

2022

Madison Park School Parent Handbook



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Madison Park School- Our Journey

Madison Park School was opened in 1967. The school began as two schools on the one campus, Madison Park Junior Primary and Madison Park Primary. The school was once a “demonstration school” for the old Salisbury Teachers College which was situated where Tyndale Senior Campus is now. The school has evolved over the years as the needs of the community surrounding the school have changed. During 2012 the decision was made to amalgamate nearly all remaining Junior Primary and Primary Schools in South Australia, hence our school experienced one of the biggest changes ever by becoming one school. At the start of 2013 Madison Park School opened its doors for the very first time. This marked a new chapter in the journey of the school. In 2014 the school expanded to accommodate the opening of a Disability Unit which is now has 24 students. In 2017 we also opened two Special Classes with 20 students across the two rooms. The Unit and Special classes have enhanced our school in so many ways and will continue to grow an advance, as will our mainstream campus.

Since 2013 our numbers have continually increased and we now have around 350 students across the site.

We are a vibrant, multicultural community school with a strong focus on serving the local families in Salisbury East. In We welcome volunteers and community groups and invite their involvement in our educational programs. This is best summed up by our school logo **“Nurturing the Potential in our community”**

Values

Our School Values were developed in consultation with students and the community. These underpin the expectations of staff, students and the school community. Our school values are:

Respect
Confidence
Responsibility
Honesty
Caring
Fairness

KidsMatter

We are a 'KidsMatter' school.

“KidsMatter Primary is a flexible, whole-school approach to improving children's mental health and wellbeing for primary schools. It can be tailored to schools' local needs.

Through KidsMatter Primary, schools undertake a two-to three-year cyclical process in which they plan and take action to be a positive community; one that is founded on respectful relationships and a sense of belonging and inclusion, and that promotes:

- social and emotional learning (including evidence-based social and emotional learning programs)
- working authentically with parents, carers and families
- support for students who may be experiencing mental health difficulties.

Enrolment Procedures

New Reception Students :

DECD have a "Same First Day" policy. This commenced in all DECD schools at the start of 2014. This means that there is only one intake of new Reception students each year. This occurs at the commencement of each school year. All children who turn 5 before 30th of April each year will start school at the beginning of Term 1 that year. Students who turn 5 after the 30th of April will not be eligible to commence school until the following year.

All other enrolments:

Families wishing to enrol their children at Madison Park School will need to fill out an enrolment form and return this to our Front Office. At this time you will need to make an appointment to tour the school and meet with a member of the Leadership Team. Students are generally able to start at the school within a few days of this occurring. This allows us to consult with teachers and gives your child new teacher time to prepare for their entry into the new class. This allows for a smooth transition and provides your child with the best start at their new school.

General Information:

School Times:

8:30- Students allowed on school grounds.

8:50- School commences

10:40- First Break

11:10- First Break concludes- students return to class

1:00- Second Break

1:20- Second Break concludes- students return to class

3:00- School Finishes (on the last day of each term school finishes at 2pm, one hour earlier than normal)

Attendance

Under the Education Act of South Australia, parents and guardians are responsible for the regular attendance of all children in their care between the ages of 6 and 16 years. It is essential that we are informed about the reason your child is away from school. This can be done through a phone call, contact form via our Skoolbag app or by a note signed by you and sent with your child to school. The information must come directly from a parent or caregiver, not from the student telling us they were sick etc.

The school has an Attendance Policy which they adhere to. Staff will follow up on each student absence. Extended periods of absence without explanation may be directed to our DECD Attendance Officer for follow up.

Is regular school attendance important?

Yes, from the first day! If students miss the basic skills in the early years of school, they often experience difficulties later.

It has been shown that irregular attendance in the early school years can lead to poor patterns of attendance in primary then secondary years.

Do I have to send my child to school?

Yes. All children between the ages of 6 and 16 years are required by law to attend school regularly.

Do I have to send my child every day?

Yes. Unless...

- The child is too sick to leave the house.
- The child has an infectious disease like chicken pox, mumps or measles.
- The child has an injury preventing movement around school.
- The child is going with his or her parents on a family holiday which cannot be arranged in school vacations. This should be arranged with the Principal prior to the absence by applying for a school exemption.
- The Principal is provided with any genuine and acceptable reason preventing the child's attendance.
- Whenever possible, dental and medical appointments should be made out of school hours.

