



Mawson Primary School

**PARENT
HANDBOOK
2019**

**Ainsworth Street,
Mawson ACT 2607
Phone: 6205 8033
<http://www.mawsonps.act.edu.au>**

Principal's Message

It is with great pleasure that I welcome you to Mawson Primary School. Mawson is a truly multicultural school, with students and families from many cultures and backgrounds. 68% of the student population is from a language background other than English. Our school is the only primary school in Canberra that offers a comprehensive Mandarin / English language immersion program.

Our school strives to be an exemplary bilingual school that celebrates diversity and develops international mindedness and cultural awareness in all members of the community. Our focus at Mawson Primary School is on learning: learners knowing they are learners; what learning is and how to be a good learner. Our overarching philosophy is based on the Visible Learning work of Professor John Hattie from the University of Melbourne. Our teachers aim to create and maintain safe, happy and student-centered environments in which students are inspired to become lifelong learners. Our team of highly enthusiastic and knowledgeable teachers uses pedagogy based on evidence based best practice.

The teaching staff and executive work in close partnership with students and parents to ensure that everyone has opportunities for success. We aim to support all students to reach their highest level of personal achievement through high quality teaching and learning, self-discipline and responsibility. I am passionate about every student having the right to a quality education and constantly work towards ensuring this is the reality.

At Mawson Primary School we have high expectations in everything we undertake. I would like to welcome you and your child / children into the Mawson community.

Elizabeth Courtois

PRINCIPAL

Term Dates 2019

Term 1	New students	Monday 4 Feb - Friday 12 April
	Continuing students	Tuesday 5 Feb - Friday 12 April
Term 2		Monday 29 April - Friday 5 July
Term 3		Monday 22 July - 27 September
Term 4		Monday 14 October - 16 December

Public Holidays

Monday 28 January	Public Holiday for Australia Day
Monday 11 March	Canberra Day
Friday 19 April	Good Friday
Monday 22 April	Easter Monday
Thursday 25 April	ANZAC day
Monday 27 May	Reconciliation Day
Monday 10 June	Queen's Birthday
Monday 7 October	Labour Day

People to Know

Principal	Elizabeth Courtois	6142 2720
Deputy Principal	Laurel Rodrigues	6142 2719
Executive Teachers:	Fenella Reinhart, Sarah-Jane Brown, Duncan Lawler, Liz Bujaroski	6142 2700
Business Manager	Narelle Dix	6142 22704
Building Support Officer	Troy Lockton	0466 821 451
School Secretary	Mary Megic	6142 2700
Officer Administrators	Emily Beltrame Julie Lawless	6142 2719
Principal PA	Susan Kemp	6142 2720
School Psychologist	Carina Li	6142 2705



Mawson Primary School is a **dynamic and multicultural learning community**. We celebrate diversity and **develop international mindedness** in our students within a **safe and caring environment**. Our school is committed to maximising student engagement in all curriculum areas, by providing stimulating learning experiences.

We place a strong emphasis on the **mastery of Literacy and Numeracy**. Other curriculum areas are taught through an integrated **inquiry approach**. Positive relationships are developed through the explicit teaching of values and social skills within a **Positive Behaviour for Learning** framework.



Our motto is

Our vision is to be an exemplary bilingual school where everyone is inspired and empowered to do their best.

Our mission is to deliver quality English and Mandarin learning experiences that support students to be lifelong learners in a culturally diverse world.



ACT
Government
Education



MAWSON PRIMARY SCHOOL STUDENT CODE OF CONDUCT

I KEEP SAFE

I keep my hands to myself
I stay inside the boundaries
I play safe games
I stay away from dangerous situations



I COOPERATE

I help others in a team
I pull my weight when working with others
I follow teachers' instructions so that I can learn
I listen to others



I ACCEPT

I accept people for who they are
I welcome new children
I take responsibility when I do the wrong thing
I play by the rules



I RESPECT

I show respect by allowing others to work and learn
I respect other people's appearances and beliefs
I look after people's property
I care for the environment



I AM FRIENDLY

I smile at others
I am honest with others
I share with others
I invite people to play



Appointments

Staff are aware of the importance of maintaining close contact with families. Important and useful information is often shared at the beginning and end of each school day when parents drop their children to school or pick them up from school. Please be mindful that staff need to be ready to teach at 9am and at 3pm they are supervising children leaving school. Staff also have meeting commitments in the afternoons commencing at 3.30 pm. We would greatly appreciate appointments being made for discussions requiring more than a few moments. In addition to appointments with teachers, four executive teachers are available to discuss matters relating to your child/ren. To make an appointment with the Principal, please call the Principal's PA on 6142 2720.

Assemblies

Assemblies are an opportunity for parents/carers to come into the school to see programs in action and be involved in their child/ren's learning.

Assemblies are designed to provide the opportunity for students to share work and celebrate achievements with each other and the community.

