



# Family

# Information Booklet

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Mypolonga Primary School  
Williams Street  
Mypolonga SA 5254

Courier: Murray Bridge

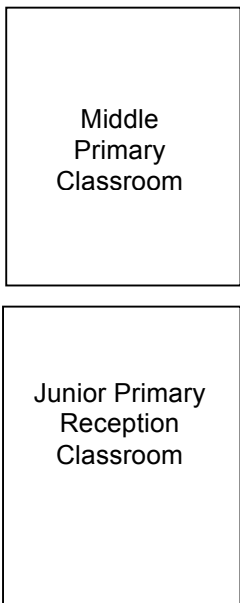
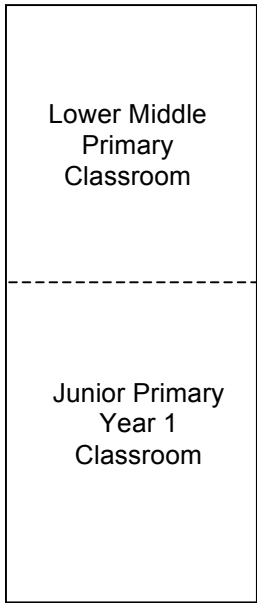
Ph: 85354191  
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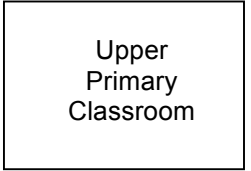
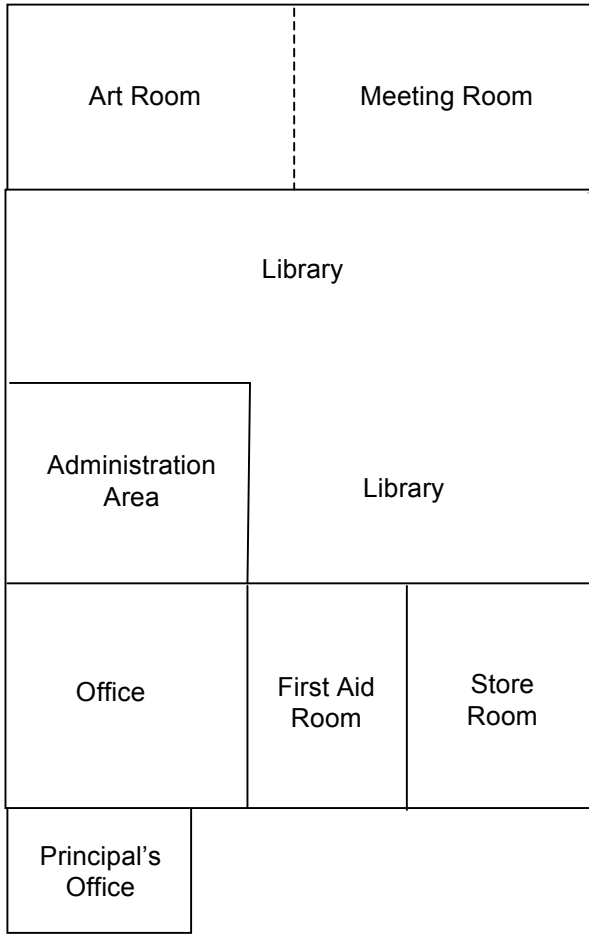
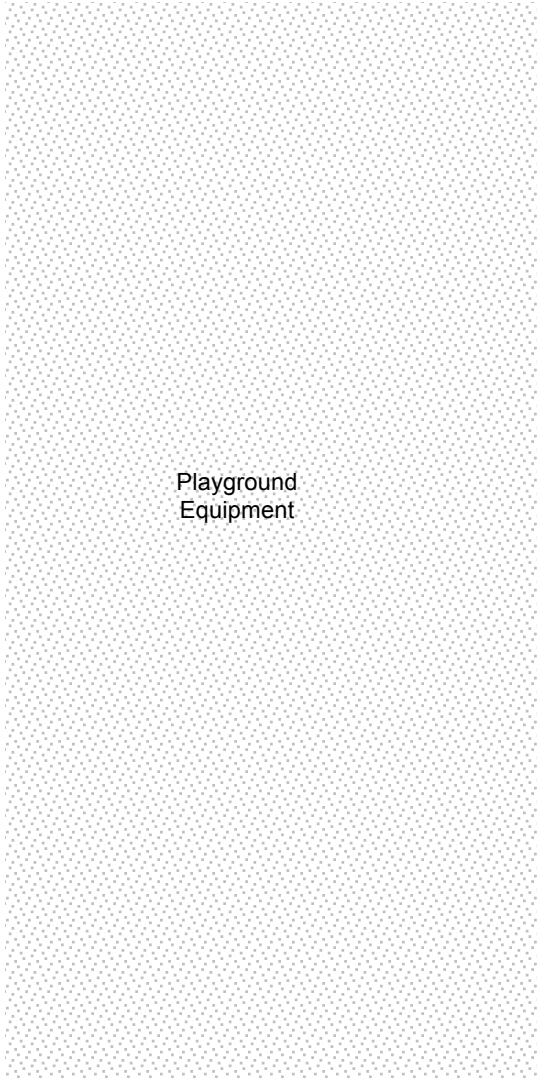
Government of South Australia

Department for Education and  
Child Development





**SCHOOL PLAN**  
(not to scale)



--- Williams Street ---

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# SCHOOL VISION / VALUES

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Staff, parents and students working together make Mypolonga Primary School a happy, safe, success-orientated learning environment, which encourages all students to become responsible and self directed learners.