Must I notify the school if my child has been away?

Yes. On your child's return to school, a note must be supplied to cover the days missed. You are also encouraged to contact the school if your child will be away.

If your child has seen a medical practitioner, eg doctor, dentist etc., a note or appointment card from the practitioner will help explain the absence.

Should I notify the school if my child refuses to go to school?

Yes. You should immediately notify your child's teacher to seek assistance.

DID YOU KNOW ...?

- Missing one day a week of school from Reception to Year 10 means missing two years and one term of schooling.
- 30 minutes late each day equals 16 days missed each year.
- There is a direct correlation between attendance and achievement.
- Frequent absences make it difficult for teachers who have to continually re-teach information and skills.
- Being half an hour late to school each day from reception to year 10 equals missing one year and one-and-a-half terms of schooling.

- Patterns of attendance/absence are set up in the early years of schooling.
- Being absent five days a term from reception to year 10 adds up to more than one year of missed schooling

Uniform

The school has a Dress Code that states children wear the school colours; red, blue and white. Uniform items can be purchased from the Front Office. Currently it is not a requirement that students wear the official uniform items, however they must wear the school colours and these items must comply with the school Dress Code Policy. A full copy of the School Dress Code is available on the website. Below is an exert which will help support parents when buying new uniform items.

Please ensure that ALL uniform items are clearly named, to avoid any issues if your child should misplace an item of clothing.

ACCEPTABLE ITEMS:

- The School colours are Navy Blue, Red and/or White - solid colours only - no patterns, stripes, spots, or logos bigger than a 50-cent coin.
- Blue, or Red and White checked dresses can also be worn.
- Approved school uniform items are for sale in the office
- Clothing needs to be sun safe. (Sleeves covering shoulders)
- Navy blue track suit pants, shorts, skirts or trousers ***Shorts & Skirts must be no more than 5cm above the knee or longer.**
- Shoes suitable for outdoor activities and active play.
- 1 necklace, 1 watch, 1 ring, sleepers or ear studs are acceptable (No stretchers, spiked or dangling earrings etc.)
- Clear lip gloss may be worn.
- Plain head bands in school colours only (red, blue or white)

Jackets/Parkas/Coats/ Policy - during school hours...

1. If possible in school colours BUT no brand names.
2. Not to be worn during lesson time.

NOTE: A plain white T-shirt (long or short sleeves) or skivvy may be worn under the school polo shirt

During wet weather, students are allowed to wear water-proof jackets (outside only)

UNACCEPTABLE ITEMS

- **Any type of 'hoodies' style tops or jackets- even if they are in school colours.**
- Facial piercings*, tattoos (covered by skin coloured band aid) extreme hair styles (Mohawk, extreme spikes etc.), artificial hair colours (e.g.: pink, green, blue, purple...)
- ANY non-school coloured items
- No denim jeans, shorts, skirts or dresses, bike shorts or skin tight, revealing tights or leggings
- Non-school coloured tops under school polo shirts
- School uniform items that have been shortened and/or 'Bunny tails' on school shirts

- Short shorts/ miniskirts in any colour not permitted (even in school colours) *NB: school skirts, dresses and shorts must be 5cm above the knee or longer*
- Unsafe footwear (e.g. thongs, ugg boots, backless shoes, loose sandals, knee high boots)
- Makeup, glitter, bandanas, nail polish are not allowed
- Costume style headbands (cat ears etc.)
- Baseball caps
- Knee length 'fashion socks'

Hats

Students are required to wear a hat in Terms 1 and 4. This hat must be in school colours and be sun safe, i.e. broad brim or bucket style. School hats are available for purchase from the Front Office. These hats have our school logo on them and are worn by the majority of our current students. Please ensure you put your child's name inside their hat to avoid issues if misplaced. We have a No Hat, No Play policy during Terms 1 & 4. Children not having a hat will be restricted to shaded areas only during break times.

Extreme Weather policy

Our buildings are all air conditioned and extreme heat is not usually an issue. On days when the temperature reaches or exceeds 36 degrees, students will remain inside during break times.

