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Welcome To Merrivale Primary School

Dear Parents,

You are entering into a partnership with the school where our mutual concern is your child. Working together, we must provide the best possible environment in which children can grow confidently, realise their full potential, share concerns and celebrate success.

It is well known that children make best progress when parents and teachers work together. We encourage open communication, and you will always be welcome at our school. Through involvement in school programs and activities, you will soon feel at home here. When parents involve themselves in a school, they send their children a clear message that education is important - a message worth passing on.

There are many ways you, as a parent, can involve yourself in our school - there is something for everyone. Hopefully, you will find something in this booklet that will capture your interest or be suited to the skills you possess.

There are approximately 150 families with children attending our School, and even a small contribution in time, effort and finance from each family can have a big impact.

Everything we do at our School is guided by a set of values, those being:

- Honesty, Integrity, Respect, Kindness,
  Persistence, Truthfulness, Responsibility,
  Compassion, Service, Justice, Empathy, Caring.

In order to build a positive learning environment, we follow these agreements from TRIBES

- Attentive listening
- Appreciations / no put-downs
- The right to pass / participate
- Mutual respect
- Personal best

We ask, too, that parents consider these values and agreements as they support their child and engage with our School.

I hope that this Information Booklet answers some of your questions; however, should you at any time have queries regarding your child’s progress, the teaching program or the administration of our School, please do not hesitate to contact us to discuss the matter. It is important that you feel comfortable with our School and are a valued partner in your child’s education.

Yours sincerely

Susan Farrell
PRINCIPAL
Welcome From The School Council

Dear Parents,

The School Council is one important plank of the strong relationship that Merrivale PS fosters between parents, students, teachers and the wider community. In its role, School Council aims to help improve student learning outcomes, lead school community conversations about key issues and challenges in education, and promote meaningful parent and community participation at the school.

Your School Council believes in providing high quality learning opportunities that cater for the needs of all students, and ensuring that every child participates in every activity. This can only be offered by our school if our resources are supplemented by parent costs.

The Education and Training Reform Act 2006 ensures the provision of free instruction in the standard curriculum program, and empowers school councils to charge for goods and services used in the course of instruction. Free instruction includes learning and teaching, instructional support, materials and resources, administration and facilities associated with the provision of the standard curriculum program.

The Parent Cost is used to fund and provide students with their essential educational items, such as stationery requisites, classroom materials and a wide range of extra-curricular activities. It is a cost that parents would be expected to pay in order for their child to participate in the activity.

Educating your child/children at Merrivale PS in 2013 will incur an upfront cost of $252 per student. This can be paid to the office from the first day of school in 2013. If you currently hold a Health Care Card you may be eligible for the Education Maintenance Allowance which covers this amount. More information will be available to you in the first weeks of school next year. As President of the School Council, I strongly urge you to support your school through the payment of this cost. Any parent who requires further details, or who has any matters to discuss in regard to this payment, is invited to contact the Principal, Ms Farrell or any member of the School Council.

For those families already at the school, I hope this Parent Information Booklet helps you access information that helps you get the most out of your time at the school. For families of prospective parents, I hope it is a gateway for you to find out about all the wonderful things Merrivale PS has to offer – and that you choose to join us.

Andrew Paton
PRESIDENT
MERRIVALE PRIMARY SCHOOL COUNCIL
Term Dates - 2013

Term 1: 29th January to 28th March
Term 2: 15th April to 28th June
Term 3: 15th July to 20th September
Term 4: 7th October to 20th December

Term Dates - 2014

Term 1: 29th January to 4th April
Term 2: 22nd April to 27th June
Term 3: 14th July to 19th September
Term 4: 6th October to 19th December

School Times

8.45am Classroom doors open
9.00am School commences
11:00am - 11:30am Morning Recess
1:30pm - 1:40pm Children eat lunch
1:40pm - 2:30pm Lunch (under supervision)
3:30pm Students dismissed

These are normal school times. Any changes necessary are notified to parents via the School Newsletter. This includes notification of days when children are not to attend school (Pupil Free Days and Public Holidays).

Early dismissal of 2.30pm on the last day of each term.

Finish Times

Terms
1, 2, 3 & 4: 3.30pm

Last day of each term: 2.30pm
Enrolment Information

Admission of Pupils
Children beginning school must be 5 years of age by the 30th of April that year. The parent or guardian is required to produce evidence of the child’s date of birth in the form of an official birth certificate. An Immunisation Status Certificate is required on enrolment. This can be the certificate sent to you from the Australian Childhood Immunisation Register, or one obtained from the City Council Offices is acceptable.