What does TIGER mean?	
<b>T</b>	<b>eamwork</b>
<b>I</b>	<b>ntegrity</b>
<b>G</b>	<b>enerosity of spirit</b>
<b>E</b>	<b>xcellence</b>
<b>R</b>	<b>espect</b>

What we value as a learning community underpins all the decisions and choices we make. We want our children to grow into successful well-rounded adults, who are able to build relationships with others, are trustworthy and make things happen.

We have been revisiting our values to identify what we, as a community, believe is critical for our students and children to demonstrate. We have decided on 5 values, which reflect our culture and our aspirations. We will be working with our students to tease out what our values mean and what we can do to live them.

Our TIGER values are outlined to the left. The Kiwanis Club of Murray Bridge has approached us to identify 'Terrific Kids', who are students who live our TIGER values. Each term the Kiwanis Club will celebrate the success of these students by presenting them with a 'Terrific Kids' Award at the end of each term. This award will be in addition to our 'Most Improved' and 'Student of the Term.' Weekly awards will also reflect our values.

We will be working with all our students to develop a deeper understanding of our values so that they become a way of life at our school. We are TIGERS!

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## INTRODUCTION

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**Welcome to Mypolonga Primary School! We hope that you will find participation in the Mypolonga school community a rewarding experience for you and your family.**

Mypolonga is a small rural school situated close to the banks of the Murray River between Murray Bridge and Mannum. Coming to school each morning presents students and staff with views of farming lands, orchards, vineyards, the beautiful river red gums which line the river and the ochre coloured cliffs which glow in the afternoon light.

At Mypolonga, we value having a safe, caring learning environment with supportive relationships for all students. We work hard to achieve this and we believe that, by working together as a school community and by being committed to the well being of every child in our school, we can contribute to the success of all our students. We continually provide opportunities for students to develop and enhance skills in a wide range of ways in order to prepare them for their transition to high school, the workplace and adulthood.

Mypolonga Primary School offers the International Baccalaureate Middle Years Programme to the year 6 and 7 students, ensuring learning experiences across eight learning areas which are world standard. The learning experiences, which our very professional staff plan for our students, are exciting, relevant and cater for a range of learning needs.

### History

Mypolonga Primary School was established in May 1916. The next ninety years were ones of development and success. From the 42 students in 1916, school enrolments have risen to as high as 115 in 1959. Over the years there are repeated records of improvements and additions to school facilities such as the building of the bike shed, clearing of ground for the tennis court and the cricket pitch. There is repeated mention of the dreaded septic tanks!

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## INTRODUCTION - CONTINUED

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An interesting note for 1921 was the purchase of water bags for the students. In 2006 we purchased water bottles for each student! In 1942 men from the voluntary defence corps dug trenches in the schoolyard for defence purposes. In the floods of 1956 water entered the school grounds and school was held in the Institute situated on higher ground. The furniture and school equipment was transferred back to the school grounds on November 18<sup>th</sup> 1956.

The role of volunteers in the development of the school is a common thread through the school records. These include the repair of the school during the war years, grassing the oval, tree planting and helping with elective programmes.

The pride within the school and the community which is evident throughout its records continues today from the attractive school buildings and grounds being well maintained, to the successful, on-going learning programs, not to mention the internationally renown Enterprise Education program, which has operated since 1997, and the school's status as an International Baccalaureate School.



Mypolonga Primary  
School in flood - 1956

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## SOUTH AUSTRALIAN STATE SCHOOLS TERM DATES

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	<b>2012</b>	<b>2013</b>
<b>Term 1</b>	30 Jan – 5 Apr	29 Jan – 12 Apr
<b>Term 2</b>	23 Apr – 29 June	29 Apr – 5 Jul
<b>Term 3</b>	16 July – 21 Sept	22 Jul – 27 Sep
<b>Term 4</b>	8 Oct – 14 Dec	14 Oct – 13 Dec

*This information is current as of January 2010. To confirm this information, please contact the Department for Education and Child Development on 82261083.*



# STAFF



**Rita O'Brien**  
**PRINCIPAL/  
UPPER PRIMARY TEACHER**  
(Tuesday p.m.,  
Wednesday p.m., Thursdays)



**Kerry Daniel**  
**MIDDLE PRIMARY TEACHER YR 3, 4, 5**  
(Monday, Tuesday, Thursday)  
**SCHOOL COUNSELLOR**  
(every 2<sup>nd</sup> Wednesday, Friday)