Similar procedures are in place for wet weather, and students will remain inside during breaks if it is raining or excessively wet in the school yard.

Lunches

We do not have a Canteen on site. Students are required to bring their own recess and lunch from home. Several times a year our Parent Club organises special lunch offers for students. These are usually healthy eating options such as rolls and wraps. Students look forward to these special events.

Nut Awareness Policy

We currently have students at our school who have severe allergies to nuts. For this reason we have developed an Allergies and Nut Awareness Policy. We ask families not to send food to school that contain any nuts or traces of nuts. This includes peanut butter or "Nutella" type products.

Smoke Free

Like all government premises, we are a Smoke Free site. We ask all families and visitors to not smoke on school grounds or directly around entrances to the school.

Custody Issues

It is a requirement that we are informed of any specific custody arrangements that may exist. The Principal must sight any relevant legal documentation regarding custody arrangements that have gone through legal agencies, e.g. Court. It is very important that this happens so we can record this on our system otherwise we have to assume that either parent can have access to their child(ren). If there are any changes to your child's custody arrangement it is very important that you inform the school as soon as possible.

Mobile Phones

Students who choose to bring a mobile phone to school must hand it in to the Front Office each day. It will be kept safely for them to pick up at the end of the day. Under no circumstances are students allowed to have a mobile phone with them during school time, even in a school bag.

Emergency Contact Information

It is important we have up to date emergency contact information for all our students. When you enrol, as part of the enrolment form you will be asked to provide us with emergency contact information. This is usually the parent/s but additional information about someone who we can contact in the event we cannot reach you is very important. This can be a grandparent, auntie or family friend for example. It is also important that this information is kept up to date. If you move house, change your home or mobile phone number or your original emergency contacts change, please inform the school as soon as possible.

Financial Information

School Fees, known as Materials and Services Charge, is set each year by the school after discussion with the Principal, Finance Officer and Governing Council. These fees cover your child's basic schooling needs including stationery. These fees do not cover the cost of excursions, incursions, camps or special programs such as Aquatics or Swimming. When these events are scheduled a separate notice will be issued. Families are invoiced at the beginning of the school year with details about payment options. You may also be eligible for School Card and we encourage you to come and see our Finance Officer to discuss. It is our school policy that any outstanding fees are referred to the DECD debt collection service. Payment plans can be negotiated with our Finance Officer. Our Finance Office is open for payment and purchase of uniform each day, 8:30- 9:15 and 2:30- 3:15.

Money Collection

All money for excursions, school fees, uniform etc can be paid to our Finance Officer via the Payment Window adjacent to our Front Office. Money can be handed to your child's class teacher who will ensure it is given to our Finance Officer. Each class has a payment folder which is sent to the office each day. We have EFTPOS facilities available for payment via the Payments Window.

Transition to School

There is an agreement between schools in our local area that the Transition Program for all new Reception students will be consistent across sites. This means that all schools in our area will have students transitioning on the same days. These days will be organised between the schools and Pre-schools..

Class Organisation

Structure

We currently have 12 mainstream classes across the school in 2019. Our general class structures may change from year to year. This is dependent on student numbers and new enrolments.

Disability Unit/Special Classes

The school hosts a 24 place Disability Unit. This Unit caters to students with severe, multiple disabilities. Placement of students into the Unit is centrally managed by The Education Department and students have to meet certain eligibility criteria. It is not possible for students to enrol directly into the Unit through normal school processes.

The school also hosts Special Classes education. These classes cater to students with Intellectual disabilities. We have 20 students placed across the 2 classes. Again, the placement process for these classes is centrally managed and is not managed by the school.

Curriculum

When a child starts school they must adjust to their new environment, class teacher and meeting new friends. They also spend significant time learning new rules and routines. At Madison Park School students learn from a wide range of curriculum areas including:

English

Maths,

Science

The Arts

Humanities and Social Sciences (Geography, History, Civics and Citizenship & Economics- from Year 3 and Business-from Year 5)

Technologies

Health and Physical Education

All subjects are assessed against the Australian Curriculum.

The curriculum is taught using a range of approaches. Some areas are taught as a specific subject and others are taught using an integrated approach.

