



**Parent Information
Booklet**

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STARTING SCHOOL

Prep Arrival and Dismissal Times



To ensure that our new Prep children settle comfortably and confidently into school, we have staggered starting times for the first day of school. Your child will be given a starting time of between 9.00 am and 10.00 am and dismissal time will be at 2.10 pm. Please wait at the large tree near the junior playground.

In February, Prep children will spend all of Monday, Tuesday, Thursday and Friday at school.

Wednesday will be a rest day at home. An appointment will be allocated to each child to attend a Prep Entry Test, on a Wednesday and this will be conducted at school, on a date to be advised.

Immunisations

Before children are able to commence school, a school entry immunisation certificate must be presented at the school office. This is a legal requirement on enrolment to primary school in Victoria. An unvaccinated child may be excluded from school for a period of time. School entry immunisation certificates can be obtained from:

- The Australian Childhood Immunisation Register (ACIR) - phone: 1800653809
- Medicare Australia Office
- Wellington Shire Council immunisation service - phone: 1300366244

Helpful Hints

- Take an interest in school activities and talk about the learning your child brings home. Do fun maths things at home (i.e. numbers, counting, cooking, estimating/guessing, card games, etc.)
- Read to your child regularly and develop a love of books. Include books as gifts.
- Read signs, labels, notes, etc. and give lots of praise.
- Encourage your child to recognise his or her own name and to know your address and telephone number.
- In choosing a SCHOOL BAG, select one that your child can zip up and comfortably carry. Bags with the Maffra Primary School Logo are available from the uniform shop. Show your child how to pack and unpack their belongings.
- Choose a LUNCH BOX that your child can easily open and close independently. Explain what food is eaten at snack time and what is for lunch time and pack these separately. At home, practise opening a cut lunch and handling wrappers. We



encourage healthy snacks such as fruit, vegetable pieces, etc. Ordering lunch is best left for a little while, (March or later), until your child has learnt our class routines. Choose a lunch box that is not too big and bulky. Large insulated lunch boxes do not leave a lot of room in school bags for take home books etc.

- Show your child how to use a tissue or handkerchief properly.
- It is important to take and collect your child to and from their classroom. When he/she feels confident, explain where he/she will be met at the end of the school day. To enable teachers to effectively supervise children prior to dismissal, please do not wait in your child's classroom.
- Please do not allow your child to bring toys to school to play with at lunch and recess times. Toys can be brought along for "Show and Tell" but then need to be given into the care of the teacher for safe keeping until home time. 
- Have an arranged pick up point so your children know where you will be at the end of the day.

Things to bring on the first day

Please clearly name everything with your child's full name including EVERY item of school clothing

- Lunch Box
- Drink Bottle
- School Bag
- A smock for Art
Children in the Art Room must wear some protective clothing. A smock should have elastic in sleeves and around the neck. It needs to open down the back with loose elastic around the back of the neck so that the child can put it on unaided with nothing to do up. A large shirt is also suitable. Art smocks are available for purchase from the uniform shop.
- Library Bag: This is to protect our precious library books.
Bags may be purchased from the Uniform Shop, or a cloth, vinyl or grocery bag are acceptable options.
- A spare change of clothes
- School Hat
- Container of playdough (Recipe follows)
The container needs to be small and sturdy. Margarine containers tend to crack and the playdough soon dries out.

Playdough Recipe

½ cup salt, 1 cup flour, 2 tablespoons cream of tartar, 1 cup water, 1 tablespoon cooking oil, colouring (any colour).

Mix together, cook in saucepan over medium heat. Stir whilst cooking until it forms into a ball. Cool and place in sturdy container with lid.

Personal Hygiene



Encourage your child to be independent with his/her personal hygiene.

