



Maramba
Primary School

Nurture. Innovate. Celebrate.



Parent/Carer Information Booklet

2022



Our Vision

Providing a caring environment where aspirations are nurtured, positive relationships grow, success is celebrated and a passion for lifelong learning is ignited.

Nurture. Innovate. Celebrate.

The words Nurture, Innovate and Celebrate encapsulate our vision, which are strengthened by our school values of Respect, Responsibility, Relationships and Resilience. We believe we have a collective responsibility to our philosophy of education, which is to provide quality teaching and learning and improved educational outcomes for all. In order to achieve this, the school provides an environment, which equips everyone with the strategies & skills for lifelong learning. All staff provide the professional support and commitment students need as they pursue their learning and goals. In doing so, the school seeks to engage the students in learning in its broadest context, connecting them to the wider community. Our world is continually changing so we have to prepare children for this transformation. We are committed to supporting children through this and ensuring that we continue to challenge ourselves so that we can challenge the children.

Our School Values



Relationships



Respect



Resilience



Responsibility

Our school values are an integral part of who we are as a people and as a community. They are the things that we believe are important. Values have a major influence on a person's behaviour and attitude. Every day and every moment they serve as broad guidelines in all situations in guiding us in the choices we make and the actions we take.

As a school, we aim to nurture these values in our students by providing with a comprehensive education with diverse opportunities to develop skills to achieve their personal best. It is from all of us as staff, parents and a community that we can demonstrate the importance of values in our lives to the youngest in our community by upholding these values as exemplary role models.

As a school community, we embrace a partnership of lifelong learning to be able to contribute as citizens in the community and in the future complex and changing world.



Relationships

Relationships: We nurture our connection with others.

Maramba Primary School is part of the community. We want to be central to it so that everyone will feel as much a part of us as we are of them. We nurture our connection with others. Together we can do much more than we can individually and the strength of a school can be found in the connections and relationships we form as a community. We can share opinions; support each other; manage more complex tasks.

Respect: We are understanding and considerate of everyone's rights.

Some of our values are about how we treat other people and what consideration we give them. Respect is not usually a one-off event or action. It is at the heart of all behaviour, the underlying principle. How we treat and consider other people, the environment and ourselves is an important life value.



Respect



Responsibility

Responsibility: We recognise our actions and make a positive difference.

Our school values logo is representative of responsibility being constant and ongoing. As a school, we want to encourage everyone to keep developing and growing, expanding our minds and our horizons.

Resilience: We are brave when faced with challenges. We demonstrate resilience when we:

Resilience is that ineffable quality that allows some people to be knocked down by life and come back stronger than ever. Rather than letting failure overcome us and drain our resolve, we find a way to overcome the challenges we face by being resilient.



Resilience

Principal's Note

Starting school is a wonderful and exciting time for all concerned. We trust both you and your child are just as excited.

We welcome the opportunity to share with you, the joint responsibility of developing your child to their full potential. A close liaison between school and home greatly increases the chances that your child's education will be a happy and rewarding experience.

School life is an extension of the home environment in which the values of co-operation and sharing, tolerance, and a respect for the rights of others are encouraged. While children enter school together, they all are at varying stages of maturity in their emotional, social, physical and intellectual development.

Just as children begin to walk and talk at different ages, so do children learn at different rates. Whilst one child may be ready for a particular task, another may require different activities which are suited to the level of that child's maturation.

Some children are ready to read when they begin school, others require tasks which encourage and allow reading readiness to develop. The most important aspect of readiness to read is the emphasis placed upon **reading in the home**. Daily reading with your child is a most important part of this process.



We do have formal interviews in Term 3 and other interviews can be arranged as necessary to discuss your child's progress. A 'getting to know you' time forms part of your child's initial entry assessment interview in February and March. We would urge you to take advantage of such opportunities. The child readily senses if their parents are interested in their work and school; your attitudes are reflected in the attitudes of your children.

Your child will receive a portfolio containing samples of their work and two written reports a year showing their progress.

Your child's first year of school should be an enjoyable learning experience for all. Please make the time to enjoy the journey together.

A handwritten signature in black ink, which appears to read 'Darren Wallace'.

Darren Wallace
PRINCIPAL



Relationships



Respect



Resilience



Responsibility

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Our School Day

8.40 am	Classroom doors open
8.50 am	School day starts Body 2 Mind – preparing to learn
9:00 am	Morning session
10:50 am	Lunch eating time
11:00 am	Lunch playtime
11:40 am	Middle session
1:30 pm	Recess eating time
1:40 pm	Recess playtime
2:10 pm	Afternoon session
3:05 pm	End of day reflection
3:15 pm	End of school day



Term Dates for 2022

Term 1	Monday 31st January - Curriculum Day: No school for students
	Wednesday 29th January - Curriculum Day: No school for students
	Monday 31st January – First day of school Foundation students first day 8.50am-1.30pm
	Friday 8th April - End of Term 1, 8.50am – 2.00pm
Term 2	Tuesday 26th April - Start of Term 2
	Friday 24th June - End of Term 2, 8.50am – 2.00pm
Term 3	Monday 11th July - Start of Term 3
	Friday 16th September - End of Term 3, 8.50am – 2.30pm
Term 4	Monday 3rd October - Start of Term 4
	Tuesday 20th December - End of Term 4, 8.50am – 1.30pm

First Day of School

The students' first day at school will be Monday 31st January 2022.