We currently have the following subjects being taught by Specialist Teachers, The Arts, Health/Physical Education and Auslan. Subjects taught by Specialist Teachers are decided upon based on school need, available staff and can change if the need arises across the school. Before any changes are made there is significant discussion between Leadership, Staff and Governing Council.

Support Programs

We currently have several Intervention Programs running across the school. We have MiniLit, which provides Literacy Intervention Support for students. Students are selected for these programs by classroom teachers based on assessment data and identified need. Students engage with these programs for approximately 20 weeks. Parents are informed of their child's inclusion in the program and will receive reports related to their progress. PreLit is running in our Reception/Year 1 classes. Our year 3-7 students are assessed for eligibility for MacqLit, which provides small group intervention for (4-6) students at a time. All of these programs are developed by Macquarie University and based on extensive Australian based research.

In classes we are running an Intensive Reading Intervention program, which targets students significantly below benchmark with 1:1 reading support with an SSO.

Assessment and Reporting

All teachers are required to assess students' learning and collect data about students' achievement of Australian Curriculum standards. This data will be used to inform the teaching, learning and assessing cycle to support improvement and progress in students' learning achievements.

All educators Reception–Year 10 are required to report formally twice per year in writing to students and their families about each student's progress. Progress will be reported in relation to the achievement standards for all implemented learning areas of the Australian Curriculum, using plain language that is easy to understand and grades A–E or word equivalents

At Madison Park written reports are given to parents at the end of Terms 2 & 4 each year. There is also a face to face interview conducted once each year.

Excursions/Incursions & Camps

The school has a separate policy on Excursion/Incursions and Camps. This is available on the school website or via the Skoolbag app.

Behaviour Management

We believe schooling should be fun, engaging and safe for everyone.

As our focus in the school is both education and care, every behavioural incident is both an opportunity to teach children appropriate ways of behaving and getting along with others as well as ensuring that children safely and successfully involved in learning programs.

Our yard play rules are summarised by the use of **S.A.F.E.**

Safe play inside the boundaries

Always speak and act respectfully to others

Follow teacher's instructions

Enjoy a happy, safe play break

At Madison Park School we value RESPECT

This means every adult and child at the school, whether visiting or here every day has a right to be treated with Respect. Disrespectful behaviour will not be ignored; staff responses may range from a simple comment and reminder through to full intervention. Teachers have the right to be treated with respect and have the responsibility to teach this understanding to students, both explicitly through planned learning experiences and by modeling it through their actions at all times. Teachers and students have the right to feel safe and respected within their school environment. To support this we use a "Step" procedure to manage classroom behavior incidents:

If inappropriate behaviour towards another person/s occurs

1. **REMINDER:** Student calmly, firmly and RESPECTFULLY reminded of expectations, given opportunity to apologise and / or explain actions (if appropriate at the time)

2. **2ND REMINDER:**(Teacher judgement invited as to whether second reminder is effective) Student firmly and RESPECTFULLY reminded again of expectation and given opportunity to apologise and / or explain actions (if appropriate at the time) Reminder of next step:
3. **REFOCUS:** Student repeats inappropriate behaviour: Student is removed from the group to a withdrawal spot within/ near by the class for a developmentally appropriate amount of time. The student is reminded about what the next step will be if the inappropriate behaviour resumes/continues
4. **OFFICE:** Student repeats inappropriate behaviour: Student is sent to the Office or Office is called depending on student's level of compliance, emotional state etc.) While the student is in the office they will be spoken to by a member of the school Leadership team, who will counsel them about their inappropriate behaviour. They will also be reminded about what the next step in our behaviour procedure is if they choose to continue their inappropriate behaviour.
5. **TAKE HOME:** If the inappropriate behaviour is repeated again that day, the student's parent/s will be contacted and they will be sent home.

This procedure occurs across all classes and is adjusted by individual class teacher as required, e.g. students developmental understanding many require a customised approach. The process is re-set each day, so each day is a new start.

Bullying: A Serious Issue

At Madison Park School we believe it is essential to promote a culture that says bullying in any form is **not ok**, must not be tolerated, and is dealt with quickly. Bullying will not "go away" if ignored. We encourage students to tell adults and remind them this is not 'dobbing' but "telling for safety"

It is extremely important staff are informed about any issue of bullying to enable a rapid response. If your child comes home from school in distress about a bullying issue and they have not told anyone, we encourage parents to notify the school so the matter can be followed up. Sometimes bullying issues are not resolved simply and we have to work through a process that takes time. Our commitment is to work on issues until everyone involved feels safe at school again.