Assemblies are generally held every fortnight on Friday afternoons at 2pm. Assembly schedules are devised each term in consultation with staff and are communicated via the Mawson Primary School newsletter.

On Mondays at 8.55am each class lines up on the basketball court where weekly messages are announced. On other days students go directly to their class.

Attendance

Regular school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

Lateness

If a student is late to school for any reason, he/she must be signed in at the front office. If a student needs to be collected from school early, a parent/carer must sign the book in the front office.

If a child is frequently late to school, the classroom teacher will contact the parents/carers to remind them of the importance of being at school by 8.55am to maximise learning opportunities and to see if there is anything the school can do to support the family.

Absences

If your child is absent, the school must be notified. The law is very clear about the requirement of children to attend school and schools can be asked to furnish evidence in court on a child's attendance. It is not acceptable to be away without a valid reason. Attendance is marked twice daily. Attendance reports are printed and monitored each week. If a student is absent, please call the school on **02 6142 2700**. You can also notify the school via email. Class Dojo should not be used to notify the school of absences. If your child has 7 or more unexplained absences in a term, you will receive a letter asking for an explanation of absences. This letter is sent by the Principal.

Holidays in term time

If you plan to take extended holidays, try to ensure that holiday plans do not interfere with school days wherever possible. If your child is going to be away on extended holidays, please ensure the school is notified in writing of the dates so we can provide relevant school work if required.

Before, After School & Vacation Care

Mawson Before and After School and Vacation Care is a licensed, privately-operated service based at Mawson Primary School providing a before, after school and vacation care program for school-aged children. The Centre does not cater to pre-schoolers. Hours of operation are before school (7:00-9:00am) and after school (3:00-6:00pm) from Monday to Friday. Vacation Care 7:00 – 6:00pm Monday to Friday.

The facility is staffed by qualified educators who provide a supportive, fun and caring environment within the school. Afternoon tea is provided. A program with a choice of fun activities where children of all ages will play games, participate in sports and participate in other activities. Contact details are: Telephone: [6286 4160](tel:62864160)
Email: oosh@ozemail.com.au

Beginning School

To enrol in Kindergarten at Mawson Primary School your child must turn five years old by 30 April.

What you can do to help your child prepare for school?

- Establish a morning routine: waking up, getting dressed, making breakfast, packing bag to arrive on time.
- Have regular conversations with your child about school and what an exciting adventure it will be.
- Encourage your child to express their thoughts and feelings.
- Try your best to answer all your child's questions about what they will do, where they will go to the toilet, where and when they will eat lunch and so on.
- Encourage independence and responsibility; putting shoes on, looking after jumper/hat, packing up toys and being respectful to others.
- Maintain your nightly routine; dinner time, bath/bedtime, story before sleep.

- Encourage independent toileting.
- Practise road safety.

The First Day

As your child prepares to start school, take some time to think about how your family will adjust to the new routine. If you are a working parent, you may need to consider arrangements for before and after school care, or how you will organise school pick-up with your partner or other family members. You may need to allow more time in the mornings as you drop off one child at day care and the other at school. If your primary role has been mainly at home looking after your child, there might be a period of adjustment as your child is away from you for longer hours.

- Be confident about the first day with your child.
- Let your child dress themselves as much as possible and check that all items are clearly labelled with your child's name.
- Pack a spare pair of underpants, socks and a change of clothes in a plastic bag. Let your child know these are in their backpack in case they have a toilet accident at school.
- Pack a healthy snack, lunch and a water bottle.
- Help your child to pack their school bag.
- Tie back or plait long hair.
- Apply sunscreen and provide a school hat.
- Take photos.
- Stay calm and make a quick exit by saying goodbye and 'see you in the afternoon'.
- Be on time to collect your child from outside the classroom.
- Let the classroom teacher know that you have collected your child.

New Students

All Kindergarten and new students in Years 1 to 6 should arrive at school for the first day of term 1 on Monday 4 February 2019 at 8.50am. **Students in Years 1 to 6 only stay for a tour and then return home (the tour takes approximately 30 minutes).** Kindergarten students stay for the whole school day (9:00 am to 3:00 pm). There is no after school care program on the first day.

Families and children are asked to meet in the school hall on the first morning, where they will be greeted by the school leadership team and their teachers. Families and students in Years 1 to 6 then tour the school in year level groups where teachers will explain various school procedures to students.

Parents of Kindergarten students are welcome to come into the classroom and spend a few minutes with their child/ren. The program for Kindergarten students will include a variety of familiar activities for the children to encourage active engagement and support our belief in a seamless transition into the new environment. Sometimes a child may become upset as families leave. Staff will settle the child into an activity and ensure that the child is happy and comfortable.