We encourage good habits in the children at all times, which are upheld by our school values of Responsibility; Respect; Relationships; Resilience. Attendance and punctuality are key good habits for children to develop. Please see that your child is at school at the appointed time, and each day before the commencement bell rings at 8:50am. Class doors are open from 8.40am for students to prepare themselves for the start to their day.

School adjustment is easier for the child and the teacher after the parents leave, so show by your words and actions that you are sure that school is a happy place, wave cheerfully and go. Teachers will be there to welcome and look after your child and soon they will have a range of friendships to continue to support them.

For our younger students in Foundation to Year 2, after the first day, it should not be necessary for parents to bring their children into the classroom. It is an essential part of good school adjustment that children learn to unpack their bags and get organised themselves.

The last day of term concludes at 2.00pm on Friday 8th April 2022.



End of Day Dismissal

Parents collecting children from school are asked to wait OUTSIDE THE CLASSROOM.

Remember that for the safety of your child, we do not allow children to go home with anyone other than their parent unless we have verbal or written authorisation.

Children must enter and leave school by the FOOTPATH - not across the roadway.

If you drive your child to school, or collect them from school, **please** park your car **well clear** of the school gates.

PLEASE DO NOT PARK IN THE SCHOOL CAR PARK
PLEASE OBSERVE THE 40KPH SPEED ZONE AT SCHOOL

Before and After School Care

Maramba Primary School has partnered with TheirCare to provide quality care, flexibility and commitment to our school community.

TheirCare provides a stimulating and safe environment for all children and an environment where children come and enjoy their time in their program. During sessions children develop life skills, friendships, confidence and creativity through play.



Operation Times		Fees*	Out of Pocket	Average^
Before School Care	6:30am – 8:45am	\$21.00	\$3.51 - \$21.00	\$4.12
After School Care	3:25pm - 6:00pm	\$29.95	\$5.90 - \$29.95	\$6.75
Pupil Free Day	6:30am – 6:00pm	\$60.00	\$9.00 - \$60.00	\$10.80
Late Fee	Within 48 hours	\$5.00	\$5.00	
Cancellation Fee	Same Day	Full Fee	See BSC/ASC	

Service Phone Number: 0477 006 282 operational from 18th February. Your service coordinator will be available during session times. TheirCare support is available during office hours if required on 1300 072 410.

How to Enrol

Visit TheirCare website: www.theircare.com.au and click on book now in the top right-hand corner to register your child's details.



Supporting Your Child’s Transition to School



Starting school is a big change for children. Often the hardest part is being away from the family and joining a group of other children. Anything you can do now to help will make school a happier place for your child. Here are some ways in which you can support and build on the classroom experience:

Maramba’s Footsteps Into Foundation Transition Program

At Maramba, we understand the importance of ensuring your child has built strong connections to the school and feel safe, secure and confident about starting school for the first time. To achieve this, we provide an amazing and comprehensive transition program called **FOOTSTEPS INTO FOUNDATION** that is made up of seven sessions across Term 3 and Term 4.

FOOTSTEPS INTO FOUNDATION is a fun and engaging discovery learning program, which allows pre-school aged children to come to school and participate in a variety of play-based activities. This allows your child to experience school in a real and engaging way that feels fun and safe; allowing your child's transition to school to be smooth and enjoyable.

The first three sessions in Term 3 are our **FOOTSTEPS DISCOVERY** sessions which are designed to introduce the children and families to our school environment and to get to know us and discover our unique qualities. The main focus here is building connections, relationships and familiarity while having fun.

Footsteps into Foundation DISCOVERY Sessions – TERM 3

Date	Time	Activity
August Date TBC	2:10pm - 3:00pm	Story time and craft – Rainbow Fish
August Date TBC	2:10pm - 3:00pm	Making healthy lunch boxes
September Date TBC	2:10pm - 3:00pm	Visual Art with our Year 5 Buddies

Our final four sessions are run in Term 4 which are called Footsteps Into Foundation **TRANSITION**. When the Footsteps into Foundation **TRANSITION** sessions start they are set up for families who have already enrolled their child at Maramba.

These sessions run as a continuation of the Discovery sessions where children will continue to engage in a variety of fun activities in a classroom setting. However, they will be more focused on the transition from kindergarten to primary school allowing the teachers to start observing each child in the class environment. This enables us to start understanding the social, emotional and intellectual needs of the students creating balanced classes matched to the strengths of our Foundation teachers.

