

Mannering Park Public School



Responsible Learners
Respectful Relationships

Information Book

updated for 2024

Principal: Mitchell Welham

43 Vales Road, Mannering Park NSW 2259


Phone: 02 4359 1184

Web: mannringpk-p.schools.nsw.edu.au

Email: mannringpk-p.school@det.nsw.edu.au


Artwork: Created by local Aboriginal artist Shelby Thompson. The work depicts eight circles for the 8 Ways of Learning, children gathered around each learning circle and four colours representing school, child, parents/carers and the wider community coming together as one for education





THE SCHOOL THOUGHT

Wherever people go.
Whatever people do.
They all at times need help.
Help from other people.
So do I and so do you.
Let's think about the people who helped us every day.
Let's notice what they do.
Let's say a big thankyou.
Before we go our way.




NSW Department of Education




School Visitor Check-in


All visitors and contractors are required to check-in at the front office at all times.

education.nsw.gov.au


PARTNERSHIPS






School Bytes
Partnership School
SINCE 2023

School administration systems which supports the school with **attendance, finance, medical, wellbeing** and more!




lifeskills GO
Implementation School
SINCE 2024

A daily check in tool which allows teachers to **track student wellbeing** daily and provide support when needed.




Quality Teaching Academy
Membership School
SINCE 2021

Focusing on **Quality Teaching Rounds** to ensure teachers are delivering the very best teaching practices K-6.




Real Schools
Partnership School
SINCE 2023

Supporting the school with **Restorative Practices** to ensure relationships are a focus at school.




Coach 2 Cope
Mental Health Plans
Implementation School
SINCE 2023

Mental health planning tool using the **TAR-3** method to ensure students at MPPS are supported and safe.




RESILIENCE PROJECT
The Resilience Project
Partnership School
SINCE 2022

Planned lessons focusing on **building gratitude, empathy and mindfulness.**




Camp Australia OSHC
Provider
SINCE 2016

Supporting our community with before and after **hours care.**




Uniting
Uniting Wellbeing Services
Partnership School
SINCE 2018

Providing **Tier-2** support programs for students requiring assistance with socialisation and self-esteem.




STEPPING STONES
Stepping Stones Mathematics
Partnership School
SINCE 2021

Assisting teacher to deliver **high-impact mathematical** teaching & learning.




SOUND WAVES
Sound Waves Spelling
School
SINCE 2021

Providing teachers with the tools to teach **phonics** across the school.



RUMBLE'S QUEST
Rumble's Quest Real Well
Implementation School
SINCE 2021

Tracking **student wellbeing** to ensure every student is known, valued and cared for.



 School Bytes

Parent App

Available now!



Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news

Download on the  App Store

GET IT ON  Google Play

How-to Guide

LINK YOUR EMAIL ADDRESS TO ACCESS GOOGLE
A GUIDE FOR PARENTS WHO HAVE AN EMAIL WHICH AREN'T GMAIL



 <p>OPEN A WEB BROWSER AND GO TO ACCOUNTS.GOOGLE.COM</p>	 <p>WHEN ASKED TO SIGN IN, CLICK CREATE ACCOUNT</p>	 <p>ENTER YOUR NAME, DOB AND GENDER.</p>
<p>Use your existing email</p> <p>CLICK USE YOUR EXISTING EMAIL</p>	 <p>CONFIRM YOUR EMAIL AND FOLLOW THE ADDITIONAL STEPS</p>	 <p>YOU SHOULD NOW BE ABLE TO LOG IN USING YOUR PERSONAL EMAIL</p>

HOW TO MESSAGE THE TEACHER

using Google Chat



- 01**

Step One
Download the **Google Chat** app onto your smartphone. Available for Apple & Android.


- 02**

Step Two
Log in to the Chat app using the same email address as School Bytes. This doesn't have to be a Gmail account.


- 03**

Step Three
Make sure you have notifications turned on.



- 04**

Step Four
The teacher will add you automatically over the next few weeks.


- 05**

Step Five
Your teacher will also set up a Class Space that you can access in the app.