What to bring to school

- A backpack or school bag (and if appropriate, containing spare clothes to accommodate weather changes and accidents of all kinds).
- A clearly labelled drink bottle filled with water.
- Labelled lunchbox filled with healthy lunch and recess.
- A fruit or vegetable snack every day.
- A warm coat in the colder months.
- A library bag for borrowing books.
- A wide brimmed hat (these may be left at school).
- Please ensure ALL clothing is clearly labelled with your child's name.

Supporting your child's literacy development

- Read with your child every day and encourage independent reading.
- Look at the title, author and illustrator.
- Identify stories as having a beginning, middle and end.
- Make connections between the book and your child's experience or interest.
- Say letter names and matching sounds.
- Practise writing your child's name.
- Trace or copy shapes, letters and words.
- Encourage drawing and art and craft activities.
- Cutting skills enhance fine motor skills and help develop small muscles for writing.

Supporting your child's numeracy development

Numeracy is the ability to apply maths concepts in all areas of life. Numeracy skills involve understanding numbers, counting, solving number problems, measuring, sorting, noticing patterns adding and subtracting numbers and so on. Your child's everyday experiences are full of learning opportunities that lay the foundations for numeracy.

We all need numeracy and maths skills to do everyday things like:

- Solve problems; for example, which brand and size of tinned beans is cheapest?
- Analyse and interpret information; for example, how many wins does my team need to get to the top of the competition?
- Understand patterns: for example, what number would the next house in this street be?
- Make choices; for example, which personal loan is the best value?

Getting your child started

You can help your child start learning numeracy skills through everyday play and activities.

- Count fingers, toes and toys.
- Recognise numbers on objects like clocks or remote control devices.

- Cut fruit into halves and quarters.
- Help set the table.
- Look at the measurements on the side of cups, bottles and jugs.
- Determine various ways to fit belongings in a bag.
- Divide food into equal shares.
- Compare things of different sizes; 'big', 'small', 'medium'.
- Use words to describe where things are, such as 'over', 'under', and 'next to'.
- Help with the shopping and use money to buy things.

Using numeracy and maths language

Language skills and numeracy skills go hand in hand. Talking with your child about maths concepts in your everyday activities will help them understand how and why maths is useful. For example, you can point out:

- Big and small (size).
- High and Low (height)
- Heavy and light (weight)
- Fast and slow (speed)
- Close and far (distance)
- Many and few (amount)
- First, second and last (order)
- Morning, afternoon and night (time)

Bell Times

8.55am	Morning Bell rings
9am – 11.15am	Lessons
11.15am – 11.30am	Supervised eating time
11.30am – 11.55am	BREAK
11.55am	Bell rings
12.00pm – 1.30pm	Lessons
1.30pm – 1.55pm	BREAK
1.55pm	Bell rings
2.00pm -3.00pm	Lessons

Bike Safety

The Federal Police advise that children under nine years of age should not ride a bike without an adult riding/walking alongside. A child's ability to gauge distances accurately develops at about eight or nine years of age, thus younger children are at risk if riding alone. All children riding to school should wear a correctly fitted helmet.

Bikes should be stored in the bike area. Students are required to walk their bike on the school grounds to ensure the safety of everyone.

Bilingual Education

Mawson Primary School is one of only three bilingual schools in the ACT. It is the only public school that offers a Mandarin Immersion Program. Its bilingual program has been operating since 2005 and has grown in reputation and popularity in the last five years. Mawson Primary School will offer a full immersion program starting from Kindergarten 2019. Fifty percent of the Kindergarten curriculum will be taught in Mandarin and fifty percent in English. Entry into this program will be based on clear selection criteria.

What are the benefits of a Mandarin immersion program?

A well-designed language immersion program enriches the overall education of students while enabling them to become proficient in Mandarin.

Since language learning takes time, students from full immersion programs will usually become more proficient in the target language than those in a partial immersion program, who are, in turn, far more proficient than students from a traditional language program (known as Languages Other Than English, in Australia).

Becoming bilingual has a number of social and economic advantages. When the two languages are Chinese and English, the potential advantages of being proficient in both are particularly obvious. There is also a large body of evidence that bilingual education has cognitive benefits such as greater non-verbal problem-solving abilities and more flexible thinking.

- Cultural awareness can best be learned through exposure to a second language;
- Opportunities to read and enjoy the literature of other countries;
- More sources from which to gain valuable information and insights;
- Improved communication skills in listening, speaking, reading, and writing;
- Comprehension skills are more easily mastered;
- Creative thinking is enhanced in multi-language students;
- An experience that will make learning other languages even easier.

How will learning in another language affect a child's academic and English language development?

The immersion experience can enhance English language development, though immersion (particularly full immersion programs) may result in a temporary lag in English reading, word knowledge, and spelling. More than 30 years of research studies consistently show that immersion students achieve as well as or better than their non-immersion peers on standardised measures of verbal and mathematical skills administered in English by Year 5 or 6, and often much earlier. This occurs no matter how different the target language is from English.