Footsteps into Foundation TRANSITION Sessions – TERM 4		
Date	Time	Activity
October Date TBC	2:10pm - 3:00pm	Teddy Bear Literacy activity
November Date TBC	2:10pm - 3:00pm	Teddy Bear Mathematics activity
November Date TBC	2:10pm - 3:00pm	Teddy Bears Picnic and craft Bring your teddy and lunch!
December Tuesday 7th	9.30am – 1.00pm	Let's be friends! What makes a good friend: Friendship Tree activity

** Once dates are confirmed all Footsteps into Foundation session will be communicated to families via our school app Konnective or email.

Before school starts:

Talk positively to your child about school. He or she will meet other children, make new friends, take part in group activities and do lots of interesting and enjoyable things. Visit the school so that your child becomes familiar with the school environment.

Encourage questions:

Children are full of questions about why and how. Although they may annoy you from time to time, questions are the heart of investigating and learning. Listening to and answering these questions will help your child remain an active and curious learner.

Don't be afraid to ask questions of your child (questioning isn't easy and parents, like teachers, need practice!). Parents need to be continually asking questions which require more than just a yes/no/don't know answer. Don't be put off when your child's answer to "What did you do at school today?" is "Nothing". Be more specific – ask about friends, craft, reading time, singing, games played, stories heard etc.

Encourage children to discover for themselves:

We all have to learn to take responsibility for our own learning. Young children are natural investigators. Don't always tell them all the answers but do provide the means for them to find their own answers. Much problem solving is learnt through play. Child psychologist Jean Piaget said that "...play is the child's work." Encourage active imaginative play, through dressing up, playing shop or mothers and fathers or school. A special messy place, such as a rumpus room or veranda will help here.

Share reading experiences:

Particularly for our younger students between Foundation and Year 2, every time you read your child a story, refer to a street sign, talk about what you are reading, read in front of your child, answer the question "What does that say?" you are helping your child to become a reader. Learning to read happens over a period of time, and both the length of time and the way it happens will be different for every child.

For our Foundations to Year 2s, the bedtime story is as important as ever. After the bedtime story, allow some quiet moments for reading in bed. Share new stories and poems, perhaps borrowed from the local library, and rediscover the fun of old favourites. If in doubt about which books to choose, ask your librarian or your child's teacher to recommend some.

These are great practices to continue with as your child grows and develops to foster a love of reading and books. Encouragement is the key to making sure that your child develops confidence as a reader and enjoys reading now and in the future.

Put TV viewing and computer games in proper perspective:

Most children enjoy watching TV, but they also need time for playing, reading, being outdoors - time for doing lots of things. Choose carefully what and how much your child watches on television. Sometimes ask questions about the program.

Get to know your child's teacher:

The benefits of a good relationship between teacher and parent are obvious. Don't hesitate to communicate with the teacher as you see the need – before confusion arises or problems develop.

Support children in what they do at school:

Display at home art and craft done at school, as well as stories written. Help find things to take for school activities or themes – make and do boxes, objects for Science table, clothes and objects for dress up and imaginative play.



Student Wellbeing and Support

Human Literacy

As a Human Literacy School Community, we are committed to improving student learning and wellbeing. Human Literacy is interwoven through all aspects of our teaching and learning and focuses on our knowledge of being human, and allows us to use this knowledge to transform our learning and our lives. It is the essential foundation to progressive and sustainable life-long learning and wellbeing.

Human Literacy consists of 5 key elements: Social, Physical, Intellectual, Cultural and Emotional (known as the S.P.I.C.E.® elements) that we teach and support students to be more aware of, strengthen and engage in holistic strategies to support student development.



Your Dream Counsellor

Providing support to students at families at different times and with different life challenges:

- **Work with** the school welfare team and counsellors
- **Support** the needs of students, families and our community
- Offer **comfort** and **compassion** and **console** students/families/staff dealing with grief, loss or anxiety
- **Empower** students and enable them to be resilient and work with each other to overcome problems
- Work **one on one**, in the **classroom** or in a **group** setting to meet our student's individual needs
- Create a safe space to **listen** and **talk** about emotions, friendships, behavioural problems, mental health, worries, joy and the future
- Offer **resilience support** programs, building self-esteem and hope
- Help students build strong friendship skills with guided **activities** in small and large groups during lunchtime
- **Assistance** in times of crisis

Occupational Therapy

At Maramba, we have an Occupational Therapist working with us one day per week. Occupational Therapists analyse the physical, cognitive, psychosocial and sensory areas of performance and identify how these may be impacting on a student's ability to successfully participate in a school-based setting.

For those students who may require extra support, our Occupational Therapist will adopt a variety of strategies and behavioural based interventions to effectively support them with engaging and participating in school-based activities. They also work collaboratively with our teaching staff to develop learning activities as well as assessing the environment in which these activities occur.

Some interventions may include but are not limited to:

- Identification of sensory processing and/or sensory modulation difficulties
- Emotional regulation skills
- Social skills training
- Improving attention and concentration in the classroom
- Analysing the causes for challenging or disruptive behaviours
- Modifying classroom-based activities
- Modifying school or classroom environments
- Psychoeducation to teachers and parents
- Handwriting/fine motor difficulties
- Routine-based intervention
- Minimising barriers to participation across all school learning and social environments is the aim of the role.

