



MOONEE PONDS WEST  
PRIMARY SCHOOL

# MOONEE PONDS WEST

information booklet



# Index Page

3	about mpwps
4	our educational philosophy
6	school attendance
8	school lunch
8	enviromental policy
8	school clothing
9	music program
10	infectious diseases
11	incursions/excursions
11	sunsmart
11	reporting to parents
12	summarised information
13	school policies at mpwps

## Principal's Welcome Message

Thank you for choosing Moonee Ponds West as the school for your child.

We take pride in the happy environment we have created for the children to learn in. We believe such an atmosphere reflects the philosophy of the school.

*At MPW our vision is to foster a community of life long learners.*

*We strive to develop socially responsible and resilient individuals who are working towards achieving their full learning potential.*

**Anthony Hilton**  
Principal

# About MPWPS

Moonee Ponds West Primary School was established in 1888.

The school now consists of the Administration Building (completed in 2005) located in Athol Street, which houses the office, Principal & Assistant Principal, staffroom and conference room. The new Gymnasium completed in 2007 abutts the administration building. The Library and Hall building has completely been refurbished and reopened in 2007. We have also built 6 state of the art classrooms which are located off Eglinton Street.

The original buildings (Library and Hall) are considered to be significant structures of historical interest to the National Trust.

At the peak of enrolment in the 1930's, in excess of one thousand children attended the school. At the end of 2008 the enrolment is approximately 450 students with a teaching staff of 31. In the beginning of 2009 the enrolment will be approximately 460 students which will maximise yard/play space.

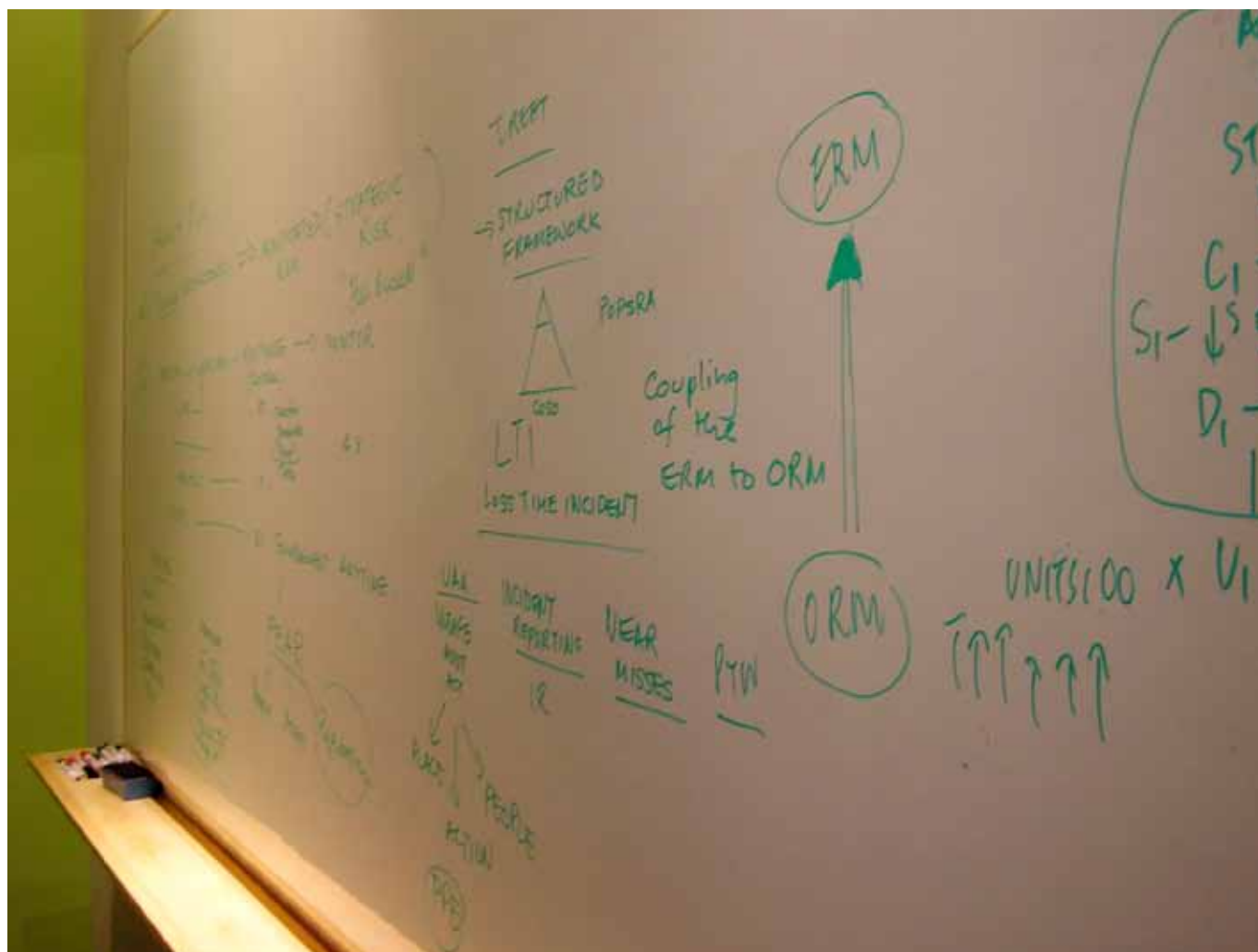
Moonee Ponds West is a happy school. It strives for authenticity. A great deal of commitment by the teachers and parents involved in the learning programs ensures that the school provides a friendly, safe learning environment.

