



# Montpellier

Striving for Excellence

## Introduction to **SCHOOL** handbook



2023

# Welcome

We welcome you and your child/children to Montpellier Primary School.  
We look forward to working in close co-operation with you, so that together we can achieve everything possible to make your child's primary school education happy and successful.

Please remember that at Montpellier we have an 'open door' policy.

If you have any questions or concerns, no question is ever too trivial or insignificant, please don't hesitate to contact the school office in person, by phone or email.

Our friendly administration team, consisting of Jillian Bell, Tanya Walsh, Cathie Hecker and Melissa Page are always more than happy to assist in any way they can.

**Principal: Mrs Di Stainsby**

**Assistant Principals: Mrs Chris Browne & Mr Chris Young**

**Business Manager: Mrs Jillian Bell**

**Administration: Mrs Cathie Hecker, Ms Tanya Walsh and Mrs Melissa Page**

<b>Web:</b>	<b><a href="http://www.montpellierps.vic.edu.au">www.montpellierps.vic.edu.au</a></b>
<b>Email:</b>	<b><a href="mailto:montpellier.ps@education.vic.gov.au">montpellier.ps@education.vic.gov.au</a></b>
<b>Postal Address</b>	<b>21 Lambhill Crescent Highton Vic, 3216</b>
<b>Telephone</b>	<b>(03) 5243 2521</b>

**Out of School Hours Care Program 2022**

<b>(operated by Their Care)</b>	<b>0488 779 702/ 1300 072 410</b>
	<b><a href="http://www.theircare.com.au">www.theircare.com.au</a></b>

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*"Striving for Excellence"*

# Principal's Welcome

Montpellier Primary School was established in 1969. Our current enrolment is approximately 645 students and 439 families. The Montpellier community of students, parents and staff is highly motivated and shares a vision of 'Striving for Excellence' for the school. The school atmosphere is caring, friendly and welcoming. The community takes great pride in the school's facilities and grounds, which provide an aesthetic learning environment.

Montpellier continually strives to develop and refine its curriculum. We have a tradition of academic excellence with children increasingly expected to take responsibility for their own learning, participate in decision making, work co-operatively, respect others and their belongings and to take pride in their best efforts. We use research and evidence based practices to inform our approaches to the teaching of Literacy and Numeracy, further informed by the use of student achievement to focus on the growth of individual students.

Additional programs are developed to reflect the aspirations of the students and the school community including:

Whole School Concert  
Student Leadership Program  
Camps & Incursions/Excursions  
Extensive PE/Sport Program  
Out of School Hours Care Program

Dance Extravaganza  
Creative and Performing Arts Programs  
Life Education  
Science & Technology

Buddy System  
Wellbeing Program

Children are encouraged and supported to participate in Physical Education and Sport Programs beyond the school level to state level.

Montpellier has a 1:1 Bring Your Own iPad program for Grade 3 to 6 students. This program compliments our work in transforming learning for our students through a focus on 21<sup>st</sup> Century learning skills of communication, collaboration, creativity and critical thinking. The use of iPads assists in amplifying the learning of our students to create confident, flexible, self-directed and lifelong learners.

Students demonstrate a keen interest to learn, an ability to co-operate and support each other and a positive approach to life in general. As a consequence the tone of the school is consistently positive. Montpellier is Asthma Friendly and also a SunSmart school.

Parental involvement is an integral part of the Montpellier philosophy. There is a strong emphasis placed on maintaining effective communication systems and providing a wide range of opportunities to contribute to the life of the school.

Developing children for their future is paramount as we continue to build excellence, initiative, co-operation and independence through the opportunities available.

It is our aim that as your child settles into our school community, we help build the skills, attitudes and values they will need for schooling and beyond.



Di Stainsby (Principal)



# Educational Aims

*Our objective is for all children to feel confident, happy and secure to...*

*Make the necessary social and emotional adjustments so vital to children's development.*

*Use their natural ability to learn.*

*Learn from the people around them and from the programs which their skilled teachers provide.*

## EDUCATIONAL AIMS

Education is a tool for developing life skills. It goes way beyond training students for employment. Montpellier aims to give each student the opportunity to maximise the development of his/her natural ability to learn. Our philosophy is to foster an attitude of intellectual, physical and ethical values which will enhance their lives now, and help them to make choices worthy of themselves and others, in the future.

We encourage students to 'strive for excellence' in all tasks and to take pride in their achievements. We expect a standard of care and respect to be shown by teachers and students alike, to each other and all members of the school community.

