

Mallacoota P–12 College Student Handbook 2013



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" A happy learning community where students can achieve their full potential in a unique social and natural environment."

PRINCIPAL'S WELCOME

I would like to take this opportunity to welcome you to the 2013 school year. Mallacoota P – 12 College is committed to maintaining high academic standards within a supportive, respectful and inclusive environment. Emphasis is placed on maintaining a school culture of mutual respect where all students, parents and staff feel safe and supported.

In 2013 teachers will continue to develop their skills in both pedagogy and professional development as a school and as a cluster of schools. Our Far East Gippsland Cluster consists of Mallacoota P-12, Cann River P-12, Noorinbee primary school, Orbost secondary college, Orbost primary school, Orbost North primary school, Marlo primary school and Goongerah P-8 school.

Mallacoota P – 12 College offers a rich curriculum that incorporates Information Technology and a range of outdoor activities that utilize the local environment. Our library is now completed and is a great resource in supporting teaching and learning across all areas and year levels.

Mallacoota P – 12 College is committed to maintaining strong

relationships with the wider community. School facilities and grounds are used by a range of community groups after school hours.

Establishing and maintaining positive communication between home and school is a key component in creating a successful learning environment. Staff and parents are asked to communicate regularly in a range of settings and to work together for the benefit of our students.

Mallacoota P – 12 College is governed by a strong and dedicated school council who have a long term commitment to making Mallacoota P – 12 College a leader in best school practice.

A student representative council provides students with a voice and gives opportunity to take a leadership role in the directions and operations of the school.

We sincerely hope that parents and friends alike join with the college staff to ensure that every child succeeds to the best of their ability.

Tim Cashmore, Principal

Mallacoota P-12 College Teaching Staff 2013:

Tim Cashmore	Principal
Len Medson	Assistant Principal
Peter Embleton	Lead Teacher Secondary
Kathy Scott	Lead Teacher Primary, Grade Six teacher
Vanessa Fellows	Prep - Grade One teacher
Elizabeth Girvan	Grade Two – Three
Lee Ellis	Grade Four teacher
Lisa Broome	Grade Four - Five teacher
Cate Bruce	Grade Five teacher
Marie Connellan	English
Lorelle Roberts	English
Rory Wood-Ingram	English
Tbc	Art
David Sellers	Technology
Michael Dunne	VCE and Pathways
Luke Molan	Information Tech / Maths / Science
Narelle Bruce	Librarian
Simon Berry	PE, Sport

Mallacoota P-12 College Support Staff 2013:

Narelle Bruce Library

Paul Bryan Information Technology

Darren Fellows Education support / Grounds

Faith Field School Nurse

Rebecca Finn Office / Mallacoota Mouth Editor

Jayne Gaudion Education support

Ian Hobson Education support / Vet Auto & Metalwork

Terrie Owen Daily organiser / Education support

Trudy Reichelt Education support

Jenny Warren Business Manager

Yolly Wethereld-
Nauta Breakfast Club

Ash Wall DEECD Information Tech technician

Marg Wong Cleaner

Peter Wong Cleaner

MISSION STATEMENT

Our College aims to be a happy learning community where students can understand and achieve their full potential in a unique social and natural environment. We expect everyone who interacts with our students to uphold these values and behaviours.

Values

Behaviours

Respect	We treat others in a way that shows we trust, value and care for them.
Success	We strive to achieve personal best and the highest standards in all areas. Achievement is celebrated.
Passion	We are motivated and excited by the energy and commitment that each of us brings to the learning community.
Enjoyment	School life and learning is based on enthusiasm, fun and good humour.
Openness	We encourage open and honest communication with one another.
Reflection	We take the time to think and share our thoughts about the things we do well and the things we can do better.