**Lyn West**  
**FINANCE OFFICER**  
(Every 2<sup>nd</sup> Wednesday, Thursdays)



**Anne Martin**  
**UPPER PRIMARY TEACHER**  
(Monday, Tuesday, Wednesday, Friday)  
**LIBRARIAN**



**Ann Hughes**  
**SSO CLASSROOM SUPPORT**  
**FINANCE SUPPORT**



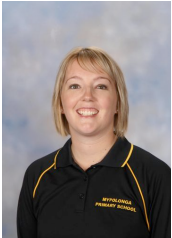
**Sharon Marcus**  
**SSO CLASSROOM SUPPORT**



**Necia Zadow**  
**ADMINISTRATION OFFICER**



**Janice Mildwaters**  
**SSO CLASSROOM SUPPORT**



**Hailey Perry**      **Amy Stone**  
**JUNIOR PRIMARY**  
**RECEPTION/  
YEAR 1**  
**TEACHERS**



**Dee Payne**  
**SSO CLASSROOM SUPPORT**



**Nicole Christian**  
**JUNIOR PRIMARY YEAR 1/YEAR 2**  
**TEACHER**



**Brenton Prior**  
**GROUNDSPERSON**



**Jane Rumbelow**  
**LOWER MIDDLE PRIMARY**  
**YEAR 2/3/4 TEACHER**



**David Rogers**  
**BUS DRIVER**



**Marlene Newell**  
**MIDDLE PRIMARY YEAR 3, 4, 5**  
**TEACHER**  
(Wednesdays & Fridays)  
**PHYSICAL EDUCATION TEACHER**  
(Thursday)



**Weiwei Li**  
**CHINESE TEACHER**  
(Wednesday)

If parents/caregivers have queries regarding their child's learning or grievances they wish to raise, it is important that they follow the established guidelines.  
➤ Please refer to the **Parent Grievance Procedures flowchart** in order for the school to deal with any issues appropriately.

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## PLAYGROUP / TRANSITION

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### Playgroup

Playgroup sessions are held at the school on Tuesday mornings from 9:00am to 11:00am in the Art Room, which includes involvement with the Junior Primary Class.

### Kindergarten to Junior Primary

By law, schooling is not compulsory until a child reaches 6 years of age. However, students may begin schooling at the beginning of the term following their fifth birthday. Should the child's fifth birthday fall during the first week of any term, then he/she may begin full time schooling on his/her actual birthday.

A transition programme, in cooperation with the Kindergartens in Murray Bridge, occurs prior to students beginning schooling for the first time. A letter is sent from the school to the parents and is followed by organised "transition mornings" on Tuesday mornings for five weeks prior to the student officially starting school.

Should a Reception student have only one or two terms of schooling in his/her first year, then the student will usually stay in Reception for the following year. There will be consultation between the parents, teacher, principal and student regarding this.

### Year 7 children - Murray Bridge High School

Most Year 7 Students attend Murray Bridge High School for secondary schooling. An Orientation programme includes:

- A Parent Information Night.
- A visit from High School teachers and year eight students previously from our school.
- A tour of the physical surrounds of the campus.
- A two-day programmed visit to the High School, with lessons by the High School teachers.

This enables the children to obtain a general idea of the physical layout of the school and gives them an introduction to the Year 8 teaching staff.

Other Secondary schools and colleges have their own transition programmes, which are negotiated with the family and schools.

### Parents & Community Website

DECD provides a website for parents and the community to keep up to date with the latest news and information relating to your child's education and wellbeing. Log on to [decs.sa.gov.au](http://decs.sa.gov.au) and click on the *parents and community link*. On this site you will find information on *preschool & childcare services, schooling, health & wellbeing, curriculum & learning and support services*.

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## SCHOOL UNIFORM

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Students are **strongly encouraged** to wear school uniform, but this is not compulsory. School uniform allows staff to easily identify Mypolonga Primary School students when on excursions and creates a sense of pride in the community. Colours for clothing items are **black and gold**.

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# SCHOOL UNIFORM - CONTINUED

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## **Sunsmart Policy**

The school has a Sunsmart Policy where students are expected to wear appropriate clothing ie. shirts with collars, elbow length sleeves and longer style shorts and skirts. Sunscreen is supplied in all classrooms.

## **Hats**

Yellow broad brimmed or legionnaire style hats are available to purchase from the school office and must be worn by students whenever they are involved in outdoor activities, except during the months of June, July and August. During these months UV levels are generally below 3, and the chances of skin damage from the sun is low. When attending excursions during the months of June, July and August, the wearing of school hats by students will be at the discretion of classroom teachers. Baseball style caps are not supported by the Cancer Council of South Australia, so are not classed as “appropriate hats”.

