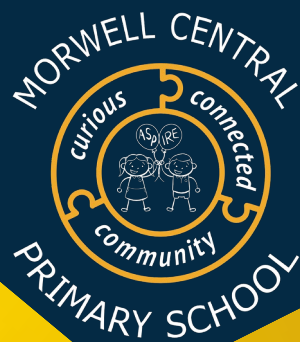
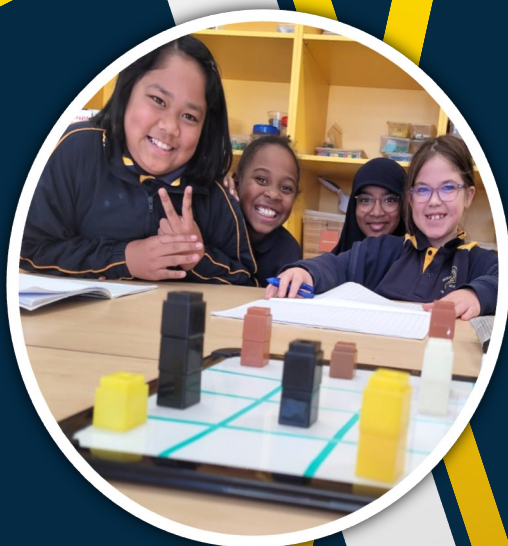


**"A Curious,  
connected  
learning  
community"**



**ASPIRE**

# Morwell Central Primary School



**Parent Handbook**

# Welcome to Morwell Central!

Our school has high quality, dedicated staff, who strive to ensure all children reach their full learning potential. We are dedicated to upholding a core set of values, where Acceptance, Support, Persistence, Individual Responsibility, Respect and Excellence (ASPIRE) are an integral part of all interactions. All members of the school community are committed, enthusiastic and engaged in student learning. Students, staff and parents build positive relationships using our ASPIRE values.

## Our Vision

The Community of Morwell Central Primary School is committed to creating an environment that nurtures learning for life.

**“A Curious,  
connected learning  
community”**

An environment that demonstrates and upholds our ASPIRE values.

# Our Guiding Principles

## Our Teachers:

- have high expectations, build positive relationships and plan thoroughly.
- know where students are developmentally and scaffold their learning for all students to move forward.

## Our Students:

- are encouraged to take ownership of their learning through setting goals, self-reflecting and self-assessing.
- always strive to do their best.

## The Learning Environment is:

- engaging and challenging.
- safe and supportive.
- collaboratively owned by all.

## The School Community:

- supports students to be responsible citizens who are able to use a variety of thinking and learning strategies.

## School Times

8:30am – 10:40am	...	1 <sup>st</sup> Learning Block
10:40am – 10:50am	...	Eating Time Inside
10:50am – 11:20am	...	RECESS
11:20am – 12:50pm	...	2 <sup>nd</sup> Learning Block
12:50pm – 1:00pm	...	Eating Time Inside
1:00pm – 1:30pm	...	LUNCH
1:30pm – 3:00pm	...	3 <sup>rd</sup> Learning Block

# Curriculum

At Morwell Central we offer a broad range of curriculum programs with a special emphasis on developing the essential skills of Literacy, Numeracy, Science and Technology.

All students have a homeroom group and teacher who they meet with each morning from 8:30am to 9:00am. After home group meetings students are grouped based on their learning needs and work with all teachers within the Learning Hub. Learning needs and groups are determined by pre assessments. These groups are flexible and regularly change.

We foster an environment where students are encouraged to take ownership of their learning, by goal setting, self-reflection and self-assessment.

The creation and maintenance of a positive school culture of learning ensures that all children grow to appreciate the value of learning and take pride in individual and group achievements.



## Discovery Times P-2 and Inquiry Based Learning 3-6

At Morwell Central Primary School we encourage the children to take ownership of their learning as well as promoting the development of skills that will enable them to be lifelong learners. We provide opportunities for children to become engaged in rich and varied learning experiences that respect and suit individual developmental stages, while promoting the growth of the whole child.

We have embraced a teaching approach in the Prep to Two Learning Hubs based on the Developmental Curriculum called 'Discovery Time.' This approach to learning promotes an exciting and stimulating learning environment that allows children to explore and investigate their own interests.

In our 3 to 6 Learning Hubs we are guided by an inquiry approach to learning. Inquiry learning is an active thinking process, where students form their own questions, plan and implement ways of finding information and use these experiences to build answers to any questions they may have.

