

# Margaret River Primary School

*An Independent Public School*

## Information Booklet 2024

Information for parents and children attending MRPS



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# PRINCIPAL'S WELCOME

Welcome to Margaret River Primary School, an Independent Public School

Situated in the very heart of Margaret River, our school is part of an education precinct encompassing not only the primary school, but our High school and the Margaret River Education Campus.

'Multiple Talents Theory' challenges schools to meet the individual needs of all learners, unlocking the talents, gifts and potential of each and every student with whose successful development we're entrusted. We support parents in wanting the very best for their children.

We want it *all*.... We want our children to be academically robust; significantly astute; physically sound; artistically creative; morally and ethically prepared; self-reliant and independent in their learning; technologically adept; media-wise; globally and environmentally aware.

The challenge of meeting the needs of tomorrow's young adults is impressively met at Margaret River Primary. We have an experienced, well-qualified, enthusiastic staff; outstanding specialists in Music, Art, Indonesian, Physical Education and Digital Technology, attractive grounds and buildings; excellent teaching and learning resources; and the energy and will to help children joyfully discover and develop their potential.

The best we can help achieve for each child will be the result of *partnerships*; strong relationships between staff, students and parents, but also with other schools, with local businesses, service organisations and other government and non-government organisations.

Working together we can achieve success which results in lifelong learning. At school we build on the foundation laid by parents, and we encourage parents and carers to become actively involved in school life. Parents can assist the partnership by ensuring their child is fully equipped to take full advantage of all that is offered at school. Encourage and talk to your child as much as possible.

We look forward to a happy and productive year.

Lorraine Macaulay  
Principal

# 2024 PROGRAMME

## COMPASS

Compass is our whole school communication platform. It can be accessed via the web or app on Apple or Android devices. Through Compass you will be able to receive news and updates, submit absentee notifications, access our school calendar, and give permission for events. New parents will receive your login details to access Compass early in Term 1, 2024. For more information about Compass, please visit: <https://www.compass.education/guide>

## ASSEMBLIES

Student Assemblies are scheduled on Monday mornings at 9:00 a.m. Junior, Senior or Combined assemblies (Year 1 to 6) are led by Student Councillors and Faction Captains. Matters discussed are reminders about the week's programme, day-to-day events, or problems; School Rules; the week's Virtue; minor presentations or congratulations for individual, class or school effort and some class presentations. Merit Certificates are awarded for effort, improvement, or excellence. Please refer to the term planner for scheduled assembly dates.

## ATTENDANCE

Student attendance at school is crucial to ensure your child has the best chance of learning. Please provide the school with explanations of absence for your children. Your children's records of attendance, along with identification of absences that have and have not been explained, are maintained on the electronic Schools Information System and are checked regularly by the District Attendance Officer. Absences can be phoned through to the front office or you can notify the school through Compass, our whole school communication system.

*From the policy:*

*The School Education Act 1999 requires compulsory aged students, as defined in the Act, to attend school or participate in an educational program of a school. Principals are responsible for recording and monitoring the attendance of all students and for implementing appropriate strategies to restore attendance if necessary. It is occasionally unavoidable that students will miss school, whether through illness or urgent appointment. All absences must be explained for the benefit of the District Attendance & Welfare Officer, who reviews attendance at each school term.*

*It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention.*

*The School Education Act 1999 requires compulsory aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student.*

*Although there is no legal requirement in the School Education Act 1999 for pre and post-compulsory aged students to enrol in a school, there is an expectation that once enrolled students will attend on a regular basis, and positive attendance patterns should be fostered with all students by schools.*

- a) *When a student has been absent from school and an acceptable explanation has not been forthcoming, the school is to send a written request for an explanation to the student's family to establish the reasons for non-attendance.*
- b) *If a student's attendance rate falls below 95% over a ten-week period, the school must further investigate the reasons why the student is not attending school.*

## BEHAVIOUR MANAGEMENT POLICY

The school's Behaviour Management Policy encourages and rewards good behaviour. Cross-school faction points are awarded for numerous creditable acts and frequently for good work. Our school also recognises the efforts of students through fortnightly Merit Certificates. Teachers and classes are encouraged to nominate students for these awards. Parents of students who will receive a certificate will be notified ahead of assemblies. Both positive and negative behaviours

are tracked across the school and families are contacted should we need to discuss a student's behaviour.