➤ *Further information can be obtained from the school’s **Sunsmart Policy**.*

Items available to purchase from the school front office:

- ◆ Iron-on transfers (available in black and gold);
- ◆ Dress fabric (dress patterns (in a range of sizes) are available to borrow – a \$10.00 refundable deposit is required);
- ◆ School hats – legionnaire and broad brimmed available;
- ◆ School bag with the Mypolonga Primary School logo.

**We ask for  
parents’/caregivers’  
co-operation in  
maintaining a high  
dress standard.**

## **Second hand Uniform Items**

The school stocks second hand uniform items. A few items have been kindly donated by families, which are available to purchase at a reasonable price through the office, i.e. Mypolonga school bags and a school dress. The proceeds of all donated items will go towards our SRC. If you have any items, which you would like to donate, or would like to see what items are available to purchase, see the office staff.

## **Footwear**

Please be mindful of the need for school shoes to be flexible for easy physical activity. It is recommended that they be strong, have a back in them for protection, and fit snugly so they don’t come off when your child is physically active. This will assist your child to be successfully and safely involved in all daily physical activity.

## **Badges**

All students are provided with badges stating the school’s name and the student’s first name only. Badges are worn when going on excursions, when we have visitors and new relief staff to the school and during school shop time. SRC representatives are provided with badges during their time on the committee.

## **Lost Property**

Lost property is placed in the “lost property box” located in the administration area. At the end of term assemblies, the lost property box is put out in order for the items to be found a “home”.

**Please remember to clearly label all items!!**

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# SCHOOL DAY

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## Contact Details

Please refer to the front page of the Family Information Booklet for school contact details.

## Office Hours

The school's official office hours are 8:30am to 4:30pm. During recess and lunch breaks the office staff can be located in the staff room, if the office is unattended.

## School Hours

8:55am – 10:00am	Lesson time
10:00am – 10:20am	Fitness/Crunch&Sip
10:20am – 11:20am	Lesson time
11:20am – 11:45am	Recess
11:45am - 1:15pm	Lesson time
1:15pm – 1:25pm	Lunch eating time
1:25pm – 2:00pm	Lunch play time
2:00pm – 3:30pm	Lesson time



## Before/After School Hours

Prior to school (from 8:30am to 8:55am) and after school (from 3:30pm to 3:40pm) there is a teacher rostered on yard duty. Yard duty rosters are on display around the school. Teachers on yard duty wear fluorescent coloured vests for easy identification purposes.

## Student drop off times

For occupational, health & safety reasons, parents/caregivers are asked to drop off their children to school at the **Williams Street entrance no earlier** than 8:30am, when a teacher is present on yard duty.

## Late Arrivals

When a student is late for school, it is appropriate that the parent/caregiver explains the reason for lateness. Students need to be signed in at the front office by an adult on arrival. Please be mindful that children who often arrive late can be disadvantaged in a number of ways. They may feel embarrassed or awkward, they miss instructions and knowledge about what is happening during the day and often have to "catch up" on work. Staff are also disrupted as roll books need to be updated and planned routines are interrupted. We are all human. We are aware that cars can break down or won't start. We are also happy to accept that children will be late on the odd occasion because of unforeseen circumstances. However, it is expected that all students normally arrive at school by 8:55am each day.

## Student collection times

We ask that parents/caregivers collect their children from the Williams Street entrance of the school between 3:30pm and 3:40pm, where a teacher will be present on yard duty. We understand that there may be unforeseen circumstances when this is unable to be achieved. In this case, your child will return to the front office with the teacher on yard duty until they are collected. When students leave during school hours, they require parental permission and need to be signed out.

## Travel by Private Car

If your child(ren) regularly travel(s) to and from school with people other than a family member, we ask that you complete the appropriate form, which can be obtained from the school front office.

## Notification of Absences

Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (eg. Illness). Parents/caregivers (not siblings or friends) must provide the school with an appropriate explanation for the student's non-attendance. Usually, this comprises a note in the student's school diary/communication folder or telephone call from a parent/caregiver or a medical certificate – after three days a written explanation is required. In the case of a planned absence, a note in your child's diary the day prior, would also be helpful. Families seeking extended leave for family holidays **must** apply in writing to the school for an exemption, using the appropriate form available from the front office.

➤ *Further information can be obtained from the school's **Attendance Policy & Procedures**.*

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## SCHOOL DAY ~ continued

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### Assembly

School assembly is held on Friday afternoons between 3:00pm and 3:30pm. Three students (from the Lower Middle, Middle and Upper Primary classes) run the assembly each week. Notification of this is on the front page of our newsletter. Assemblies involve the presentation of awards, presentation of students' work and an address from the Principal and teachers (if necessary). End of term assemblies are conducted on the last day of the school term at 2:00pm where students are presented with Most Improved for the Term and Student of the Term awards. Anyone is welcome to attend school assemblies.

