



# Moana Primary School

## Parent Handbook



Government  
of South Australia

Department for Education  
and Child Development



Schooner Road, Seaford, SA, 5169  
Phone: 8386 1144      Fax: 8386 3402      Email: [dl.1071.admin@schools.sa.edu.au](mailto:dl.1071.admin@schools.sa.edu.au)  
Text Absences : 0428 937 348  
[www.moanaps.sa.edu.au](http://www.moanaps.sa.edu.au)

Connecting Children, Community and Coast

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Dear Parents,

Welcome to Moana Primary School. We sincerely hope that your child/ren will be both happy and successful at our School.

This booklet is intended to give you introductory information about our School and we ask that you read its contents carefully.

We also look forward to your involvement as a parent in the School. Your ideas or help in assisting us to provide a quality educational service are particularly welcome.

Your child's teacher, the Principal, Deputy Principal or School Counsellor will be pleased to discuss any problems that might arise. We also invite any constructive comments and ask that you contact us personally on 8386 1144 when you desire.

Best wishes for a very positive association with Moana Primary School.

Regards,

**Cindy McGarry**

Principal

**Robyn Trabilisic**

Deputy Principal

### ***2017 SCHOOL TERM DATES***

1st Term	Monday 30th January to Thursday 13th April
2nd Term	Monday 1st May to Friday 7th July
3rd Term	Monday 24th July to Friday 29th September
4th Term	Monday 16th October to Friday 17th December

## *Introducing Moana Primary School*

Moana Primary School is a Reception—Year 7 School with between 450 and 500 students. It is located in the suburb of Seaford and is close to the beach and the local shopping centre. Facilities include:

- Spacious grounds with two large ovals, cricket pitch and soccer grounds permanently marked
- Outdoor basketball / netball court on Astroturf
- Large School Hall
- Multi-Purpose Room
- Computer Suite
- Well resourced Library
- Music / Drama Room
- Classrooms are solid brick structure except for one demountable building. All rooms are air conditioned / heated
- Junior Primary offers a shared activity centre, computer facilities and withdrawal areas. Classes can be opened or divided
- All Primary classrooms have wet areas and preparation rooms
- Japanese, Music, Art and PE lessons
- SRC.

At all times we seek to implement our **School Values** –

- **RESPECT**
- **FRIENDLINESS**
- **CARING**
- **RESPONSIBILITY**
- **CO-OPERATION**
- **TOLERANCE**

and strive to achieve our school motto of

**CONNECTING CHILDREN, COMMUNITY AND COAST.**

Moana Primary School **VISION** is to prepare each child to live in and care for a rapidly changing and diverse world.