Contact Information
Please fill in the family details on the Enrolment Form accurately and completely. It is essential that our School has the name, address and telephone number of a person, other than a parent, to contact in case of emergency. Please ensure that any changes in this information are notified promptly to our School General Office. It is also a good idea for your child to know of your whereabouts during the day - at work, shopping, visiting, etc.

Settling in Period for Prep Children
During Term 1, Prep children will not attend school on Wednesdays. This allows the children to cope with the demands of school, which are so different to the shorter preschool sessions. We generally make an appointment for your child to come in to school to complete some assessment tasks with the teacher on a one-to-one basis on Wednesdays. You will hear more about this at the information session for Prep parents. All Prep students are required to bring a change of clothes in their bag. Classes are known by room number e.g. Room 1 - Room 10.

Parent/Teacher Communication

Achieving good results is dependant on a strong home-school partnership. That partnership is, in turn, dependant on good communication. Parents are encouraged to communicate regularly with teachers to discuss their child’s progress in an informal way. Where necessary, arrange an appointment at a mutually convenient time for an interview.

Reporting Student Progress
Students, parents and teachers participate in a three way interview at the end of Term 2. This is an opportunity for your child to demonstrate and discuss their learning. Appointments can also be made to discuss any issues with the teachers.

A formal written report for each child is sent home at the end of Terms 2 and 4. The format of these reports is mandated by the Department of Education, and we do our best to use the format to give parents a clear picture of how their child is progressing.

Please don’t wait for written reports or the three way interviews if you have concerns. Parents are welcome to make an appointment to meet teachers at any stage of the year.
Newsletters

Whenever possible notices are consolidated into the regular weekly Newsletter which is sent home each Thursday. This Newsletter attempts to keep parents informed on current events and happenings, and at times contains items which require your response. You should make a habit of looking for the Newsletter in your child’s blue reader bag. It is our practice to send home the Newsletters with the eldest child of each family.

The newsletter can also be found on the school website at: www.merrivale-ps.vic.edu.au (displays school information, teacher links, curriculum links and student work).

Class Newsletters, which will outline events and activities that the class have planned may also be sent home.

Permission Notes

Permission Notes require your signature and need to be returned to school. This includes excursion and camp notes, swimming permission forms, etc. If your child brings a permission note home, please make sure that you fill it out with the necessary information and return it to school with your child as soon as possible, and by the due date. This avoids your child missing out on something because they have not returned their Permission Form.

The school is unable to take a child out of the school on an excursion if permission is not given by a parent.

Uniform

School Council has developed a compulsory school uniform which is attractive and practical. This helps develop a sense of unity and pride in our School and must be worn by all students.

When parents send a child to school out of uniform, they are asked to send along a note explaining why it is not possible to be in uniform. So that the child does not feel ‘different’, we then endeavour to outfit them from our second-hand uniform supplies. We ask that the clothes be laundered and returned back to school.

Footwear

Children should wear sensible shoes to protect their feet. As such, thongs are NOT to be worn. Most children wear runners, which are suitable for all purposes, including Physical Education lessons and sport.

Hats

We have a SunSmart Policy which requires all people at our School to guard against exposure to the sun. It is compulsory for students to wear a navy hat with the school logo in Terms 1 & 4. Most children keep their hats at school each day. Some parents provide their child/ren with an alternative hat (doesn’t need to be a school hat) to wear on the way to and from school. Hats, with the school logo, can be purchased from the office. Our No Hat, No Play policy has been endorsed by School Council to protect your child. Peaked caps are not permitted to be worn at school.
Uniform

Lost Property/ Labelling
Please clearly name, in a conspicuous spot, all articles of clothing. Lost property should be handed into the office and will be placed in the lost property box in the staffroom. At the end of each term, we usually have a large amount of unclaimed clothing which is eventually sent to the local charity shop.

Second-hand Clothing
We have items of second-hand clothing from time to time, which families have donated as their children grow out of them. These are available, at a minimal price, on a stall organised by the Parents’ Club when there is sufficient clothes for a stall. You will read about it in the newsletter.