Students from Prep to Year 6 set their own learning goals in consultation with their teacher.

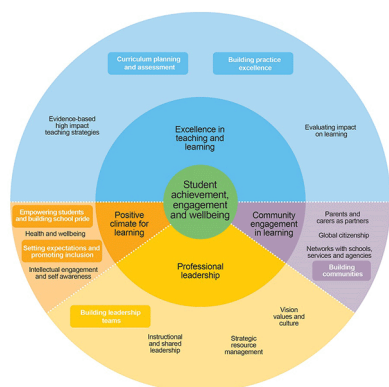
We encourage students to share with one another, to question, research and draw conclusions, to develop their natural curiosity, imagination and creative ability.

Our curriculum allows for students to grow and achieve their full potential at their own pace, which in turn, establishes a sense of self worth and confidence.

**Chris Browne (left) & Chris Young (right) Assistant Principals.**



# Curriculum



The teachers at Montpellier Primary School use the Victorian Curriculum to guide their planning, assessment and reporting. This is aligned to the four priorities set by the Department of Education:

Excellence in Teaching and Learning  
A Positive Climate for Learning  
Professional Leadership  
Community Engagement in Learning

## ENGLISH

Montpellier has adopted a whole school approach to the implementation of the Literacy Program. Every child receives daily instruction on the areas of:

- Reading and Viewing
- Writing
- Speaking and Listening.

The main features of the Literacy Approach include:

- A daily two hour literacy block
- Guided reading and writing
- Close monitoring of children's progress
- Literacy tasks which meet the specific needs of learners
- Parent participation
- Providing engaging tasks that encourage a love of literacy.

## MATHEMATICS

Montpellier implements a consistent and scaffolded Mathematics Approach from Prep to Grade 6.

In the primary curriculum, Mathematics is investigated under the strands:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

We implement a current research-based practice of Launch, Explore, Summarise in the delivery of our maths approach. This approach is student-centred and ensures that students are provided opportunities to manipulate resources and solve mathematical problems in a real life context. Learner dispositions have a major focus in developing persistence, resilience and collaboration within student capabilities.

Students participate in a wide range of activities that are open ended, challenging and foster an enjoyment of Mathematics.



# Curriculum

## PHYSICAL EDUCATION & SPORT

All children participate in a 45 minute session of PE weekly. PE lessons include ball handling skills, fitness activities, athletics, major and minor games.

Grade 3-6 children participate in an additional one hour sport session each week. This session includes skills and game strategies in major games.

The Physical Education program is aimed at improving children's overall fitness and to encourage them to participate in fitness related activities as part of their recreation.

In Grade 5 & 6, children participate in Interschool Sport, Lightning Premierships & various major sports. Where possible Grade 5/6 major game teams and individuals are supported and encouraged to participate in SSV competitions beyond the district, division, region and state.

Children in Prep to Grade 6 have the opportunity to participate in gymnastics, swimming, cross country (school fun run), skipping, and athletics programs. The school has a fully equipped gymnasium and children are encouraged to participate in school teams outside of school hours.



Year 3—6 Athletics Carnival at Landy Field Reserve



Prep - 2 Athletics at Montpellier

# Curriculum

## LIBRARY

The Library promotes a supportive and enjoyable environment, enhancing learning and teaching opportunities for the school community.

The Library contains a wide range of books, both academic and recreational, journals and reference material, all of which are available for students to borrow.

The library;

- Encourages students to read for pleasure and develop an appreciation of literature.
- Provides students with information literacy skills that enhance lifelong learning.
- Provides a rich variety of resources for recreational reading, research and use in the teaching programs from Prep to Year 6.

## STEM

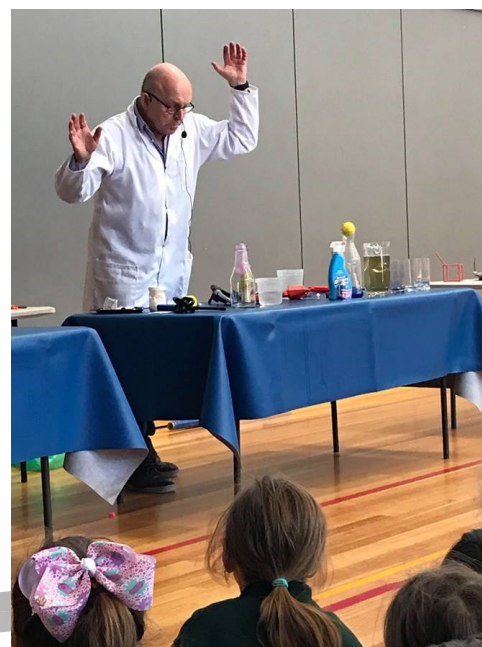
Science, Technology, Engineering and Mathematics