Moana Primary School

**MOANA PRIMARY SCHOOL STAFF 2017**

Cindy McGarry – *Principal*

Robyn Trabilsie – *Deputy Principal*

<i>Class Teachers</i>	<i>Year Level</i>	<i>Room</i>
Alice McHenry	Reception	1
Gail Richter	Reception	2
Jac Hocking	Reception	3
Jesse Bennett	Year 1	4
Hayley Bird	Year 1	5
Josh Withers	Year 1	6
Vicki Jones	Year 4 & 5	7
Brett Menadue	Year 4 & 5	8
Denise Shulten	Year 4 & 5	9
Leigh Heard	Year 4 & 5	10
Jason Hall	Year 3	11
Val Bateman	Year 2 & 3	12
Helen Pillen	Year 3	13
Greg Brown	Year 3 & 4	14
Vicki Andrews	Year 2	15
Vicki Gohl / Jen Montgomery (Mon)	Year 1 & 2	16
Lauren Buswell	Year 6 & 7	17
Luke Williams	Year 6	18
Gill Standfield (Mon-Thurs) Jen Montgomery (Fri)	Year 6 & 7	19
<b><i>Specialist Teachers</i></b>		
Hanh Parton (Wed - Thurs)	Japanese	Japanese / Art Rm
Meryl Parks (Mon)	Japanese	Japanese / Art Rm
Jenni Chand (Mon, Tues, Thur, Fri)	Art	Japanese / Art Rm
Julie Moore	Music	Music Room
Jenny Jupe	Special Education	
Kym Steele (Monday to Thursday)	Counsellor	Focus Room
Coni Tan	Teacher Librarian	Resource Centre
Luke Remfry	PE Teacher	Gym
<b><i>Support Staff</i></b>		
Deb Robins	Finance Officer	Finance Office
Di King	Administration Officer	Front Office
Natasha Beinortas	Administration Officer	Front Office
Charmaine Jones     Gen Skehan	Student Learning Support, Library	
Lorraine Evans     Karen Coad	Student Learning Support	
Judy Ramm     Jen Truman	Student Learning Support	
Tania Tugwell     Jen Macklin	Student Learning Support	
Judy Ramm     Kim Clake	Student Learning Support	
Landen Beinortas (Mon, Wed & Fri)	IT Technician	
Paula Weetra	Aboriginal Community Education Worker	
Vanessa Halliwell	Canteen Manager and support	
Julian Smith	Groundsman /SSO	

### *Initial Admission to School*

There is now a single intake for Reception students. Children who turn 5 before 1st May will start School on the first day of Term 1 in that year. If your child turns 5, on or after 1st May, they will start School on the first day of Term 1 the following year.

### *School Times*

8:30	Teacher on Yard Duty
8:35	Classroom Doors Open
8:45	Start of Day - Lessons commence
10:55	Eating Lunch
11:05	Play — Lunch
11:35	Lessons
1:05	Play — Recess
1:35	Lessons
3:05	End of School Day - Dismissal

At approximately 10.00am students have “snack time” in class. Only *non-processed food* such as fruit or vegetables can be eaten at this time.

### *Arrivals and Departures*

Students need to arrive at School between 8:30am and 8:45am. The yard is supervised from 8:30am. For safety reasons, please do not arrive before 8:30am. If students arrive after the bell has gone, they will need to go to the Front Office for a ***Late Arrival Slip*** so they can be marked accurately on the Roll.

Parents who wish to collect their child/ren early from School, need to collect an ***Early Departure Pass*** available from the Front Office to give to the teacher.


At other times, students are not allowed to leave the School grounds during School hours unless a member of the School Leadership Team has provided permission.

Students are not permitted to ride any bike or wheeled vehicle onto the school grounds before school or until after 3:45 p.m.

For safety reasons, students are not permitted to enter or leave the School grounds by way of the front car park. The School car park is for School staff and those parents assisting at the School. Parents are able to drop off and collect students on the eastern (School) side of Schooner Road. There is also parking available on Robinson Road and at the Seaford Moana Neighborhood Centre car park (entry off Beechwood Grove).

For parents who wish to collect their child after School, we ask that you wait outside your child’s classroom in an area decided upon by you and your child.

We also ask that parents and caregivers do not peer through classroom windows at the end of the day. This can be a distraction to your child at a time when important information is being given to them.

				 <b>PLAYING</b>
<b>Arrive at school between 8:30am and 8:45am</b>		<b>Hang your bag up.</b>	<b>Wait at the door until the teacher lets you in.</b>	<b>No playing before school.</b>

### **Morning School Routine**

### ***Newsletters***

The School Newsletter is distributed by email each Thursday fortnight.

It is the School's main avenue for keeping parents informed. Newsletters are also available on the website.

Circulars are also sent to parents to provide information on policies, procedures etc. Once a term, a Parent Planner is distributed to outline activities for the coming term.

### ***Assemblies***

On alternate Wednesdays, Assemblies are held at 9am in the Activity Hall.

A program for each Assembly is sent home prior to the Assembly. Each class is rostered to organize and host the Assemblies. Parents and friends are most welcome. The Assembly roster is included in the first Newsletter of each term.