Summer Uniform
Boys
• Navy shorts and pale blue or navy polo shirt
Girls
• Navy shorts or skirt with blue polo shirt
• Blue and white check dress

Winter Uniform
Boys & Girls
• Navy track pants
• Navy school windcheater OR
• Navy blue polar fleece jacket OR
• Plain navy windcheater
• Pale blue or navy polo shirt or blue skivvy

Grade 6 Option
Special printed polo shirts, with all Grade 6 student names printed on the back, are ordered early in the year for Year 6 students.

Hair
Students must ensure that their hair does not create a health or safety risk. Students with long hair will be asked to tie their hair back at school.

Jewellery and Makeup
Students may wear a watch and small studs or sleeper earrings. Long dangly earrings and/or bracelets and necklaces are not permitted. Makeup is also not to be worn at school unless it is for a special event.
Attendance

Regular attendance is vital for any child to progress at an acceptable rate. Please try to keep absences to a minimum.

Children returning after any period of absence should bring a written note, or parents may ring the General Office, stating the reason for the absence. If it is known beforehand that a child will be absent for a long period, parents are requested to discuss this with the class teacher or the Principal.

Arrival Time

It is important that parents make sure their children arrive at school on time each day. Arriving late is disruptive to the class and gets the day off to a bad start for the individual concerned, often missing important information. Teachers make their rooms available for students to come in 15 minutes before the start of class. This is an important time for them to settle and organise their belongings, etc, for the day.

Students arriving after the 9am bell must report to the General Office to collect a ‘Late Pass’ before going to class. This enables us to monitor late attendance and provides the opportunity for our Welfare Teacher or Principal to encourage these students to be punctual in the future. Parents will be contacted if lateness is becoming a problem.

It is also important that students do not arrive at school too early. Arriving before 8:30am means students are crossing busy roads without the assistance of crossing attendants, and supervision of the playground does not commence until 8:45am; therefore, students arriving before this time are unsupervised. It should not be necessary for students to arrive at school earlier than this.

Early Departure

If you wish to collect your child from school before dismissal time, please call at the General Office, sign the Early Departure Register and collect a pass to take to your child’s classroom. This system has been implemented to safeguard students at all times.
Travelling To And From School

Safety
Think about the route your child takes to and from school. The Road Safety Council has shown that your child is less likely to become an accident victim if he/she:

- uses a regular well known route.
- crosses streets at intersections.
- wears a bright raincoat if it is raining.

Duty teachers and our Crossing Lady, Maree, make sure children use school crossings when leaving school at the end of the day, and you can assist by encouraging your child to use a school crossing in the morning and taking the time to ensure your child understands the routine used at school crossings.

Parents are asked to reinforce good habits and safety, and set a good example with their children by also using the school crossings.

Bicycles
Be aware that children under the age of 9 generally have not developed the capacity to estimate distance or speed of vehicles, so cannot perceive danger in on-road situations. As such, these younger children are at risk if they ride to school. We have regular phone calls telling us of near misses! Please ride with your child if this is the only means of getting to school.

Although we run a “Bike Ed” Program in the middle school, it is the responsibility of parents to ensure that children can handle their bicycles proficiently and know and observe the rules of the road.

Scooters/Ripsticks/PowerWings
Any of the above ridden to school are to be kept in the bike shed at the front of the school during school hours to avoid cluttering classrooms and surrounds. All students should provide their own lock. **All Students who ride to school are expected to wear helmets.**

Car Parks
Our local streets struggle to cope with the volume of traffic at the start and end of each day. As such, we strongly encourage parents to consider the option of their children walking to school or riding to school.

If you are driving your child to school and aren’t staying for any reason, the easiest way to do this is to use the drop-off zone on Landmann Street in front of the Multi-purpose building. Just pull to the front of the zone, let the kids out and they can make their way safely into the school grounds. **You may not get out of your car if you use the drop off zone** - cars must not be left unattended as this causes a traffic jam.

If using the Landmann Street car park please make sure you actually pull into a parking bay before letting children out of the car. (Police regularly fine those who fail to do this; otherwise, you are double-parking.) We encourage parents to use the parking area at the Merrivale oval at the end of the day. Students are assisted to cross here by the duty teacher. Parking signs, particularly in relation to the school crossings, should be observed at all times.

The observance of parking regulations and sensible precautions when entering and exiting the parking area will ensure the safety of all children.
School Programs

Our School offers a comprehensive curriculum covering the Domains and Dimensions of the Victorian Essential Learning Standards (VELS).