Peer Mediators

Having Peer Mediators gives leadership opportunities to students while helping others in the school community learn important ways to solve problems with the support of others. It gives children experience at solving issues before they get bigger and allows them to carry on the rest of the day, knowing that their concerns have been addressed and they gain more confidence at solving problems on their own as they gain more confidence.



What Students Learn at Maramba

Students at Maramba Primary School are immersed in a fun and engaging learning program. All activities are differentiated according to student needs.

Maramba provides a quality, comprehensive curriculum based on the Victorian Curriculum. Strong links have been forged between our inquiry-based learning and the Victorian Curriculum domains, and Literacy and Numeracy are given special emphasis within the school curriculum.

In addition, subjects at Maramba include Discovery, Science, Humanities, Coding, Digital Technologies, and Indonesian. Our specialist subjects include STEAM, Health and Physical Education, Design and Technology, Music and Performing Arts and Visual Arts.



Human Literacy Pedagogy:

Everything we do at Maramba is underpinned by our Human Literacy Pedagogy. This harnesses the importance of a values-based education, promotes safety (including Cybersafety), nurtures a growth mindset, and supports students to be innovative thinkers and actioneers. Human Literacy begins as a Pedagogy to support teachers to understand how to develop essential and innovative practices that improve the holistic learning and wellbeing of all students. Parents and carers also form a strong partnership with our school to nurture the growth of their child.

The key objectives of Human Literacy are as follows:

- An innovative pedagogy that is the frontier of education, creating future-proof, world-class school communities.
- An environment where teachers and students co-create engaging, life-long learning opportunities within spaces that meet student individual needs, and ignite creativity and innovation in partnership with the school community.
- A school community that improves relationships and self-efficacy for all stakeholders – students, staff and parents.
- A holistic and sustainable learning and teaching practice model that improves learning and wellbeing outcomes for all students.
- A world where students see and value themselves as a proactive citizen that can make a positive difference using agency and voice.
- A culture that promotes positive mental health through self-regulation, resilience, and emotional intelligence.



Discovery Learning at Maramba:

Discovery learning takes Inquiry to an even deeper and holistic level. Discovery is part of the 'Peer to World' component of the Human Literacy Pedagogy. It has been developed as a transformational process that allows students to deepen their understanding of themselves, others, and their world.

- This leads to students creating endless opportunities to develop real-world authentic solutions to issues that they care about.
- Discovery comprises a combination of Inquiry, STEAMquiry and design thinking, with opportunities for students to apply and strengthen their Human Literacy elements (i.e., Social, Physical, Intellectual, Cultural and Emotional.)



Little Learners Love Literacy: Our Phonics Approach to Reading

We are strong believers that reading is an essential part of all future learning and for this reason we have incorporated the Little Learners Love Literacy into our daily practice from Foundation to Year 2. In this fun and engaging approach, students are introduced to each letter of the alphabet through story telling.

- We have achieved excellence in learning with this explicit, multi-sensory literacy approach that focuses on 'phonemic awareness and alphabet knowledge' giving children the skills they need to read, spell and write with confidence.
- They quickly learn the letter name and sound through exciting tasks they complete.
- Oral language activities are also an integral part of learning which leads to creative writing.
- Students are introduced to various oral language activities to enhance their ability to transfer verbal communication into written language.

Big Talk/Big Write:

At Maramba Primary School children from Foundation to Year 6 participate in 'The Big Write and VCOP' program. This is an exciting initiative to encourage and engage children to become expert writers.

- The premise of the Big Write is that, if students can't say it, then they can't write it. The better we can talk, the better we can write.
- It focuses on the core Literary concepts of Vocabulary, Connectives, Openers and Punctuation - VCOP
- All students engage in 'Big Talk' each fortnight. Students are given a specific topic that they first talk about at home and then at school which develops their speaking and listening skills.
- Once they have spoken about the topic, they then either draw a picture or begin to scribe eventually leading to logically sequenced written ideas.



Top Ten Mathematics: Math is FUN!

At Maramba Primary, we run a hands-on approach to teaching Mathematics through Top Ten, a program which is centered on student inquiry, problem solving, hands-on, engaging lessons that students absolutely love.

- Teaching and learning through hands on, concrete materials allows for students to better understand and ignite a passion for problem solving through Mathematics.

AAA Feedback:

Providing targeted and timely feedback is a pivotal part of the learning journey at Maramba Primary school. Students receive what is called Triple A feedback; what they have 'Achieved', where their 'Attention' needs to be focused on and what 'Action' they can take to up level their skills. By providing Triple A feedback not only do they students have a clear understanding as to what is needed to progress in their learning, it also allows students to become critical thinkers.

Specialist programs and additional subjects:

Our specialist subjects include Health and Physical Education, STEAM, Design and Technology, Music and Visual Arts.