### ***Materials and Services Charge (School Fees) and Monies***

An annual fee is charged to cover all materials used by your child at the School. In 2015 the School fees are \$229:00. Other fees/monies payable are for excursions, performances by visiting groups and/or camps.

The School Card Scheme, administered by the Department for Education and Children's Development, is means-tested to provide assistance for low-income families. If you wish to know more about the scheme or your entitlement, please contact the Finance Office.

All money sent to the School should be in an ***Excursion Envelope*** labelled as to the purpose, (e.g. name of excursion ) with the child's name and teacher also clearly indicated. All payments can be given to the class teacher in the mornings.

The Finance Office is open Monday to Friday from 8.30am to 3:00pm. Monies can be paid to the Finance Officer at the payment window on the north-east side of the Administration Building.

### ***School Excursions***

Excursions or visits to the School by approved performers are an important part of the School curriculum. Unless stated, all students are to wear school uniform on an excursion.

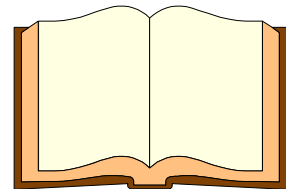
If parents feel they are unable to pay for their child's participation in an excursion or School event, they can seek assistance from the Principal for this.

### ***Resource Centre / Library***

Children are encouraged to borrow books from the School Resource Centre.

Returning and borrowing times are:

- Before School
- 8:45 am - 9:30 am
- Lunch time
- Library sessions
- After School



Parents are welcome to assist their children in the choice of books. Library staff are happy to help students choose resources.

### ***Lost and Found***

The Lost Property Box is kept in front of the Administration Building. Labeling hats and jumpers reduces the number of lost items. Named items are returned via class teachers.

### ***Attendance / Absenteeism / Lateness***

Attendance at School is compulsory for students once they are enrolled at School.

When a student is absent, parents are required to provide an explanation of that absence, either by text/letter/note to the Teacher or a phone call to the School. You can **text 0428 937 348** with your child's name, room number, date and reason for your child's absence at any time.

If students are going to be absent for an extended period of time (*longer than 5 days*), then an **Exemption** is required. Forms for this are available from the Front Office. These need to be approved by the Principal.

Students arriving at School after 8:45am will have the Roll marked as **Late**. These students must report to the Front Office of the School to be marked Late on the Master Roll and give their teacher a **Late Arrival Slip**.

### ***Hot Weather Policy***

As the School is fully air-conditioned, there is no early dismissal on extremely hot days. On such days, teachers will exercise caution regarding outside activities with children. When the 1:00pm temperature is 36 degrees at Noarlunga as checked on the Bureau of Meteorology website, students remain inside for lunch play.



### ***Sun Safety and Hats***

Children are required to wear a **Sun Safe Hat** in Term 1 and from 1st September to the end of Term 4. Navy broad brimmed and bucket hats are acceptable. Suitable hats can be purchased from School at the Finance Office any day from \$8.

Children who do not have a Sun Safe Hat during this time will be required to sit on designated seats in shady areas.

### ***Mobile Phone Policy***

Mobile phones that are brought to School by students will be collected by the classroom teacher. The teacher will store the phones safely. The mobile phone should be switched off and named.

Individual parent requests for 'specific purpose use' on any day can be given in writing to the class teacher.

A mobile phone is brought to School at the child's own risk.



### ***School Dental service***

The SA Dental Service at Alexander Kelly Drive, Noarlunga Centre, treats students from Moana Primary School.

Appointments can be organized directly with the Dental Clinic. Their contact number is 8384 9244. Parents are asked to telephone 1800 022 222 in the case of an emergency.

### ***No Dogs***

Please do not bring dogs onto school grounds.