- Gives students the opportunity to partake in projects and investigations that include elements of science, technology, engineering, and mathematics.
- Provides students with an understanding of the scientific process including the scientific method, using a science journal and scientific inquiry.
- Allows students to undertake scientific investigations in a hands on way while developing science understanding, group work and thinking skills.
- Provides specialist instruction in computing skills to support classroom teaching (utilising Microsoft Office, the Edustar suite and other educational software packages).
- Allows students to safely access rich information resources online, and teaches them responsible/ethical behaviours (cyber safety) when using the internet.
- Encourages students to connect, communicate and collaborate with people all over the world in a safe and responsible manner.

Professor Bunsen Science Show



Students enjoying  
STEM activities





## DIGITAL TECHNOLOGY

In an ever changing world it is imperative that schools afford students the best possible opportunities by incorporating various technologies as part of the teaching and learning environment. Through Integrating technology, teachers are radically changing the way in which content is delivered, shared, discussed & assessed. Students can leverage learning tools that are highly differentiated, collaborative and experimental.

## BRING YOUR OWN DEVICE IPAD PROGRAM (YEARS 3, 4 & 5)

After conducting a whole school survey in 2017, it was decided that we would implement a 'Bring Your Own Device' (BYOD) program, in the form of iPads, in year levels 3 and 4. The program commenced in 2018 across years 3 and 4 and has continued to be implemented in the Grade 5 and 6 levels since then.

## L.O.T.E. - INDONESIAN

Students at Montpellier Primary School acquire communication skills in Indonesian. They develop an understanding about the role of language and culture in communication.

Learning languages broadens students horizons about the personal, social, cultural and employment opportunities that are available in an increasingly interconnected and interdependent world. The interdependencies of countries and communities requires people to negotiate experiences and meaning across languages and cultures.

### Learning Languages:

- contributes to the strengthening of the community's social, economic and international development capabilities
- extends literacy repertoires and the capacity to communicate; strengthens understanding of the nature of languages, of culture and of the processes of communication
- develops intercultural capability, including understanding of and respect for diversity and difference and an openness to different experiences and perspectives
- develops understanding of how culture shapes and extends learners understanding of themselves , their own heritage, values, beliefs, culture and identity
- strengthens intellectual, analytical and reflective capabilities and enhancers creative and critical thinking.

## THE ARTS

The aim is to foster a child's enjoyment of creative arts.  
The program is divided into two areas:

**Visual Arts** - Each child attends a weekly session. A qualified Art teacher covers the major areas of drawing, painting, threads & textiles, construction and clay. Children's work is displayed proudly around the school.

**Performing Arts** - Performing Arts lessons are taken for 45 minutes per week by a dedicated Performing Arts teacher.

**Term 1** - 'Buskers Day' is held in Term 1 where children can volunteer to perform during lunchtime.

**Term 2** - the focus is Dance. A dance unit culminates in the annual 'Dance Extravaganza' which is held at Deakin University. The children perform a class dance with their parents. Whole Community dancing is the focus.

**Term 3** - Our Student Council organise a 'Talent Quest' where students perform various acts

**Term 4** - The 'School Concert Spectacular'. Each grade will rehearse an item to perform at the Arena.

## Assessment and Reporting

Teachers assess students on an ongoing basis using a wide variety of assessment strategies.

Assessment information is used by teachers to develop their weekly planning and to assist them with accurately reporting on student progress.

Parents receive formal online reports twice yearly. The report is assessed against the Victorian Curriculum. Reports are loaded onto student's individual Compass profiles and are assessed by parents online. Regular assessment updates are sent home throughout the year for English and Mathematics.

Parent/Teacher Conferences are held mid year. Information about your child's progress is discussed based on their Individual Learning Goals. Learning Progressions are also shared with parents each term. This enables parents to view their child's work, improves communication for the home/school partnership and allows you to celebrate the achievements and efforts your child makes.

Each year Grade 3 & 5 children participate in NAPLAN testing.



# Wellbeing

At Montpellier Primary School we are committed to providing a safe and caring environment that develops children to be curious and be a part of a vibrant and engaged community of students, staff, families and friends.