Music and Performing Arts

Our Music and Performing Arts has a strong focus on music, but also incorporates dance, drama and ICT. The Musical Futures approach underpins all lessons:

- Learning like a Musician.
- Students learn to play the ukulele in the Foundation classes, while the middle and upper school have access to guitars, bass guitars, keyboards and drums.
- Senior students regularly work in bands, and every student is included in a band.
- In the Early Years, students are introduced to the musical elements while in the middle and senior year groups; they incorporate the elements into their compositions. Students use Macbooks and iPads to compose and record music and music video clips.

At the end of each term, students perform at MPAC (Maramba Performing Arts Concert), to show what they have learnt during that term. These concerts are run and hosted by the Performing Arts Captains, a student led audio team, and student roadies.



STEAM

During the year, students will delve deep inside areas of Biological, Physical, Chemical, Earth and Space Sciences with many other curriculum areas intertwined and integrated throughout. Studying in the areas of Science, Technology, Engineering, Arts and Mathematics (STEAM) allows students to develop real-world skills.

During these STEAM lessons students will:

- Encouraged to ask and answer questions through a series of Innovation Tasks and Engineering Design Challenges.
- They will be faced with ethical dilemmas and topics of conversation that expose and expand their literal and inferential thinking skills.
- Be taught that making mistakes in going wrong is a normal part of life.



- Leave STEAM lessons with more questions than they walked in the door with, due to hunger and curiosity for deeper knowledge.



Health and Physical Education

Students at Maramba participate in weekly Physical Education lessons in both indoor and outdoor environments. By offering a comprehensive approach, incorporating all areas of Physical Education we aim to develop students' fundamental motor skills, their fitness, teamwork and above all, develop a love for a healthy lifestyle.

- Students work on their fitness every session, which helps to reinforce the need for a healthy body and lifestyle.
- Fundamental Motor Skills are taught specifically in Foundation to Year 2, and through a variety of sports in Years 3 to 6.
- Sports vary each term and may include football, basketball, volleyball soccer, netball, rugby, tennis, badminton, gymnastics and athletics.

Visual Arts

At Maramba, students experience a weekly Visual Arts session filled with highly creative tasks that support innovation, explore new meaning and foster expressions of self. We are always striving to develop the Visual Arts learning and teaching, which allows students to be creative, stimulated, motivated and excited about their art making.

All students have an opportunity to develop their skills and build knowledge as they learn about:

- Effective techniques and finding new ways of expressing themselves in a comfortable and supportive environment
- Famous Artists and their artwork
- Interpreting and responding to their artwork and the artwork of others
- The history of Art and how it can be used in modern, real-world creativity.

Our School Facilities and Play Areas

At Maramba, our Foundation and Year 1 students share an exclusive fantastic play area that is just for them to explore and have fun. Along with a wide-open space to run and play with sports equipment:

- Pirate ship with sandpit and toys
- two climbing frames with slides
- dry river creek bed and log forest
- large natural garden area for creative play