# Literacy

The literacy curriculum at Morwell Central is based on the Victorian Curriculum, which is broken into the strands of reading, writing, speaking and listening.

Teachers ensure that learning in literacy is embedded through the use of daily reviews, encouraging students to recite, recall and apply previously taught content.

The teaching of reading at Morwell Central identifies the six essential skills for reading: oral language, phonemic awareness, phonics, fluency, vocabulary and comprehension.

Writing lessons are based on the Hochman approach (The Writing Revolution) providing students with explicit instruction in writing, including sentence, paragraph and grammar instruction.

Teachers provide students with explicit instruction in all areas of literacy using an I do, We do, You do approach.

# Numeracy

The Numeracy program at Morwell Central focuses on providing real-life, hands-on activities that enable students to develop and expand their mathematical skills, concepts and problem-solving abilities.

The Numeracy curriculum consists of the areas of Number and Algebra, Measurement and Geometry, Statistics and Probability and we follow the Victorian Curriculum. The Victorian Curriculum aims to develop the numeracy abilities that all students need in their personal, work and civic life, and provides the fundamentals on which mathematical specialties and professional applications of mathematics are built.

Home support plays a vital role in a child's daily learning experience.. We strongly encourage parents to take an active interest through playing card games, counting items around the house, reading timetables (train, bus, T.V, cinema), working with money and so on to widen the numeracy experiences our students participate in.



# Specialised Curriculum

## Computers

All children have weekly classes in Computers. Students learn programs such as Microsoft Word and Excel, Inspiration and Kidspiration, Tux Paint, iMovie and much more. iPads and netbooks are used as an integral part of learning.

## Library

Children are encouraged to borrow books regularly from our Library. All home groups have an allocated weekly library session with their teacher, where they can borrow books.

A library borrowing form is distributed at the beginning of the school year and once this has been completed and returned students can borrow books.



## Physical Education

All classes participate in physical activities on a weekly basis. Engaging in physical activities contributes to wellbeing and good health. Our focus is on the importance of a healthy lifestyle.

Children are also given opportunities to compete in a variety of different sports in the Victorian School Sports Association at a local, regional and state level.

Each year a whole school Athletics Carnival is held. All students participate in different track and field events, adapted to their age level.

Students in learning hubs participate in a range of programs that are often delivered by specialist visiting coaches.

As part of our curriculum students will also attend swimming lessons. Qualified instructors at the Morwell Leisure Centre run this program. The school also enters in netball, basketball, football, soccer, cricket and cross-country competitions.

## Music and Performing Arts

All students at Morwell Central participate in weekly sessions of both Music and Performing Arts. In these classes students engage in a wide range of musical and performance activities to develop their artistic creativity.

## School Performances

All students in the Senior Learning Hub participate in an annual school musical. Students in the Prep to 4 Learning Hub are involved in an annual school concert. Both are performed in our state of the art Performing Arts Centre.

## Latrobe Valley Eisteddfod

Each year under the direction of our music teacher, children in the 3 /4 Learning Hub perform at the Latrobe Valley Eisteddfod in the choral singing section. This gives students exposure to performing on stage, in front of a large audience. Children in the Lunchtime Recorder Group perform in the instrumental section.



## Design and Technology

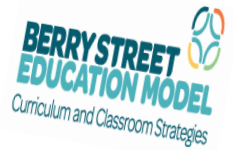
Our students in years 3-6 have weekly classes in Design and Technology. Students learn about design through a range of STEM activities. Lessons are also focused on a range of artistic skills to foster creativity.



# Ready to Learn

Morwell Central Primary School has implemented the Berry St Educational Model (BSEM) across the school which is designed to meet the educational needs of students who have experienced:

- chronic stress.
- Trauma.
- Lack of environmental supports.
- and other factors that impact on their development and classroom learning.



Whilst we are aware that many of our students have not experienced any of the factors above we also know that the research tells us that the Berry Street approach has the potential to significantly benefit all children in our school setting.

The Berry Street Education Model is designed to improve a school's capacity to support students' in 'Being Ready to Learn'

**At Morwell Central Primary School, a strong emphasis is placed on:**

- Building relationships and understanding our student's backgrounds.
- Helping students to be 'Ready to Learn' in order to be successful.
- Underpinning all behaviours within the school are the core ASPIRE values of Acceptance, Support, Persistence, Individual Responsibility, Respect and Excellence.
- Teaching and developing social skills through the explicit instruction of ASPIRE Values lessons and self regulation strategies and techniques.
- The development of My Job, Your Job, Our Job behavioural expectations - Teachers and students develop classroom behaviours and expectations around what the teachers' and students' jobs are.
- Developing independent learners, that are able to regulate their behaviour.