### Newsletters

Newsletters are sent home with the eldest child from each family on Monday afternoons – fortnightly. School newsletters include a term planner, information on coming events and reports on school and community activities. If you have any items of interest, please provide the office staff with material for the newsletter by Wednesday of the week prior to the newsletter being distributed. Alternatively, you may email your details to [necia.zadow@mypolongps.sa.edu.au](mailto:necia.zadow@mypolongps.sa.edu.au).

### Library

The school's library is available for the students to borrow books throughout the year and access the computer software for information. Parents are welcome to access the library's resources as well. Anne Martin is our Librarian and all students are encouraged to have a library bag for the protection of books.

### First Aid

If a student is feeling unwell or is injured, the classroom/yard duty teacher will send them to the front office. Office staff will carry out the necessary first aid treatment and decide whether the student needs to be sent home or have a rest in the first aid room. If a student is required to be collected, staff will contact the emergency contact person/s (in order of priority, as indicated on the student's permission slip) and ask for the student to be collected as soon as possible. All staff hold current first aid certificates.

### Student Medical Conditions

Student medical conditions are recorded on a school data base, as indicated by parents/caregivers on student permission slips. Parents/caregivers are to notify the office staff if their child's medical condition changes throughout the year.

### Asthma

It is a school requirement that any child suffering from Asthma has a current care plan in place, which is updated annually. An Asthma care plan must be completed by a medical practitioner and by the student's parent/guardian to assist school staff in caring for a student if first aid intervention is required. Due to the possible seriousness of this condition, if the school does not receive a care plan for any child suffering from Asthma, participation in school camps and excursions may be jeopardized.

### Medication

Student medication brought in from home **must be** clearly labelled with the student's name and prescribed dosage and given to the front office staff for administration. A signed authorization for school staff to administer medication must accompany the medication.

➤ *An Authorisation for School Staff to Administer Medication to Students is enclosed.*

### Bookroom

Student stationery packs are provided to each student at the beginning of Term 1 each year.

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## SCHOOL BUS

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The Department of Education and Children's Services provides a 26 seater bus for students who **reside more than 5 kilometres** from the Mypolonga Primary School and who have Mypolonga Primary School as their **school of right**.

Any families which fall into the above category, and wish their child to catch the school bus, must inform the front office staff and complete an *Application for Approval to Travel on a School Bus Form*. Following this, arrangements will be made with the school bus driver as to an appropriate location and times to pick up and drop off the child.

➤ *Further information can be obtained from the school's **Bus Policy and Procedures**.*



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## SCHOOL FEES / BANKING / LUNCHES

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### School Fees

At present, school fees are set at \$211.00 per year – payable by the end of Term I. Payments may be made by cheque or cash. The school does not have EFTPOS facilities.

Families whose financial situation may qualify for government assistance are encouraged to apply for School Card. If you wish to apply for School Card, please bring your Health Care Card, Pensioner Concession Card or Centrelink correspondence to the school and see the front office staff. You will need to complete a School Card application form (ED003A). Families without Health Care Cards and who are experiencing unusual hardship may also be able to apply. We ask parents/caregivers to make this application a priority, so that delays in approval for School Card can be avoided.

Income limits for the current year and other enquiries can be obtained from the front office staff.

### Student Bank Day

Children may bank with the Commonwealth Savings Bank through the school each Tuesday.



### School Lunches

Mypolonga Primary School is part of the Eat Well Be Active program. We **strongly** encourage students and parents to consider healthy food options when packing students' lunch boxes. Healthy food suggestions, recipes and lunch box ideas are often included in the school's fortnightly newsletter.

A copy of *"right bite" - an easy guide to Healthy Food and Drink Supply for South Australian Schools and Preschools* is included in this folder. The guide assists SA Government schools and preschools to select food and drink to promote healthy eating. Food and drink have been classified according to their nutritional value, into three categories: **green** / **amber** / **red**.

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## SCHOOL FEES / BANKING / LUNCHES ~ continued

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Students may bring their own lunch to school or order it through the Mypolonga General Store. The Mypolonga General Store services the school by providing lunches which comply with the “*right bite*” Education Department policy. To order their lunch, students need to write their name, class, what they wish to order and total cost on the outside of a sealed envelope with the money inside.

Students are to place their lunch orders in the office returns/money slot by 9:00am. Office staff will take the lunch orders over to the General Store by 9:15am.

If a student does not place his/her lunch order in the office returns/money slot on time, the order will not be placed at the shop. Instead, we will offer a vegemite sandwich, made at school, which will be charged to the parent (\$1.50 per sandwich). In the case of children who are late due to appointments (dental, etc.) and who have a lunch order, parents will be able to place the order at the shop after they have signed their child in at school. Otherwise, please provide a packed lunch.

It is anticipated that this will help forgetful students to improve their organisational skills.

➤ A copy of the **Mypolonga General Store lunch price list** is included with this information.