### **BELL TIMES**

Punctuality is expected. If your child/children are late to school, they are required to sign in at reception. The first bell is 9:00am, with classes opening at 8.45am. Recess is 11:00 – 11:25 a.m. Children eat lunch in classrooms between 12:55 – 1:05 pm. Their play break extends from 1:05 – 1:50pm. School is dismissed at 3:20 pm (Pre-Primary finishes at 3.10 pm and Kindy at 3.00pm). If you are taking your child/children out during the school day you must come through the office and have them signed out.

### **CANTEEN LUNCHES**

Canteen lunches are available at the school on a daily basis (Canteen closed currently every Wednesday). A menu with prices is issued early each term, in the school's newsletter. Our canteen will operate from the beginning of the first week of school. Parent helpers are *most welcome* in our canteen! The school canteen is registered with Quickcliq for online orders. You can view the canteen menus on our school website.

### **LOST PROPERTY**

Lost Property boxes are located on the school verandas. They are open daily between 8:30 a.m. and 3:40 p.m. Please ask your child to check for lost items regularly.

### **NEWSLETTER**

Our fortnightly newsletter keeps parents and students up to date with the school's activities, reporting on events that have happened and advising of upcoming events. The newsletter is sent via Compass. If you would like a hard copy, please notify the front office.

### **PARENT HELP**

Parent help is much appreciated. Each year parents help us in many ways, including volunteering to assist at classroom level, covering books, helping at Busy Bees, and preparing food at the canteen.

Parents attending any overnight camps will need a Working With Children Check.

### **PARENTS & CITIZENS**

Parents and Citizens meetings are held monthly. Any change to these arrangements will be advised following the 2024 AGM and via the fortnightly newsletters. Numerous P & C committees operate to assist specific projects and programmes. There is a P & C contribution of \$30.00 per family which is sought to assist our parent body to provide additional support to the school.

### **PARKING AND STUDENT DROP OFF / PICK UP**

Please use the student pick up and drop off zone in the southern laneway but avoid parking in this zone. There is also a car park along Georgette Street. The Staff Car Park is for school employees only. You may use the Admin Car Park if you have an interview with a member of MRPS staff. It is a safety issue if these car parks are used for students being delivered or picked up from school.

### **PERSONAL ITEMS LIST**

To assist your child to do his/her best, parents are requested to ensure that children have ALL items listed on our school supplies lists, copies of which are available from the school's office reception.

Our supplies lists specify certain items which have been selected by teachers and our supplies list committee.

Please assist by purchasing the specified item(s), to allow uniformity of instruction. If your child doesn't have an essential item of equipment, it's a disadvantage to learning. Please provide your child with all the tools for a successful year in 2024.

### **PLAYGROUNDS**

There are designated play areas for the different year levels. Years 1-3 have a playground near the basketball courts, the year 4-5 students have a playground between the trans portables, and Year 6 students enjoy the courts and playground located near the oval. The Kindergarten and Pre-Primary have their own within the fenced areas near those classrooms.

## HOW CAN WE HELP?

Most school problems can be resolved by making an appointment to discuss them with your child's teacher. Not only is it a courtesy to always make this your first step in resolving a problem, by doing so you will also be complying with the *Disputes and Complaints Policy*:

### A1.1 SCHOOL LEVEL RESOLUTION

*Stage 1. Discussion with staff member* Contact the class teacher or other relevant staff member to discuss your complaint. This is best done by making an appointment through the school office. The staff will work with you to resolve the problem.

*Stage 2. Review or investigation at the school level* Contact the principal who will work with you and the staff member to resolve the problem. You may wish to formalise your complaint. To do this, you may write to the principal who will acknowledge the complaint with a written reply as soon as possible, even if a resolution is not available at this stage.

