

# Mooroopna North Primary School

## Family Handbook

2025



**835 Ardmona Rd Mooroopna 3629**

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**[www.mnps1612.vic.ed.au](http://www.mnps1612.vic.ed.au)**

**Principal: Rebecca Brown**

## **Staff**

|  |                            |                                 |
|--|----------------------------|---------------------------------|
| <b>Principal</b>                           |                            | Rebecca Brown                   |
| <b>Classroom Teacher- Foundation, 1, 2</b> |                            | Alison Winn & Helen Donoghue    |
| <b>Classroom Teacher- 3, 4, 5, 6</b>       |                            | Michelle Leech                  |
| <b>Specialists</b>                         | <b>-Library (MARC)</b>     | Fiona Smith                     |
|  | <b>-Visual Arts (MACC)</b> | Sue Cowan                       |
|  | <b>-PE</b>                 | Rebecca Brown                   |
|  | <b>-My Future Academy</b>  | Brodie Humphreys                |
|  | <b>-Auslan</b>             | Alison Winn                     |
| <b>Tutor Learning Initiative Teacher</b>   |                            | Helen Donoghue                  |
| <b>Education Support</b>                   |                            | Thomas Dryden<br>Charlee Fowkes |
| <b>Business Manager</b>                    |                            | Joyce Caiafa                    |
| <b>Information Technology Technician</b>   |                            | Janne Kenttala                  |

## **Lessons Times**

|                                |                   |
|--------------------------------|-------------------|
| <b>1<sup>st</sup> session-</b> | 9:00am – 10:00am  |
| <b>2<sup>nd</sup> session-</b> | 10:00am – 11:00am |
| <b>Lunch-</b>                  | 11:00am – 11:30am |
| <b>3<sup>rd</sup> session-</b> | 11:30am – 12:30pm |
| <b>4<sup>th</sup> session-</b> | 12:30pm – 1:30pm  |
| <b>Recess-</b>                 | 1:30pm – 2:00pm   |
| <b>Dismissal-</b>              | 2:55pm            |

## **Victorian School Term Dates For 2025**

|        |                             |
|--------|-----------------------------|
| Term 1 | January 29th – April 4th    |
| Term 2 | April 22nd – July 4th       |
| Term 3 | July 21st – September 19th  |
| Term 4 | October 6th – December 19th |

## **Pupil Free Days**

School Council will make a decision as to the dates of the four pupil free days and parents will be advised.

## **Foundation Attendance Arrangements February**

Foundation students are not required to attend school on Wednesdays for the month of February. This is consistent with the state-wide foundation transition procedures. Foundation children tire very easily in their early days of schooling and the transition program provides extra time for rest, which enables students to stay on-task for longer periods of time.

## Attendance & Sickness

1. Regular attendance and punctuality is encouraged at all times so that the teaching and learning process is not interrupted.
2. However, your child's health is of prime importance, and a child who is ill should be kept home. They will not feel well enough to work effectively and may spread infection to others if at school.
3. If a student is absent, a written or verbal explanation is required via the school phone, mobile or the app uEducateUs.
4. School contact details are on the front of this booklet.
5. In the event of illness or injury at school, contact will be made with parents/carers, or their nominated emergency contact number if we are unable to make contact. Your emergency contact **MUST NOT** be the parents/carers. We will always call you first, emergency contacts are used when we can not make contact with you e.g you don't answer the phone.
6. Our attendance motto is "**Every Minute Matters**". If students miss school on a regular basis.

A child misses school on one day a week due to shopping, sleeping in, having a day in Melbourne, etc., results in:  
- 10 days per term lost  
- 40 days per year lost  
That equates to almost a quarter of a year (or one whole term) of teaching and learning being missed.

## Assemblies

Whole school assemblies are held on fortnightly Monday mornings from 9am during our 'Yarning Circle' Assemblies are conducted by our school captains and vice captains. Parents are most welcome to attend. At our assemblies, we recognise and celebrate student's academic, social and emotional successes.

## School Uniform

**School uniform is compulsory-** (dress code policy as determined by school council).

### **Summer**

Red polo T-shirt  
Navy school shorts/skort  
Red, navy, white summer dress  
Navy wide-brimmed hat (Provided by school)

### **Winter**

Red windcheater/bomber jacket  
Red short or long sleeve polo  
Navy school pants or track pants  
Navy or Red beanie  
Navy or red jacket

### **Shoes**

Plain black shoes  
Runners/ sneakers  
Black or navy sandals with enclosed toes and heel

**Please make sure that all student clothing is clearly labelled.** Students should be neatly dressed in the appropriate seasonal clothing. Earrings can be extremely dangerous at school and are to be discouraged except for studs and sleepers. Necklaces are also discouraged.

### **Second Hand Uniform**

Second hand uniforms are available free of charge from the office. In exchange we ask that you donate any outgrown/unneeded uniforms back to the school to continue supplying the second hand uniform cupboard.