It is expected that all our teachers deliver teaching and learning opportunities with the Berry Street Model embedded and include explicit lessons on our ASPIRE values and Ready to Learn techniques and strategies.

## Rethink and Reflect

Morwell Central Primary School implements a program called Rethink and Reflect to teach social skills and forms the foundations of our student behaviour change process. The program aims to improve the social functioning of all children.

The Rethink and Reflect program focuses on teaching children good communication, problem solving and behavioural skills. It encourages students to rethink and reflect about their responses in certain situations and encourages them to think about choices and natural consequences.



By practicing Rethink and Reflect as often as possible in social interactions, students develop self-discipline, self-control, self-esteem, self-confidence, maturity, respect, empathy, independence and responsibility. The Rethink and Reflect program runs in conjunction with our ASPIRE values program and alongside our classroom expectations. ASPIRE forms the basis for the values we would like our students to have while Rethink and Reflect focuses on how we would like them to behave.



# Student Wellbeing

## ASPIRE Values

At Morwell Central Primary School we believe everyone has the right to fully participate in an educational environment that is safe, supportive and inclusive. Underpinning all behaviours within the school are the core ASPIRE values of Acceptance, Support, Persistence, Individual Responsibility, Respect and Excellence. Each week students are rewarded for their outstanding demonstration of our ASPIRE values.

## ASPIRE Tickets and Market

Students making good choices will be given ASPIRE positive behaviour tickets and Golden Tickets, which can be redeemed for activities of their choice from a student compiled ASPIRE catalogue. Each week student leaders collect and tally the ASPIRE and Golden Tickets that each student has earned and once a week students have the opportunity to spend their tickets at the ASPIRE Market

## Welfare Team

The school's Student Wellbeing officers are available to meet each school day. Please contact office staff if you would like to make an appointment

## My Job, Your Job, Our Job

Teachers and students develop classroom behaviours and expectations based on collaborative discussions around what the teachers and students jobs are. This type of collaborative discussion ensures everyone is responsible for their own behaviour and choices.



## Breakfast Club

Breakfast Club is open in The PAC from 7:50am everyday. For the cost of only a 50 cent donation, students can enjoy a range of cereals, muffins, pancakes, raisin toast or sausages.

Save the Children offer family support and a play group at MCPS on a Wednesday.

Save the Children can be contacted on 51277270 or the wellbeing team at MCPS can support you with a referral to either there playgroup or the family support program.

The Morwell Family Support Program can help with building parenting skills and confidence, dealing with sensitive family issues and support with referrals to other services.



### Morwell Family Support Program

Save the Children's Australian Family Support program *walks* alongside families, building capacity to enhance their own family relationships, respond to challenges and ensure children are safe and cared for.



A Family Support Worker is located at Morwell Central Primary School on Wednesdays, offering *free* support for families to assist with:

- ♦ parenting skills and confidence
- ♦ sensitive family issues
- ♦ referral to other support services.

If you would like further information about the Family Support program please call  
Save the Children Latrobe on: 0351 277 270.





# Additional Programs

## Additional Learning Support in the Hub

Further support is offered in each learning hub to students who experience literacy, maths or social difficulties. Children may work in small groups or one to one where they are helped to improve either literacy, maths or social skills.

## Articulation

Children experiencing difficulties with their speech are offered speech therapy on a one to one basis. Children with speech difficulties will be assessed as needed to determine if this program will be suitable for them.



## Koorie Educational Support Officer

Morwell Primary School has a part time KESO who supports Indigenous families with school engagement. Our KESO can offer support, guidance, home visits, advice, referrals and greater connection to the Indigenous Community.



## English as Additional Language (EAL)

This program provides students from Non-English speaking backgrounds with small group work to assist in their development of English, while still celebrating their own culture. It also supports the students in their class work and helps them to integrate into the school and wider community.



## Camps

Every second year our students in

Grades 3 – 6 take part in our camp program.

Parents are notified well in advance of the dates and costs. Every effort is made to keep costs down to a minimum to ensure all children can take part.

## Excursions

Throughout the year all students have opportunities to attend special programs in the form of excursions. Costs are kept to a minimum and the number of these special programs is restricted.