Our Wellbeing Leader, Sam Lester, attends 3 days a week. She can assist with support for students through short-term intervention and referrals for additional support and long-term intervention. Through the Positive Education approach, we focus on building skills to strengthen relationships, build positive emotions, enhance personal resilience, promote mindfulness and encourage a healthy and happy lifestyle for students, staff and the wider school community.

We aim to develop students who are motivated, engaged and resilient and who contribute to the wellbeing of themselves and others underpinned by our values of Integrity, Courage, Accountability, Respect and Empathy (ICARE)

Students voice and aspirations are fostered to allow pupils to become active community members and lifelong learners.

## Inquiry Learning

Inquiry Learning topics are selected from the Victorian Curriculum subject areas of: Science, Geography, History, Economics, Health, Technology and Civics & Citizenship.

An inquiry approach to curriculum planning provides a way of addressing topics across subject boundaries. It enables students to explore, gather, organise and present information in order to develop understandings and make sense of their world.

Each term consists of a 'concept' that the whole school investigates at each level. The four concepts are community, sustainability, creativity and change. Students are given knowledge and skills in order to develop a deep understanding which is then transferred through an Authentic Action.

### Our Inquiry Units:






- Involve higher order cognitive processes to reach a deep understanding of content and issues in a contemporary world;
- Include immersion in addressing issues or areas that are often cross-disciplinary;
- Integrate personal and academic capabilities;
- Are active, authentic, challenging and student centred
- Are designed to impact the world, locally or more widely; and
- Take place in a range of setting and increasingly use digital and connectivity

Dear Montpellier Parents and Community.

I would like to take this opportunity to welcome you to TheirCare as the provider for both Before and After Care and School Holiday Program at Montpellier Primary School. Our operating hours are **6:45am to 8:45am** for Before School Care and **3:30pm to 6:00pm** for After School Care. In the School Holidays we offer care from **6:45am** each day until **6:00pm**.

We provide an adventurous and stimulating program in a safe environment for all children. During sessions children develop life skills, friendships, confidence, and creativity through play.

Our values make **SENSE** because they empower children to be their best selves and to have a voice. These values are:

				
<b>Safety</b>	<b>Education</b>	<b>Nurturing</b>	<b>Stimulating</b>	<b>Empathy</b>
Every decision and action is established around the safety of children in our care.	Children learn and experience something new every day and we can foster that in every session.	We create an environment where children experience a sense of belonging and trust.	We motivate and encourage children to be and do their best in an environment where fun is the focus	We listen and we care. Every child is important and has a voice.

We are available for both permanent and casual bookings for both sessions, to register or book please visit our website: [www.theircare.com.au](http://www.theircare.com.au).

You can always contact our program's mobile on **0488 779 702**. Your service coordinator will be available during session times to take any calls regarding care. TheirCare Support Office is available during office hours if required on **1300 072 410**.



# Buddies

At Montpellier Primary School, for many years we have successfully adopted the 'Buddies' program which involves the Grade 5 students being paired up with Prep students.

The program is designed to support the Prep students with their transition into primary school as well as encouraging the Grade 5 students to develop their leadership skills. At the beginning of the year the Buddies meet every recess and lunch to make sure that the Prep students feel safe and secure in the playground environment. After first term, the Buddies meet to complete fun activities such as developmental play, outside games and craft activities.

## **Benefits of the buddy program include:**

- Prep students having someone familiar to go to if they are worried in the playground.
- Prep and Grade 5 students develop new and positive relationships.
- Grade 5 students taking on and developing responsibility.
- Grade 5 students learning how to be a positive role models and mentors for other students.



# Lost Property

Lost property is placed on a table outside the STEM room.

The students leaders regularly sort through all lost property and if it has a name it is placed in the class teacher's pigeon hole to be returned to the child.

Unnamed uniform items in lost property not claimed within two weeks will be laundered and sold at the Second Hand Uniform Sale.

Please ensure EVERYTHING your child wears and takes to school is **clearly named**. This includes; hats, coats, jumpers, cardigans, shoes and all school belongings. Please be diligent in checking items of clothing after they are washed to ensure names are readable and still attached to clothing.

Please take the time to discuss with your child the importance of looking after their belongings at school. If your child loses an item or article of clothing ask them to check the lost property table as soon as possible.



# Financial Commitments

Parent payment arrangements for 2023 will be provided to you when these are finalised and approved by School Council. Listed is an estimation of the costs involved in the education of your child. We hope this will assist you in budgeting for your child's education.