What is a language immersion program?

A language immersion program 'immerses' students in the target language while teaching the normal school curriculum. The teacher consistently uses the target language in the classroom. A key point in immersion classes is that the teacher is not just a teacher of language but also a teacher of content. In the case of Mawson Primary School, the Australian Curriculum content.

Birthdays

Birthdays are a special occasion for students and you may bring a cake or cupcakes to share. Please be aware that some children have allergies. Please talk to your child's teacher to determine possible small additional alternative options in such circumstances.

Book Packs

Mawson Primary School uses the services of a supplier to supply the students' class books and stationery. Book lists are sent home towards the end of the school year. Parents choose the books and stationery required on line and submit the order with payment by the due date through the supplier. The supplier delivers book packs directly to the family's home. Lists received by the supplier after the due date may incur a delivery fee.

Breakfast Club

Breakfast Club operates every Tuesday morning from 8.15 – 8.45 outside the school hall. The Salvation Army run this initiative for Mawson Primary School.

Celebrations

Sharing special occasions of importance including students' cultural traditions can support them to understand other cultures and value diversity. We value the contribution families and students make in enriching the program and encourage you to discuss ways to acknowledge special occasions within the educational program.

Child Protection Practices

All employees in schools are mandated to report any case of suspected child abuse. Failure to notify suspected physical and/or sexual abuse of children is a criminal offence. This is in accordance with the [Children and Young People Act](http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf) <http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf>.

Staff will deliver lessons to children in protective behaviour and safe behaviours. Staff will also deliver lessons to enhance social and emotional skills

Class Dojo

Over the past few years, Mawson Primary School has been working on different ways to communicate student learning with you at home. Class Dojo has been one of those formats which has been able to give you a great sense of what is happening at school through pictures and in some instances short videos. Class Dojo also provides a great way to share student achievement through Dojo points.

Class Dojo is a great communication tool; however, it makes 24 /7 communication with teachers possible and increases their workload immensely. It also provides a forum for parents to vent about concerns that should be addressed through an email to the school or to the Deputy Principal or Principal. Dojo will be used for whole class messages between the hours of 8:30am and 5:00pm. Outside these hours, teachers set Dojo to quiet hours and respond with the following message:

“This is quiet hours, please be aware that your child’s teacher may not respond.”

Any other communication between home and school should be through emails. We actually would prefer face to face but understand that this is not always practical.

Class Organisation

At the end of the year, teachers collaboratively develop class lists. Factors taken into consideration are the social development of the child, social groupings, gender balance, academic achievement, special needs recommendations and student ability to work independently. Family requests for placement of a child in a certain class will be taken into consideration where possible.

Communication

Home/School Communication includes:

- School newsletter published every second Friday during the school term via the school’s website and email. Copies of previous newsletters are also available on the school website.
- Term overviews
- Parent/Teacher information evenings and programs.
- Interview requests.
- School Facebook page <https://www.facebook.com/mawsonprimaryschool>
- Class Dojo

Concerns or Complaints

If you have a concern about your child’s education, please have a conversation with the classroom teacher. You are also welcome to contact an Executive Teacher, the Deputy Principal or Principal. Should the need arise; the Directorate has a policy for complaints resolution. This policy can be accessed within the policy section on the Directorate website: http://www.det.act.gov.au/publications_and_policies/policy_a-z

Contact Information

To facilitate communication with parents in an emergency, any change in home or work phone numbers, home address, place of employment or name of emergency contact should be notified immediately. Student information sheets are sent home at the start of each year to gather parent contact information for ready reference and should be returned promptly to the school. Children can be distressed unnecessarily when sickness or illness occurs, and the contact number is out of date.

Curriculum

Our learning and teaching programs are guided by the Australian Curriculum. The curriculum describes what young Australians should learn as they progress through schooling. It is a foundation for their future learning, growth and active participation in the Australian community. It sets out essential knowledge, understanding, skills and capabilities and provides a national standard for student achievement in core learning areas.

The Australian Curriculum, Assessment and Reporting Authority (ACARA) has a rigorous and robust curriculum development process to produce a high-quality national curriculum. ACARA draws on the best national talent and expertise to draft the curriculum and considers thousands of opinions from teachers, academics and parents to business, industry and community groups – to make improvements along the way.