Find us on facebook

SCHOOL EXPECTATIONS

Positive Behaviour for Learning (PBL)

 Responsible Learners	 Respectful Relationships
<ul style="list-style-type: none"> • I do my best • I follow instructions • I am organised and prepared • I am always safe 	<ul style="list-style-type: none"> • I use my manners and talk nicely • I keep my hands and feet to myself • I listen to others • I am honest

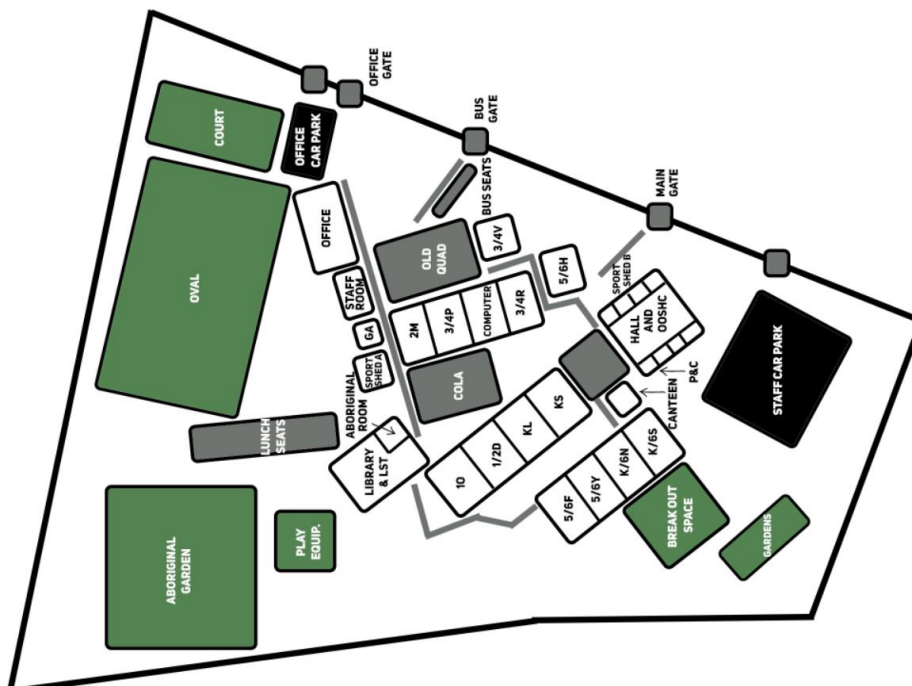
SCHOOL CONTEXT

Mannering Park Public School is on Awabakal traditional land and serves a small township located on an isolated peninsular on the southern shores of Australia's largest and most picturesque salt water lake, Lake Macquarie.

Mannering Park Public School has 230 students enrolled from K-6 and has a dedicated staff, who ensure every student is known, valued and catered for. The school receives School Based Allocation Resources (SBAR) funding for Aboriginal Education, socio-economic backgrounds, integration and low-level adjustment for disability and support, and initiative funding for beginning teachers. The school has an established Emotional Disturbance class (ED) and a Multi-Category class (MC) starting in 2023.

The school's Aboriginal student population is 21% and the school has strong links with the local Aboriginal Education Consultative Group (AECG). We are a proud member of the Lakes Learning Community and work in collaboration with schools, professional groups and learning networks. The wider school community, including an active P&C, is strongly focused on improving student outcomes in literacy and numeracy.

SCHOOL MAP



BEHAVIOUR MANAGEMENT CONTINUUM

RESPECTFUL RELATIONSHIPS

RESPONSIBLE LEARNERS



Manning Park Public School

Reviewed: Term 4, 2023

REMEMBERS: • Behaviour is driven by thoughts, feelings & experiences • All behaviours of all students are the responsibility of every teacher in the school.

BEHAVIOUR MANAGEMENT CONTINUUM

CALM/BASELINE LEVEL point-in-time managed	LOW LEVEL point-in-time managed	MINOR LEVEL point-in-time managed	MAJOR LEVEL point-in-time managed & record in School Bytes	EXTREME LEVEL referral to school Executive & record in School Bytes	CRISIS MANAGEMENT immediate escalation to Principal or delegate
<ul style="list-style-type: none"> Compliance On-task Listening Following instructions Playing nicely Engagement Positive Language <p><i>If you're not 'capturing' and recognising POSITIVE BEHAVIOUR often, then you will never see a change in the behaviours you want to see.</i></p>	<ul style="list-style-type: none"> Off-task Running on cement Speaking out of turn Work avoidance Speaking loudly Screaming Taking too long Silliness Crying/upset <p>+ others May need to be recorded in School Bytes as an Observation.</p>	<ul style="list-style-type: none"> Absconding/Truancy Defiance/Refusal Disruption Excessive Swearing Intimidation Out of Bounds Rough Play Spitting Teasing Theft 	<ul style="list-style-type: none"> Abusive Language Aggressive Behaviour (no injury) Bullying (low-level) Cyber-Bullying (low-level) Harassment Mis-use of Technology Property Damage/Vandalism Racism or Discrimination (first instance) Sexualised Behaviours (inc. sexual harassment) Verbal abuse (low-level) 	<ul style="list-style-type: none"> Assault Continuing persistent behaviour ... Criminal Behaviour Destruction of property ... Physical Violence Possession/Use/Supply of a drug or illegal substance Possession/Use of weapon, firearm, or knife Psychological Abuse Serious behaviours of concern (pending expulsion) Serious criminal behaviour related to the school Use of implement as a weapon 	<ul style="list-style-type: none"> Stranger on site All-in Brawl Neighbour Issue Severe Injury Community Concern Parent/Carer Concern Unconscious Fallen Tree or Branches