Children who repeatedly bully others may be put on a "Anti-Bullying Contract"

Consequences of breaking this agreement may include:

1. Interview with the Counsellor about ways of changing my behaviour
2. Meeting with the Deputy or Principal that could include my parents and teacher
3. Office Time Out
5. Suspensions
6. Re-entry to school subject to an agreement

Grievance Procedures

In the first instance we always ask parents to respectfully approach their child's classroom teacher if the issue is directly related to their child. Contact the teacher to arrange a time to meet with or

have a discussion with them on the phone. They will look into your concerns and get back to you as soon as possible. If the matter is not resolved, or if your complaint is about a teacher, you may want to meet with or write to the Principal. They will work with you and the staff member to resolve the issue.

If the issue or complaint is not directly related to your child please contact the school to make an appointment to speak with the Principal about your concerns. When you make the appointment please inform them of the issue or concern you wish to speak about so some preliminary investigation can occur prior to the meeting.

The school will aim to resolve your concern or complaint as soon as possible - ideally within 15 working days. Your child's safety, success and happiness is our priority, we will do everything we can to support this in partnership with families.

If the issue is not resolved by the school or you are not happy with the outcome, you may contact our Regional Office to speak with our Education Director to pursue the matter further.

See the Website for additional documents about managing complaints.

Home/School Communication

All of our classes use either Communication Books or Diaries to send messages to parents. These books can be used for parents to communicate with your child's class teacher. Teachers will send a variety of information to families in these books and they should be checked at home daily as they may contain important information. Many teachers also use these books to record homework expectations each week.

All teachers use an App called SeeSaw. They use this app to communicate to parents for a variety of reasons. They send out photos of your child's learning at school and will use it to send their class newsletters twice a term. They may also use it to send home notification about school or class events or reminders about payments. Teachers may send out a request for you to contact them via SeeSaw. This may happen if they have tried to call and not been able to get a hold of you. Teachers will not use SeeSaw to report issues with your child. Parents can reply to messages, like photos and comment on your child's work.

The school uses an SMS service to communicate some message to families. If your child is absent and we have not heard from you we will send a message informing you of their absence and requesting you to contact the school to let us know why they are away. Skoolbag is also used to inform parents of events at the school. Alert or News messages are sent out on a regular basis.

The school newsletter is published several times a term. It is available through our website or the Skoolbag app. Paper copies of the newsletter are available by request.

You can ring the school on 8258 3320 at any time. After hours we have a message service and you can leave a message for us to contact you. Our school office is open from 8am- 3:30 pm every school day.

Please be aware that before school is not always a convenient time to talk with your child's class teacher. Teachers find it difficult to discuss and concentrate on your concerns while welcoming students or teaching the class. Unless it is a matter of urgency it is best to catch them after school or make an appointment to speak with them where they can provide you with their full attention.

Health

If your child is going to be absent from school due to ill health please inform the school as soon as possible on 8258 3320. If you are unable to call, please send a note with your child when they return to school.

Medications:

If your child has a medical condition or allergy which requires special treatment, please let us know. Conditions that require we keep medication at the school for your child will require a Health Care Plan from your family doctor, e.g. Asthma. Please be aware that if your child's Health Care Plan and medication is not up to date this will need to be done for school activities such as swimming and excursions.

We do not give students any form of medication unless we have the appropriate form signed by your child's doctor. This means over the counter medications such as panadol cannot be given to your child by our school staff. If your child is unwell then the school will ring to come and collect your child.

First Aid Procedures:

When students suffer any injury, even if the teacher judges it to be minor, students are sent to the office for review and, if necessary first aid. The First Aid trained office staff assess the injury and if they consider there are any concerns about the injury, or if it needs anything other than very minor attention, parents are notified by a phone call. Every injury, no matter how minor, is recorded in an office log book. We do not write a note for every injury, only those we consider significant. If your child receives a bump to the head, you will be contacted by school staff. This is a DECD procedure to ensure that any knock to the head is reported.