### **Crunch&Sip**

Crunch&Sip is a set break at 10:00am for students to eat fruit (or salad vegetables) and drink water in the classroom. The set break gives children the chance to eat fruit and vegetables which might otherwise be left in their lunchbox or not eaten at all. Crunch&Sip is supported by DECS and the Department of Health as a program supporting the Eat Well SA healthy eating guidelines. We would appreciate parent/caregiver support by only providing foods with a tick (as per the attached brochure). We ask that students take drink bottles home daily for cleaning.

### **Fundraising Recess/Lunches**

Fundraising recess and lunches are provided by the Junior, Lower Middle and Middle Primary classes during the week, ranging from \$2.00. Items sold under our Enterprise program comply with the “*right bite*” Education Department policy. All monies raised from enterprise recess/lunches contribute to the students’ learning. An order form will go home on Fridays and needs to be returned on Mondays so a member of each class can collate the orders. Money will be collected on Tuesdays at the servery for ALL orders. In the case of a public holiday on a Monday, orders and payment will be taken on Tuesdays. NB. If your child(ren) is/are allowed to order on a regular basis, please let them know they have your permission to order without an order form on Mondays.

**\* Please note that orders will not be taken without payment.**

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# REPORTING

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Key

Your child will receive a Report Folder, which outlines the “Key Competencies” of the curriculum.

<b>The folder will include:</b>	<b>Time Table:</b>
<p>Teacher’s Assessments and student work samples in:</p> <p>Reported on <b>each term</b></p> <ul style="list-style-type: none"><li>• Language A: English</li><li>• Maths</li></ul> <p>Reported on <b>at least once a year</b></p> <ul style="list-style-type: none"><li>• Health and Physical Education</li><li>• The Arts</li><li>• Humanities (Yrs R – 5) / Society &amp; Environment (Yrs 6 &amp; 7)</li><li>• Sciences (Yrs 6 &amp; 7 Science (2))</li><li>• Language B: Chinese</li></ul> <p>Teacher’s comments about student’s personal development, behaviour and social interactions.</p> <p>Student’s own choice of what they are proud of.</p>	<p>Term 1: Report folder</p> <p>Term 2: Three- way interview and report folder including Mid-year report.</p> <p>Term 3: Report Folder</p> <p>Term 4: End of year report and Report Folder.</p>

The folder also contains examples of your child’s learning and the progress he/she is making. During the Three-Way Interviews, your child will refer to examples in the folder as evidence of their learning. At any time, any comments you may have on your child’s work would be appreciated.

In Terms 2 and 4 for Years Reception to Year 5 students, the report you will receive will be in the South Australian reporting format and will include, in plain English, indications of your child’s progress in line with the South Australian Curriculum and Standards and Accountability Framework. Years 6 and 7 will receive a report in the IB reporting format.

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## STUDENT REPRESENTATIVE COUNCIL

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### **Student Representative Council**

Students from Reception to Year 7 are elected to the School Representative Council for a two term tenure. The SRC represents the views of the students of Mypolonga Primary School. It is an integral part of the decision-making which occurs throughout the school. Responsibilities of members include attending SRC meetings, organising fundraising events for the school and negotiating and implementing changes and improvements within the school.

➤ Refer to the **Student Representative Council policy** for further information.

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## PHYSICAL EDUCATION AND SPORT

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Daily fitness is practiced as a whole school program. This operates before recess each morning. Students have the opportunity to take part in a wide range of lessons in fitness and sports. The school is very well equipped. Mrs Newell is our Physical Education teacher.

Swimming lessons are arranged at the Murray Bridge Swimming Pool in Term 1. Upper Primary students participate in the Aquatics program, held biannually. The "Gym in schools" gymnastics program is held in Term 2.



Sports Day is held annually and students are placed in house teams, either Finniss (gold), Hindmarsh (blue) or Murray (red). A combined sports day with Jervois Primary School is usually held soon after our own sports day. The location for the combined sports day is alternated every year between Jervois and Mypolonga Primary Schools.

Older students have the chance to try out for District SAPSASA Sports teams throughout the year.

### Community Sport

Many of our parents and students are associated and actively involved with the Mypolonga Tennis, Cricket, Football and Netball Clubs, which form the Mypolonga Combined Sports Club. If you or your child is interested in playing any of the sports listed below you may contact:

**Tennis** – Jean Weinmann Ph: 85354065

**Cricket** – Jason Daniell Ph: 0408833468

**Football** – Kym Bates Ph: 0438311781

**Netball** – Jacqui Kempe Ph: 85321169

**Indoor Bowls** – Terry Franklin Ph: 85354192

**Scouts** – Kelly Johnson Ph: 0410041222

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## CHOIR / MUSIC

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### Choir

Middle Primary and Upper Primary students have the opportunity to join the school choir. Being a member of the school choir gives students the opportunity to perform at local concerts and events.