RESTORATIVE FRAMEWORK

AFFECTIVE STATEMENT + FAST & FREQUENTS	REINFORCE EXPECTED BEHAVIOURS	EXPECTATION CLARITY	PAST- PRESENT - FUTURE	EXECUTIVE INTERVENTION	RESPONSE-ANALYSIS-SAFETY
<p>PIPs Everywhere, any time!</p> <p>RESTORATIVE CRICLES Preventative, positive interactions</p> <p>AFFECTIVE STATEMENT EXAMPLES "I love the way you are ..." "I can see you ..." "Thank you for being ..." "It makes me so happy to see ..."</p>	<p>PBL EXPECTATION MATRIX Manning Park Public School</p>	<p>NOTIFY: "I can see that you have been ..."</p> <p>IMPACT: "How does this behaviour impact you? Others?"</p> <p>GOAL: "What do you need to do to turn this around?"</p> <p>EXPECTATION: "Can we agree that if you don't turn it around, this will be the consequence ..."</p> <p>RECOMMENDED ... Record in School Bytes</p>	<p>PAST Get the facts. Tell me what happened.</p> <p>PRESENT How are we feeling right now? Why is that important?</p> <p>FUTURE What are we going to do to make things right? Actions speak louder than words.</p> <p>THEN ... Record in School Bytes</p>	<p>ENQUIRE Tell me what happened. Why?</p> <p>ENGAGE Did we hear your side of the story? Were you asked for it?</p> <p>EXPLAIN Are you clear on what went wrong, how it affected people and what we're doing about that together?</p> <p>EXPECTATION Are you super clear on whether there are consequences coming for failing to live up to the standards we've set?</p> <p>THEN ... Record in School Bytes & inform Exec who will help make a decision on Planning Room and phone calls home.</p>	<p>INDOORS 1. Call the office and state that assistance is needed for a CRISIS. Monitor & keep others safe. 2. Office seeks Principal or delegate immediately.</p> <p>OUTDOORS 1. Send a runner to the office with the CRISIS emergency card. Monitor & keep others safe. 2. Office seeks Principal or delegate immediately.</p> <p>Principal or delegate will initiate a Response Analysis Method.</p> <p>THEN ... Complete Hazard/Incident form and seek support through Being Well, EAPs or union rep if needed.</p>

How can I access support for managing behaviour?	Learning & Support referral	Discuss with an Executive	Ask for a Functional Behaviour Assessment	Seek Real Schools support
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PBL EXPECTATION MATRIX

Manning Park Public School



Responsible Learners	Respectful Relationships
<ul style="list-style-type: none"> I do my best I follow instructions I am organised and prepared I am always safe 	<ul style="list-style-type: none"> I use my manners and talk nicely I keep my hands and feet to myself I listen to others I am honest

	I am a Responsible Learner	I have Respectful Relationships
Classrooms	<ul style="list-style-type: none"> Stay focused and on task Use equipment properly Ask for help when needed 	<ul style="list-style-type: none"> Look Listen and Learn Wait for your turn Be nice to others
Eating Time	<ul style="list-style-type: none"> Eat my own food Sit at lunch seats Look after my own things Put rubbish in the bin 	<ul style="list-style-type: none"> Quiet conversations Wait and listen to adult instructions Be nice to others
Computer Room	<ul style="list-style-type: none"> Use a quiet voice Use appropriate apps and websites Treat the equipment with care and respect 	<ul style="list-style-type: none"> Listen to instructions Only use your username and password Be nice to others
Library	<ul style="list-style-type: none"> Quiet voices Treat books, furniture and equipment with care Listen to the teacher 	<ul style="list-style-type: none"> Look Listen and Learn Wait for your turn Be nice to others.
Office	<ul style="list-style-type: none"> Walk in office areas Have permission from a teacher Remember your message for the office 	<ul style="list-style-type: none"> Use your manners and speak nicely Wait for your turn Quiet voices
Toilets	<ul style="list-style-type: none"> Use toilets using break times Flush when done Wash hands with soap and water 	<ul style="list-style-type: none"> One person in a cubicle at a time Knock, wait, enter, close Be mindful of personal space
Assembly	<ul style="list-style-type: none"> Sit quietly in class lines Ignore inappropriate behaviour of others Clap sensibly 	<ul style="list-style-type: none"> Be an active audience member Listen to the speaker Eyes to the front
Transitions (throughout the school and afternoons)	<ul style="list-style-type: none"> Wait patiently for the teacher Stay together in class lines Walk safely 	<ul style="list-style-type: none"> Quiet voices Keep my hands and feet to myself Stay on concrete areas and paths
Play Areas	<ul style="list-style-type: none"> Wear a hat in sunny areas Follow game rules Walk on concrete areas When the bell goes, finish playing, go to the toilet and line up 	<ul style="list-style-type: none"> Use nice words to others Keep hands and feet to self Look out for each other Stay in bounds
Canteen	<ul style="list-style-type: none"> Wait in lines patiently Join the end of the line Have my order ready and money ready 	<ul style="list-style-type: none"> Say 'please' and 'thank you' Wait my turn Keep my hands and feet to self