Outcomes

- ◆ A sense of belonging, well being, resilience and happiness
- ◆ Well developed learning and social skills
- ◆ Tolerance and responsibility
- ◆ Community and global awareness.
- ◆ Integrity

Collective Code of Conduct

Mallacoota P-12 College is committed to providing the best possible learning environment for all students. The College community recognises that the most effective learning will occur in a secure environment where the rights and responsibilities of others are known and respected; the standards and rules are known and consistently and fairly applied and where personal and educational well being are maximized. All students and families have ready access to support offered by Classroom Teachers, Home Group teachers, Curriculum Area Heads, Careers Teachers, the Welfare Coordinator, the Assistant Principal, and Principal.

The Objectives of this Code Of Conduct are to:

- Promote high standards of behaviour and self discipline amongst students
- Ensure a purposeful, secure and orderly teaching and learning environment
- Resolve discipline matters at school level if appropriate.
- Promote a healthy school culture which permits high levels of achievement and excellence in all areas of school life
- Recognise the need to support students with disabilities as well as students from a variety of ethnic and socio economic backgrounds

This Code Of Conduct rests on the following Principles:

- All individuals are valued and treated with respect
- Students have a right to work in a secure environment where, without intimidation, bullying or harassment they are able to fully develop their interests, talents and ambitions
- Students and staff have a right to participate in a learning environment free of direct or indirect discrimination based on sex, race, religious beliefs, political beliefs, or physical or mental disability or impairment
- Parents have the right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged
- Teachers have a right to teach in an orderly and cooperative environment
- Principals and teachers have an obligation to implement this Code of Conduct in a fair, reasonable and consistent manner.

MALLACOOTA P – 12 COLLEGE UNIFORM AND DRESS CODE POLICY

General Information:

Below is the Uniform and Dress code which was developed by the Uniform sub-committee (comprised of parents, students and teachers) in 2011.

This policy has been developed to create a sense of collective and individual pride for students and their identification with the school. It has been designed to be simple, user friendly, give choice and be inexpensive.

School uniform is compulsory for all students from Prep to Year 11 in 2013.

Year 12 only in 2013 will not be required to wear school uniform but will still need to adhere to the school's dress code.

Uniform items are on display in the Office foyer & can be purchased from the College office.

School Uniform: is made up of the following items:

- Plain navy blue **Windcheater**
- Navy/Sky/White **Rugby Top**
- Plain sky blue or white **Polo Shirt, Shirt or Skivvy**
- Plain navy blue **Trousers/Slacks, Cargo Pants, Track Suit Pants, Shorts or Board Shorts**
- Plain navy blue **All Weather Jacket** or Navy/White Reversible **Sports Jacket**
- Plain navy blue **brimmed Hat** (Compulsory in terms 1 and 4)
- Girls may also choose:
Plain navy pleated Skirt or blue and white checked School Dress

- Secondaries may also choose:
Navy and sky blue **Bomber Jacket**
- Year 12 Students: may wish to develop their own special windcheater or jacket in consultation with the Principal.

Dress Code:

The Dress Code has been adopted for our College in order to prepare our students as members of a community engaged in public life and for the world of work.

For **all school functions and excursions**, students are expected in School Uniform. Year 12, 2013 students are to wear smart casual or business type clothing as defined by our modesty clause.

Appropriate clothing as per beach and outdoor activities must be in line with our Sun Smart policy.

For modesty: Tops without sleeves or cut low are not to be worn. Bared chests and midriffs are unacceptable. Shorts need to be mid thigh length. Tights are not to be worn.

For safety: Brimmed hats are to be always worn outside in terms 1 and 4.

Footwear should be suitable for the activity being undertaken. Thongs, Ugg boots, slip on sandals and shoes without protection for the toes and the back of the heel are not acceptable footwear.

For neatness: No torn or shabby clothing.

For colour code: For Prep to 11 the colours referred to above apply.

For year 12 neutral colours or the

colours above apply - brightly coloured clothing or clothing with inappropriate images or writing is not acceptable.

Non compliance to the above Uniform and Dress Code will not be tolerated. Students who come in unacceptable attire will have 3 options: change, get some acceptable clothing bought to school or go home to change.

On a day when a student is unable to adhere to the Uniform and Dress Code a note (signed by a parent) should be provided to the Office.