GALLERY PLAY AREA



FAIRY GARDEN AND AMPHITHEATRE



SPORTS FACILITIES

BER – Andrew Groh Gymnasium and Sports Oval



Synthetic Grass Soccer Pitch



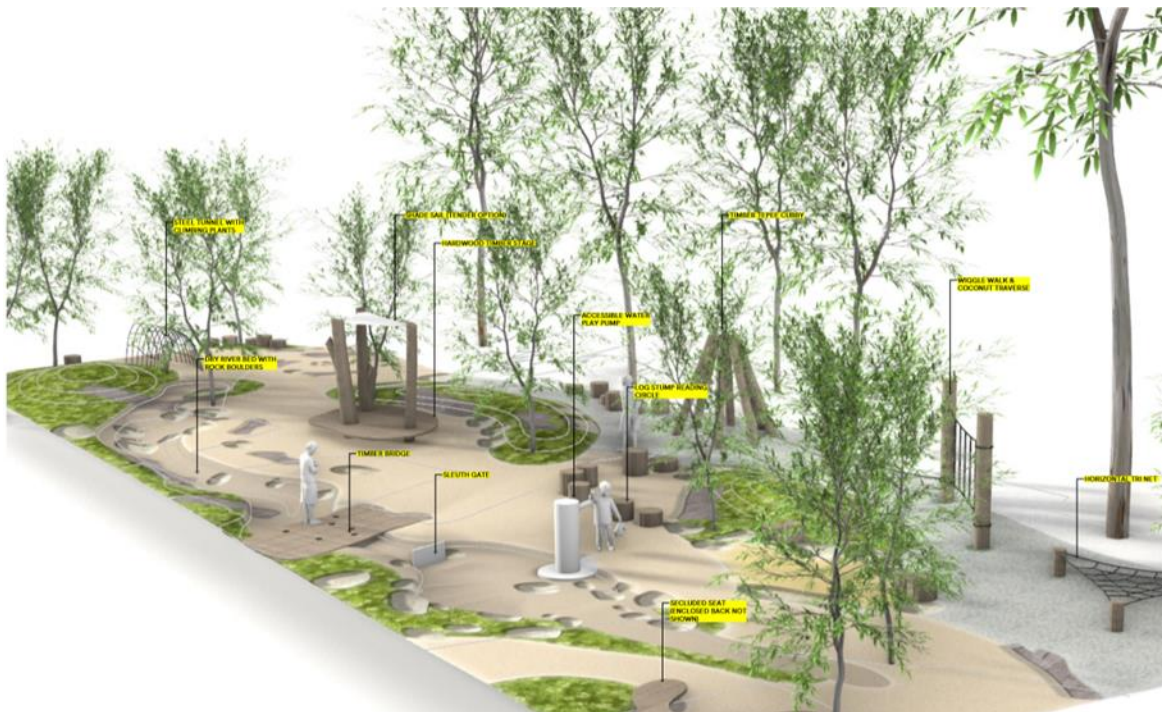
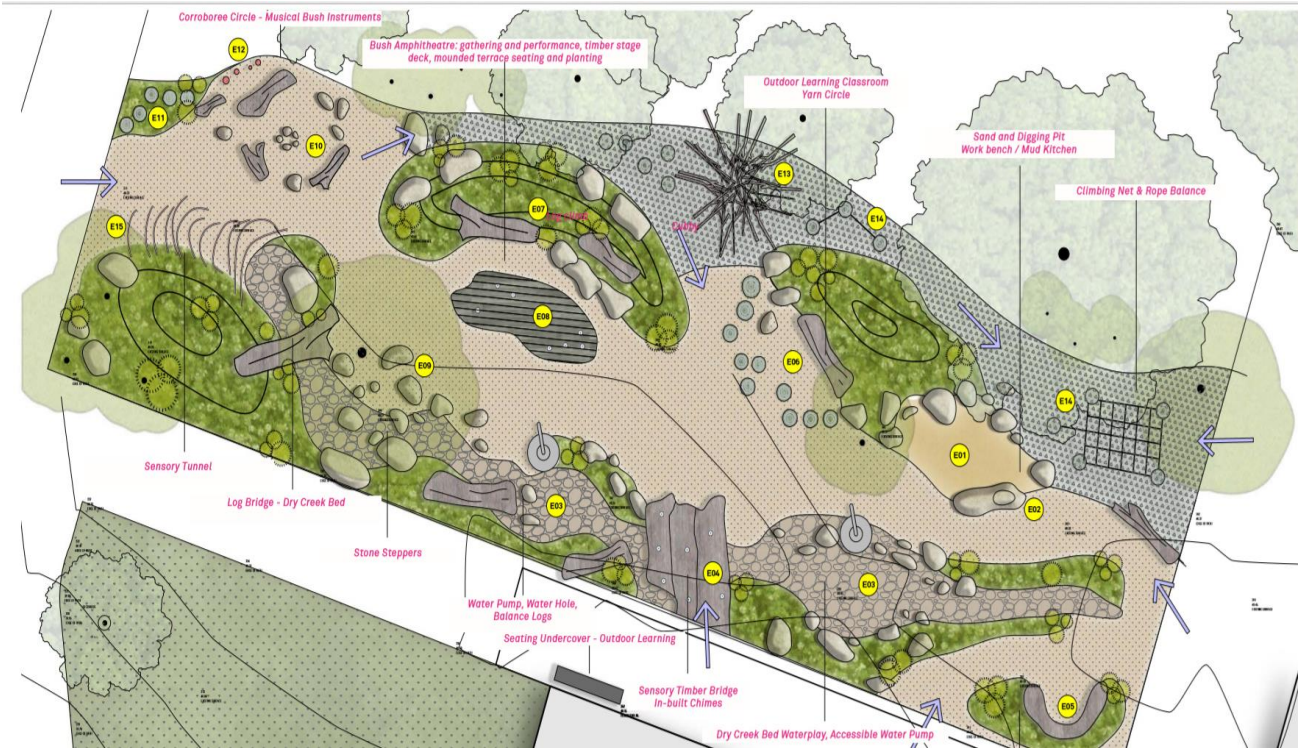
Basketball Courts



SENSORY GARDEN

This is a fantastic new project that will have a sensory garden created and ready for use in the second semester of 2021. The Maramba Natural Outdoor Sensory Learning Environment (NOSLE) will be ideally situated adjoining our Science, Technology, Engineering, Arts and Mathematics (S.T.E.A.M.) Creation Studio and in close proximity to our sustainable vegetable garden.

Our mission is to create a safe and engaging space for all students to discover, communicate, problem solve, wonder, learn and be mindful together. The innovative Natural Outdoor Sensory Learning Environment will act as an extension of our transdisciplinary approach to curriculum design, teaching and learning, supporting an inquiry approach and 'constructivist' learning. It will further provide our school community with an exceptional resource to strengthen our inclusive education practices and further support the learning needs of all our students.



Communication

Parent/teacher communication is very important, particularly when your child starts school and we encourage you to relay any concerns you may have regarding your child's transition to school with your child's teacher. Please make an appointment outside of school hours to discuss these issues. If there is anything that may affect his/her attitudes or learning at any stage during the year e.g.: home concerns or anxieties. These are always treated confidentially.

During the year parents will be invited to attend parent/teacher discussions. The emphasis will be on adjustment and academic progress. Informal discussion is welcomed and, indeed often necessary. The aim is to develop a partnership which will work towards the optimum development of your child.