CLASSROOM ACTION PLAN

Manning Park Public School

All students start each session on green.

	<p>Learning</p> <p>Everything is good and I am able to work.</p>
	<p>U-Turn</p> <p>A little bit unsettled. My teacher reminds me what to do.</p>
	<p>Warning</p> <p>My teacher reminds me of expectations.</p>
	<p>Time-In</p> <p>My teacher asks me to go to the Cool Off Zone.</p>
	<p>Time-Out</p> <p>Buddy Class to reflect and get back to green.</p>

When a student comes back from Buddy Class, they go back to blue. Buddy Class incidents are recorded on School Bytes and marked as Further Action Required.
If a student finds their way back to red in the same session, they go to an APs room or office.

Drop Off and Pick Up

Manning Park Public School



Morning Gate Procedures



All students who are dropped off at school must enter through **Gate 2** on their own. Kindergarten and Year 1 parents/carers may escort their child/ren onto school grounds if they wish. Students who are late must be accompanied by an adult to the front office (**Gate 4**).



All gates will be closed and locked at **9:00am** for student safety.

Afternoon Gate Procedures



Gates 2 & 3 will be open for all parents and carers from 2:45pm. We ask that you wait outside school grounds until they are opened for student safety.



At 2:55, **Infants** students will leave school through **Gate 2**. **Primary** students leave school through **Gate 3**.



We kindly ask that you wait quietly under the COLA once entering. Please be mindful that classes will be in session until 2:55pm. After the bell, please leave promptly and quietly.



If you require a meeting with your child's teacher or have a query related to the canteen or P&C, please contact the office or call the school on 02 4359 1184.

To book a meeting with the Principal, head to our website.



HOMWORK POLICY 2023-2025

Mannering Park Public School

WHAT WILL BE PROVIDED?



READING

K-2: Daily Home Readers.
3-6: Independent Reading (Library books).



MATHEMATICS

K-6: A4 page of maths questions.



PHONICS/SPELLING

K-2: A4 page of phonics/ spelling activities

RETURNED



EVERY WEEK

New homework will be provided on the same day.

ACCESS TO ADDITIONAL RESOURCES



Digital Learning Packs

FREQUENTLY ASKED QUESTIONS

Can I OPT OUT of homework for my child?	YES	In writing to the school via email.
Will my child have a consequence for not completing homework?	NO	Non-completion will be noted by the teacher only.
Will homework be marked and returned home?	NO	Teachers will sight the homework that is completed and sign off on it.
Can I request additional homework for my child?	NO	Teachers will only provide homework in line with our school's homework policy.

HOMework SURVEY

conducted Term 3, 2022

More than half of parents and teachers agree that it depends on the child as to whether homework improves learning outcomes.



FAMILIES

35% represented



TEACHERS

85% represented



99% of families have access to the internet



OVER 80% of families recognise the workload homework has on teachers



Current satisfaction for homework sat at 64% for families and 62% for teachers.

CONTRACTORS & HEALTH PROVIDERS

RESPECTFUL RELATIONSHIPS RESPONSIBLE LEARNERS

Manning Park Public School



1



Contact the School

At least 3 weeks prior to the visit, ask to speak to Mitchell Welham (Principal)

You will be asked to provide

- Date/s
- Times and duration
- Child's name
- Space needed

Phone: 02 4359 1184

2



Complete Paperwork

You **must** complete the NSW Department of Education **Declaration for Child Work Form**.

Google the following

Declaration for Child Work NSW DoE PDF

3



Submit Paperwork

Email: mannringpk-p.school@det.nsw.edu.au

Please check this spelling is correct.