You can book an appointment with your child's teacher by ringing the front office or by writing a note. If you need to request an urgent meeting with the classroom teacher, please make an appointment through the front office on 08 97578500.

## RECORDING & REPORTING

Student progress is recorded at all levels. Student Reports are issued in July and December, in the final week of the semester via email.

## SCHOOL BOARD

Our school annually forms a School Board, the members of which are drawn from parents of students at the school, members of the general community, and staff of the school. The Board is formally accountable to the Minister for Education, and its functions include:

- Establishing, and reviewing the school Business Plan.
- The planning of financial arrangements necessary to fund the Business Plan.
- Evaluating the school's performance in achieving targets set in the Business Plan.
- Approval of a Code of Conduct, i.e. Discipline Policy.
- Determining a Dress Code for the School.
- Marketing.
- Determination of fees and charges.
- Determining sponsorship and advertising.

The Board is strictly focused on strategic functioning of the school not the daily operational functions.

## SCHOOL BUSES

The school bus service caters for our school. Many students catch these buses daily. You are required to register for this service with the Department of Transport on line at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au).

Children MUST observe bus regulations:

- Do not move from their seat while the bus is in motion.
- Don't lean out of windows, or against the door.
- Do not cause a disturbance or interfere with other students.
- Obey your driver's instructions.
- Stand well back after alighting from the bus.

Children who persist in breaking any rule(s) are banned from using the bus for specific, increasing periods of time.

## SCHOOL CONTRIBUTIONS

A voluntary School Contribution of \$60.00 permits the school to purchase numerous important items essential to the learning programme.

It would be appreciated if this contribution could be paid as soon as possible, to enable the school to

purchase vital equipment, student materials and sporting equipment. Eftpos facilities are available and bank details are BSB 016 520 A/C 1082 74409 for direct deposit.

## **SCHOOL TERMS 2024**

Term 1 Wednesday 31 Jan- Thursday 28 March	Term 2 Monday 15 <sup>th</sup> April- Friday 28 June
Term 3 Mon 15 July- Friday 20 September	Term 4 Monday 7 October- Thursday 12 December

## **SPECIALIST PROGRAMMES**

Our school has Specialist Teachers in Visual Arts, Music, Physical Education, Science, Indonesian Language and Digital Technologies. The school encourages teachers to meet the individual needs of students, through provision of support through Inquiry Learning and an ICT-based approach to independent student-centred learning.

Instrumental Instruction classes in guitar, flute, clarinet and brass offer advanced Music students' free access to specialist tuition in year 5/6. The school has a Senior and Junior choir.

## **UNIFORMS**

All students are expected to meet dress requirements. From the time of enrolment, parents are asked to take responsibility for outfitting their children according to the requirements (Section 7.2 Dress Requirements for Students Policy). The dress requirements for our school, as determined by our School Board, are:

### **Summer Uniform:**

**Girls:** Green checked dress or black skirt or black shorts; white/green polo shirt; suitable closed footwear, green broad-brimmed hat.

**Boys:** Black shorts and white/green polo shirt, suitable closed footwear, green broad-brimmed hat.

### **Winter Uniform:**

**Girls:** Green windcheater or green zip jacket, black track pants, slacks, skirts, or shorts; white/green polo shirt; suitable closed footwear.

**Boys:** Green windcheater or green zip jacket, black track pants, trousers, or shorts; white/green polo shirt; suitable closed footwear.

**\* Strictly no denim, jeggings or leggings**

A green broad brimmed hat is required by all students to be worn all year round when outside.

Uniforms are sold from the uniform shop. It is a good idea to buy uniform items before school commences, so that new students feel part of the school from their first day. Cost of new school uniform items is kept to a minimum. We strongly recommend that all items are clearly marked with the child's name and room number.

## **WEBSITE**

The school has an amazing and informative website that you can easily access. Just Google Margaret River Primary School and have a look at what our school has to offer and the many activities that the students undertake throughout the year. [www.mriverps.wa.edu.au](http://www.mriverps.wa.edu.au)

We look forward to a successful partnership. If you have any questions or queries, please feel free to contact the school on 9757 8500.