A genuine friendship, mutual trust and respect exists between teachers and learners. Classrooms de-emphasise the more traditional teacher-dominated methods in favour of more authentic and stimulating methods related to the needs and interests of the child. A sense of organised informality prevails.

A Code of Behaviour which is consistent with the development of self-discipline and self-esteem with the underlying principles of fairness, honesty and respect for the rights of others has been successfully implemented based on the school's Welfare & Discipline Policy.



# Our Educational Philosophy



Our curriculum is presented in an integrated way as children view their world holistically and not in separate subject areas, although all the key learning areas are covered.

The curriculum reflects this. Such an approach makes learning real and meaningful for the children.

Whilst differences obviously exist between children in many aspects such as culture, religion, interests, ability, etc., **all children and their opinions are valued.**

Children should come to realise their value as people with a real contribution that can be made in all areas of the curriculum.

Learning experiences are planned to eliminate bias and stereotyping, particularly in relation to race, religion and gender.

**Learning is a social activity.**

Children learn through interaction and co-operation with peers, teachers, parents and community members.

Direct experiences are vital in the learning of primary school-aged children.

It is important that all children experience success in learning whilst appreciating that **learning often involves risk-taking and mistakes are acceptable** as an integral part of the learning process.

Children should feel sufficiently secure to take risks without fear of ridicule or failure.

# Our Educational Philosophy

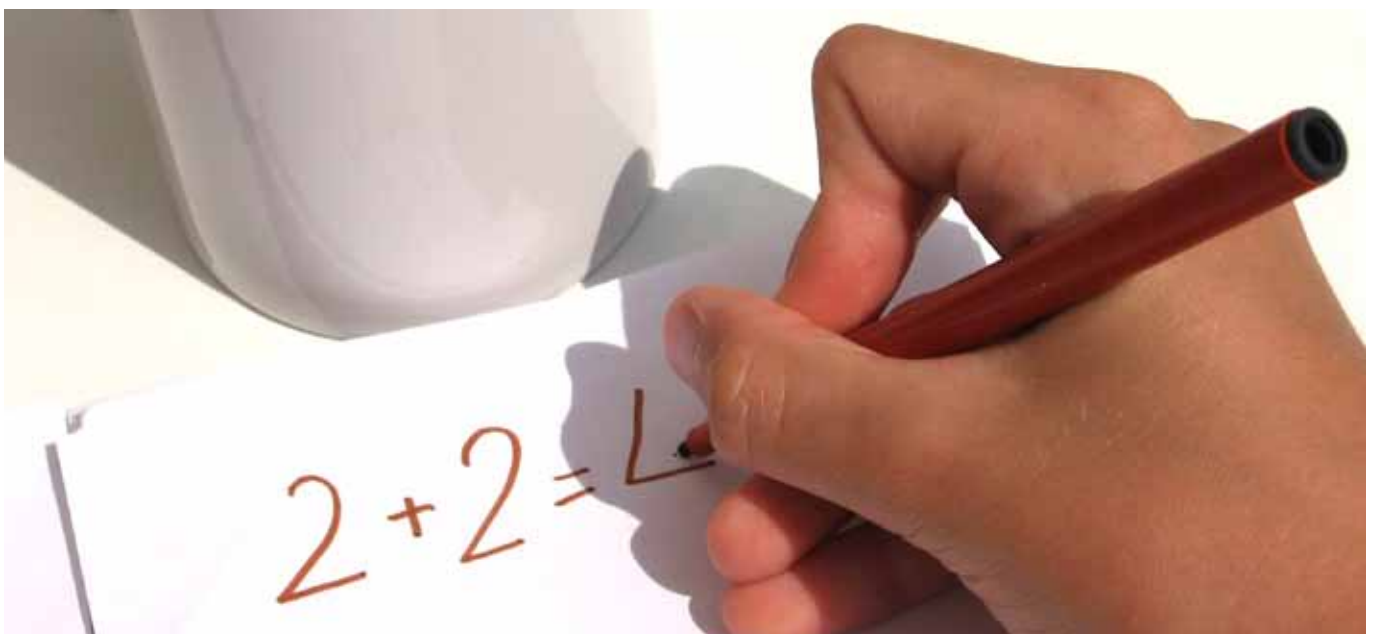
**Learning is a continuum.** There are no rigid age/grade related levels of achievement. In 2009 the school will be organised into teaching teams of two or more consecutive year levels, e.g. P/1, P/1/2, 2/3, 4/5/6. Multi-age classes are favoured so that individual children can mature and learn at their own pace.