### Music

The Upper Primary Students have the opportunity to learn a musical instrument (flute and clarinet) through the school with the Instrumental Music Service. The Instrumental teacher provides a high quality-learning program incorporating current DEC's standards and policies. Students also perform at the school concert in December.

A note is sent home during Term 1 advising of costs and seeking parent/caregiver permission for their child to be part of the school choir or to receive musical instrument instruction.

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# SCHOOL CONCERT

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## School Concert


The school concert is held at the Murray Bridge Town Hall in late Term 4. Students are involved in class plays, choir and music performances and our Year 7 students are farewelled.

Family members and friends are more than welcome to attend this special evening.

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# INTERNATIONAL BACCALAUREATE

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You may notice the  symbol on our letterhead, newsletter and policy documents. In 2002, Mypolonga Primary, in a cluster with Murray Bridge High, Murray Bridge North, Jervois Primary and Taillem Bend Primary schools, was accredited as an International Baccalaureate Middle Years Program school.

The IBMYP is a curriculum framework which is recognised around the world. Each student is introduced to, and uses, a variety of learning tools, which encourage them to recognise and use their strengths, and improve weaknesses. Each student, with help from teachers, develops a learner profile, and identifies the way he/she learns best.

One of the great advantages of the programme, which covers similar topics to the South Australian Curriculum Standards and Accountability (SACSA), is that it looks at all topics from a global perspective. In today's world of computers, internet and television, it is very important for students to have knowledge of a global, rather than a local perspective.

Central to the IBMYP is Approaches to Learning which develops independent thinking, decision making and problem solving.

Within the Framework, and linking the subject areas of Maths, English, German, Humanities, Physical Education, Science, Arts and Technology, are four inter-connecting areas. These are Health and Social Education, Environments, Community and Service and Human Ingenuity.

**Health and Social Education** encourages the development of healthy lifestyles and relationships. **Environments** makes students aware of their interdependence with the natural world so that they take positive, responsible action in the future. **Human Ingenuity** - humans are the only animals with creative ability, and students are encouraged to solve problems, and develop their creativity and resourcefulness. **Community and Service** – the IB is one of a few frameworks which recognises the importance of voluntary service to the community, and gives credit for it. Students are encouraged to be actively aware of, and participate in, class and community service.



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# MYPOLONGA PRIMARY SCHOOL SHOP

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The Mypolonga Primary School Shop first developed from a student's idea at a class meeting in 1994. Students embraced the idea and started making a range of craft items to sell. Community members shared their skills and generated a great deal of enthusiasm. The shop opened most nights after school but there was only a small turnover.

A local tour operator who ran Proud Mary Nature Tours offered to stop at the shop as part of their itinerary. This changed the clientele and dramatically increased turnover. The shop is now open for business every Friday, including school holidays.

Students invited local craftspeople to place their goods for sale on consignment. These goods include knitted and sewn items, folk art painted items, greeting cards and other handmade items.

On bus tour days the students rotate through rostered activities, which include working on the outside and inside counters, bagging apricots, chocolate coating apricots, selling homemade lemonade, cleaning the bus, monitoring the map, visitor's book and reconciliation board, greeting visitors at the door and gardening.

Students in the Upper Primary class mentor Junior, Lower Middle and Middle Primary trainees, allowing all students to be involved in the shop in some way.

After the bus leaves, the students calculate each consignor's total sales and enters them on a spreadsheet. At the end of the term, we calculate each consignor's commission and total profit. Our turnover is approximately \$15,500.00 per year. Our profit is approximately \$6,000.00 per year, which includes \$5,000.00 to classroom school shop enterprise and \$1,000.00 to our school shop.

The School Shop committee (consisting of student representatives and staff) decide how the shop profits are to be spent. Classes write submissions for various items, which have included percussion musical instruments, typing tutors and an overhead projector.

The Mypolonga Primary School Shop has evolved over time into a venture which impacts very positively on the curriculum and whole culture of the school. It has been a catalyst for the development of genuine school-community partnerships.



It is also enterprising on many levels:

- . Students really own the idea and are involved in planning and facilitating their own learning.
- . Students are involved in collaborative learning activities and undertake a variety of roles within teams.
- . Students are being creative and taking risks.
- . Students make use of community resources; the community support is fantastic.
- . Students can clearly articulate what they have learnt and why they like being enterprising. Having a real audience makes all the difference!
- . Students are given opportunities to transfer their learning to new situations. Students have learnt to be flexible and respond to on-the-spot demands.

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# PARENT INVOLVEMENT

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Parents/caregivers are an integral part of the school community. It is expected that all families will involve themselves in some way. There are many ways to be involved, from listening to reading, attending working bees, joining Governing Council or a sub-committee, attending Parents and Friends' meetings, attending acquaintance nights or helping at a catering function.

## **GOVERNING COUNCIL / SUB COMMITTEES**

### **Want To Be Involved At School? .... We Value Your Input And Help!**

The Governing Council, as its name suggests, oversees all school decision making, operations and planning, in order to enhance student learning.