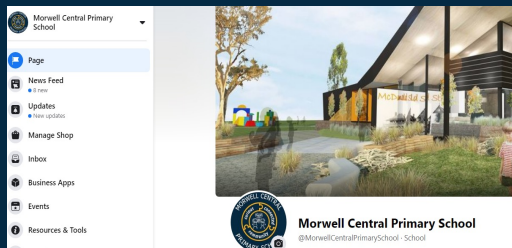
# Parent Information

## Communication Platforms

### Facebook

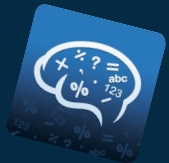
Morwell Central has its own Facebook page that is regularly updated with news, events and photos. Our administration team work hard to keep our parents/carers and community up to date with the latest information and activities occurring across the school.

You can also use this platform to communicate with the school via the private messenger function.



### uEducateUs

uEducateUs is a unique online application that allows direct communication between schools, parents and students.



When we post a note or a communication on Facebook we also upload it to uEducateUs. This allows parents to access important information if they do not use Facebook.

Automated smart phone notifications and emails are sent out to parents informing them whenever a new notification is released.

## School Canteen



**Our online canteen ordering platform is:**  
**School24** [www.school24.net.au/canteenorder/register](http://www.school24.net.au/canteenorder/register)

Canteen day is EVERY Friday. All online orders must be completed by 3:30pm on the Thursday of each week.

As we use the online platform, **NO orders or cash can be accepted at the school office.**

**Please inform the Office by 9am on Friday if your child is absent so order can be carried over to the next week, refunds cannot be given.**

If you require any additional support, please contact the school office on (03) 5136 5568.

# Student Leadership

## P-2 Class Presidents

Every two weeks eight P-2 students are elected for this important role. The chosen students demonstrate our Morwell Central ASPIRE values.

Class Presidents are elected by the homeroom teachers from each homeroom group and the overall goal of the Class President are to represent their homeroom and the students. As well as providing junior leadership opportunities with adult supervision.

The Class President roles involve the students having a meeting with two Hub Teachers. They will also meet with someone from the Principal Leadership team to inform them of important things that have happened during their time as Class President.

The role will take students beyond their classrooms and will give students the opportunity to demonstrate their talents while learning useful leadership skills.



## Leadership Roles

Students in Grade 5 and 6 have the opportunity to represent their peers as School Captains, Vice Captains, House Captains and House Vice Captains, Home group Representatives, Junior School Councilors and Transition Leaders.

## Leadership Program

At Morwell Central Primary School we believe that every child has the potential to be a leader given the right set of circumstances and environment. Each year we run a Young Leaders' Program for our Grade 4 and 5 students to help all individuals reach their full leadership potential and instill a culture of leadership within the school.

The Young Leaders' Program:

- Develops confidence, character and citizenship in young people.
- Promotes both personal and public leadership.
- Is based on the building blocks of presentation skills, responsibility, organization and teamwork.



## Junior School Council

Morwell Central Primary School offers students in Years 3-6 the opportunity to be active members of our school community. Students are selected by their peers to be a representative on our Junior School Council.

Junior School Councilors are tasked with being the voice of our student cohort and organising fun events for our school.

The JSC are also responsible for many fundraising initiatives and creative ideas within our school.



# Student Agency

## Sensory Garden Kids

The Sensory Garden Student Group are responsible for maintaining and developing the school's sensory garden. With teacher guidance, students plan and implement projects within the garden and share their work with the school and wider community.



## Environmental Care Group

The MCPS Environmental Care Group aim is to keep our school yard neat and tidy. Some of our year 5 and 6 students have created an organisation to monitor littering in our school and have put together this team. Please support them by making sure all rubbish is put in the bin before you go outside to play. Thank you for helping keep our school grounds looking fantastic.



## Veggie Patch Kids

The vegie garden project engages students who attend weekly sessions. The 'Veggie Patch Kids' have researched the plants suited for the current season. They chose what they want to plant. They successfully harvest their crop with the vision to sell. Students complete research on trees suited to the orchard they are creating. As the Vegie Gardens grow the students engage in creating new ideas and ways to enhance the school's sustainability.



## EcoKids

The EcoKids are passionate about improving sustainability issues in our school and reducing our environmental footprint. Students take responsibility of our worm farms to recycle food waste and create worm castings for our gardens. They have the opportunity to learn about sustainability issues impacting the greater community and then educate and encourage others to do their bit to recycle and reduce their impact at school and home.