Attach the following:

- The completed **Declaration for Child Work Form**
- Copies of the identity documents as outlined in the **Declaration for Child Work form**.

4



Prior to Visit

3-4 days before.

Contact the school on 02 4359 1184 to check that all documentation has been processed.

5



Arrival

- Visit the office and check-in to the school using the QR Code.
- Show your Identification at the front desk.
- Ask to speak to the Principal or an available Assistant Principal.

6



On School Grounds

You may be provided with a lanyard/sticker by the front office.

The lanyard/sticker identifies you as a visitor to the school.

7



Working on Site

School-wide expectations are visible around the school.

If you have an urgent issue, you can access our internal phones and dial **Office** to contact help immediately.

8



Be Mindful

Our school is a busy, complex environment. If you wish to debrief with a teacher after a visit, please organise this **prior** to your visit.

9



When Leaving

The office **must** be informed when you are leaving the school site. Visit the office on your way out and return your visitors lanyard/sticker.

Check-out of the school using the QR code app.

A—Z

✓ Attendance

All children have the right to an education. Only by regular school attendance can children make the most of educational opportunities, leading to greater social and economic outcomes.

The Education Act 1990 requires that parents (including carers) ensure that children of compulsory school age are enrolled at and regularly attend school.

Children are required by law to attend school daily.

For planned student absences in excess of five school days, (i.e. family holiday) please see the Principal for a leave application. Absences are recorded on children's reports at the end of Semester One and Semester Two.

Absence can also be explained using the **School Bytes** app, which can be downloaded onto both Apple and Android devices. If you require assistance downloading the app, please drop into the office.



⚠ Accidents and Sickness

Emergency contact numbers are filled in at the time of enrolment. Parents/carers nominate who can be contacted in case of sickness or accidents. It is important to keep this information updated along with all relevant medical information. Please inform the school of any changes in writing.

Children becoming ill should report to their class teacher. Every effort will be made to contact the parent or the emergency contact if a child is deemed unwell to remain at school.

If your child appears ill in the morning before school, you are advised to keep them at home. Injured children should always report their injuries to the teacher on playground duty. In the case of more serious matters, every effort will be made to contact the parents/carers or the emergency contact. If these numbers cannot be reached, medical attention will be sought.

Incidents or hazards that happen at school are recorded in School Bytes. If you are visiting the school and experience or witness an accident, you may be asked to complete an online incident/hazard form.

🚑 Ambulance

In the case of a serious accident, an ambulance will be organised and the school will contact the parents/carers as soon as possible. There is no cost to parents/carers when an ambulance is called by the school.

💉 Anaphylaxis

Parents/carers are to provide a copy of a child's *Anaphylactic Management Plan* in consultation with their GP and submit the plan to the office for any child who suffers from anaphylaxis. It is important that any updated plans are provided to the school point in time.

👤 Assemblies

Assemblies are held in the hall every fortnight. Please keep an eye out for your child's assembly day and week via our Facebook page and newsletter.

The '*Assembly of Recognition*' is held during the last week of each term, where children from each class receive awards and attend a morning tea with parents/carers.



Asthma & Health Care

Parents/carers are to provide an *Asthma Management Plan* in consultation with their GP and submit the plan to the office for any child who suffers from asthma.

The school can assist with additional health needs and requests such as medication, toileting and chronic conditions. To assist us in supporting your child/ren, please make a time to speak with the Principal. In addition, you will be required to complete a health care request form. This can be done prior to the meeting and can be accessed via School Bytes or the school website.



Best Start

The Best Start assessment occurs in the first few weeks of school and every Kindergarten child takes part. Kindergarten teachers work with each child individually to assess their skills and knowledge. Feedback will be given to parents/carers early in Term One.



Bicycles

MPPS follows the guidelines set down by the RMS (Roads & Maritime Services), which state that children under 10 years, are not physically mature enough to ride safely to school unsupervised. Students from 5-9 years of age may only ride their bikes to school if accompanied by an adult. Please remember that by law, all students are required to wear a helmet.



Birthdays

If you wish to send a cake to celebrate your child's birthday, please send small individual cakes rather than large cakes that require cutting. Small items are easier to distribute and more hygienic to handle. Please do not send candles, matches or knives for birthday cakes.

Please be advised that we have a number of students and staff who are anaphylactic or are restricted to a gluten or dairy free diet. We are a nut aware school. Any small cakes that are brought in must come with a complete list of ingredients.



Book Club



Scholastic Australia is a book company which allows parents/carers to purchase books at an economical price through the school. Order forms are sent home a number of times throughout the year. To place an order from book club, please place the completed order form and money in an envelope and take to the Office by the due date. Alternatively, parents can order online through the LOOP system. Just log onto to the Scholastic website to process your order.