Individual goals for children are in accord with the aims of school policy and build upon each student's current achievements, ability, interests and knowledge.

Parental involvement in all school activities is valued as this support directly affects children's attitudes and achievements. **Learning is a partnership** between teacher, parent and child. Positive self images are necessary for effective learning to occur.

**Independent work habits, independence of thought, individual initiative, self-discipline and a sense of responsibility are essential for survival in today's society.**

We believe that school programs should encourage a co-operative approach to problem solving and engage children in non-violent activities. Violent behaviour, toys, games, etc. are not welcome at M.P.W. A harmonious society requires respect for the rights of others and tolerance of each other's beliefs, customs and needs.



# School Attendance



## SCHOOL HOURS

In 2009 school begins for all children in Grades 1 to 6 on Monday 2nd February. **However, Preps will commence on Tuesday 3rd February, 2009.**

In order to ensure a smooth start to school life, we provide earlier finishing times for our Preps. The changes they will encounter, together with the hot weather we experience, make the start of school a tiring time, so for the **first three weeks** Prep students go home at 1.15 p.m.

### PLEASE BE PROMPT IN PICKING UP/COLLECTING YOUR CHILDREN.

This will help to ensure a positive start to the school year.

From Monday 23 February, children in Prep will be dismissed at 3.30 p.m from their classroom (or earlier by teacher/parent discretion).

In 2009 school begins for all children in Grades 1 to 6 on Monday 2nd February. **(However, Preps will commence on Tuesday 3rd February.)**

9 a.m. - 3.30 p.m.

At present the school day is organised into three sessions :

9.00a.m. – 11.00a.m.  
11.30a.m. – 1.30p.m .  
2.30p.m – 3.30p.m.

Recess is between

11.00a.m. and 11.30a.m.

Lunch is between

1.30p.m to 2.30p.m.

(Lunch is eaten inside from 1.15pm to 1.30pm)

Dismissal is at 3.30 p.m.

### 2009 Term Dates

Term 1 02/02/09 to 03/04/09	Term 2 20/04/09 to 26/06/09
Term 3 13/07/09 to 18/09/09	Term 4 05/10/09 to 18/12/09

# School Attendance

Regular attendance is important, so too is punctuality. Aim to have your child at school between 8.45 a.m. and 9 a.m. This allows your child to have a relaxed start to the day.

## **ABSENCE FROM SCHOOL**

In the case of absences it is necessary to let the school know. This can be in the form of a telephone call, email, writing or advising the office directly. If your child is sick, home is the best place. The school has no facilities to care for sick children for long periods of time.