Head Lice

If you find that your child has head lice please contact the school and commence treatment immediately. If we have a case of reported head lice we will inform parents so they can check their child/ren.

Infectious Conditions

PLEASE KEEP YOUR CHILD HOME if she/he is suffering from any of the following infectious conditions:

CHICKEN POX-Stay home until all lesions have crusted (scabbed) and the child is fully recovered.

CONJUNCTIVITIS- Stay home until there is no discharge from the eyes.

GASTRO- students are required to stay home until 24 hours after the last signs of diarrhoea or vomiting.

GERMAN MEASLES (RUBELLA)- Stay home until fully recovered.

HEAD LICE- Stay home until effective treatment has been carried out.

IMPETIGO(SCHOOL SORES) - Stay home until effective treatment has been carried out. All exposed sores must be covered by a dressing.

MEASLES-Stay home for at least 4 days from the onset of the rash.

MUMPS-Stay home for 9 days or until swelling goes down (whichever is the sooner).

RINGWORM- Stay home until effective treatment has been carried out.

SCABIES-Stay home until effective treatment has been carried out.

SCARLET FEVER-Stay home until doctor notifies you that your child is fit and well enough to return.

TINEA -Stay home until effective treatment has been carried out.

VIRAL HEPATITIS A-Stay home for one week after the onset of the jaundice or illness.

WHOOPIING COUGH-Stay at home for five days after starting antibiotic treatment. Unimmunised household contacts under 7 years of age must also stay home for 5 days after starting antibiotics.

These times are those prescribed by the Department.

Of course, it is often necessary for children to spend an extra day or two at home before they are well enough to cope with a busy school day. If your child has been ill during the night, eg. vomiting or diarrhoea etc, it is advisable to keep her/him home for the following day. Please ensure that the illness is not contagious before returning the child to school. Please notify the school of any allergies, treatment procedures or medications to be taken in special circumstances.

Dropping off/picking up children

If you drop your child off late for school or need to pick them up early you are required to come to the Front Office before going to your child's class. You are required to sign out any students leaving early so we have a written record of who has picked the child up and what time. The Office can ring to your child's class and have them meet you in the office if this is more convenient. If you need to arrange an early pick up and you know about this in advance it is a good idea to let your child's class teacher know earlier if possible.

Late slips are issued to students who arrive after 8:50 am each day.

Car Park

There is parking available for parents on the roads surrounding the school and at the local shopping centre. Some Salisbury Council Parking Restrictions apply in some of these areas so please be aware of these. The school has an electronic boom gate installed. Access to the onsite car park is restricted to staff, Disability Unit/Special Class parents who have a Disability Access Permit and visitors to the school with special requirements.

Please remember that car parking is **not permitted** on the school grounds.

The **DECD TRAFFIC MANAGEMENT NEAR SCHOOL SITES** policy states:

"The Minister for Education and Children's Services should not be required to accept the legal liability that would extend from the permitting of public vehicle access on to a school site for the purposes of pick up and set down of students."

It is also unsafe for students to enter the school using the gates intended for cars. This creates a dangerous mix of children and cars, especially at peak morning and afternoon times when taxi's and delivery vehicles are also using the area.

Due to this policy only official school staff/ visitors and people carrying a DISABLED PARKING permit are allowed to drive onto school premises to park. There are NO current exemptions to this rule. All other cars must park outside of the school grounds. We thank you for supporting this policy.

Dogs

It is not permissible to bring dogs onto our school site without the written permission of the school Principal.

As a community school, we feel it is important that children feel welcome to share things of importance to them, including loved pets. However, when this occurs it must be negotiated with the teachers first and can happen only as a one off special visit. There are number of children in the school who are terrified of dogs of all kinds, even small or friendly animals. During arranged pet visits special care is taken not to traumatise these children who in some cases can remain upset for a prolonged period of time.

The Dog and Cat Management Act 1995 states that:

"A person who owns or is responsible for the control of a dog is guilty of an offence if the dog (not being an accredited disability dog, guide dog or hearing dog) is in, or in the grounds of, a school, kindergarten, child care centre or pre-school centre without the permission of the person in charge of that place."