More information on how our programs are structured can be viewed through the key learning areas of English, Mathematics, Science, History, Geography, the Arts, Technologies, Languages, Health and Physical Education. Additional information about the Australian Curriculum can be viewed at: <http://www.australiancurriculum.edu.au/>

The national Early Years Learning Framework (EYLF) has been developed to ensure all children (birth to five) receive quality education programs in their early childhood setting. This is a vital time for them to learn and develop. The Framework's vision is for all children (in the Early Childhood years) to experience play-based learning that is engaging and builds success for life. Our transitions from preschool support the EYLF principles and the foundation year within the Australian Curriculum. More information on the EYLF can be found at: <https://www.education.gov.au/early-years-learning-framework>

Early Entry

Early Entry is offered to eligible families to meet the needs of their children in the early years of their education. Early Entry will only be considered for children in the following categories:

- [English as an Additional Language or Dialect](#)
- [Aboriginal or Torres Strait Islander children](#)
- [Mobility \(such as for Australian Defence Force personnel\)](#)
- [Gifted and Talented children.](#)

Please inform the school at the time of application should you be seeking eligibility for Early Entry. Further information on Early Entry is available at:

http://www.det.act.gov.au/publications_and_policies/policy_a-z

Early Intervention

Early intervention refers to services that support children with a disability or developmental delay, so they can get the best start in life. Such services help optimise the child's development and ability to participate in family and community life.

Intervening early in the lives of children with a disability or developmental delay can lead to better outcomes for the child, and their families, over the long term.

Children with a disability or developmental delay may be eligible for the [National Disability Insurance Scheme \(NDIS\)](#). For more information on Early Intervention within the National Disability Insurance Scheme please review the following: <https://www.ndis.gov.au/people-disability.html> or on the Directorate website: http://www.det.act.gov.au/school_education/disability_education.

English as an Additional Language or Dialect (EALD)

English as an Additional Language or Dialect (EALD) is the study of English by students whose first language is a language or dialect other than English, and who require focused educational support to assist them in attaining proficiency in Standard Australian English. At Mawson Primary School students who speak a language (or more than one language) other than English and require additional support are provided with targeted learning opportunities. If you have any queries about the program, please contact Ms Laurel Rodrigues who coordinates the program.

An EALD parent fact sheet has been written by the Directorate. It is designed to provide EALD parents with strategies to engage with schools and to support their children's educational needs. The fact sheet has been translated into 12 high population and newly emerging languages: Arabic, Burmese, Cantonese, Dari, Farsi, Hindi, Karen, Korean, Mandarin, Mon, Urdu and Vietnamese. It is located at: http://www.det.act.gov.au/teaching_and_learning/english-as-an-additional-language-or-dialect

Mawson Primary School will facilitate the organisation of a translator for parents or carers who may require one for school meetings or interview. More information on the service is available at: www.tisnational.gov.au

Enrolment Policy and Guidelines

The ACT Education and Training Directorate (the Directorate) has an enrolment policy that can be found through this link:

http://www.det.act.gov.au/_data/assets/pdf_file/0004/311782/Enrolment_in_ACT_Public_Schools_Early_Childhood_-_Year_12.pdf

In keeping with Directorate enrolment policy and procedures Mawson Primary School accepts students within our Priority Enrolment Area (PEA). More information can be found in our School Enrolment Management Plan.

http://www.mawsonps.act.edu.au/_data/assets/word_doc/0003/423075/Draft_School_Enrolment_Management_Plan_2018_Autosaved.docx

To enrol at Mawson Primary School please use the online enrolment/transfer form for ACT public schools located on the 'Enrolling in an ACT Public School' section of the Directorate website:

http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school

The enrolment window is from late May to early June each year. This is an important window to provide families and schools with the opportunity to plan for the year ahead. However, enrolments are taken at any time.

If you require assistance with enrolment, please discuss with the school front office. To be eligible to enrol, you will need to provide your child's birth certificate, immunisation details and proof of residence, i.e. utilities bill, mortgage document, lease or tenancy agreement.

Equity Fund

The school has an equity fund that can be used to assist families requiring financial assistance. Parents and carers who require assistance from this fund should approach the Principal or Business Manager for confidential assistance.

Evacuation Drill

Evacuation drills are necessary for the safety of everyone in the school community and will be conducted twice a year to ensure everyone is familiar with the routine. Staff will assist you to ensure you know what to do if visiting the school during an evacuation.

Excursions and Camps

Educational excursions (including camps) are regarded as an integral part of the learning process and a fundamental part of children's education. They provide experiences which stimulate curiosity and create springboards for further learning. Children are expected to participate, as excursions are not isolated learning experiences. Notes will be sent home well in advance of all excursions or camps. If you have difficulty meeting the cost of an excursion your child will not be disadvantaged. For all excursions associated with curriculum outcomes the school equity fund is available to assist families, please discuss this with the Principal or Business Manager. This does not include camps, which are optional extra-curricular activities.

Family Court Orders/Parenting Agreements

Schools require a copy of all court orders or parenting agreements to ensure we meet our legal obligations. Please discuss any special circumstances with the school leadership Deputy Principal or Principal and lodge copies of these orders or agreements. All information is treated confidentially in our school.

Gifted and Talented Education

Mawson Primary School is committed to providing enriching and differentiated learning to meet the needs of all students, including those with gifts and talents. We recognise that gifted and talented students come from a variety of backgrounds and exhibit a wide range of personal characteristics that cause their potential to be expressed in many ways.