ClassDojo

Class Dojo is a tool used in the classroom we use daily. It connects primary teachers, students and families through communication features, such as a feed for photos and videos. It allows for parents to capture an insight as to what their child has been learning throughout the day. This platform allows for student voice to be evident, as students can share their achievements, gain points and submit portfolio tasks. Parents can also message the class teacher using this app ensuring a way to always keep connected. We have used this app during the period of remote learning in the Junior school to stay connected with our students through daily videos and portfolio tasks.



Konnective

This is an amazing school app, which enables us to **communicate** with you at any time and all times during the school year. Not only with regards to notices, payments, events and school camp updates but most **significantly in the event of a school emergency**. This is by far the **quickest and most effective** way for us to communicate with you and the school community **simultaneously and in an instant**.

We strongly recommend and urge you to join many of our parents/ carers who are already on Konnective! Please speak to a member of the administration team for assistance with registering.



Reporting Process

Throughout the year, your child's progress is being constantly monitored and assessed according to DET guidelines. The school reports are sent home at the end of each semester with an assessment of your child's progress. In addition to written reports, we also conduct Parent/Teacher conferences in Term 2 and 4 of each year. While formal interviews are organised in these terms, we also hold Meet the Teacher meetings at the beginning of each year for your child's year group. In Terms 1 and 3, teachers also make a call to parents and carers to provide a brief update of their child's progress. We also encourage parents and carers to develop a healthy relationship with teaching staff to ensure continued communication throughout the year.

School Newsletter

The weekly digital school newsletter is called the Maramba Flyer and can be accessed from the Maramba Primary School website. <http://www.maramba-ps.vic.edu.au/> You will need to subscribe using an email address. The newsletter is also posted to Konnective each week.



Parent Involvement

We value your assistance in areas such as working with small groups of children, making resources or coming along on excursions. Your support is very much appreciated! Your classroom teacher will inform you of events and activities where parent help is required. All parent helpers must have a current **Working with Children** check (<https://www.workingwithchildren.vic.gov.au/>).

If you wish to become involved in your child's school programs these are some of the ways:

- Encourage and support your child.
- Serve on the School Council. Elections are held each year in March.
- Join and support the "Friends of Maramba (FOM)" - your assistance with fundraising would be of great benefit to the school.
- Become a classroom helper i.e. – helping with daily readers and in Literacy/Numeracy blocks etc.
- Computer Lab.

Shared Reading

As part of the language program, we are asking for parental help and support - close communication between home and school is vital. The main idea is that while the child learns reading skills every day with the teachers in the classroom, every night the parents share reading with their child. This means being read to, reading together, talking about the book and its pictures.

Walking Wednesday

Each Wednesday we encourage all students to walk to school to improve fitness levels, reduce traffic congestion near the school and reduce our carbon footprint. This initiative is part of our Sustainable School Program. We also encourage parents to walk with their children as a great community building exercise.



Lunch and Snacks

At Maramba we always encourage healthy eating habits and like all children to bring a piece of fruit each day. They eat their snack in the classroom between 11am – 11.10am just before morning recess play and eat their lunch in the classroom at from 1.10pm - 1:25 pm before lunch play.

As to the question of how much food to give your child, be guided by your experience and by what your child tells you. Our policy is that uneaten food is taken home. This will also help you to gauge how much food to provide each day. Please tell your child, particularly early in the year, which food is for play lunch. Morning recess is from 11:10 – and lunch play is from 1:25pm – 2:15pm. For a drink, water is always best and drink bottles are always accessible in the classroom. 11:30 am

As a Sustainable School we encourage wrapper free lunches. Please consider purchasing a wrapper free lunch box.



Attendance

Regular attendance is vital to promote continuity in your child's learning and social development. Punctual arrival at school is also important to ensure optimum learning.

Absences affect a child's progress. Unnecessary absenteeism can delay your child's progress.

Home is the best place for a sick child. It is unfair to other children and teachers to send a child to school who is ill. Please inform the school if your child contracts an infectious disease or head lice.

Please ring the office before 9.00am if your child will be away that day.

Punctuality/ Late Arrivals

Punctuality is a habit that we value and strongly encourage in our students. Please try to have your child at school well before school starts. School commences at 9:00am sharp. It is disrupting to the classroom routine to have children arriving after the days program has started.

If your child does arrive late to school, you need to come to the main office and sign your child in and you will be given a "Late Pass" to take to your child's teacher.

Early Departures

If you need to withdraw your child during school time for any appointment, illness or injury, please sign your child out at the front office before collecting your child from the classroom.



Health and Safety Policies

All children are closely monitored in the school environment, especially when starting.