Core curriculum areas of Numeracy and Literacy form the basis of our daily learning. The students’ learning is enhanced through the study of other curriculum areas:

Science, The Arts (art, drama, music), Technology (Design, Creativity and Information Technology), Health and Physical Education, Interpersonal Development, Humanities (Geography & History).

Specialist teachers deliver programs in The Arts and Physical Education, extending learning opportunities for children. A strong emphasis is placed on providing a settled learning environment with a focus on the core subjects of English and Mathematics. Our School has a strong Early Years Team, who do everything possible to see that students develop language skills and confidence in their first few years of schooling.

Children are encouraged to develop special talents with involvement in the choir, public speaking and debating and a range of sports extension activities.

Our School is renowned for its use of computers as a tool in the classroom, with students developing high-level skills before moving onto secondary school. Students in Year 4 - 6 participate in our netbook program with each child having their own small laptop.

Prep - Year 2 classes have a Christian Education Program for 30 minutes each week with approved instructors. The course is approved by the Department of Education.

Parents Club

This is your association and needs your support. Involvement in the Parents’ Club is one of the best ways of being aware of school activities and what is planned to improve the school environment for your child. There are many ways of supporting this organisation, however, personal involvement is the one most appreciated. Meetings are held regularly during the school year. Meeting dates are advertised in the school newsletter.

From time to time the Parents’ Club engages in fund raising activities where parents can mix with and meet others. To date the association has been an active contributor to the school’s educational program and the development of school facilities. It is hoped that you will help maintain this support.
School Council

The Merrivale Primary School Council is a group of staff and parent representatives who assist in the formulating and monitoring of the educational objectives and priorities. The Council membership is made up of 3 staff representatives, 8 parent representatives and the Principal.

Elections for parent representatives are conducted in Term 1 each year.

Parents are valued as partners in the education of their child/children. The school considers that parents and the school are a team working to achieve a common goal.

Parents play an important part in the life of the school by:
• assisting with the implementation of classroom programs;
• helping with extra-curricular activities, e.g. excursions;
• participating in the decision making process through the Parent’s Club and School Council;
• attending parent meetings and responding to surveys.

We look forward to your involvement with Merrivale Primary School and trust that a close and effective working relationship between the school and home can be established in order to ensure the optimum climate for the education of your children.

Transfers to other Schools

As soon as it becomes known that your child is to transfer to another school please notify the school office of the date on which the child will be leaving.

Arrangements involved in terminating enrolments at the school should be made as soon as possible
• return borrowed books/equipment,
• collect personal workbooks etc..

The child’s new school will notify us as soon as they process the enrolment and we will then forward records (medical, etc…), reports and other information.
Sudden Sickness or Accident

Minor injuries or illnesses which occur during the day are normally attended to at school. In more serious situations every endeavour is made to contact either parent or the emergency contact to arrange for the child to be collected from the school.

Medical notes are given to students to inform you of any injuries. For all head injuries, even minor ones, parents will be notified as soon as possible. In extreme emergencies the student may be taken to the hospital before the parents are notified.

Please ensure that you have notified the office of your emergency contact.

Infectious Diseases

THE BELOW AILMENTS REQUIRE A PERIOD OF EXCLUSION FROM SCHOOL UNLESS A DOCTOR IS PREPARED TO ISSUE A MEDICAL CERTIFICATE INDICATING THAT THE CHILD IS FREE FROM INFECTION AND WELL ENOUGH TO RETURN TO NORMAL SCHOOL ACTIVITIES.

<table>
<thead>
<tr>
<th>Illness</th>
<th>Re-Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conjunctivitis</td>
<td>When sufficiently recovered.</td>
</tr>
<tr>
<td></td>
<td>(Usually once all sores have healed and redness fades.)</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Medical certificate only.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Medical certificate only.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Must be under treatment inc. use of occlusive dressing.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Return when symptoms have subsided.</td>
</tr>
<tr>
<td>Measles</td>
<td>Seven days from onset.</td>
</tr>
<tr>
<td>Mumps</td>
<td>On medical certificate of recovery.</td>
</tr>
<tr>
<td>Pediculosis (Nits)</td>
<td>Once treated (see following).</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Once all signs have subsided.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Medical certificate.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Once effective treatment has been instituted.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Medical certificate only.</td>
</tr>
</tbody>
</table>
Head Lice

Head lice have no respect for people. They can be found in all types of families, and usually infest the cleanest hair first. They are not a medical emergency, but are quick to spread from person to person.