Gifted and talented students are encouraged to explore their talents through enriched curriculum options. The school strives to ensure the provision of multiple opportunities to cater for the interests, strengths and needs of students. Because of these different needs the school adopts an inclusive model that allows flexibility in the provision of programs.

Provision for gifted and talented students may include planned curriculum differentiation, mentoring and enrichment provided both within the regular classroom and through additional learning opportunities and support. This is complemented by special interest projects and opportunities such as challenges and competitions.

Homework

Homework is anything children do outside the normal school day that contributes to their learning, in response to guidance from the school. Homework encompasses a whole variety of activities instigated by teachers and parents/carers to support children's learning. For example, parents or carers who spend time reading stories to their children before bedtime are helping with homework.

Homework is a very important part of a child's education and can add much to a child's development. We recognise that the time and resources available limit the educational experience that any school by itself can provide; children can therefore benefit greatly from the complementary learning that they do at home. We see homework as an important example of cooperation between teachers and parents/carers.

Mawson Primary School also acknowledges the important role of play and free time in a child's growth and development. While homework is important, it should not prevent children from taking part in the activities of various out-of-school clubs and of other organisations that play an important part in the lives of our students. We are aware that children spend more time at home than at school, and we believe that they develop their interests and skills to the full, only when parents/carers encourage them to make maximum use of the opportunities available outside school.

Further information can be found in our Homework Policy located at:

http://www.mawsonps.act.edu.au/_data/assets/pdf_file/0005/425813/HomeworkPolicy_2018.pdf

Information and Communication Technology (ICT)

ICT is integrated across all curriculum areas with an emphasis on using it to extend children's thinking and creativity. It can be an essential communication and learning tool for children with learning difficulties. Our school has a wireless network enabling Chromebooks and iPads to be used flexibly. We have a range of personal devices for student use and are incorporating the use of Google Apps for Education to support students to understand the collaborative environment enabled through ICT and learning.

At Mawson Primary School the use of digital literacies as tools for learning enables students to:

- Efficiently and effectively access digital information to assist with investigating issues, solving problems and decision making.
- Produce creative solutions to support learning and develop new understandings in areas of learning
- Communicate share and work collaboratively in local and global environments.
- Understand the legal, ethical and health and safety implications of using digital literacies and their responsibilities as users and developers.
- Develop new thinking and learning skills to support learning.

Mawson Primary School provides access to a range of technologies to enhance teaching and learning opportunities and to enrich the learning environment.

- Students will always be adequately supervised when using digital technologies,
- Students will be advised by the teacher to always close websites and inform the teacher if they encounter any material that makes them uncomfortable at any time.
- Students will be made aware by their teachers that they should never disclose any personal information online, including their phone number, their last name, home address, photograph of themselves or any information regarding their personal whereabouts at any time.
- Students will be taught explicitly about cyber-bullying behaviour and safety.
- Parents and students sign an Acceptable Use of ICT Policy agreeing to the above.

Immunisation

The ACT Health Directorate advises that all children attending school in the ACT should be immunised against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella and HIB (Haemophilus influenzae type b). We would ask that you check your child's present immunisation status to see whether it is complete for his/her age. ACT Public Health regulations require schools to request proof of up to date immunisation when enrolling. Failure to provide this may result in your child being excluded from school should an outbreak of an infectious disease occur. A copy of exclusion periods for students with infectious diseases is available at the school front office. Parents and carers are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Leaving the School

Please inform the front office staff when students are moving interstate or transferring to another school in the ACT at least one week prior to the move. The student's books and belongings will then be ready for collection. If you are aware that you will not be returning to Mawson Primary School following the Christmas holidays, please notify the school as soon as possible. For more information on the transfer process, please see the following website:

http://www.det.act.gov.au/school_education/enrolling_in_an_act_public_school

Lost Property

Please label all your child's belongings with permanent markers or a name label. Staff will make every effort to locate lost items that are named. Ensure your child's name is clearly visible. Lunch boxes and drink bottles need to be labelled also.

Lunch/Snack Times

Mawson Primary School encourages parents/carers to ensure the Traffic Light System is followed when making healthy lunch and snack choices for children. The aim is to choose green and amber food and limit red foods.

For example, green food choices are the best choice for snacks and lunches. They contain a wide range of nutrients and are generally low in saturated fat and/or sugar and/or salt. The amber food choices contain some valuable nutrients and moderate amounts of saturated fats and/or sugar and/or salt. Red foods are not recommended, as they contain too much sugar, fat and sat.

However, if your child wishes to bring in cupcakes or a cake to share with their class and celebrate their birthday, it is accepted. Please see *Birthdays* section.

Water should be the drink of choice. Mawson Primary School has a number of water stations around the school.