## ***Food Matters***

### ***'Fruit Time' is Fresh Fruit & Vegetables Only***

During the morning at approximately 10.00am and in some classes all day, students can eat fresh fruit and vegetables. This time is not a second recess and students are engaged in a learning activity while eating.

Foods like muesli bars, roll ups, containers of preserved fruit in syrup and yogurt can be eaten at Recess time—but not during fruit time.

Some children choose not to have any food during class time and this is OK.

On days when the family has no fresh fruit or vegetables, replacement food items will need to be eaten at Recess time.

Around the school, fruit and vegetable items being eaten in class include:

- carrots and celery
- snow peas and raw beans
- cherry tomatoes
- apples
- grapes and strawberries
- peaches and nectarines
- bananas



Posters about Fruit Time are in all classrooms.

## ***Nut Aware Policy***

Moana Primary School has a ***NUT AWARE POLICY*** because of a number of students with life threatening reactions to nuts. We ask that children ***do not bring nut products to school***. This includes ***Peanut Paste and Nutella***.

## ***Wrappers***

To decrease the amount of litter in the yard, we ask students to unwrap food and place litter in the classroom bin or their lunchbox ***before*** they leave the classroom. Eating food on the oval is ***NOT*** permitted. Students must be seated to eat food outside of the classroom. This includes food purchased from the canteen.



## ***Water is the Drink in Class***

A water bottle on your child's desk is encouraged. Students can drink water during the day. Juice, milk drinks and cordial can be consumed at Recess and Lunch time but not during learning time.

## ***Heating Foods***

Due to OHWS policies, staff are unable to heat food for students brought from home, in a microwave or with boiling water.

## ***Canteen***

The Canteen is open for students at Recess and Lunch time to purchase items. Volunteers are asked to assist in the Canteen. Please contact Vanessa if you are able to help.

Lunch bags are available from the Canteen at a small cost. Lunch orders are collected by 9:15 each morning and returned to classes at 1:00 pm. Lunch is eaten in the classroom between 1:00 and 1:10 p.m. under teacher supervision.

Government Policy requires all schools to only sell food of particular portion sizes and low in fats and sugar.

### ***Assessment, Reporting and Parent/Teacher Interviews***

Class teachers conduct regular assessments.

All students from Reception – Year 7 are assessed in Literacy and Numeracy. The results of these tests provide information to the teacher for programming appropriate learning activities for students. They also provide information to determine which students might be in need of assistance by School personnel, particularly in the Junior Primary years.

In Years 3, 5 and 7 the Government assesses all students in Literacy and Numeracy through the NAPLAN tests. These tests occur during 2nd term and results are subsequently provided to parents in Term 4.

A ***Mid-Year Report*** is sent home.

An ***End of Year Report*** is sent home in the last week of School with written comments by the teacher/s.

Parents of beginning Reception students are provided with a modified version of the written report, to cater for the particular needs of their child's learning.

### ***Parent/Teacher Meetings***

Formal parent/teacher meetings are held throughout the year. The first is a meeting of the teacher with all parents (Acquaintance Night) at one time and is held during the first four weeks of the year. It is at this meeting that teachers outline their program, activities and structures for the coming year. This time is usually followed by the Governing Council AGM.

Parent/Teacher interviews are held during Term 1 and it is at this formal meeting with individual parents that the student's progress is discussed.

Teachers are also available for interviews, by appointment, at any other time throughout the year. An ideal time for such appointments is after 3:05 p.m.

### ***Homework***

The setting of homework varies from teacher to teacher. From Reception to Year 2, students are encouraged to read to an adult on a regular basis.

Students in Years 3-7 are still encouraged to continue reading to an adult on a regular basis.

In these years some teachers may set work in the following areas—completing unfinished class work; reading exercises, research, reading, other activities designed or ascribed by the teacher.

The total time should not exceed 45 minutes. At the beginning of the year, class teachers will explain/notify parents of the class homework expectations.