In addition to the Discipline Policy (Code of Conduct) found in the School Information Folder, please note that:

- In the interest of child safety, the School Council Policy states that children under Grade 4 DO NOT RIDE BIKES to school.
- Children should wear suitable footwear. Thongs and sandals are not allowed.
- Children must wear protective clothing on hot days. The Maramba Sun Smart Policy requires **all children wear broad brimmed hats** during outdoor activities in Terms 1 and 4 and **recommends sunscreen 30+** (zinc is not allowed). Tank tops and sundresses are not allowed due to the risk of sunburn and uniforms are to be worn at all times. School hats can be purchased from Beleza Uniforms.
- Children without a hat or the correct hat will be restricted to the undercover area at snack and lunch.
- Children are not permitted to leave the school grounds without their designated adult.
- Children always leave their room accompanied by a buddy if they request the toilet or are on an errand.

Health

Please tell the teacher of any special information e.g., allergies, asthma, hearing, sight, phobia etc. **If your child is sick and is absent from school, please ensure that you call the school to notify them.** While it may be difficult, please do not send your child to school if they are unwell.

Fully qualified first aid staff are available at Maramba. The first aid staff member is available to treat children for minor injuries and will phone parents to arrange pick up if a child is too ill/ injured to remain at school.

Please inform the school office if:

- Your child has special ongoing medications e.g., asthma
- Your child has short term medication authorisation from a doctor
- Your child has been treated for head lice
- Your child has been diagnosed with an infectious disease e.g., Chicken Pox

Medication

Medicines to be taken at school (other than asthma inhalers) must be administered by the teacher, first aid officers or office staff. Should your child be required to take medication you must complete either an "Asthma Management Plan" or a "Medication Consent Form" (all available at the office). Please note that all medication is to be sent to the school in the original box/container as distributed by the chemist. If required, children with asthma may have a second inhaler in their school bag but the administration team and class teacher must be informed with a letter provided by the parents/carers. Any child who may require an inhaler to be carried on their person during the school day must have a supporting 'Asthma Management Plan' registered with the school.

Emergency Phone Numbers

It is essential that the school has a record of your business and home telephone numbers and an emergency contact. Please notify the school of any changes to your child's details.

Clothing

It is important that all belongings are clearly named. Children often cannot identify their own belongings, even when they are named. If your child does lose an article, please check lost property near the library. It would be helpful if your child can cope with buttons and zips unaided. Ensure that your child wears clothes that they can manage when they go to the toilet. It is a great idea to make sure your child has a change of underwear and track pants or shorts in their schoolbag just in case of an accident. Make sure your child knows that the clothes are in their schoolbag.



Uniform Shop

Beleza School wear is our uniform supplier. You can purchase uniform items through their website at <https://store.beleza.com.au/77-maramba> or in-store at 7/151-159 cnr. Princes Highway and Wedgewood Road, Hallam (near Xanadu Play Centre). Ph: 9702 3181

School Uniform

Summer Uniform



Girls Summer Dress



Girls and Boys Short Sleeve Polo Shirt



Boys Navy Shorts



School Shoes
These must be completely black.



Broad Brimmed Hat



Girls Navy Skort

Winter Uniform



Girls and Boys Windcheater



Girls and Boys Bomber Jacket



Girls and Boys Short Sleeve Polo Shirt



Girls and Boys Navy Track Pants



Boys Navy Long Trousers



Girls Navy Long Pants

School Essential Items

These items are to be brought from home or are available from the uniform shop.



Art Smock

Waterproof elasticised-neck smock,
no ties please.



Library Bag

For library books



Maramba Satchel

For school readers and notices to
come home in.

Payments

The QKR app is our preferred method of payment for any school expenses. This app enables families to make payments via a smart device at your convenience without the need to come into the school or send cash via students. Further information will be distributed separately.

EFTPOS is also available at the office for payments. You will be asked to complete a payment envelope at the time of payment which will be forwarded to the classroom teacher.



State School's Relief

State Schools' Relief is a not-for-profit organisation that supports the needs of short-term crisis and long term chronic needs Victorian government school students by providing new school uniforms, shoes and educational resources. They work side by side with all Victorian Primary, Secondary, Special Developmental and Language schools to ensure that any students facing hardship have the necessary clothing and appropriate footwear for school.

Please speak to Mr. Wallace, Mrs. Morwood or Mrs. Sweeney for more information. They act as representatives of State Schools' Relief and will be able to assist with your individual request for assistance.

CSEF – Camps, Sports and Excursions Fund

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund ensures that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

Excursions

Although educational excursions for your children cost money, they should not be regarded as 'extras'. Being able to see things at first hand with the teachers is one of the best educational experiences a child can have. You will be asked to sign a parent consent, which will be through our payment app QKR , before your child is taken on any excursion.

Assembly



School Assembly is held each week either in the amphitheater or Andrew Groh Gymnasium. Parents are welcome and encouraged to attend. These assemblies provide opportunities to celebrate some of the successes of our students. Awards are made to various students and year groups while on some occasions children perform in a receptive setting.

General Comments

- If your child brings toys or equipment home from school other than their own, please return them to school. Part of the learning process is to recognise that school things belong to school only, and that other children's things must not be taken.
- When you know that you will be late picking up your child, please notify the Office. Parents who arrive late will need to report to the Office to collect their child.

If you would like further information or clarification of any topics in this document, please do not hesitate to contact the school.