Below is a link to Making Health Food Choices:

https://www.act.gov.au/_data/assets/pdf_file/0008/799784/Making-Healthy-Food-Choices.pdf

Mawson Primary School is a **Nut Free School**. Please do not pack any peanuts, tree nuts or foods containing nuts into your child's lunch box. Our school has students attending who may have life threatening allergies to nuts.

Lunch Clubs

In 2019 Mawson Primary School will provide a broad range of extra-curricular clubs during lunch time for any child wishing to participate. Some examples of clubs that run are Chess, Coding, Dancing, Sewing, Chinese culture, soccer, yoga and choir.

Medical and Accidents

In the event of a child becoming ill during the day or having an accident, every attempt will be made to contact the parent, or the emergency contact person nominated by the parent/s. If this is not possible, staff will seek professional medical assistance as necessary. All students enrolled in a public school or attending a school event, are covered for transport by ambulance.

It is important that sick children are kept at home for their own comfort as well as the comfort of other children and staff. If a child becomes ill or is injured at school, appropriate first aid will be given and if necessary, parents will be notified to discuss taking their child home. If emergency treatment is required, parents will be notified immediately and the child will be transferred by ambulance to hospital. In such cases ambulance services and treatment are free. All students who have an ongoing condition (e.g. asthma, diabetes, epilepsy etc.) must have a treatment plan completed by parents and their GP and lodged at the school. Plan proformas are available at the front office.

Medication

Parents need to inform front office staff and teachers of the medication their child is taking. Mawson Primary School strongly discourages students keeping medications in the classroom or in their school bags. Medication needs to be clearly labelled (name, dose, times for administering). Permission to administer medication forms are available at the front office. Hand written notes are unaccepted. All medications are stored securely by the front office staff. The Parent/Carer is responsible for collecting medication from the front office.

A copy of exclusion periods for students with infectious diseases such as mumps, German measles and chickenpox is available. Parents are asked to adhere closely to these requirements unless medical advice to the contrary is provided in writing.

Messages during the day

Parents bringing messages, lunches or materials to school during the day should leave them with the front office. Staff will ensure they get delivered to your child. Please do not go directly to the classroom as this disrupts learning for the other children.

Money Collection

All money sent to the school should be handed to the classroom teacher in an envelope with your child's name, activity details and amount clearly marked on the front. Receipts are issued for amounts over \$10. Payment can also be made by Direct Deposit, QuickWeb or EFTPOS at the school.

Parent/Carer Participation – Working with Vulnerable People

Parents and carers are encouraged to assist in the classrooms and on excursions. All volunteers must complete the volunteer's form, sign in and out at the front office each visit, and wear a volunteer's badge. Volunteers working in the school on a regular basis must

complete the Working with Vulnerable People registration and carry the appropriate card with them.

Parents and Citizens (P&C) Association

The P&C plays an important role within the school. Meetings are generally held twice a term) and are advertised in the school newsletter. All parents are encouraged to attend the meetings. As well as its more official activities, the P&C provides an informal meeting ground for parents and teachers and serves a fundraising function for the school. The P & C can be contacted on mawsonprimary.pc@gmail.com.

Parent Support

Parentlink (www.parentlink.act.gov.au) is a website which parents can use to access:

- parent guides, including electronic order forms for hard copies
- a directory of local parenting services
- upcoming community events and parenting courses
- further readings in relation to parent guides
- links to other useful websites.

Permission Notes

Parental permission is required for all excursions. An excursion medical form is also required to be completed regularly. This is to ensure all relevant information is kept up-to-date.

Personalised learning approach

Our school programs recognise the individual needs of children and encourage learning in all areas of development – physical, social, emotional and academic. The teachers' aim is to establish a secure environment, which encourages the children to learn through active exploration, explicit teaching and interaction with adults and students.

Personal and Valuable Items

We ask that mobile phones, electronic games, toys, trading cards and larger sums of money be left at home. Please mark clearly your child's name on all personal belongings including clothing. If a mobile phone must be brought to school, it should be left with the front office where it can be looked after during the school day.

Photographs

Photographs used to demonstrate learning are taken frequently and are used to support communication home in relation to learning at Mawson Primary School. Your permission will be obtained with a form outlining the intention for using the photographs.

Pick Up and Drop Off

The car park is a very busy place in the morning and afternoon. We ask that you be mindful of others around you and do not stop in the gate area. Please limit your time in the drop and pick up bay. At times, road safety police officers will patrol the area. It is important to obey all road rules, both for your personal safety and that of our community.

Playground Equipment

Children are NOT to play on the equipment before or after school. Supervision in the lower area begins at 8:40 am.

Reporting

Parents are encouraged to make an appointment to see a class teacher or member of the Executive when required. Effective communication is vital in building a positive home/school partnership.