- Show your child how to adjust their own clothing
- Remind them to wash their hands after using the toilet
- The boys will need to know how to use a urinal
- Discuss with your child about going to the toilet with a partner and always asking permission to leave the classroom

VISITING THE SCHOOL

You are welcome to visit the school at any time, but remember to sign the Visitor's Book in the office if you arrive after 9.00 am. (Please see Visitors Policy attached). However, if you wish to talk at length with a teacher, please arrange an appointment time.

BEFORE AND AFTER SCHOOL CARE



Outside School Hours Care Fees

Before School Care Daily Fee \$17
After School Care Daily Fee \$22
Vacation Care Daily Fee \$70 (run from Sale site)

Outside School Hours Care Times

Before School Care: 6:30am-9.00am
After School Care: 3.20pm-6.00pm
Vacation Care: 8.00am-6.00pm (from Sale site)

If families are entitled to the Child Care Rebate (CCR) only prices are as follows:

BSC: \$ 8.50
ASC: \$11.00

If families are entitled to both 100% CCB and CCR

BSC: \$5.02
ASC: \$6.65

If families are entitled to 100% Child Care Benefit (CCB) only

BSC: \$10.03
ASC: \$13.29

If families are entitled to 50% CCB and CCR

BSC: \$6.76
ASC: \$8.82

The prices charged will alter depending on individual family circumstances.

PARENT / TEACHER INTERVIEWS

Formal interviews are arranged during the year so parents can discuss their child's progress with the teacher. We ask your co-operation in adhering to the allocated time during interviews due to the number of families involved in this process. Written reports are provided twice a year – in June and December.

PARENT INVOLVEMENT

Parents are very welcome at our school, in fact, we - meaning the children, School Council and staff wish all parents to take an active part in the school because you are a vital part of it. It is your school, too. Your input will help to make the school even better.

We are proud of the assistance we have gained from parents and the general community over the years.

Parents assist the school in many ways such as - educational programs, serving on committees, working bees, provision of materials, breakfast club as well as through the Parents and Friends and School Council.

To assist in school activities, such as classroom helper, excursions, camps and Meals on Wheels, you are required to have a Working With Children Check card. Application forms need to be completed online at www.workingwithchildren.vic.gov.au/ There is no charge for the card if you mark the 'A Volunteer Application' box. You do need to provide a passport sized photograph.



SAFETY



Your child's safety is very important to us, so please discuss the following points:

- How to use the school crossing.
- Remaining inside school boundaries.
- Never leave the school grounds without parent or teacher permission.
- Before and after school and during recess and lunch breaks there are always teachers on duty in the school grounds.
- To familiarise your child/ren with using the most appropriate entry to school, please bring them through the gates and take them to their classroom building so they learn to enter through their door. Children are requested not to enter by the front door into the administration area.
- Let the teacher and child know of any alternative home time arrangements and talk to the teacher before you use the bus service.
- School gates (other than the main entrance gate on Church St) are locked between the hours of 9.30am and 3.00pm

SCHOOL CROSSING AND COLLECTING CHILDREN



The school crossing in Thomson Street is controlled by a Crossing Supervisor for your child's safety. If your child crosses Thomson Street please ensure that she / he always uses the crossing and uses it correctly.

Delivering and collecting children by car can be a hazard if drivers do not obey the parking notices and road laws. A few extra metres walk will do your child more good than harm. All parents who are collecting children after school are asked to use Thomson Street or Boisdale Street for parking.

BICYCLES / BIKE HELMETS

Riding bicycles on the roads can be very dangerous, particularly if children do not comply with the road rules and do not have roadworthy bicycles. We ask all parents to provide their children with correctly fitting bike helmets if they allow them to ride to school. **THE ROAD TRAFFIC AUTHORITY RECOMMENDS THAT CHILDREN BELOW YEAR FOUR LEVEL SHOULD NOT RIDE ON THE ROADS UNLESS ACCOMPANIED BY AN ADULT.**

SCHOOL HOURS

School begins for children at 9.00 a.m. and finishes at 3.20 p.m.

Lunch is at 1.00 p.m. and is eaten in the classroom until 1.10 p.m.