If not properly treated, head lice can become a serious nuisance in the community as they are passed from one person to another. Any place where people live and play close together is a good place for catching head lice. They like to live on human scalps where they feed, breed, and lay their eggs. They feed on human blood and cause the owner to scratch his/her head.

Treatment

Effective lotions are available from any pharmacy. It is important that treatment be carried out in accordance with the instructions. Dead nits should be removed with a fine toothed comb. All members of the family should be treated, even if only one member of the family is found to have head lice or nits.

Brushes, combs, hats, clothing, pillow cases and bedding should be washed thoroughly and put out to dry in the sun for several hours.

Smoking

Smoking is prohibited on Department of Education and Training property including the grounds. Parents and visitors to the school are asked to abide by this regulation. Teachers and other employees of the school are also prohibited from smoking on school premises. The consumption of alcohol during school events on school grounds is also prohibited.
Articles Suitable for Collection

These items are frequently used in the course of activities which the students undertake. We will be appreciative of your donation of the following articles:

- Plastic ice cream containers
- Shirt boxes
- Egg cartons
- Cotton reels
- Buttons
- Small cardboard boxes
- Trays (meat)
- Felt pieces
- Old dress-up clothes
- Wrapping Paper
- Greeting cards
- Contact
- Corks
- Pegs
- Envelopes
- Shells
- Patty pans
- Crepe paper
- Anything else of interest
- **TOILET ROLLS CANNOT BE ACCEPTED.**

School Camps

Merrivale Primary School introduced a camping program in 2009 across the school. We really like all students to participate and if you have any concerns about your child’s camp, please discuss them with the class teacher.

Camps are usually similar to:
- Prep and Year 1 - either a whole day excursion or an after school activity - usually in later term 3 or 4.
- Year 2 - Port Fairy for two days and an overnight stay around June or July.
- Year 3 and 4 - 2 nights and 3 days camp.
- Year 5 and 6 - 2 nights and 3 days camp.

We do tend to keep lots of information about the camps from the children to build a sense of excitement. Notifications will be sent home in plenty of time for parents to ‘pay’ off their camps if needed.

Swimming Program

Students in Prep to Year 2 participate in an introduction to swimming program for approximately 6 lessons. More information will be sent home closer to the date.

Students in years 5 and 6 are involved in a Water Safety Program in term 4. There is a strong element of teaching safety in open water and involves kayaking for year 5’s and surfing for year 6’s.
Consent Forms

To assist the school to fulfil some of the administrative requirements we ask that parents consider giving consent to the following items:

- Permission to participate in local excursions
- Permission to act in a medical emergency
- Permission to borrow library books
- Photograph publishing permission
- Head lice inspection

In general, these permissions are deemed to be effective for the whole of your child’s time at Merrivale Primary School. They will not be issued every year and if you wish to withdraw your permission at any time, please contact the office.

From time to time, parent details change and you are asked to keep the school fully informed of any change of telephone, mobile phone and emergency details etc. This is most important in cases of student illness or any other emergency.

Consent forms should be returned on the day your child commences school here or before if possible.
Tribes

Merrivale prides itself on its Tribes Culture. All students and teachers abide by the following agreements. All children will make a community circle each morning. This is a time to share anything special and get to know the students.

Agreements

MUTUAL RESPECT
Treat others as you wish to be treated.

RIGHT TO PASS / RIGHT TO PARTICIPATE
You have the right to say "pass" if you don’t wish to share or speak during a community circle. Others have the right to participate, therefore if you choose to pass you need to show mutual respect and attentive listening and let others participate in the activity.

ATTENTIVE LISTENING
Listen with your eyes, your ears and your heart to show people you care about what they are saying.

PERSONAL BEST
Everyone tries their personal best in every situation.

APPRECIATIONS / NO PUT DOWNS
We use appreciations to let others know how we feel. We do not use put downs that upset other people’s feelings.

Restorative Practices

Merrivale uses Restorative Practices to deal with student’s conflict.

All students are taught how to use an "I Statement". This means that if a behaviour is happening that a student doesn’t like they use an "I Statement". For example "I feel sad when people push me.” If the behaviour continues, then they seek help from the teacher. All teachers use the restorative script below to resolve conflicts.