**Booklists:** Stationery items and Text Books - Costs vary according to different year levels.  
**From \$80 per child.**

**Curriculum Contributions:** This payment covers all essential items provided by the school on behalf of parents including, shared classroom consumables, Art, STEM, Performing Arts & Indonesian materials. It also includes a curriculum activities fund to cover small excursions and in house activities.

**In 2023 the estimated Curriculum Contribution will be: \$196 per student in Prep and range from \$179 to \$195 per student in Years 1-6.**

**We also welcome Other Contributions** to support the provision and upkeep of Montpellier's technology equipment and infrastructure, and a tax deductible building fund.

## **Optional Extras/Excursions:**

### **Intermediate and Senior Camps (estimates):**

Grade 4	Phillip Island - 3 days, 2 nights	<b>\$290</b>
Grade 6	Oasis Camp - 3 days, 2 nights	<b>\$350</b>
<b>Swimming:</b>	10 day program	<b>\$70</b>
<b>Gymnastics:</b>	4 day program	<b>\$40</b>

**Excursions/Incursions:** Each year level holds approximately 4 excursions/incursions per year. Generally one event is held each term. Costs vary from \$5 - \$35 depending on the excursion and location. In addition to the set excursion/incursions, children may participate in special events during the year eg: GSODA performances, Geelong music festival and special sporting events. These events may incur minimal transport and/or entry charges.

**Fundraising:** Families are encouraged to support school fundraising activities throughout the year, such as our Easter and Christmas raffles, Fun Run, end of term sausage sizzles and Entertainment Books.

**Uniforms:** These are supplied directly from Beleza Uniforms, Please refer to the brochure provided with your prep information. Beleza Uniforms is located at 107 Ryrie Street, Geelong. They can be contacted on 5221 8545.

## **PAYMENTS**

The school's preferred method of payment is through Compass. Please see the inclusion in your information pack for more detailed information about Compass. The school accepts Cash, BPAY, EFTPOS and Credit Card payments.

Permission and payment for excursions/incursions is done via Compass.

***To assist in smooth running of excursions, payments must be received by the due date unless prior special arrangements have been made with the Business Manager.***

# School Communication

Montpellier prides itself on having a diverse and exemplary range of communication tools designed to keep the connection between home and school as open and constructive as possible.

**NEWSLETTER** - The 'Montpellier Weekly', is the school's main and most regular source of communication with parents and the wider school community. It is an electronic 'newsletter' issued each Thursday. Parents will receive an email and Compass alert when it is available for viewing and be provided with a link to view the newsletter. Links are also added to the Montpellier Primary School closed Facebook page.

**COMPASS SCHOOL MANAGER** - Our school uses Compass for PC and Smartphones. Some of the features of Compass include: Approving student absences/updating information, viewing student academic reports, processing excursion and event payments, viewing a calendar of events and so much more.

**SCHOOL WEBSITE** - [www.montpellierps.vic.edu.au](http://www.montpellierps.vic.edu.au). Our website is updated with current and relevant information.

**SCHOOL FACEBOOK PAGE** - Group link: <https://www.facebook.com/groups/460135504165491/>  
Our intention is to grow our school community's understanding of social media through the use of Facebook and for them to make healthy connections to our school. Our Facebook group allows us to keep up-to-date with activities, events and announcements.

We ask our community to accentuate the positives and bring to everyone's attention the little things that make our school great. This initiative allows us to share photos of your children involved in their daily school activities, often as they happen! The group is a closed group, available for families of Montpellier Primary School only. Each new request to join the group or make a post to the group must first be approved by a member of our Principal team.

**SCHOOL PUBLICATIONS** - For parents' information, a copy of the following publications can be viewed/obtained by inquiring at the office:

School Policies

School Strategic Plan/Self Evaluation

AIP

Annual Report

Equal Opportunity Guidelines

**PARENT CONFERENCES** - In June each year the school holds a day of Parent Conferences. This is an opportunity for parents to confer with their child's teacher.

**REPORTING** - Parent/Teacher relationships will be fostered by:

- Individual student semester reports distributed in June and December.
- Individual discussions which can be arranged between parents and the Principal, and/or class teachers.
- In December, parents will be given the opportunity to make an appointment to discuss the report with the teacher if they require it.