Supervision of children in the school grounds is carried out by rostered teachers each school day from 8.30 am. - 9.00 a.m., morning recess (11.00 am – 11.30 am) lunch recess (1.10 p.m. – 1.50 p.m.) and from 3.20 pm. - 3.40 pm.

Children should arrive at school by 8.45 a.m. This allows time to unpack their bags, meet with friends and be ready for the day's learning to commence at 9.00 a.m.

You will be notified in advance if children are to be dismissed earlier.

Please note that children should not be in the grounds before 8.30 a.m. or after 3.40 p.m. as there is no supervision outside these times.

LUNCHES

Children eat their lunches at school under supervision.

Lunch orders are available through JoJo's on Johnson. These are available on **Mondays & Fridays only**. Orders must be written on a paper bag, with your child's name and room number clearly marked. Exact money is preferred. Orders must be placed in the classroom lunch tub as soon as children arrive at school. Late orders will not be accepted. Lunches will be delivered to the school by 1.00 p.m. Price lists are sent home at the start of the school year, with updates as required.



We ask that you do not provide any nut products with lunches and snacks, because we have several children at risk of having a life threatening anaphylactic reaction.

It is essential that lunch boxes and drink bottles are clearly named.

ABSENCES

Please send a written note to explain absences from school or impending absences. Absences can also be sent through to the school via the skoolbag app. Regular attendance at school is essential to make sure learning is not disrupted. Remember, 'It's Not Okay To Be Away'. Late arrival also has a negative impact on learning and social development. Late arrivals can also be disruptive to other students so we strongly encourage all students to be on time each day.

EARLY DEPARTURES

Children leaving school early must be signed out at the office in the 'Early Departure Register'. Please see office staff for assistance.



ANNUAL PRODUCTION

One of the features of our school is an Annual Production involving students in a musical play. Performances attract large audiences who marvel at the talents of our children in these lavish, high quality shows.

PHYSICAL AND SPORTS EDUCATION

All children receive a comprehensive program in developing physical skills, with the provision of specialist class lessons, including the Perceptual Motor Program provided in Prep classes. During Term 2, all Prep – 2 students will have a number of sessions at the Maffra Gymnastics Club facility, with trained gymnastics instructors and world class equipment. Swimming lessons are provided at the Maffra Pool (outdoor) for Years 3 - 6 and Kemp Aquatics (indoor) for Years Prep to 2, in Term 4.



All students are organised into four houses:

Cambrai	Green House
Powerscourt	Blue House
Mewburn	Yellow House
Duart	Red House



This is the basis for competitive sports held throughout the year, including events in swimming, cross country running and athletics. Affiliation with School Sports Victoria enables Years 3-6 students to progress through from district to state and even national levels of competition. Students also have opportunities to develop skills and compete at high levels in a range of sports.

MUSIC

We enjoy a very good reputation for producing many fine musicians. All children benefit from weekly lessons with a music specialist teacher. Music tutoring is available in strings (Years 3-6), percussion / drums and a variety of other instruments (Years 4-6). Our string group perform at various times throughout the year within our school and in the local community.



CURRICIULUM

At Maffra Primary School, we offer a comprehensive curriculum based on the Victorian Curriculum. Literacy and Numeracy are the priority areas throughout the school, and with a strong emphasis on reading and comprehension.

SCHOOL BANK

This service is provided on behalf of the Commonwealth Bank. Children can begin a savings account at any stage during the year. Bank books and money are to be left at the office on Tuesday mornings.

NEWSLETTERS/NOTICES

Newsletters and notices will be sent home on a regular basis. Please check your child's bag for these. Make sure you give praise and encouragement when your child remembers to give these items to you as this will assist in developing responsibility.

Some items you may expect are:

- Information regarding school activities, notices regarding excursions, notes from members of staff.
- Maffra Primary School Newsletter sent home each Thursday with the youngest child in your family at the school.
- Newsletters are also sent out as an alert via Skoolbag.