Term 1	Meet and Greet class teachers
Term 2	Reports sent home week 9 Parent/Teacher interview week 10
Term 3	Learning Journey Week 9
Term 4	Reports sent home Week 9

School Sports Houses

The major sporting events at Mawson Primary School include a swimming carnival, an athletics carnival, walkathon or colour run and the cross-country. There will also be other sporting events for teams and individuals throughout the year. For these events students and teachers are organised into houses, each with a designated colour.

- Davis – Red
- Casey - Yellow
- Markham – Green

Students take on leadership roles such as captain and vice-captain of each house.

School Board

The School Board meets a twice a term. Two teacher representatives are members of the Board. Other members of the Board include the Principal, three parent representatives, one community member and the Business Manager. Elections are held in Term 1 each year.

School Day

School begins at 9.00am. The day begins with a Literacy block from 9.00am to 11.15am every day. Please ensure your child arrives at school on time.
School finishes at 3:00 pm each day. All children should make their way home or to

after school care as soon as they leave their classroom. Parents and carers who meet their children are asked to be very careful with parking; driving in and near the car parks and crossing areas. Please check that your children know each day how they are to get home. Staff would appreciate knowing of any change to normal arrangements. If your child does not arrive home at the usual time, please call the school on 6142 2700.

SRC

SRC stands for the Student Representative Council. The council is run by two teachers. Classes elect a representative each semester for the council. These students meet each week during lunch time. They run a fund raiser each term in Week 10. The monies collected are donated to a charity of their choice.

Support for students

At Mawson Primary we recognise individual needs requiring intervention in Literacy and Numeracy, both in Chinese and English. Our teachers regularly assess students and make informed decisions about the best way to move them forward with their learning. Our multifaceted approach brings students and teachers together to target individual needs through a broad range of highly successful strategies. These include developing Individual Learning Plans (ILP), regular goal setting within the classroom and remedial and extension support with specialist teachers.

The School Psychologist conducts assessments with students requiring additional support. These assessments inform the work of teachers to develop a personalised program that meets the needs of the individual with the classroom. Appointments may be arranged through the school psychologist on 6142 2705.

A student support team consisting of the Principal, Deputy Principal, School Psychologist (Counsellor), Executive Teachers and other appropriate staff meet regularly to discuss the needs of students.

Term Overview

In Week 1 each term an overview is sent home by class teachers. This outlines the curriculum to be covered in your child's class during the term, as well as including details of planned excursions, camps, class routines and calls for parental assistance and involvement. A term calendar is also included regularly in the school newsletter detailing important dates and events for the term.

Uniform

The school uniform consists of:

Girls Winter

- Royal blue trackpants or bootleg pants
- Royal blue hooded sweatshirts or school jacket (with school logo)
- Sky blue polo shirt (with school logo) or skivvy
- Royal blue bucket hat
- Royal blue vest

Girls Summer

- Summer school dress OR Royal blue shorts, skorts and polo shirt (with school logo)
- Royal blue bucket hat
- Grey or white socks with white or black shoes

Boys Winter

- Royal blue trackpants or bootleg pants
- Royal blue sweatshirt or hooded sweatshirts or school jacket (with school logo)
- Sky blue polo shirt (with school logo) or skivvy
- Royal blue bucket hat
- Royal blue vest

Boys Summer

- Polo shirt (with school logo)
- Royal blue shorts
- Royal blue bucket hat
- Grey or white socks with white or black shoes

Shoes- Black or White Runners

For safety, children should wear closed in shoes, such as joggers, that allow easy mobility during physical activities and playtime. Footwear such as Crocs and thongs/flip-flops are not appropriate for school.

All uniform items can be purchased through the school. Parents are encouraged to purchase the correct uniform from the school. The school uniform is outsourced to Noble Style. A sizing rack is kept near the front office. Uniform order forms are returned to the school. All clothing can be picked up at the school.

Hats with cords are **not allowed** in schools as a safety measure against strangulation. If you child has a hat with a cord, please cut it off before they come to school.

Please ensure you purchase a royal blue bucket hat.



Voluntary Contributions

Public education is free. A school may offer or facilitate some specific optional items, activities and services for which parents may be asked to pay if they want their child to access them. Such activities may include excursions, performances and class photos. Schools do ask families to contribute a voluntary contribution to help provide a quality learning environment for students. We ask for a financial donation to enable resources to be purchased to enrich the learning programs for the children. Voluntary contribution payment information will be sent home in week 1 of term 1.

Water bottles

All students need to bring a water bottle to school to ensure they stay hydrated throughout the day. The school also has several filling stations and bubblers for student use.



Tuesdays are Nude Food Days

Every Tuesday will be *Nude, Food Day*. We ask that you send your child with healthy packaged, free food.

This is part of our Fresh Taste and ACTSmart sustainability programs. We encourage all families to pack healthy food for their children.



ACTSmart www.actsmart.act.gov.au