NOTE:

The College will assist any student who, due to financial hardship, is unable adhere to the Uniform and Dress Code. The College will access assistance from State Schools Relief, other agencies (e.g. JPET) or its own resources.

All clothing to be clean, neat and tidy and suitable for school.

The College recommends that all clothing should be clearly marked with the student's name.

SUN SMART

The wearing of hats is compulsory in Term's 1 & 4 according to the school's *Sun Smart* policy. The school strongly encourages that all students wear hats which protect the face, neck and ears whenever they are outside.

COLLEGE PLAYGROUND RULES

The Playground is designed for the recreation and enjoyment of

students. As a P-12 College we need to be mindful of safety issues that arise when the playground is shared by students aged between five and eighteen years of age.

GENERAL RULES

- students are expected to use appropriate **language** at all times.
- Fighting and other forms of **bullying and harassment** are strictly forbidden.
- **dangerous games** are not permitted in the College grounds.
- Students must not be **out of bounds** without permission.
- Students may walk to **the shops (yrs 7-12)** at lunchtimes on Mondays and Fridays only to buy their lunch and then return to school if their parents have signed the appropriate blanket permission form - issued at the beginning of each school year.

When they leave the school grounds, they must take their nominated tag from the board at the office and replace it on return to the college.

READING AT HOME

Your child will bring home books from school to read to you. Some books will be familiar to your child but others will be unknown. Here are a few ideas of how you can help your child to read and enjoy the chosen books.

HEARING STUDENTS READ

When Children Read To You, Always give them your close attention and display interest in the story.

When children are *unable* to identify a word, remind them of the strategies they can use:

- re-read and think about the story
- guess what the word might be
- use the initial letter as a clue
- use the picture to help you

Use the three P's:

PAUSE - give your child time to work it out

PROMPT - remind them of the strategies listed above

PRAISE - all attempts.

If students self correct to regain meaning – *e.g. 'Good, now that makes sense'*.

When students lose meaning of what is being read ask a question which focuses on the MEANING, *e.g. 'Does*

that make sense? 'Would the bear do that?'

BE PATIENT as students endeavour to work out the text. Allow them to try out the strategies they have developed for understanding the text.

Show enthusiasm about students' attempts to make sense out of the text,

e.g. 'I like the way you ...'

Encourage students to read:-

- to other students
- to other family members
- their favourite part of the story
- to themselves, then tell you in their OWN WORDS about the story.

It is not necessary for students to read every book to you.

Each day, write the book your child has read in his/her diary. Sign or initial it and/or write any comments. The next morning your child should return the book along with the diary in his/her plastic pocket.

Reading together is Magic!



HELPING YOUR CHILD WITH NUMERACY

During the early years you can assist by talking to your students about what they have done at school. Get them to help count things for you and use words like *before*, *after*, *more* and *less*.

Enjoy counting rhymes together, reading number books and set aside some time to play simple games such as Trouble, Snakes and ladders, and UNO.

HOMEWORK

These changes have been taken from the new homework policy.

Homework is an opportunity for parents to participate in their child's education. Students are encouraged to set aside a block of time at home for revision, reflection and extension. Homework complements, consolidates and reinforces classroom learning and fosters lifelong study habits. Homework will be checked and appropriate feedback given.

Guiding Principles

Mallacoota P-12 College expects all students in Years 5 to 12 to be undertaking homework (as outlined below) most nights. Monday, Tuesday, Wednesday and Thursday nights are recommended as the preferred nights for homework. For years Prep to 4 nightly reading, some written tasks and perhaps catching up on work as prescribed by the classroom teacher for approximately 10 minutes per school night would be a fair guide, when necessary.

The following is a guide as to the amount of time to be spent on homework over a week at each year level.

Years 5 & 6 2 hours per week
(30 minutes per night)

Years 7, 8 & 9 3 hours per week
(30 minutes per subject per week)

Year 10 4 hours per week

Year 11 minimum 8 hours
per week (2 hours for 4 nights)

Year 12 minimum 15 hours
per week (3 hours for 4 nights plus 3
hours on weekend)

Homework in the Early Years

At this stage of schooling, homework will: mainly consist of daily reading to, with, and by parents/caregivers or older siblings.