EXCURSIONS

Excursions are an important part of a child's education. These include short walks in our town and travel by bus to a range of destinations which enhance learning. Costs are kept to a minimum but anyone who has difficulty in meeting them should discuss the matter with the Principal. No child should miss out if it can reasonably be avoided.

SCHOOL COUNCIL

The Council of the Maffra Primary School comprises representatives of parents, Department of Education and Training (DET) employees and co-opted members as follows:-

Parents	6
DET employees (including Principal)	5
Community Members	3

A major responsibility of the School Council is that of deciding the educational policy of this school. School councillors, the wider parent community and teachers share a common responsibility for the education of the children. School Council responsibilities include school review, school finances, the maintenance of school grounds and buildings as well as policy decisions.

School Council elections are held at the start of each school year. Councillors serve a two year term of office with half retiring each year. Lists of School Council members will be published in the Newsletter after the election. School Council meet twice each term, usually at 7.00pm on a weekday determined by council members.

Student Code of Conduct

Our conduct code is based on the belief that the school is a place that aims to meet the needs of all students. The school follows a School Wide Positive Behaviour approach to student management. Students are taught positively stated behavioural expectations

Our School Values



STEP UP – (Learning)

BOUNCE BACK – (Resilience)

TAKE CARE – (Safety)

BE KIND – (Respect)

Students are expected to:

- behave in a responsible and co-operative manner
- act in a way that respects the right of the individual
- follow instructions from staff members
- show respect for the school environment and the property of others
- wear the correct school uniform at all times
- behave in a manner which brings credit to themselves and the school community

Positive Reinforcement

We teach and model positive and responsible behaviour in the school.

The school celebrates this behaviour through:

- regular acknowledgements at assemblies and in the school newsletter
- structured playground and classroom rewards and positive feedback
- regular communication with families

Consequences for students

If a child breaches the Code of Student Conduct the following approaches will be taken:

- warning
- time-out in classroom
- time-out in another room
- sent to Principal's office and parent / guardian contacted
- regular communication lines will be established and maintained

In serious or repeated breaches these strategies may also occur:

- exclusion from activities
- in-school suspension
- suspension and expulsion in line with DET guidelines and procedures

Behaviour recovery programs

Programs will also be offered for students including:

- behaviour management strategies
- mediation
- counselling
- assistance from outside agencies

Parents / guardians will be encouraged to participate in these programs.



SUNSMART POLICY



The purpose of the policy is:

- To increase student and community awareness of skin cancer risks and of practical means of protection.
- To develop strategies which encourage responsible decision-making about skin protection.
- To work towards a school environment which provides shade for students and teachers.
- To encourage students and teachers to wear protective clothing and hats for outdoor activities at high risk times eg. during sport, lunch-times, school camps and excursions.

Some of the more important features of the policy are:

- Compulsory wearing of hats and recommended use of 30+ sunscreen during Terms 1 and 4. This applies whenever children are outside (eg. recess, lunch, sport, carnivals, excursions and P.E. activities). Parents are encouraged to provide sunscreen suitable for their own children.
- Direction of children without hats to approved shaded areas.
- Incorporation of programs on skin cancer prevention into the curriculum.

PARENTS AND FRIENDS

The Maffra Primary School Parents and Friends Club is a body of voluntary people providing the school with valuable assistance. They support the school and make the environment a better place for the children. Meetings provide you with an opportunity to meet other parents. Your attendance would be most welcome and appreciated. Elections for office bearers are held early each year.

Parents and Friends raise funds to support school programs such as the Life Education Program, and provide new equipment and facilities. A parent retreat room for all parents has been established and is proving a valuable resource for families.

STUDENT SUPPORT SERVICES

Maffra Primary School is part of the Wellington Network of schools. Wellington Network has a Student Support Services team which offer extra assistance to schools when required. The consultants that are part of the Support Services team are Speech Pathologists, Psychologists, Visiting Teacher for Hearing Impaired, Social Workers, Special Needs Teachers and Youth Services Co-ordinator. Referral to these services is managed by the assistant principal, and requires written parent consent.