# General Information

## Late Arrival

Any student that arrive late are to come through the office area and be signed in by our Attendance officer or office staff. Students will be given a card, which needs to be handed to their homeroom teacher. Students who are late miss out on our daily "Ready To Learn" time activities which has the potential to impact negatively on their day at school. Students being present for the start of each day is extremely important to ensure that students are set up to be successful whilst at school. If a child is regularly late, the school will seek to identify ways to support.

## Signing In and Out

Parents are asked to come through the office and sign the attendance book if children are leaving school before 3:00pm. Parents also need to sign children out if they have appointments during school hours. If students are returned to school after an appointment, they must be signed back in through office staff.

## Absences

The Education Department requires parents to supply the school with a written explanation for the absence of any child.

If your child is absent due to illness or any other reason, please contact the office after 8:15am so that we know why your child is not at school. If verbal or written notification of an absence is not provided, our Attendance Officer will make contact the same day to check as to why your child is not at school. Absences can be logged on uEducateUs by following the Step-by-Step guides that will be sent home, if you require support please phone the school and a member of staff will help you to use this module of uEducateUs.

## School Supplies

School Voluntary Curriculum Supplies are set by School Council each year. This fee is for all student stationery, books and supplies.

Payment of fees would be greatly appreciated as they form an important part of the budget on which the school operates throughout the year.

## Camps, Sport and Excursion Funds (CSEF)

The Camps, Sport and Excursion Funds (CSEF) is provided by the Government to help meet the educational needs of your children. To be eligible for CSEF, families must have a current Health Care Card. Full details are available from the office.

## Payments to the School

All money sent to the school should be enclosed in a sealed envelope, marked with your child's name, homeroom, the amount enclosed and what it is for. Please note that no money is kept at school for change.



## Pick up, Drop Off & Gates

At Morwell Central Primary School we care for the safety and wellbeing of all our students. Students can enter the school through four entry points located on McDonald Street, Hoyle Street, Holmes Road and our Pick-up Drop off lane at the corner of McDonald and Holmes Road. Given the nature of our Pick-up/Drop-Off zone NO Parking is allowed in the drop off and pick up drive through area. This area is being supervised by staff before and after school. Cars can ONLY enter this area from the entrance on McDonald Street. This pick up and drop off location is one way. Pick-Up/Drop-Off is not accessible for pedestrians or students on bikes or scooters. Very busy streets surround our school, and it is essential that parents observe the parking restrictions when dropping off children at any gate.

# Health and Safety

## Injury

In the event of a serious injury or sickness at school, parents will be contacted immediately, or if unavailable, the emergency person listed on the child's file will be contacted. In the case of an emergency an ambulance will be called immediately. Parents will be notified as soon as possible. The school has trained First Aid staff who attend to minor injuries. All minor injuries will be recorded in the First Aid record book and a note will be sent home with your child explaining the injury and treatment.

## Emergency Information

When you enrol your child, you provide us with certain information concerning them. If there is any change in the information that you have provided, please contact the school immediately to ensure that this information is updated. Note that information provided is confidential and is only used for the care of your child and will not be made available to anyone outside the Department of Education.

## School Nurse

Our school nurse works onsite three days a week. She is available on Tuesdays, Wednesdays and Thursdays.

Please call the office if you would like to talk with her.

## Infectious Diseases

The Ministry of Education requires the following Exclusion Table to be observed in cases of infectious diseases. Please note that for children who have not been inoculated prior to coming to school, the exclusion time is much longer.

Disease	Policy
Chicken Pox	Student excluded until fully recovered – Blistered fully dried or for at least 5 days after eruption first appears.
Mumps	Exclude for 9 days or until swelling goes down.
Measles, Rubella	Exclude for at least 4 days from onset of rash.
Impetigo (School sores)	Exclude until appropriate treatment has begun. Sores must be covered with a watertight dressing.
Conjunctivitis	Exclude until discharge from the eyes has ceased.

## Headlice

From time to time there will be outbreaks of headlice throughout the school. Parental consent for headchecks is given when enrolment forms are signed prior to commencement at Morwell Central. If your child is found to have headlice you will be notified about the need to keep your child home until treatment has occurred. Your child must be treated before they can return to school. If you suspect that your child has headlice please notify the school immediately.

## Medication

The school is keen to look after the total wellbeing of its students and acknowledges that medication may be essential for some students. All medication for students must be kept at the office. Written instructions on how and when to administer the medication must be provided.

Students who suffer from asthma must have an Asthma Plan completed and filed at the office. This should be updated regularly. It is important that the school is informed of any ongoing illness or medical problems your child may have. Appropriate plans for managing these should be discussed with school staff at the start of the school year.