This will generally not exceed 15 minutes a day and not be set on weekends or during holidays.

Parents and Caregivers can help their children by:

Some ways parents can help your child with their homework:

- encourage a regular daily time to examine and complete homework
- discuss key questions or suggest resources to help with homework
- help to balance the amount of time spent between

homework and recreational activities

- ask how homework and class work is progressing and acknowledge success
- talk to teachers to discuss problems with homework
- check whether homework has been set and encourage your child to keep a homework diary

CONTACT AND EMERGENCY PHONE NUMBERS

It is of vital importance that we have a **Contact Number and Emergency Contact Number** on file for all students. Should an unexpected situation arise (*illness, accident, change of clothing required etc.*) an emergency contact should be designated if the parent or guardian is not available.

If someone other than the designated parent or guardian is collecting your child after school, please notify the school.

It is important that students learn punctuality and arrive at school on time.

Meetings with teachers can be made via the Primary or Secondary Coordinators.

Late arrivals tend to disrupt other classmates, and the late student can find it difficult to 'slot into' the lesson.

Early finish days and designated holidays will be advised in the School Newsletter well in advance of the events.

ABSENCES

If your child is absent, make a phone call to the school on the morning of the absence, and a written note must be brought to the child's teacher when the child returns. If the absence is going to be lengthy please notify either the Principal or the child's teacher.

LATE TO SCHOOL

On arrival at school late (after the bell for the start of class) , go straight to the office and request a late pass.

SCHOOL ASSEMBLY

Assemblies enable the whole school to get together.

General school news and special notices are delivered to all students at once and awards presented. Whole school assemblies are held regularly on a fortnightly basis.

P-6 and 7-12 assemblies will also be held on a regular basis. This is where we share information about school, our own classes and outside interests and recognise student achievements.

LEAVING SCHOOL DURING SCHOOL HOURS

Students are not permitted to leave school early, or at any time during the school day, unless the parent has notified, in writing, to either the child's class teacher or the principal.

Students must then sign out at the office should they leave the school grounds. Parents picking up students to take out of the school grounds need to advise the office. *This rule is strictly enforced.*

If your child normally goes home for lunch, one written request at the beginning of the year is sufficient.

Secondary students are also allowed to go down the street on Monday & Friday with one parent request at the beginning of the year.

LUNCH

Teachers on playground duty supervise students during recess and lunchtime.

LUNCH in TOWN

Secondary Students may walk to **the shops** at lunchtimes on Mondays and Fridays only to buy their lunch and then return to school if their parents have signed the appropriate blanket permission form - issued at the beginning of each school year.

When they leave the school grounds, they must take their nominated tag from the board at the office and replace it on return to the college.

Primary school students are not allowed to go down the street for lunch under any circumstances.

BOOK CLUB P-6:

Scholastic Bookclub materials, "Star", "Wombat" "Lucky" and "Arrow" are sent home on a regular basis (approx. 4 times a year).

There is a vast selection of books, games and computer software available.

During Book Week (*October*) the Library will have a large book sale with supplies from Scholastic Books.

SCHOOL NEWSLETTER

As we are a sustainable school, we are aiming to significantly reduce our paper usage. As part of this process we have made changes to our newsletter distribution.

The newsletter will be sent home every Wednesday with the youngest or only child of every family.

Alternate access to the newsletter: online via the school website at <http://www.mallp12.vic.edu.au> or via the Mallacoota Mouth.

EXCURSIONS

Students will be involved in several excursions during the year. For local excursions involving walking to local venues, one general excursion permission note, completed at the start of the school year will suffice.

For excursions requiring transport, a separate permission noted signed by a parent or guardian is required. No student will be allowed on an excursion unless a signed permission note is provided.



BUS TRAVEL

Students living further than the Karbeethong Road/Avenue top intersection are eligible travellers (*over 4.8 km from the College*).

A note is required when a child who is normally a bus traveller *will not* be travelling on the bus.