- What happened?
- What were you thinking of at the time?
- What have you thought of since?
- Who has been affected by what you have done? In what way?
- What do you think you need to do to make things right?

To help those affected:

- What did you think when you realized what had happened?
- What impact has this incident had on you and others?
- What has been the hardest thing for you?
- What do you think needs to happen to make things right?

Issues are also referred to the allocated restorative teachers for a restorative conference. This gives all parties an opportunity to explain what was involved and how each person is feeling. And a time to repair the harm, apologise and move on.
A-Z of Information

Anaphylaxis
We have a few children with severe allergies to NUTS, for this reason we are an NUT FREE school. This includes peanuts, almonds, walnuts, cashews, peanut butter and Nutella.

Art Smocks
ALL students need something at school suitable to wear when painting, etc.

Asthma Plans
All children who are asthmatic require an Asthma Plan from their doctor. As these are updated please take a new form to the office. Teachers carry asthma pumps in their first aid bag on duty. Students who have asthma should carry their own pump in their pocket.

Drinks and Food
All students need a water bottle filled with water only. Soft drinks are NOT to be consumed at school. Cordial and juice attracts the ants and is not helpful in hydrating your child. Chewing gum and lollies are also NOT allowed at school.

First Aid
General first aid is administered by teachers as needed. Your child will be given a written note explaining what first aid was administered. Most teachers are Level 2 first aid trained. In the event of a serious or head injury parents or emergency contact will be rung. Teachers on duty carry a small first aid bag.

Free Fruit Days
Once a week a group of parents cut up fruit for each class to share at 10:00am. If you can spare 15 minutes, go along to the kitchen. The day will be advertised in the newsletter.

Head lice
Head lice are common at school. Please inform your class teacher if you discover your child has head lice. A note to all parents will be sent home so that all parents can check their children. This helps eliminate the occurrence of head lice if we all act together.

Library Bags
To borrow books from the Library, students must have a library bag (preferably material or strong plastic) clearly marked with their name. New Prep enrolments usually get a library bag early in Term 1.

Lunch Orders
Lunch orders are available on Mondays only. A price list will be sent home. If Monday is a public holiday lunch orders are on a Tuesday. Correct change is required in paper bag.

Medication
If for any reason your child requires medication to be administered during school hours, you must take it to the office and complete a permission form to administer the medication.

Reader Cover Bags
ALL students require a blue reader cover bag for home readers and homework and these are used to put notes and newsletters in. They can be purchased from the school office.
**Sickness**
We know that young children love coming to school, even when they are unwell. To avoid passing on germs, please ensure that sick children do not come to school.

**School Assemblies**
The whole school assemblies are held in the undercover area or hall each Monday morning to share “whole-school” news, celebrate student achievements, sing “Advance Australia Fair” and recite the School Oath. Parents are more than welcome to come along to these assemblies.

**School Fees**
Parents contributions are used to purchase school supplies such as books, texts, stationery, photocopying etc. Fees also pay for swimming programs and local excursions. School fees in 2013 will be $252 payable at the office. Payment plans can be arranged.

**Tissues**
At the beginning of the year all children are required to supply a box of tissues for their class. If more are needed during the year your child’s teacher will call for them.

**Valuables**
Students are advised that they must take full responsibility for valuable items they bring to school. Large amounts of money, iPods, CD Players, Game Boys, DS and Mobile Phones are **not** to be brought to school. Children do not need to bring toys in to share for “news”. Our Tribes culture ensures that every child is able to share something many times during the day.

**Volunteers and Parents Helpers**
We greatly appreciate any time you can give to help out in the classroom and school groups. And we can find an area that suits your interest and special skills. From reading a story, listening to students read, helping with writing, helping in the kitchen or weeding the garden. We ask that no parents help in the classroom for the first 2 weeks to allow the students to settle into the routines of school and assist prep students in separating from their parents. The class teacher will call for helpers when required.

**ALL PARENTS MUST SIGN IN AT THE OFFICE IF THEY COME TO SCHOOL FOR ANY REASON DURING SCHOOL HOURS.**
158 Merrivale Drive, Warrnambool, Vic 3280

**Telephone** (03) 5562 7172

**Facsimile** (03) 5561 1773

**Email** merrivale.ps@edumail.vic.gov.au

**Web** www.merrivale-ps.vic.edu.au

**Principal** Susan Farrell

**Business Manager** Helen van der Starre