Referrals for these services are made from the school. Please consult the Assistant Principal if you have any concerns which may need additional support.

SCHOOL CAMPS



School Camps are part of the education program for older children. They give children the opportunity to experience living away from home, develop co-operative skills, use self-reliance, experience different environments and develop a variety of new skills. Alternate years, the Year 5 and 6 children will be offered a three day (two night) camp to an Outdoor Education camp at Coonawarra or to Ballarat, staying at Sovereign Hill. The trip includes visits to Werribee Zoo and Scienceworks, as well as time in the replica gold mining town of Sovereign Hill. Year 3 and 4 children have a one night stay at a resort on Phillip Island every second year, and a 'Big Day Out' in Melbourne visiting various attraction to support their class programs.

BUS TRAVEL

There is a privately run "town bus" which operates to and from our school which students may use. Drivers accept daily or weekly payments. Students residing more than 4.8 km. from our school may be eligible for travel on Government funded buses. If you think your child may be eligible, discuss this with the office staff. Country buses are co-ordinated through Maffra Secondary College.

SICK CHILDREN

Although there are facilities to cater for children who become sick while at school, we are not equipped or qualified to deal with children who should be kept at home. All parents are asked to arrange emergency care for your sick child. Make sure your address, telephone number and your choice of doctor is registered at the school. This information is most necessary in case of accident and emergencies. If any of the recorded information changes, please remember to inform the school office as soon as possible.

INFECTIOUS DISEASES

The Victorian Government publishes an Infectious Diseases Exclusion Table and parents must comply with the conditions therein. When changes are made to that document, parents will be informed through the School Newsletter. Please inform the school if your child contracts an infectious disease.

MEDICATIONS

If at any time, children require medications during school hours, please make arrangements to bring the medication to school at the required time and administer it to your child. If no other arrangements can be made, then an authorisation form will need to be completed before school staff can administer any medications. Contact the office for details.

HEAD LICE

If you discover that your child has headlice you will need to:

- (i) treat the hair before returning your child to school
- (ii) advise the school so that checks can be arranged for all children in the class.

A comprehensive Head Lice Policy has been developed at the school and it includes the checking of hair at school when problems are identified, and follow up to ensure that effective treatment has been provided.

SCHOOL MEDICAL SERVICE

Each year the School Medical Service carries out:

- Health examinations on Prep grade children
- Reviews on children previously assessed, where special needs were identified.
- Examinations on children if requested by the school and / or parents.

Examinations take place only after parent consent has been obtained.

There is no cost to parents for this service which is provided by a qualified school nurse.



How To Install Skoolbag On Your Smartphone

For iPhone and iPad users:

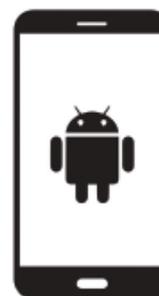
1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. You will see your school appear, click "Get" then "install".
4. The app is FREE to download.
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



For Android users:

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you by tapping the on/off switch.



Please Note: Some brands of Android phones need the setting in "Notification Manager" changed to "Allow" instead of "Notify" in order for the push notifications to work. The phone must also be running at least version 4 system software to run the app.

For Windows 81 Phone and Windows 81 or 10 device users:

1. Go to the Windows Store on your 81 Windows Phone or Windows 81/10 Device
2. Search for "Skoolbag" in the keyword app search
3. Install the Skoolbag app
4. Find your school either by using the keyword search or location service.
5. Click the "Pin" icon to pin the school tile to your Windows Phone home screen.
6. Click the "More" button on the bottom right of the App, then "Setup"
7. Toggle the Push Categories that are applicable to you by tapping the on/off switch.

Please Note: The Skoolbag Windows App is for 81 version Windows Phones, or Windows 81 and 10 devices.