Sub-committees of the Governing Council are:-

- . Finance Committee
- . Sustainability Committee
- . Improvement Committee

In addition to these sub-committees, Governing Council is regularly reported to at meetings by:

- . The Parents and Friends Committee and its Community & Service Committee
- . The Student Representative Council
- . The Playgroup
- . A representative of the Staff

### **So what happens?**

The Governing Council consists of approximately thirteen members in total, made up from elected members and elected representatives from the groups listed above.

Your commitment to being a member of Governing Council would be to attend a meeting twice a term in weeks 3 and 8 on Monday nights. It is rare that these meetings go any later than 9:30pm.

Candidates for Governing Council need to be nominated and the election will take place at the Annual General Meeting.

### **Functions of the Governing Council**

The Governing Council is a forum for involvement by all stakeholders in the school community and, therefore, is able to make informed decisions on all aspects of the management of the school and strategies for successful learning outcomes for the students.



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# PARENT INVOLVEMENT

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## Subcommittees

The subcommittees are the groups which pay particular attention to their particular areas. They make recommendations to Council and organise approved projects. Should you choose to belong to one of the school committees, but not become a member of Governing Council, your voice will still be heard at Council through the committee convenor who will be an elected member of Council. You can be on any number of committees. These committees meet one or two times a term, depending on need. Each subcommittee requires at least one elected member.

The **Finance** committee determines the financial resources and reviews the budget.

The **Sustainability** committee maintains the school facilities and is involved in the decision making concerning environmental issues.

The **Improvement** committee is involved in the planning, developing, monitoring and reviewing of plans, policies and processes in relation to the educational needs of the students and attitudes of the community.

## Parents & Friends Committee

The general aims of the committee are:

- . to develop and maintain amongst parents, an interest in the education and welfare of their children.
- . to work with the principal, staff and Governing Council in providing a congenial environment within the school and its grounds.



## Community & Service Committee

Community and Service plays a major role in the philosophy of the International Baccalaureate program. At Mypolonga, we believe community and service creates positive citizens, and, therefore, is significantly integrated into the curriculum. The Community and Service committee is involved in organising fundraising events which includes involvement with the students. Catering is a major part of this committee and raises a significant amount of money for the school each year.

## Parent/Volunteer participation

### Listening to Reading

Parents or volunteers are encouraged to listen to children read during our Reading Assistance Program ("RAP") from 9:00am to 9:30am every day.

### Electives

The school's electives program is held in Term 3. Parents, grandparents, friends and community members are invited to take a small group of students and teach them activities such as: knitting, cooking, lego, glass painting, card making, basketball etc.

### Chocolate Coating

As part of the Upper Primary class' enterprise education program, parents/caregivers are invited to help with chocolate coating of apricots on Friday afternoons. A note is sent home in Term 1 asking for parent volunteers to help with chocolate coating.

### Keeping our school environment looking great

A note is sent home early in the school year asking parents/caregivers to indicate how they can help with odd jobs eg. fixing equipment, painting, welding, general tasks etc.

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## 2012 GOVERNING COUNCIL / SUB COMMITTEE MEMBERS

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### Elected members

Ian Payne (Chairperson)  
Mr Kym Walton (Vice Chairperson/Treasurer)  
Sarah Elliott (Secretary)  
Glenys Wachtel  
Jo Hutchinson  
Jacqui Sorensen  
Yvette Rathjen  
David Peterson

### Elected representatives

#### Principal

Rita O'Brien

#### Staff

Nicole Christian

#### Student Representative Council

Damon Sorensen (Term 1)  
Holly Wachtel (Term 2)

#### Playgroup

Cassie Martin

#### Parents & Friends

Mary Gill

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## 2012 SUB COMMITTEES

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### **Finance Committee (meets Monday, Weeks 3 and 8 @ 7:00pm)**

**Convenor:** Mr Kym Walton (Governing Council Treasurer)

**Minutes:** Glenys Wachtel

**Finance Officer:** Ann Hughes

David Peterson, Anne Martin, Rita O'Brien

### **Sustainability Committee (meets Wednesday, Weeks 2 and 7 @ 7:00pm)**

**Convenor:** Ian Payne

Sharee Kelly, Carol Kruschel, Adam Deane, Naomi Buick, Marlene Newell, Rita O'Brien

### **Improvement Committee (meets Monday, Weeks 3 and 8 @ 3:30pm)**

**Convenor:** Yvette Rathjen

Sarah Elliott, Mary Gill, Necia Zadow, Ann Hughes, Kerry Daniel, Jane Rumbelow, Rita O'Brien

# Policies and Procedures

**Mypolonga Primary School's Policies and Procedures are available to view in the school front office.**

**Some policies and procedures are under development and review.**

**Each policy and procedure has a date for review by the Improvement Committee.**