All orders accumulate points so we can purchase books for our school library at no cost.



Bus

Busways runs a service in the morning and the afternoon for children living in Mannering Park and Wyee Point. Bus travel is free for children up to Year 2, and to students in Years 3-6, if they live outside a given radius. An application form for an Opal Card needs to be applied for online. Brochures available from the office or via <https://www.service.nsw.gov.au/transaction/apply-for-a-school-travel-pass>



Canteen

The school offers a wide range of healthy foods at reasonable prices. Please contact the Canteen Supervisor to volunteer, or for further information please call the school on 4359 1184. The canteen operates every day. All lunch and recess orders must be placed before 9:00am.

Orders are to be written on a paper bag with name and class details. The class basket is collected by a student from each class and distributed to the children by their teacher. Price lists are available on the school website or from the canteen. (Prices subject to change).



Car Parking

Parents/carers are advised to observe the speed and parking signs near the school. It is not only illegal, but dangerous to disregard these signs. Police enforce these regulations. The car parks are for staff parking, deliveries and emergency vehicles only. Please do not park in the car park or driveways to drop off or collect your child.



Change of Details

It is important to notify the school of any changes in writing so that our records can be kept up to date.

Parents/carers can change details at any time using the **School Bytes** app or by completing a digital form that can be found on our school website.



Entering or Leaving

Due to WHS issues, families should enter the school through the pedestrian gates only. Children are never allowed to walk through the car parks as a means of entering or leaving the school.



Code of Conduct for Parents and Visitors to the School

The NSW DoE have two important documents regarding student and community behaviour. These documents can be found on our website in the *Family Portal*.

Parents/carers and visitors to the school are expected to:

- Not approach other children regarding issues that may arise. Please see a teacher.
- Report to the Office and sign in if you are staying in the school grounds after 9:00am e.g. canteen volunteers, parent helpers.
- Treat all persons associated with the school with respect and courtesy.
- Make appointments in advance to obtain an interview.
- Follow requests of staff.
- Allow staff to supervise, investigate and manage students without interference.



Counsellor



School counselling is a confidential service that supports the school. Counsellors are here to assist staff and students with any diagnosis or support that may arise. The School Counsellor is trained to provide expert advice and support regarding access to additional school support.

At MPPS, the School Counsellor is available by appointment to students. If you would like to speak to the School Counsellor, you can request a form from the office or Principal.



Court Orders

Parents/carers must supply any relevant court orders or similar documentation to the school. If these orders are changed through the courts, an update must also be sighted and a copy kept at the school. The school cannot act only on parental verbal advice regarding custody orders. Family Court orders are made with paramount consideration to the child's best interests. Schools will facilitate compliance with them where possible.



Enrolment

Children can be enrolled at the school from Kindergarten to Year 6. Enrolments are done online via the school website. The following documents are required:

- Birth Certificate
- Proof of Residence
- Drivers Licence
- Medicare Card
- Current Immunisation History
- Court Orders (if applicable)
- Medical Forms (if applicable)

Children transferring from another school are picked up on our computer system and all relevant information is requested from their previous school.

An out of zone application must be filled in for families residing outside the MPPS drawing area and places cannot always be guaranteed.



Excursions

Where possible, all classes participate in planned excursions during the year that enhance their educational experiences. These are arranged to support and stimulate learning in the classroom. Parents are informed in a letter, with an attached permission slip, outlining the purpose of the excursion and costs. Excursions, performances and cultural events are considered to be part of our school's normal educational programs and children are expected to attend. If you require financial assistance, please contact the Principal to discuss the matter confidentially.



Fruit Break

We promote healthy eating and during the morning session we have a short fruit break (approx. 5-7 mins). We encourage children to bring a piece of fruit e.g. small apple, banana, watermelon, rockmelon, grapes, strawberries or carrot sticks in a container. No fruit in packets except for sultanas. Water only.



Gates

The gates will be opened in the morning and closed at approximately 9:00am each day. Entry to the school will then be through a gate with the pool gate on it (closest to the office, in between the staff car park closest to the playground and the bus gate). The main gate will be reopened at 2:45 to allow the children to leave at the end of the day. The Assistant Principal on bus duty will unlock the bus gate when they arrive for duty. The car park gates will not be opened until staff leave after school. These measures have been taken in order to increase student safety. All adults must report to the office during the day as per the usual procedure.



Homework

Daily home reading is the homework required by all students at MPPS. Reading together can be a valuable time shared with your children and to discuss their learning. Reading with your child each night will help in all areas of school.