Find out more at www.skoolbag.com.au

Don't forget to like us on Facebook!



Dress Code

POLICY

Rationale:

The school uniform has been chosen to be a comfortable, affordable and accessible design which is safe and appropriate for school activities and reflects the school community's expectations of appearance. It promotes a sense of pride and belonging in our community. As an approved School Council policy the dress code is compulsory for all Maffra Primary School students. All MPS children are expected to attend in the prescribed school uniform/dress at all times when attending school or participating in school sanctioned activities away from the school.

Implementation:

RECOGNISED AS APPROVED SCHOOL UNIFORM;

SCHOOL HATS

- ◆ must be worn in terms 1 & 4 whenever child is outside (as per school's Sunsmart policy, refer to handbook)
- ◆ style is wide brimmed, and has no school logo (bottle green)
- ◆ Hair past shoulder length needs to be tied back (as per head lice policy)

FOOTWEAR

- ◆ flat, enclosed school shoes (**black**)
- ◆ school boots (**black**)
- ◆ sneakers/runners (**plain black or white**)

SOCKS

- ◆ plain ankle or under knee length socks (bottle green, black or white)
- ◆ plain tights (bottle green or black)

BOYS' CLOTHING

- ◆ Long or short sleeved polo shirt (gold) with or without logo (green)
- ◆ Skivvy (gold)
- ◆ school shorts (bottle green)
- ◆ school trousers (bottle green)
- ◆ school cargo pants (bottle green)
- ◆ track pants in straight or cuffed style (bottle green)
- ◆ track top/windcheater (bottle green) with or without logo (gold) without hood
- ◆ bomber jacket (bottle green with gold trim)
- ◆ polar fleece vest (bottle green)
- ◆ polar fleece jacket (bottle green)
- ◆ senior polo shirt (an option for Grade 6 students only)
- ◆ senior track top/windcheater (an option for Grade 5/6 students only)

GIRLS' CLOTHING

- ◆ Long or short sleeved polo shirt (gold) with or without logo (green)
- ◆ Skivvy (gold)
- ◆ shorts, skorts or culottes (bottle green)
- ◆ winter tunic (bottle green)
- ◆ checked summer school dress with white collar (bottle green and white)
- ◆ track pants in straight, cuffed or bootleg/wide ankle style (bottle green)
- ◆ track top/windcheater (bottle green) with or without logo (gold) without hood
- ◆ bomber jacket (bottle green with gold trim)
- ◆ polar fleece vest (bottle green)
- ◆ polar fleece jacket (bottle green)
- ◆ senior polo shirt (an option for Grade 6 students only)
- ◆ senior track top/windcheater (an option for Grade 5/6 students only)

SPORTS UNIFORM

House Sports

- House colour t-shirts/polo shirts – no offensive logos
- plain sports shorts (black)
- Sports leggings (optional)

When representing the school, students are expected to wear;

- specific team uniform as provided (on loan) from the school
- plain sports shorts (black)
- senior polo shirt (an option for Grade 6 students only)
- surface-approved footwear (when competing)

NOT RECOGNISED AS APPROVED UNIFORM BUT ACCEPTED AT SCHOOL;

- ♦ Winter coat in a simple style
- ♦ Beanies in a simple style
- ♦ Scarves in a simple style
- ♦ Gloves in a simple style
- ♦ Earrings, stud or sleeper, in a simple style
- ♦ hair accessories in a simple style (bottle green, gold, black or white)
- ♦ sunglasses in a simple style
- ♦ watches

NOT ACCEPTED AT SCHOOL;

- ♦ hooded windcheater or jacket (safety concerns)
- ♦ jewellery (other than the 'accepted on campus' list, above)
- ♦ hair accessories (other than the 'accepted at school' list, above)
- ♦ make-up
- ♦ nail polish
- ♦ temporary tattoos