### ***School Bus Service***

South Link provides an afternoon bus service for Moana South, Moana Heights and Maslin Beach students. Parents and members of the public are not permitted to travel on either of these services.

Call South Link info line on 1300 311 108 or check the website at [www.adelaidemetro.com.au](http://www.adelaidemetro.com.au) for more information.



### ***Before and After School Care***

Before and After School Hours Care is available through the Seaford District Children's Centre. Contact the Centre on 8386 0972. This care is also available at the Early Learning Centre, Seaford – telephone 8386 2007.

Buses from these services deliver students to School in the morning and collect them at the end of the School day.

Family Day Care Business Centre number is 83668720.

### ***Volunteers***

We strongly encourage parental support and involvement at Moana School. Parents can support their child's classroom program by volunteering to help in a range of ways. This will be organized by the teacher.



### ***All volunteers need to sign in at the Front Office.***

Some volunteers will require a Department for Communities and Social Inclusion screening, paid for by the school and to have undertaken Responding to Neglect and Abuse training (RAN). The school will run regular sessions of RAN training.

### ***Governing Council***

The Governing Council is an important decision-making body of the School which meets twice a Term and is involved in school decision-making for Finance, School Environs, Education, School Clothing, School Events and Canteen. The AGM is held before week 4 of Term 1 each year.

Parents are elected to the Governing Council for either a 1 or 2 year Term of Office and then elect to serve on its various sub-committees.

Any parent of the School can attend and be involved in a sub-committee meeting. Final decisions of sub-committee recommendations need Governing Council approval.

Voting and attendance at Governing Council is, however, open only to Council members.

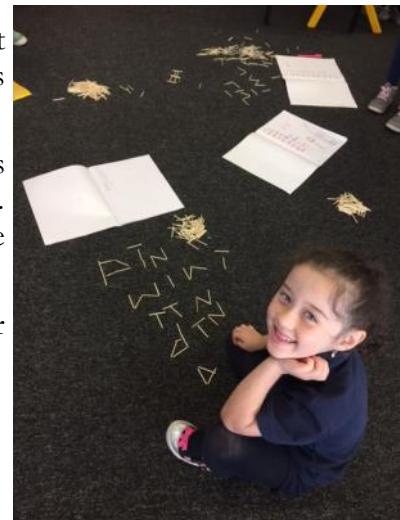
### ***After Hours Use of School Facilities***

Students may use the School grounds and play equipment outside of School hours, provided they respect the facilities as they would during School hours and are supervised by an adult.

Play equipment at the School meets DECD requirements and is considered safe for all children from 5 years of age onwards. Children under 5 years need parents' supervision to ensure safety.

Some facilities e.g Activity Room, Hall and Oval are available for regular hire by organised groups.

Contact : Mrs. Deb Robins, School Finance Officer, 8386 1144



## *First Aid*

Our School staff are trained in Basic First Aid. Should emergency care be required, an Ambulance will be called. Parents are advised to subscribe for Ambulance cover.

Medication must be kept in the Front Office and not in students' bags. It will be dispensed only when it:

- *is prescribed by a doctor.*
- is provided as a *daily pre-measured single dose* e.g. antibiotics (or a week's supply at the most e.g. medication for ADHD). **Our staff will not measure out dosages.**
- is delivered in the original container, with a label from the Pharmacy. You can ask your Pharmacist for a second, labelled container to keep the extra medication in at home.
- is within the use-by-date.
- comes with written instructions from a Medical Practitioner. Where appropriate, a Medication Plan (available from the front office) may be sought from the doctor.
- is necessary to be taken during School times. **Medication that has to be taken three times per day can be taken before and after school, and before bedtime and not come to school at all.**

Students requiring first aid are sent to the Front Office for treatment. Unwell students are assessed by office staff. Parents are called to collect sick students.