### **Collection of children in school hours**

If it is necessary for you to collect your child from school during school hours, we ask you to make contact with the school to inform us that your child will be leaving early. When you come to collect your child, you will need to sign your child out using the kiosk device located in the school entrance/ office area.

### **Sign in- visitors**

It is mandated that all visitors, including parents, sign in when they are assisting with classroom programs or collecting children during school hours. Sign in and out parent/ student details are at the front desk of the school office. Students who are being collected early as well as being dropped off late to school will need to be entered into the uEducateUs app on the kiosk device located in the school entrance/ office.

### **Occupational health and safety**

If you see anything that you consider unsafe on our school grounds could you please record it in the OH&S book in our school entrance/ office space or report it to a staff member. It will then become a listed item for the school council to discuss and act upon.

### **Academic Subjects**

- Literacy
- Numeracy
- Inquiry
- Auslan
- MARC (Library)
- MACC (Art)
- PE
- Social Skills

### **Breakfast program**

Every morning between 8:45am and 9:00am breakfast is provided to students. A variety of toast, cereals and fresh fruit is available.

### **Medication at school**

Where medication is required during school hours, parents should make arrangements with teachers for medication to be kept in the first aid area. Written permission and instructions are necessary before medication can be administered by staff. All Medications must come in the correct packaging. Prescription medications must include the pharmacy sticker with the dosage, child's name, etc. All medications administered are recorded.

## **Asthma**

If your child suffers from asthma, you need to complete a form for our asthma register. The school needs to be aware of your child's needs in case of an emergency. It is mandatory that an asthma management plan is worked out with your local GP and included with this proforma. Please note that the form must be signed by a doctor.

Student Asthma medications are to be stored in the first aid room. Students are not to administer medications without a staff member present.

## **Anaphylaxis**

The school has an anaphylaxis policy/ procedure for emergency situations. Children diagnosed as being at risk of anaphylaxis are prescribed an EpiPen, and the school holds a backup EpiPen in first aid. The staff at MNPS are trained to give an injection (EpiPen) adrenalin into the muscle of the outer thigh.

### **What should parents do to minimise the dangers associated with anaphylaxis?**

The school needs to be informed at enrolment or diagnosis if a child has any known allergies and is at risk of an anaphylactic reaction.

Develop, with the school, an Anaphylaxis Management Plan, including emergency contact numbers.

Provide the school/student with an EpiPen and any other medications.

For both the school day and camps/excursions, provide the student with appropriate food.

Make sure the school is aware of any changes to medications, plans and contact details.

### **What does the school do?**

We ensure our staff are trained to handle an anaphylaxis emergency, including the administration of the EpiPen.

We work with parents to develop a Management Plan.

We maintain an up-to-date register of students at risk.

We take steps to minimise the chance of accidental ingestion of foods that are high risk of triggering anaphylaxis (hidden allergies).

We raise student awareness about allergies and how we can all keep a safe environment.

## **Meeting with Your Child's Teacher**

To help you and your child settle into Mooroopna North Primary School please feel free to:

Make time to have a chat with the teacher at a mutually convenient time.

Talk about the things your child likes about school and any concerns your child has about going to school.

Your child's teacher is concerned about your child's learning and development.

If your child has a problem in a particular area, please talk to your child's teacher and find out the best approach that can be adopted at school and at home to address your child's needs.

## **School photos**

School photos will be taken by MSP Photography during the school year. Parents will be notified of the relevant date. The purchase of photographs is a commercial arrangement between MSP Photography (the photographers) and parents. The school does not receive, or hold, the money from parents. Envelopes are provided so that orders and payments can be made directly to the company.

## **Parking**

Parents are advised that parking for dropping off and picking up students is in the marked (lined car park) area on Ardmona Rd in front of the school building.

Please make sure that you **do not park in the bus bay** outside the main entrance.

On pick up, students are the responsibility of the parents and should be properly supervised. Students who are being picked up by parents or friends will assemble at the gate in front of the old school building.

## **Reports/ Interviews/ Information Sessions**

Formal Parent/Teacher Interviews will be arranged for all families at least twice a year. Interviews with the principal or members of staff at other times are most welcome and parents are invited to visit the school to discuss the progress of their child or other matters. Appointments need to be made with the principal.

## **School Wide Positive Behaviour (student engagement and wellbeing)**

At MNPS we prioritise the social, emotional, physical and academic wellbeing of all children. Please see our SWPBS booklet for more information.

## **Information communication technology (ICT)**

### **Laptops and iPads**

Each student is provided with a Chromebook at MNPS. Students use their Chromebooks for various subjects and lessons. We have interactive TV's that the students benefit from in-class learning time. iPads are accessible to students to assist in curriculum delivery.

## **Excursions**

Throughout the year the students will participate in a wide range of excursions. It is a legal requirement that permission and medical forms are signed (via the uEducateUs app) so that your child can participate in these activities.

Please note: we are unable, by law, to allow children to attend excursions unless we have the written consent of the parent/ caregiver.