Immunisation

'The Public Health' Act 2010 requires parents/carers to provide documented evidence of the immunisation status of all students enrolling in school. This does not mean that immunisation is compulsory. However, in the event of an outbreak of a vaccine preventable illness, students who have not been vaccinated will be required to remain at home for the duration of the outbreak.

Students starting school for the first time who have not already had booster immunisation should have one booster injection against diphtheria and tetanus and one booster dose of oral polio vaccine. Students can be vaccinated against measles/mumps. Seek your family doctor's advice.



Inclusive Education

We pride ourselves on providing an inclusive education environment for all students. At Mannering Park Public School, we currently have two support classes (MC & ED), as well as extensive support through our Learning & Support Team, WHIN Nurse (NSW Health), Mental Health Care Plans, programs run by Uniting and much more.

If your child has a confirmed disability or is on a NDIS plan, please make a time to speak with the Principal as additional support may be provided to ensure your child/ren are getting the best education possible.

Our school has a Support Class Information booklet. This can be provided to families upon request.



Infectious Diseases

Please log on to the following website for the list of all infectious diseases and their time frames: www.health.gov.au. If there is an outbreak in the school, information and fact sheets will be provided to the school community.



Interviews

Parents/carers are encouraged to come to school or call to discuss any relevant matters. In the first instance, contact should be made to the class teacher, as they can usually solve all problems/enquiries quickly and efficiently.

If the class teacher is not able to solve the problem, the Assistant Principal for the grade is the next person to approach. They supervise all classes on a Stage and will follow up on any issues you raise. Parents and carers can book an interview with an Assistant Principal or Principal via the school website.

Please call the office to make an appointment to discuss any issues that may arise with the relevant staff. If you are not sure who to talk to, the office staff can point you in the right direction.



Items brought to School

The school bears no responsibility for items that are brought to school and are subsequently lost or damaged. Any items that are valuable or fragile should not be brought to school. Toys are only to be brought to school as part of the students PBL cash in rewards. Students do not need large amounts of money at school.



Late Arrivals/Early Leavers

If students arrive to school after 9:00am, they must present to the office **with a parent/adult** to be given a late arrival slip to take to their teacher.

If you need to collect your child earlier than 2:55pm for an appointment please visit the office to have them recorded as leaving. Students will be called to the front office to be collected. No adults are to go to the classroom to pick up children.

If your child is being picked up by a person other than the parent, the parent must notify the school by phone or in writing prior to this happening.



Learning Support Team

The Learning Support Team meet on a regular basis in order to discuss planning and programs for both individual students and groups of students. Individual Education Plans are done in consultation with parents and the LST.



Library

All classes have weekly library lessons with flexible learning spaces. Borrowing is undertaken during their lesson and a library bag is needed to protect books in transit to and from school. Lost or damaged books are expected to be replaced by the parents/carers, so please keep them out of the reach of younger children and pets.



Lost Property

If an item is found with the student's name on it, it will be returned to the child. Items without a name will be sent to the office. Please label all your child's belongings. Lost property is sent to charities once a term if unclaimed.



Medication

If medication has to be given at school, written authority is required as to dosage, time and special conditions in consultation with child's doctor etc. Medication cannot be given without this authorisation. The forms can be obtained from the front Office. Medication, other than asthma puffers, needs to be sent to the office, it cannot be kept in children's bags.



Mobile Phones

Mobile phones are banned in all NSW Public Education Schools for students. Once at school mobile phones should be turned off. Phones must be handed in at the front office and collected at the end of the school day by the student.

If a child fails to hand in their mobile phone, it will be given to the Principal to be kept in a secure location. Parents will then need to collect the phone from school.

Students must not lend a phone to another student for any use including but not limited to use as a phone, for text messaging or for use as a camera or a video recording device. The student who owns the phone will be held responsible for its use.

Students wishing to contact parents or carers during school hours will do so via the front office with the knowledge and permission of a member of staff.

Filming and photographing by adults on school grounds is not permitted unless permission has been given.



Newsletter

Our newsletter is posted to our school Facebook page and uploaded to our school website. The newsletter informs families about upcoming events, news of school activities and student's achievements.



Notes & Money

All money and notes should be paid to the front office daily between 8:30-9:00am. We ask that you please have the correct amount of money, as it is difficult to give change.

All money is to be placed in a sealed envelope with notes and marked clearly with the student's name and class. There is a money slot at the counter in the front office for all envelopes to be placed.

Payments are also available online on the School Website under the 'Make a Payment' tab, and by EFTPOS at the office or over the phone.

PLEASE NOTE: The office does not take money for the canteen or uniform shop.