**ASSEMBLIES** - A whole school assembly is held in the gymnasium every second week on a Friday afternoon. There will always be an assembly during last week of term. All fortnightly awards are presented at this assembly. If the weather is inclement or too hot, children stay in their classrooms and the assembly is held over the loud speaker.

# Attendance

School attendance is compulsory between the ages of 5 years to 17 years inclusive. It is important that a child builds up the habit of attending school regularly and punctually from an early age.

If your child is absent from school, the school office must be informed via Compass (the preferred method), telephone, or by you personally, as to the reason for the absence.

**Automated Text Messages** - An automated text message is sent to parents of children who are marked as 'unexplained' on class rolls. This automated message is sent each day at 10.30am. To avoid receiving absence messages, please inform the school of your child's absence prior to 10am on the day of the absence, or in advance for foreseeable absences (eg. Specialist appointments).

Montpellier Primary School supports the 'It's Not Okay To Be Away' program - please refer to the brochure in your Prep Information Pack. This program is a state wide initiative building a school and community approach to the issue of student attendance. The initiative is designed to change community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

## **'It's Not OK to Be Away' promotes two key messages**

- Student attendance is the responsibility of everyone in the community
- Effective Schools monitor, communicate and implement strategies to improve regular school attendance, as this is a prerequisite for improving educational outcomes.

Of course, if your child is ill please keep them at home.

**LATE ARRIVALS TO SCHOOL** - When a child arrives late to school, a parent or guardian must accompany their child to the office to sign their child in with a reason and receive a LATE pass for their child to take to their class.

**EARLY COLLECTION OF CHILDREN** - As we have a duty of care to the children between the hours of **8:45am** and **3:45pm** it is essential to know the whereabouts of all children. If it is necessary for you to collect your child from school before 3:30pm, please present at the school office to sign your child out. In most cases, your child will be located by the office staff and sent to the office. This can often take several minutes, please be mindful of allowing adequate time when collecting your child early.

If your child is to return to school after an appointment, please advise the office of the approximate return time and return them in person to the school office to be signed back into school.

## **2022 BELL TIMES**

9:00am	Commencement of morning session
11:00am-11:10am	Recess/snack supervised eating time in classroom
11:10am-11:30am	Children allowed out to the yard
1:00pm	Lunch supervised eating time in classrooms
1:10pm	Children allowed out to the yard
2:00pm	Commencement of afternoon session
3:30pm	Dismissal

**CHILDREN WILL NOT BE TAKEN FROM THE SCHOOL WITHOUT PROPER AUTHORISATION FROM A PARENT or GUARDIAN, THIS INCLUDES ENSURING PERMISSION FORMS HAVE BEEN COMPLETED AND RETURNED TO SCHOOL FOR ALL EXCURSIONS.**



# School Rules

At Montpellier Primary School, the students, parents and staff are working together to make our school environment a fun, happy and safe place to learn and play.

As a student at Montpellier Primary School it is expected that you will follow these rules. If you break any of these rules, teachers will use the Student Behaviour Management Procedures.

## SAFETY

### *Expectations:*

- Play appropriate games.
- See a teacher if you feel unsafe.
- Keep hands & feet to yourself.
- Leave sticks and stones alone.
- Share equipment and space.
- Use playground equipment in a sensible and safe manner.
- The playgrounds are not open before school.
- Play only on your grade level playground.
- No walking/sitting on top of the monkey bars.
- Chasing games are not to be played near or on play equipment.
- Go down slides in a sitting position with feet forward.
- Soccer ball, footballs and cricket are only to be played on the oval where it is the safest.
- Digging is only permitted in the sandpit.

## UNIFORM

### *Expectations:*

- Wear the correct Montpellier Uniform.
- Be Sun Smart – Hats must be worn in Terms 1 & 4 (and encouraged in Terms 2 & 3).

## ENVIRONMENT

### *Expectations:*

- Enjoy and be proud of our yard.
- Care for our gardens and trees
- Place litter in bins.
- Saving water is encouraged.

## RELATIONSHIPS

### *Expectations:*

- Treat others the way you would like to be treated.
- Use kind remarks only.
- Swearing is not permitted.
- Include others in play - if someone is lonely ask them to play.
- Respect, care and cooperate with other students, teachers and parent helpers.
- Say no to bullying – tell a teacher.

## PLAY AREAS

### *Expectations:*

- Playing in the toilets is NOT permitted.
- Environment shed and gym storeroom only to be visited with a teacher.
- Stay within boundaries and away from the following areas:
  - Front of the school.
  - Behind Multi Purpose Room.
  - The back of the oval and gym (road side of the running track).
  - Gardens.
  - Inside the school buildings (before school, recess and lunch breaks).
  - Only visit canteen/ gym foyer when buying food items.