## **School Council**

The roles and responsibilities of a member of the school council are:

- To be a member of the educational decision making within the school
- To formulate and approve the program policies of the school
- To ensure that the school buildings and grounds are kept pleasant and safe at all times.
- To oversee the financing of all school programs
- To be a member of a sub-committee
- To attend meetings as set

To adhere to the School Council Code of Conduct

Our school council has 9 members, the configuration being:

6 parent representatives

3 DE representatives ( including Principal)

Elections are held annually before 31<sup>st</sup> of March and half of the Council is elected for a two (2) year term. If you would like to attend a School Council meeting please contact the office.

### **Bus Run**

Our school bus picks up our students at numerous locations in Mooroopna and Shepparton. Please contact the office for more information to access this service.

### **Conveyance allowance**

If you live more than 4.8km from Mooroopna North PS and do not have a government school closer to your place of residence than the above distance, then you are entitled to a Conveyance Allowance. Application forms are available from the school.

### **Infectious Disease and School Exclusion**

The following information sets out when students may be excluded from school.

Please do not hesitate to contact the school if you have any questions.

# Minimum period of exclusion from primary schools and children's services<sup>1</sup> for infectious diseases cases and contacts

## Public Health and Wellbeing Regulations 2019

### Schedule 7

| Column 1<br>Number | Column 2<br>Conditions   | Column 3<br>Exclusion of cases  | Column 4<br>Exclusion of Contacts   |
|--------------------|--|---|---|
| 1                  | Chickenpox   | Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children                                       | Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded  |
| 2                  | Conjunctivitis   | Exclude until discharge from eyes has ceased  | Not excluded  |
| 3                  | Cytomegalovirus (CMV) infection                                    | Exclusion is not necessary  | Not excluded  |
| 4                  | Diarrhoeal illness*  | Exclude until there has not been vomiting or a loose bowel motion for 24 hours  | Not excluded  |
| 5                  | Diphtheria   | Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later | Exclude family/household contacts until cleared to return by the Chief Health Officer   |
| 6                  | Glandular fever (Epstein-Barr Virus infection)                     | Exclusion is not necessary  | Not excluded  |
| 7                  | Hand, Foot and Mouth disease                                       | Exclude until all blisters have dried   | Not excluded  |
| 8                  | Haemophilus influenzae type b (Hib)                                | Exclude until 48 hours after initiation of effective therapy  | Not excluded  |
| 9                  | Hepatitis A  | Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness   | Not excluded  |
| 10                 | Hepatitis B  | Exclusion is not necessary  | Not excluded  |
| 11                 | Hepatitis C  | Exclusion is not necessary  | Not excluded  |
| 12                 | Herpes (cold sores)  | Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible   | Not excluded  |
| 13                 | Human immuno-deficiency virus infection (HIV)                      | Exclusion is not necessary  | Not excluded  |
| 14                 | Impetigo   | Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing   | Not excluded  |
| 15                 | Influenza and influenza like illnesses                             | Exclude until well  | Not excluded unless considered necessary by the Chief Health Officer  |
| 16                 | Leprosy  | Exclude until approval to return has been given by the Chief Health Officer   | Not excluded  |
| 17                 | Measles  | Exclude for at least 4 days after onset of rash   | Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility |
| 18                 | Meningitis (bacterial —other than meningococcal meningitis)        | Exclude until well  | Not excluded  |
| 19                 | Meningococcal infection  | Exclude until adequate carrier eradication therapy has been completed   | Not excluded if receiving carrier eradication therapy   |
| 20                 | Mumps  | Exclude for 5 days or until swelling goes down (whichever is sooner)  | Not excluded  |
| 21                 | Molluscum contagiosum  | Exclusion is not necessary  | Not excluded  |
| 22                 | Pertussis (Whooping cough)   | Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment  | Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment  |
| 23                 | Poliovirus infection   | Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery   | Not excluded  |
| 24                 | Ringworm, scabies, pediculosis (head lice)                         | Exclude until the day after appropriate treatment has commenced   | Not excluded  |
| 25                 | Rubella (German measles)   | Exclude until fully recovered or for at least four days after the onset of rash   | Not excluded  |
| 26                 | Severe Acute Respiratory Syndrome (SARS)                           | Exclude until medical certificate of recovery is produced   | Not excluded unless considered necessary by the Chief Health Officer  |
| 27                 | Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC) | Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer   | Not excluded  |
| 28                 | Streptococcal infection (including scarlet fever)                  | Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well  | Not excluded  |
| 29                 | Tuberculosis (excluding latent tuberculosis)                       | Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious  | Not excluded  |
| 30                 | Typhoid fever (including paratyphoid fever)                        | Exclude until approval to return has been given by the Chief Health Officer   | Not excluded unless considered necessary by the Chief Health Officer  |

### Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

\* specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or

\* specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

\*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

### Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit [www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion](http://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion)

<sup>1</sup> Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.