ADDITIONAL INFORMATION

- Parents may check with the Principal if they need to clarify any items.
- Please make sure all articles of clothing and school hats (plus school and library bags, and art smocks) are clearly named.
- Home-made clothing is recognised and welcome, but should match the purchased styles.
- Recognised clothing, school hats, (school and library bags, and art smocks) can be purchased either from the school uniform shop or other retailers.
- Only the school uniform shop is able to provide school logos on; polo tops, track tops/windcheaters, bomber jackets and sew-on patches (plus school and library bags).
- All Prep students arriving in term 1 are given a school hat supplied from the uniform shop to welcome them to the school. This service is provided by the Parents and Friends Club. All replacement school hats (and hats for later enrolments) must be provided by parents or carers.
- Senior polo shirt designs reflect the school colours, are changed each year and approved by the principal. They are purchased via the Grade 6 teaching staff. Year 5/6 rack top/windcheaters are purchased through the Uniform shop. Please note, school colours are gold and bottle green (NOT yellow and light green).

Resources:

- Maffra Primary School Uniform Shop is open one morning per week from around 8.45am to 9.15am, and one alternate day per month as an 'Early Bird' session from 8.30am to 9.30am. Each 'Earlybird' session is advertised in the newsletter.
- The school's uniform shop has available items on price list (refer to handbook) including;
 - new, good quality uniforms
 - second hand uniforms at very affordable prices (donated clothing is gratefully received)
 - school hats with a safety catch on the chin strap
 - school and library bags (bottle green with school logos), and art smocks (bottle green)

Evaluation:

This policy will be reviewed as part of the school's policy review cycle.
It was last reviewed by the curriculum and policy subcommittee on

26th July 2016

UNIFORM SHOP PRICE LIST NOVEMBER 2016

All prices are inclusive of GST

Please name all items of clothing.

The Uniform Shop is open at drop off time, one day per week (ask at office) and at 8.30am – 9.30am once per month (and by request). Please phone, email, or see Deb in the office if you need to place an order on other days and your order will be processed in the shop during shop sessions.

POLO SHIRTS	(with school logo)	Sizes 4, 6, 8, 10, 12, 14	\$23.00
Long Sleeved POLO SHIRTS	(with school logo)	Sizes 4, 6, 8, 10, 12, 14	\$26.00
WINDCHEATERS	(with school logo)	Sizes 4, 6, 8, 10, 12, 14	\$27.00
WINDCHEATERS	(with school logo)	Sizes 16	\$30.00
BOMBER JACKETS	(with school logo)	Sizes 4, 6, 8, 10, 12, 14	\$33.00
SKORTS	(shorts with skirt front)	Sizes 4, 6, 8, 10, 12, 14, 16	\$19.00
BOYS' SHORTS		Sizes 4, 6, 8, 10, 12, 14, 16	\$16.00
SUMMER DRESSES		Sizes 4, 6, 8, 10, 12, 14, 16	\$19.00
GIRLS' PANTS		Sizes 4, 6, 8, 10, 12, 14, 16	\$23.00
BOYS' SLACKS		Sizes 4, 6, 8, 10, 12, 14, 16	\$19.00
BOYS' TRACK PANTS	(straight leg)	Sizes 4, 6, 8, 10, 12, 14, 16	\$19.00
HATS		Sizes S, M, L, XL	\$10.00
SCHOOL BAGS	(with school logo)		\$38.00
LIBRARY BOOK BAGS	(with school logo)		\$8.00
ART SMOCKS		Sizes Small, Medium,	\$17.00
School Logo Badges	(sew on)		\$ 2.00

* **Stock (in a similar style to regular items) in larger sizes can be ordered on request. Prices for these garments may be higher than those listed above.**

** **Senior Graduation Summer Shirts are arranged early in the year by grade 6 classroom teachers.**

In Stock:

Second Hand Items (donations greatly appreciated) \$2.00



67 Johnson Street
 Maffra VIC 3860
 Phone 5141 1046
 Mobile 0403 016 968
 Bee & Gee Pty Ltd ABN 35560749568

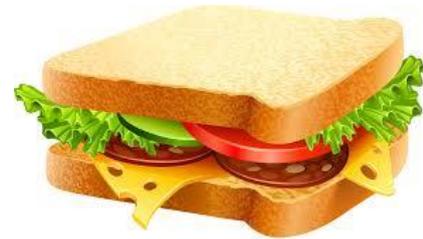
Private & Corporate Catering

Maffra Primary School Lunch Order List

Lunch orders are available on Mondays & Fridays

Sandwiches – Rolls - Wraps

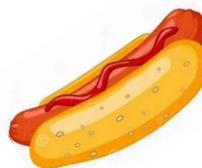
	Sandwich	Rolls	Wraps
Ham & salad	\$6.00	\$6.00	\$6.50
Chicken & Salad	\$6.00	\$6.00	\$6.50
Salad	\$5.00	\$5.00	\$5.50
Ham	\$3.00	\$3.50	
Curried Egg	\$3.00	\$3.50	
Cheese	\$2.50	\$3.00	
Vegemite	\$2.50	\$3.00	



Fruit Salad (small container) \$3.50

Hot food

Chicken Chilli Tender Wrap	½ \$4.00	Full size \$8.00
Carbonara	\$5.00	
Scallop Potatoes	\$4.50	
Aussie Baked Potato	\$5.00	
Sausage Roll	\$2.50	
Pies	\$3.80	
Party Pies	\$1.40	
Steamed Dim Sims	\$1.00	
Hot Dog (with or without sauce)	\$3.00	
Hot Dog with Cheese	\$3.50	
(no charge for sauce)		



Drinks

Fruit Box	- Orange	\$2.00
	- Apple	
	- Blackcurrant	
Flavoured Milk	- Chocolate	\$2.00
	- Strawberry	

Please write child's NAME, ORDER and ROOM NUMBER clearly on a paper bag with CORRECT MONEY securely enclosed (*remember to check your additions*).

Please do not order any item that is not on the price list, as Jo Jo's will be unable to supply it!

THANKYOU 😊



Visitors

POLICY

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school.

Rationale:

We recognise our duty of care to ensure a safe environment for our students and staff.

We recognise our responsibility to protect and preserve our resources against theft, vandalism and mis-use.

We aim to provide a safe and secure environment for our students, staff and resources.

We will establish protocols and procedures that effectively monitor and manage visitors, whilst not compromising the open and inviting nature of our school.

Guidelines:

- The safety of our students, staff and resources remain our highest priorities.
- Visitors are defined as all people who attend/visit our school other than:
 - Staff members and students
 - Parents/Guardians delivering or collecting children at the **start or end of the day**.
- All visitors to the school need to clearly be supporting the educational purposes of the school or the operational function of the school.

Implementation:

- Parents/Carers picking up their child during school hours need to report to the office.
- Parents/Carers collecting their child before the end of the school day will be required to complete the Early Departure book and children will be called to the office.
- All visitors will be required to report to the office prior to undertaking any activity within the school.
- All visitors will be required to sign the 'Visitors Book'
- Visitors will be required to report back to the office at the end of their visit and 'sign out' of the visitors book.
- Visitors who have failed to follow this process will be reminded to do so.
- The Leadership team at Maffra Primary School reserves the right and has the authority to prohibit any potential visitor from entering or remaining within the school.
- Off campus visitors (e.g.: visitors to our swimming program at Kemp Aquatics, Gymnastics and on excursions) need to make themselves known to the teacher in charge.
- The Leadership team has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.
- The Maffra Primary School Visitors Policy will be regularly published in the school newsletter and in the Parent Handbook for new families.
- Instructions for 'Visitors' will appear at the main entrances to the school.
- Visitors within the school at the time of any emergency or drill will be recognised and be appropriately catered for by the school staff.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