# Student Behaviour Management Procedures

**AIM:** To maintain a caring, safe environment that emphasises rights, responsibilities and behaviours expected for students, parents and staff.

**PROCEDURES:** Student Behaviour Management Procedures involve a process, which includes positive reinforcements and consequences applied in a consistent manner.

Class teachers will establish a set of classroom rules/agreements/behaviours.

In the event of a student not complying with the established school rules, the following procedures will be followed:

## 1. ACKNOWLEDGE BEHAVIOUR

- When behaviour occurs acknowledge with child briefly and arrange a time to meet with the child individually in their time (recess or lunchtime)

## 2. TIME OUT

- In classroom in class time, moved away from peers.
- In yard, walking with Yard Duty teacher (communicate to class teacher)
- At recess or lunchtime in classroom—teacher must be present and only half of recess or lunchtime.
- Share this information with—PLC Leader, Principal and both Assistant Principals for support in ongoing issue.

## 3. PARENT/S CONTACTED

Classroom teacher to contact parent by phone and outline issues and consequence applied. Where possible have the child in attendance whilst phone call being made.

## 4. PRINCIPAL TEAM ENGAGED

- If behaviour is ongoing or of a serious nature the Principal team will be engaged. Teacher to contact the Principal and both Assistant Principals to discuss behaviour and what steps if any have been employed.
- Principal team to meet with child and discuss behaviour, contact parents and issue consequence
  - \* Time out in designated area
  - \* Loss of rights to attend excursions, incursions, interschool sports, camps or other special school events.
  - \* Suspension – either internal or external
  - \* Expulsion

### INCIDENTS TO BE RECORDED IN COMPASS PLEASE ALSO REFER TO THE FOLLOWING DOCUMENTS

- \* Striving for Excellence
- \* Student Wellbeing and Policy
- \* Bullying Policy
- \* Playground Rules



# School Uniform

**Montpellier Primary School has an official school uniform. New uniforms may be purchased from Beleza Uniforms, 107 Ryrie Street, Geelong. Ph 5221 8545.**

Please see your Parent Information Pack for a current price list, or view it on the school's website. School Council has the legislative power to make the wearing of school uniform compulsory. It is expected that Montpellier students wear their school uniform daily. School colours are dark bottle green, navy blue and white.

Children are expected to be neatly presented and not to wear nail polish, sparkles, glitter or makeup while at school.

Long hair should be tied back and hair accessories kept to a minimum - preferably green and/or white in colour. Jewellery is not permitted to be worn to school except for sleepers/studs and a watch.

SUMMER
<p><b>Shorts</b> - navy blue unisex – cotton knit or cargo shorts</p> <p><b>School Dress</b> - in Montpellier green check</p> <p><b>Skorts</b> - in Montpellier green check</p> <p><b>Tops:</b>  Montpellier short sleeve polo top in white or bottle green with school logo</p> <p><b>Montpellier Windcheater</b> - crew neck or rugby style in bottle green with school logo  - Year 5/6 students may wear bottle green Montpellier rugby style with white stripe</p> <p><b>Socks</b> - white or navy blue</p> <p><b>Shoes</b> - suitable track shoes or black or brown school shoes/boots</p> <p><b>Hat</b> - broad-brimmed bottle green soft brushed cotton with school logo  Bucket hat with toggle in bottle green with school logo</p>
WINTER
<p><b>Trackpants</b> – navy blue - reinforced knee or cuffed leg  Year 5/6 Students may wear navy blue sports track pants with 'Montpellier' white print along the right leg.</p> <p><b>Cargo Pants</b> - navy blue</p> <p><b>Skirt</b> - Montpellier tartan</p> <p><b>Tops:</b>  Montpellier short sleeve polo top in white or bottle green with school logo</p> <p><b>Montpellier Windcheater:</b>  Crew neck or rugby style in bottle green with school logo  Year 5/6 students may wear bottle green Montpellier rugby style with white stripe</p> <p><b>Socks &amp; Shoes</b> - as per summer uniform</p>
OPTIONAL / ADDITIONAL ITEMS
<p>House colour T-Shirt or polo top for school sports</p> <p>Bottle green backpack bag with school logo</p> <p>Bottle green bomber jacket with school logo</p> <p>Bike shorts, or boy leg pants (worn under the school dress)</p> <p>Bottle green tights to wear with the kilt</p>

# School Uniform

## SECOND HAND UNIFORM SALE

Limited supplies of second-hand uniforms are available for sale throughout the school year. Uniform items are donated by families for resale at very reasonable prices (as little as \$1).