Office Hours & Admin Staff

Office hours are from 8:30-3:00pm

School Administration Manager - Mrs Cheryl Fairman
School Administration Officer - Mrs Cheryl Wills



OSHC (Before and After School Care)

Before and after school care operates in the **Hall** Monday to Friday.

Morning Session - 6:30-8:30am. Afternoon Session - 2:55-6:00pm

For further information please contact Camp Australia 1300 105 343. Flyers are available from the front office.



Parents & Citizens Association

The P&C Association is a school-based organisation with membership open to parents/carers, staff and interested citizens.

What does the P&C do?

- Promotes the interest of the school by bringing parents, citizens and staff into close cooperation
- Assists in providing facilities and equipment for the school and promoting the school
- Encourages parent participation in curriculum and other educational issues in school.

The P&C meet on the **third Tuesday of each month**. Please contact the school office for further details.



Parent Participation

Parent participation is encouraged at Mannering Park Public School. Showing an active interest in your child's education reinforces the importance of school and learning.

These are some of the ways you can participate in our school community:

- Join the P&C ▪ Become a parent helper ▪ read everything your child brings home
- Participate in surveys ▪ Volunteer in the canteen ▪ Attend our special days

All parents must sign a 'Volunteers Code of Conduct' form and a 'Working with Children Check' form, available from the front office.



Photographs

Each year the school arranges for class, individual and sibling photographs to be taken by a professional photographic company.

All photographs are pre-paid and order forms and envelopes are supplied. Parents/carers are under no obligation to purchase these photographs.



School Bytes App

This can be downloaded from the Apple or Google app stores. The app is free for all parents and carers. Parents and carers use their email address to register, then select our school which will link the app to your child/ren at MPPS.

The Parent Portal app allows you to manage your child's attendance, message the teacher, view school alerts and receive notifications.



School Hours

The school is open to students from 8:30am.

8:30am:	Teacher supervision in the playground begins
9:00am:	Stop play, go to the toilet, line up ready for the teacher
11:00am:	Lunch - students go to the lunch seats to eat their lunch before play.
11:25am:	Students stop play, go to the toilet and line up outside their classrooms
11:30am:	Students back into classrooms
1:30pm:	Recess - students sit to eat recess in the playground
1:55pm:	Recess finishes, students go to the toilet and line up for afternoon classes
2:00pm:	Students back into classrooms
2:55pm:	End of school day.

Students are not to arrive at school before 8:30am. There is no supervision prior to this time and remain the responsibility of the parents/carers until this time.



School Uniform

In 2024, school uniforms can be purchased at Lowes, Lake Haven Centre. The P&C uniform shop will be decommissioned mid-2024.



Our school community takes great pride in the fact that our students wear their school uniform. The school's uniform is available from the School's Uniform Shop. Our school colours are:

Polo shirts	- Maroon/light blue
Shorts	- Maroon
Girls Skorts, Skirts & dresses	- Maroon check
Tracksuit pants and hoodies	- Maroon
Socks	- White
Shoes	- Black Joggers
Hats	- Maroon (available from MPPS only)
Sports Uniform	- House coloured sports polo

The SRC occasionally run a second-hand uniform shop. All money raised goes to projects as identified by the student body to improve the school. Information about opening days and times will be shared via our communication platforms.





Special Religious Education (SRE)

Scripture teachers from a number of religious denominations visit the school with a day and time TBA in Term 1. They offer Catholic and Non-Denominational (Anglican, Baptist, Uniting and other Christian religious lessons). Students attend classes according to the parent's request at the time of enrolment. If at any time you would like to change the Scripture class, please write a note and give to the office.



Sport

We have 4 sport houses at Mannering Park Public School.

Fullick - Red **Spencer - Green** **Vales - Blue** **Wynn - Yellow**

Each student is placed into a house group and stay in that group throughout their Primary years. Times for these sporting activities are advised by teachers to ensure parents/carers are aware of the child's particular sport day. Sport shirts to be worn on these days and for carnivals. Swimming, athletics and cross-country carnivals are held annually.



Student Representative Council

The Student Representative Council (SRC) is made up of senior school leaders and SRC class representatives. The SRC meet with the Stage 3 Assistant Principal regularly to plan projects, fundraise, discuss student body concerns and celebrate successes. Reports are provided to each class and to the community at the end of each term. SRC executive are voted in by the school community each year, while class representatives are voted in by their class mates each semester.



Work Health & Safety

Procedures are in place to ensure the safety of all members of the school community and visitors. It is the responsibility of the school community and visitors to ensure a safe environment. Parents, staff, students and visitors are asked to report any unsafe conditions within the school.



Thank you for being apart of our amazing school community!