Soft Shell Polyester Jacket - Unisex	Ink	Embroidery	4-14/XS 16/S-18/M	77.95 87.45
Summer	Colour	Logo	Size	Price(\$)
1100797 Microfibre Hat	Navy	NHI	S-M-L-XL	20.45
1100514 Safety Slouch Hat	Navy	NHI	S-XL	20.45
1118866 SS Polo with Shoulder Panels	Sky-Ink-White	Embroidery	4-18/M	42.45
1110355 Gaberdine Zip Pocket Shorts	Ink		4-14/XS 16/S-18/M	27.95 30.95
1100850 Mesh Sport Shorts	Ink		4-14/XS 16/S-18/M	30.95 34.95
1100375 Skort	Ink		4G-18G/12L	27.45
1103001 A-Line Shift Dress	Navy_White		4G-18G/12L	30.95
Winter	Colour	Logo	Size	Price(\$)
1106242 Jacquard Beanie - Mulgrave Primary Sch	Ink_Sky_White		ALL-ALL	18.45
1118868 LS Polo with Shoulder Panels	Sky-Ink-White	Embroidery	4-18/M	44.45
1110423 Trackpants - Double Knee - Rib Cuff	Navy		4-14/XS 16/S-18/M	33.95 37.95
1110470 Trackpants w Zip Cuffs	Navy		4-14/XS 16/S-18/M	36.95 40.95
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	61.45
2513000 Girls Tights	Navy		4-6-11-14 MID-MID	16.45 20.45
Accessories	Colour	Logo	Size	Price(\$)
4700065 Scarf	Ink	Embroidery	ALL-ALL	20.45
8360396 Scholar Bookbag	Ink	NHI	ALL-ALL	17.95
8362220 Trek Junior Backpack 20L	Ink	NHI	ALL-ALL	56.45
Socks	Colour	Logo	Size	Price(\$)
2511050 Crew Sock - 3 pack	White		9-12-8-11	20.45

## **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 wellbeing is taught and assessed as part of the Personal and Social Capability in the Victorian Curriculum and reflects our whole school's 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 Blue, Red, Yellow and Green.

### **Buddy System**

This is a peer support program which involves Grade 5 and 6 students being "linked" to Foundation, Grade 1 and Grade 2 students. This link provides opportunities for the Grade 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 – Grade 3 - 6
- School Captains - Grade 6
- Wellbeing Captains – Grade 6
- Sports House Captains - Grade 6
- Performing Arts Captains - Grade 6
- Visual Arts Captains – Grade 6
- LOTE Captains - Grade 6
- STEM Captains - Grade 6
- Environment Captains - Grade 6

## Public Speaking Opportunities

Public speaking opportunities exist for all students in the classroom, at the fortnightly 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](http://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 (LOTE) – 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 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

- Grades 3 and 4 camp - 2 nights.
- Grades 5 and 6 camp – 2-3 nights.
- Educational enrichment incursions and excursions - Foundation - Grade 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/> to enquire or enrol.

## **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 our Performing Arts teacher, Sally Bush writes, produces and creates. The next school production year is 2027.

## **Art Show**

The school also holds an Art Show in the alternate years to the production. The Art Show is a wonderful showcase of our students' artwork over the year and is done in a gallery style event. The evening is a very social affair, with families from across the school coming together to celebrate the work of our students. The next Art Show is in Nov 2026.

## **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 (DE - 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 myGov 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, Allergies 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 21<sup>st</sup> 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"> <li>• Dance</li> <li>• Drama</li> <li>• Media Arts</li> <li>• Music</li> <li>• Performing Arts</li> <li>• Visual Arts</li> <li>• Visual Communication</li> </ul> <p>Design English</p> <p>Health and Physical Education</p> <p>The Humanities</p> <ul style="list-style-type: none"> <li>• Civics and Citizenship</li> <li>• Economics and Business</li> <li>• Geography</li> <li>• History</li> </ul> <p>Languages</p> <p>Mathematic</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none"> <li>• Design and Technologies</li> <li>• Digital Technologies</li> </ul>	<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 on the guidelines for student reports and will report on student progress twice per year in writing to parents. 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 & Numeracy)**

All students in Years 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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