## *Infectious Diseases*

Children suffering from infectious diseases are required to stay away from school until a medical certificate is produced, or the periods stated below are observed:

<b>Chicken Pox</b>	Exclude until fully recovered or at least 1 week after the eruption first appears (some remaining scabs are not an indication for continued exclusion).
<b>Whooping Cough</b>	4 weeks
<b>Measles/German Measles</b>	3-5 days before rash appears until 4 days after rash
<b>Mumps</b>	4 days to at least 7 days after swelling
<b>Infectious Hepatitis</b>	Doctor's Certificate must be produced for strains A.B.C.D.E.
<b>Conjunctivitis</b>	While eye discharge is present
<b>Ring Worms (Tinea)</b>	Unless the "sore" can be kept securely covered, the child must remain at home until a Certificate is obtained
<b>Head Lice</b>	Must be treated before allowed back to school
<b>School Sores (Impetigo)</b>	Stay away from school unless sore can be covered

All these precautions are designed to reduce the frequency of infectious diseases at school.

Viruses etc shall also be treated as potentially infectious diseases and Doctor's advice should be sought and adhered to.

### ***Access to Personal Records***

Students and their parents may have access to their individual student records. Any request for such access should be in writing, indicating the particular record being sought and clearly shows the name, address and signature of the person making the request.

Full access to a personal record may be denied if such access would infringe upon the personal privacy of persons other than the student or parent making the request; betray an undertaking of confidentiality given in obtaining the information; or pose a threat to the health, safety or welfare of the student concerned or any other person. In this case a request under the Freedom of Information Act will be required.

### ***Communication***

Parents can contact the School by phoning 8386 1144 or by text on 0428 937 348. Messages will be referred to individual staff members for their attention.

Messages can be provided to staff members either by confidential letter, notes in diaries or communication books.

***In the interests of student safety all student records, particularly contact phone numbers and addresses, need to be up to date and current.***

We ask that parents notify the school as soon as possible should any addresses/phone numbers change. This applies to mobile numbers and emergency contact numbers so the school can reach you in the event of an accident or illness relating to your child.

### ***Raising concerns***

At times issues or concerns about your child's education and/or school may arise.

We ask that parents and caregivers use the following procedures. Our experience has shown that parent to parent contact usually makes matters worse if the issue trying to be resolved involves students.

It is best left to the school staff to follow through as we have a neutral involvement that makes 'moving forward' more effective.

**Step 1 :** Make an appointment to see the teacher/staff member concerned. The school's phone number is **8386 1144**, text **0428 937 348** or email [dl.1071.admin@schools.sa.edu.au](mailto:dl.1071.admin@schools.sa.edu.au) and a message will be left for the teacher to contact you and set up an appointment time.

**Step 2 :** If you are not satisfied with the outcome of this meeting, make an appointment with a member of the Leadership Team. Call **8386 1144** and the office staff can set up a time. At this meeting, it may be decided to: monitor the situation, seek further information, seek external support; arrange another meeting with the teacher present, set a date for a review or follow up of the situation.

**Step 3 :** If after Steps 1 and 2 you are still concerned, approach the Regional Director DECD Southern Adelaide, or their executive assistant. The expectation of the Regional Director will be that the above steps have been followed. The contact number for the Noarlunga Regional Office is **8207 3700**. They are located at Noarlunga.

**Step 4 :** If you still need some help you can contact the Parent Complaints unit DECD on **1800 677 435 (free call)**. They provide advice and support to parents about their concern or complaint. Their goal is also to objectively review complaints that have not been resolved at the school or regional level.

It is important that all concerns are kept confidential although at times you may wish to seek support from a friend, family relative or an advocate. It is also vital that any child's involvement is kept to a minimum. Any direct criticism of the school or the teacher in front of children could possibly undermine trust and confidence and have an adverse effect upon their learning. It is important, therefore, that the child understands that you have confidence that the issue will be resolved confidentially at the school level.

## ***BEHAVIOUR MANAGEMENT POLICY***

Moana School's Values underpin the Behaviour Management Policy.