If your child has a pet they would like to share with friends at school we invite you to speak with the class teacher in the first instance to negotiate an appropriate and managed time for this to occur.

School Security

The school pedestrian gates are locked each day by 3:30. The Lincoln Road gate remains open until After School Care finishes each day. School gates remain locked during school holidays for security reasons.

During the day the gates around the school are shut at around 10am and reopened around 2pm. This is to ensure the safety of students from our Disability Unit, who may run out of the school grounds without the visual support of the shut gate. Access to the school during this time is through the main pedestrian gate on Lincoln Ave.

Emergency Procedures

Our school has in place procedures in case of an emergency. These procedures are practiced regularly so children are familiar with what to do in the event of an emergency.

Out of School Hours Care/Vacation Care

We have an excellent Out of School Hours Care facility operational on our site. Before school care is available from 7- 8:30 am each school morning. After school care runs from 3- 6 pm each school day as well.

The Vacation Care service runs throughout the school holidays and on some of our Pupil Free Days (if enough bookings are made to make it viable for staff). Further information about the service is available from the office. If you wish to know more please contact our OSHC Director.

Assemblies

Assemblies are held every two weeks. Each fortnight a class host the assembly and showcases an item of work they have been doing. Assemblies start at 9:15 am and run for approximately 30 minutes. All families are welcome to attend this celebration of our student's achievements. Currently Assemblies are held on a Friday each fortnight, however this is subject to change to accommodate events such as Pupil Free days or excursions where classes are out of the school on this day. An alternate day will be decided if this occurs. Parents are informed via our Skoolbag App of the roster.

Newsletter & Website

Our newsletter is produced at least twice per term. It contains lots of information about school events, past, present and future, and show cases the wonderful work our students and staff do together. The newsletter is published electronically on our website and via our Skoolbag App. Paper copies of the newsletter are available on request.

Visiting the website or using the app on a regular basis will ensure that you are up to date with everything that is happening at the school.

STEM Building

Our new STEM building is the home of our Technology Lab, STEM workspaces and our Resource Hub (Library). The Resource Hub will be open each day for students to use, including before and after school for borrowing of books. The STEM area of the building will be managed by an SSO, overseen by our STEM Co-ordinator.

Playgroup

We have a wonderful Playgroup which operates every day from 9:30- 11:30, located in the OSHC room. It caters for all children aged 0 - 4 and provides fun and engaging activities overseen by our Playgroup Coordinator, Bella. The children attending Playgroup have access to our school facilities and it is a great way for children to become familiar with our school long before they are ready to officially start. If you have pre-school aged children and would like to join or find out more information about our Playgroup, please contact the school or look up the Madison Park School Playgroup on Facebook.

Governing Council

The Governing Council is comprised of the elected parent members, teacher representative and school leadership. Its members play an important part in the decision making processes of the school by providing representation of the school community. The Governing Council assist the Principal with matter such as finance, school policies and school development. The Governing Council meets twice each term. We encourage parents to become involved in Governing Council as it provides a great way to be part of the decision making process and develop an understanding of how the school operates. Our Governing Council also has some sub committees which parents can join without being members of the Governing Council. These committees provide the opportunity for parents to be involved in the school community without committing to attending formal meeting. Please contact our Front Office for further information.

Volunteers

We are always looking for Volunteers! We value the contribution that families make to our school. Children love their parents helping out and it is a great way to be involved in your child's life at school. Included in this pack is a form to start you on your way to becoming one of our Registered Volunteers. You can help out in a number of ways, from listening to reading, helping with our expanding Veggie Garden, providing art & craft activities, cooking, sport or helping in the classroom. It is an Education Department requirement that you have to undergo a DCSI History Screening as part of the volunteer screening process. You will also need to attend a session on Child Safe Practices which is held at the school and run by the Principal or delegate.

If you are interested in becoming a volunteer please fill out the form provided and return it to the Front Office. If you would like further information please contact us. We really appreciate any help you can provide!

Parent Group

We have a Parent Group which operates within our school. These wonderful people fundraise to provide our students with additional resources. They provide 'Healthy Lunch' days, Mother's and Father's day stalls, Easter raffles and have put on magnificent School Fairs. They are always on the lookout for more members, so if you are interested please contact the Office and we can put you in touch with them to find out more information.