The Office requires 24 hour written notice if a student needs casual access to the school bus.

LIBRARY

Each Grade will have Library Sessions. Students will be able to choose suitable books for class time as well as books to take home. Loan time is two weeks. Each Prep student will be supplied with a library bag at the beginning of the year.

Students are expected to take care of school books, and parents will be asked to replace lost or damaged books with a book of similar value.

CLASSROOM HELPERS

We welcome your support with a wide range of tasks. If you would like to become involved in your child's school, please contact the class teacher or the College office.

MUSIC

The College offers an instrumental music program to students from Prep to Year 12.

Tuition is available for a selection of instruments.

An information pack will be sent out at the beginning of the 2013 school year.

SPORT / OUTDOOR EDUCATION

In 2013, Sport will be compulsory for all students in Years Prep – 10. Our VCE students are also invited to participate.

The College offers a range of outdoor and age/ability appropriate sporting activities including: swimming, surfing kayaking, bush walking, cycling, camping, soccer, touch rugby, tennis and table tennis.



DENTAL HEALTH

The *School Dental Service* provides dental treatment and dental health education for school children. This service is available through Orbest Regional Health on 51546625.

The *School Dental Service* is available to all primary school children between the ages of 5 and 12 years.

Dental Care is also available to Secondary students aged 13 – 17 years whose parent holds a current Health Care or Pension Concession Card.

Alternatively, MDHSS (Mallacoota Health Centre) operates a private dental clinic (ph. 51580243).

- MDHSS provides Oral Health Clinics for school aged children (2 -3 times per year)
- Young people aged between 12 - 17 years can access Medicare Teen Dental Services through the Mallacoota Dental Clinic.

LOST PROPERTY

Lost Property is located in the Primary Wet Area. You are encouraged to come in and check if any of the items belong to your child.

The School will not be held responsible for any private property and valuables brought to school by students.

Valuables and money should be handed to the class teacher or the Front Office for safekeeping.

Any items found are placed in the lost property area, located in the Primary Wet Area. At the end of term all unclaimed lost property items will be donated to the local Op Shop.

IMMUNISATION

The school is required to ensure that all children enrolled at the school have an **Immunisation School Entry Certificate** which will assist the school to identify children at risk in the event of an outbreak of a reportable disease.

Schools request a “school entry certificate” as part of the enrolment process.

MEDICATION

The College should be advised of any medical ailments or concerns regarding your child.

Student **plans** for both *Asthma Management* and *Anaphylaxis Management* need to be lodged (and updated annually) at the College office.

Our school nurse, Ms Faith Field, is available to assist with any concerns you may have Mondays, Tuesdays and some Wednesdays.

Specialist Speech and Psychologists are available – see your child’s homegroup teacher for more information.

SCHOOL OFFICE

The office is open 8.45am - 4.30pm on all school days. Staff are involved with daily briefing prior to 8.45am.

New enrolment forms are available from the office, and we ask that you please advise of changes to existing students addresses and contacts.

BOOKLISTS

Our school annual charges are all ‘essential school items’ and as such we expect all families to pay for these fees in 2013 (*reference Parent Payment Policy 2012 - 2013*).



2013 School Day Schedule

Bus Duty	8.15
Period 1	9.00
Period 2	10.00
Recess	11.00
Period 3	11.20
Lunch	12.20
Reading	1.15
Period 4	1.30
Recess	2.15
Period 5	2.25
Bus Duty	3.25

Reporting Schedule

Term 1:

- Interim Reports are mailed out

Term 2:

- Parent/ Teacher discussions (first week of Term).
- A written Report assessing strengths /weaknesses of your child, posted to parents.

Term 3:

- Interim Reports are mailed out

Term 4:

- Parent/Teacher discussions (first week of Term)
- A Written Report posted to parents in December.

2013 TERM DATES:

Term 1 January 29th 2013 (Tuesday): teachers return
 January 31st 2013 (Thursday): students start
 until 28th March 2013

Term 2 15th April to 28th June

Term 3 15th July to 20th September

Term 4 7th October to 20th December