## **COLLECTING YOUR CHILD EARLY**

If you need to collect your child early, please call at the office and obtain an authorisation slip to give to your child's teacher, and also sign the Early Release Register. We do not allow children to go home early by themselves, they must be picked up by a known and responsible person and the above sign out procedure must be completed.

## **EARLY ARRIVALS AND LATE PICK-UPS**

The school ground and classrooms are not supervised before 8.45 a.m. or after 3.45 p.m. so early arrival or late pick-up is not only uncomfortable for your child, it could be very dangerous. Children are not to come into rooms before 8.45 a.m. or when a teacher is not in the room.



# School Lunch

## LITTLE LUNCH

Normal lunchtime commences at 1.30 p.m., which is fairly late for some children. You should provide a play-lunch which can be eaten during recess between 11 a.m. and 11.30 a.m. Children are often “starving” by this time. It is assumed that when children start school they will be able to manage their lunches independently.



## LUNCH

Children will eat lunches under the supervision of teachers in the classroom. Please provide enough lunch to satisfy your child’s appetite. Please clearly place your child’s name on all lunchboxes and plastic drink bottles.

## GLASS BOTTLES ARE NOT PERMITTED

## LUNCH ORDERS

A lunch may be ordered at school for preparation and delivery by the shop opposite the school. An order is written on a paper bag with money included. It is then placed in a container in your child’s room before 9.30 ready for the scheduled lunchtime. Your child will be given a current price lists as changes occur or you may call at the office and collect a price list.

# Enviromental Policy

Our school is currently working on an Environment policy and looking at reducing rubbish in our school. Each day we have a rubbish free lunch. We ask that you please provide as little pre-packaged food in your childs lunch box and reusable drink bottles are preferable, ensure these items are clearly marked.

We also promote eating a balanced healthy lunch. This should include some fruit, grains, vegetables and dairy food. Any uneaten food will be returned home in lunchboxes. Water is recommended as a healthy option rather than sugar filled soft drinks.



## Music Program

Moonee Ponds West P.S. has two programs available, Moonee Valley Instrumental Music Program (MVIMP) and SoundHouse, both on a user pays basis.

MVIMP is available to children from Grade 3 upwards and involves all instruments. More information is available through the office

SoundHouse is available to children from Prep and involves Keyboard, Singing and Electrical Guitar. Once again more information is available from the office.

We also have a choir that meets once a week run by a parent. They sing at assemblies, concerts and other venues during the year.

## School Clothing

The school does not have a compulsory school uniform, however articles of clothing in various styles and combinations of navy blue and gold, are available from the School Office.



# Infectious Diseases

There are a number of reasonably common childhood diseases or conditions which are subject to regulation and require either exclusion or special treatment.

The following list should act as a guide for you, but medical advice when in doubt is always advisable.

Diseases or Condition	Exclusion
Chicken Pox	Until fully recovered or at least one week after the eruption first appears.
Conjunctivitis	Until discharge from eyes has stopped.
Diphtheria	Until receipt of a medical certificate of recovery from infection.
Diarrhoea	Until it has stopped.
Infectious Hepatitis	Until receipt of a medical certificate of recovery.
Hepatitis B	Until recovery from an acute attack.
Impetigo (School Sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment has begun and that sores on exposed parts are properly covered with moisture-proof dressings.
Measles	Until at least five days from the appearance of the rash.
Meningococcal Infection	Until receipt of a medical certificate of recovery.
Mumps	Until fully recovered.
Head Lice	Until appropriate treatment has been carried out.
Whooping Cough	Two weeks after the onset of the illness and a medical certificate of recovery is received.
Ringworm	Until appropriate treatment has begun.
Rubella	Until fully recovered or at least five days after the onset of the rash.
Scabies	Until appropriate treatment has begun.
Streptococcal Infection	Until receipt of a medical certificate of recovery.

# Incursions/Excursions Reporting to Parents

At the beginning of the school year we ask that parents sign a local excursion note which allows children to be taken on a walk only excursion (no charge) to the local park, fire station, etc.

During the year various excursions will be arranged for children. These are valuable learning experiences and it is hoped you will permit your child to attend. All excursions which need buses or public transport to be used will be notified in writing, together with authority slip.

Parents are welcome to attend excursions by arrangement with the class teacher, but unfortunately pre-schoolers usually cannot attend. Please ensure that parents wishing to attend an incursion/excursion have a Working With Children's Authority application available from the school.