The parent run second hand uniform sale generally operates from the gymnasium foyer and is held 2—3 times per term, or when there are enough donated items to hold a sale. Notification alerts of upcoming uniform sales are sent out to families via Compass and posted on the school's Facebook group. It is also advertised in our weekly electronic newsletter.

## IRON-ON LOGO TRANSFERS

As an alternative to purchasing polo tops from Beleza Uniforms, parents have the option to purchase plain white or dark bottle green polo tops from their choice of retailer and purchase logo transfers to iron onto these tops.

Logo transfers, complete with an instruction flyer, are available for purchase through the school office in bottle green or white (\$3.00 each).

## Sunsmart

During terms 1 & 4 children are required to wear broad brimmed hats that protects their face, neck and ears whenever they are outside. During terms 2 & 3 hats may be worn but are not compulsory.

Students are encouraged to use SPF 30+ or higher broad spectrum, water resistant sunscreen. Sunscreen should be applied at least 20 minutes before going outdoors and reapplied every two hours if outdoors. Children need to provide and apply their own sunscreen at school. Staff are not permitted to apply sunscreen on children at school.

## Children's Recess Snack & Lunch

At recess and lunch the children eat their food in the classroom. We suggest that children have food (unwrapped) that they can carry in their hands for snacks to reduce the amount of rubbish in the yard.

Please make sure all lunchboxes, drink bottles and containers are clearly named.

We appreciate parents assisting us in this request.





# Parent Involvement

We welcome the involvement of parents in many different ways.

Pre-school children are most welcome whilst parents are helping inside the classroom. If you are able to assist with any of the following, we welcome anyone wishing to do so:

- classroom activities such as listening to reading
- typing stories for children's literacy programs
- book mending or covering in the library
- attending camps and/or excursions
- assisting with swimming programs
- helping at working bees
- assisting with the parent managed headlice program
- assisting with bookclub
- fundraising events/activities
- coaching sporting teams

**In line with current legislation, all volunteers must obtain a 'Working with Children Check' card (WWCC) and possibly a criminal history check (if handling money) before participating in voluntary activities.**

Parents are also encouraged to join the following committees

**FUNDRAISING GROUP** - This is an informal group operating through the school administration team. If you are interested please register your name with the office. Volunteers provide a valuable contribution to the school. Fundraising activities enable the school to purchase additional resources which otherwise could not be afforded.

Annually the school aims to raise between \$20,000 - \$30,000 through fundraising which is used to purchase extra equipment to enhance all students' learning experience and environment.

**SCHOOL COUNCIL** - The School Council is made up of eight elected parent members, four elected staff members plus the Principal, with co-opted community members. It is the focal point for shared decision making at the school. School Council responsibilities concern such areas as curriculum, finance, facilities and school community relations.

**The School Council structure is divided into the following sub committees:** Curriculum, Finance and Environment. Sub Committees meet prior to each scheduled School Council meeting. There are two meetings per term.

**PARENT HELPERS** - Parents and Grandparents may have the opportunity to assist in their child's classroom as a parent helper. To assist in the classroom, parents must hold a current working with children check card. A Parent Helper's course is held at the commencement of each school year. Parents wishing to help in the classroom are encouraged to participate in this course. All Parent helpers/visitors must sign into the school via the Compass Kiosk which is located at the front office and must display their Working With Children Check card.



# Thank you

Thank you for taking the time to read through this information book.

Montpellier Primary School aims to be an open and inviting school community.

If you have further questions,  
we welcome you to contact the school office.

(03) 5243 2521

[montpellier.ps@education.vic.gov.au](mailto:montpellier.ps@education.vic.gov.au)  
[www.montpellierps.vic.edu.au](http://www.montpellierps.vic.edu.au)



Lined area for notes.





# Montpellier Primary School



## Vision

*Committed to a high performing learning culture that empowers our united community to thrive.*

## Values

**I**ntegrity: *Open to growth, change and new learning*

**C**ourage: *Use initiative to take risks and develop our Network*

**A**ccountability: *Ensure all responsibilities are met*

**R**espect: *Have a genuine care for all*

**E**mpathy: *Be professionally supportive and encouraging to all*

*Striving for Excellence*