# Uniforms

Uniforms are to be worn every day unless a uniform free day is specified. School policy also states that children must be in school uniform to participate in excursions outside of the school.

Children are expected to wear the school uniform which consists of a mix and match combination of navy pants and paneled yellow and navy polos and jackets. Uniforms may be ordered from the school's uniform shop.

## Girls Uniform

### Summer

Navy and white check school dress  
Navy and paneled yellow school dress  
Navy jumper or jacket or school jacket  
Navy shorts or skirts  
Navy and yellowed panelled polo shirt

### Winter

Navy pants or tracksuit  
Navy jumper or jacket or school jacket  
Navy and yellow panelled polo shirt



## Boys Uniform

### Summer

Navy jumper or jacket or school jacket  
Navy shorts  
Navy and yellow paneled polo shirt

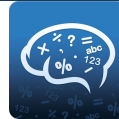
### Winter

Navy pants or tracksuit  
Navy jumper or jacket or school jacket  
Navy and yellow paneled polo shirt



## Lost Property

School clothing and other items should be clearly labelled with your child's name. Each Learning Hub will have a lost property tub. If your child loses an article of clothing, please check with your child's homeroom teacher, if they cannot find it, they will check the lost property kept in the admin area for you.



# uEducateUs

### Reporting

Teachers generate student academic reports on uEducateUs, including end of semester and progress reports. Parents can easily and regularly view their child's reports through the uEducateUs system.

### Attendance

Student attendance can be recorded online, allowing for a much more reliable and up to date source of information for the school and parent. Parents can also issue sick and absent notes via the system, both in advance and for previous absent days. Schools will be notified instantly, and the student's attendance will reflect this.

### Hub Newsletters

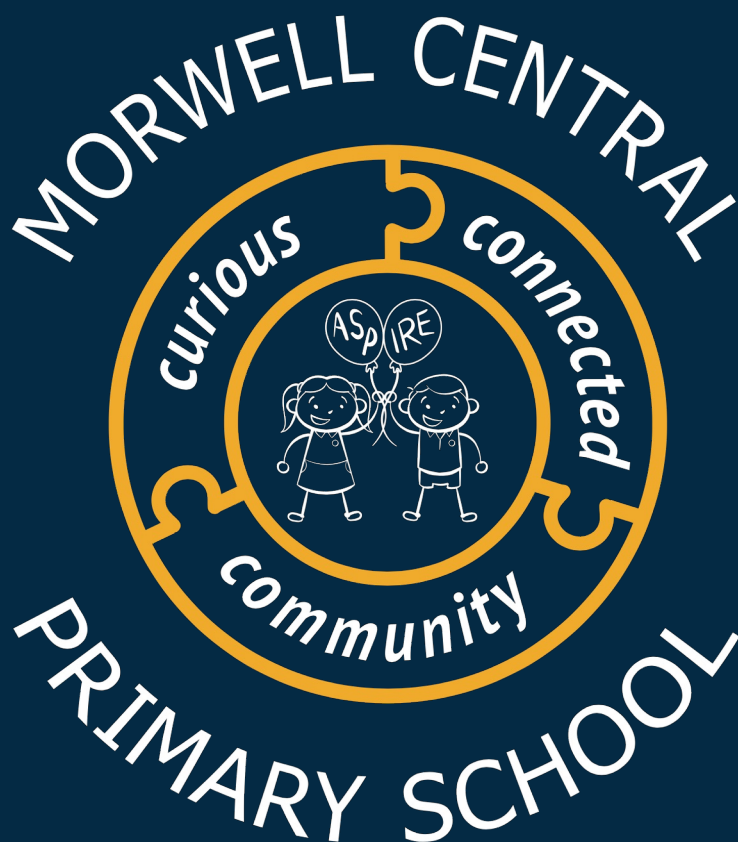
Each fortnight a Hub Newsletter will be sent home with each child. Newsletters are uploaded to uEducateUs and Facebook, allowing parents to access the school's newsletters at any time of the day. Automated smart phone notifications and emails are sent out to parents informing them whenever a new newsletter is released.

## Sun Hats

It is school policy that during Term 1 and Term 4 children must wear a wide brim hat outside. In Term 2 and Term 3, if UV levels are higher than 3.5 students will be asked to wear their hats. Preps are given a hat when they commence school. All other students are given a new hat every second if you child needs a new hat you can purchase a hat from the office. Hats should remain in your child's homeroom and not be taken home.



# **“A Curious, connected learning community”**



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