## Sunsmart



The school has a Sunsmart Policy, which states that children should wear a suitable hat (wide brimmed or Legionnaires) outside during Term 1 and from 1st September. Please ensure your child wears a wide brimmed hat and dresses sensibly (sensible dressing means singlet, backless and thin strappy tops are unacceptable). Sunscreen should be applied before coming to school. Sunscreen is also provided in each classroom.

## REPORTING TO PARENTS

We encourage parents who have any concerns about their child's progress to arrange a meeting with your child's teacher as soon as the concerns are felt. Interviews can be negotiated with your child's teacher any time of the school year.

## INFORMATION SESSIONS

During the year Information Sessions are held on curriculum issues, class programs and general running of teams. These are usually early in the school year. Other information sessions covering curriculum may be held throughout the year.

## REPORTING TO PARENTS/GUARDIANS

Your child's report consists of the following:

Twice yearly Child/Parent/Teacher interviews and at other times as needed or requested. All three participants contribute information at these interviews with the child's self evaluation and semester goals presented.

A learning portfolio is sent home twice yearly. It consists of work samples and is sent home to parents/guardians for discussion, reflection and celebration of your child's work.

Written Reports based on the Victorian Essential Learning Standards (VELS) are sent home twice per year.

# Summarised Information

1. If you have a concern, please don't hesitate to contact your child's teacher.
2. Children should know their address, telephone number and the best route between home and school – if possible.
3. Should you need to collect your child from school before the end of the school day you must firstly go to the office where you must sign an early dismissal register and collect a release slip to give to your child's teacher. Unless a release slip is presented, teachers are unable to allow a child to leave class.
4. Children must not go home during the day owing to illness or an accident without parent/guardian signing an Early Release Form at the office.
5. If you change your address, job or emergency contact person during the year, please notify the school of your new address and telephone number immediately.
6. Children should be on time for school. Please try to have your child at school between 8.45 a.m. and 9 a.m.
7. Children should have all school articles including clothing, hats, bags, lunch boxes, bottles etc named.
8. When children are absent from school, parents must provide a written explanation for such absence on the child's return to school, either in writing, email, phone or in person.
9. Dangerous items such as toy guns, pocket knives, etc. are not allowed at school. War games, war toys and aggressive role play are not acceptable.
10. Children may not leave the school grounds, or go to the shop during school hours.
11. **THONGS** are not to be worn to school. Shoes covering the foot – such as 'school shoes' and runners are the preferred choice.
12. **SINGLET TOPS** are not allowed.
13. **GLASS BOTTLES** are not to be brought to school.
14. If you drive your child to school, please observe the parking laws outside the school grounds. Please **DO NOT DOUBLE PARK** as this puts your own child and others in danger. Parking inspectors do patrol the area and fines have been issued. – Be warned!!
15. Bicycles or skate boards are not permitted in the school during the hours of 7.00am and 6.30pm. A bike lock-up area is available on the school ground for families who wish to cycle to school. This area is locked during the school day.
16. Hats, wide brimmed or legionaires must be worn at all times outside during Term 1 and from September 1st each year.
17. Please ensure your child recognizes his/her school bag and if they have a M.P.W. bag please attach a large and distinguishable key tag or coloured ribbon to make recognizing it among many others easier.

# School Policies At MPWPS

- Equal Opportunity
- Grade Structure and Pupil Placement Policy Statement
- Integrated Curriculum Policy Statement
- Sexual Harrassment Policy Statement
- Integration Policy Statement
- Sunsmart Policy Statement
- Sponsorship and Promotion Policy Statement
- Administrative Services – Investment Policy
- Induction Policy For New Staff
- School Council Induction Program
- Learning Support Policy
- Drug Policy
- Medication Policy
- Enrolment Policy Statement
- Student Welfare Policy, including an Anti-Bullying Policy
- Staff Wellbeing Policy
- Creative Arts Program
- English Language Program
- Hall Program
- Personal Development Program
- Japanese LOTE Program
- Numeracy Policy
- Science Policy
- Studies of Society & Environment Program
- Learning Technologies Program
- Administration Services Program
- Professional Development

All of these Policies  
are available from the  
office for perusal



MOONEE PONDS WEST  
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