They include **RESPECT, RESPONSIBILITY, FRIENDLINESS, CARING, CO-OPERATION and TOLERANCE.**

Students are expected to **practice** these values in the classroom and during their play times. By practicing School Values, students are making School a safer and happier place to learn, play and work. These 6 values were chosen in collaboration with the students, parents and staff.

Students are practicing **respect** by interacting appropriately with others. This includes:

- Respecting the point of view of others.
- Listening attentively.
- Speaking respectfully to adults and other students.
- Respecting the rights and property of others.

Practicing **responsibility** includes:

- Taking ownership for one's own behaviour.
- Completing school work and home work.
- Looking after personal belongings.
- Making good choices to keep safe and happy.

Practicing **friendliness** includes:

- Smiling, greeting and fare-welling people.
- Showing an interest in others.
- Being friendly towards others.

Practicing **caring** includes:

- Treating oneself and others gently and with respect.
- Treating the environment with care and respect.
- Giving others help when they need it.
- Working with enthusiasm, pride and excellence.
- Considering that other people's needs are as important as one's own needs.

Practicing **cooperation** includes:

- Sharing with others.
- Taking turns & ensuring others have a fair turn.
- Playing fairly with others – being a good winner or loser.
- Working cooperatively in a group.
- Following school and class rules.
- Attempting to solve problems in a fair way.

Practicing **tolerance** includes:

- Accepting people for whom they are.
- Showing forgiveness when others make a mistake.
- Making others feel included by being friendly.
- Accepting situations with patience.
- Understanding that one does not always get ones own way.

## YARD BEHAVIOUR EXPECTATIONS

Acceptable Yard Behaviour will result with the use of Moana School's Values.

We all have the *right* to be safe at school. At the same time, we all have the *responsibility* to keep ourselves and others safe and to keep the School environment safe.

At Moana Primary School our Yard Behaviour Expectations include:

- ✦ Respecting all members of the School community
- ✦ Using sports equipment safely and appropriately
- ✦ Respecting the School environment and personal property
- ✦ Moving around the School sensibly and waiting quietly
- ✦ Using conflict resolution / problem solving skills.

## INAPPROPRIATE YARD BEHAVIOUR

Behaviour that interferes with property and with the personal safety or welfare of oneself and others is unacceptable at Moana School.

Examples of unacceptable behaviour include:

- bullying
- harassment which includes Physical, Verbal, Sexual, Racial and Cyber Harassment. (including Mobile Phones, Internet and Facebook)
- unsafe play which includes rough play and/or throwing of dangerous objects, climbing trees, buildings or fences, playing without a sun safe hat, running on pavers.
- defiant behaviour towards teachers and other school adults, including not following teachers instructions.
- being in Out of Bounds areas
- property offences including disrespecting property, stealing, breaking, damaging or defacing property

## INAPPROPRIATE YARD BEHAVIOUR

### Consequences for Unacceptable Yard Behaviour

Students who choose to display unacceptable yard behaviour will be given an *Unacceptable Yard Behaviour Notice* and asked to go to the Focus Room for the next lunch playtime for counselling.

A letter may be sent to parent(s) /caregiver(s) detailing the unacceptable behaviour.

After 3 Unacceptable Yard Behaviour notices in any one term, the student and parent(s) may be invited to a meeting with senior staff and or teacher.

These students will be put on a Restricted Play Program by the Leadership Team.

If this Unacceptable Yard Behaviour continues, structures will be put into place to allow for the student to become more successful in the yard.

These structures may include

- : continued restricted play
- : restorative service activities
- : exclusion from some activities

## CLASSROOM BEHAVIOUR EXPECTATIONS

All students at Moana School have the right to learn, as well as respecting the rights of others, in a positive and non-threatening environment.

### OFFICE TIME OUT

Students who do not follow classroom values and rules during lesson time can be sent to **TIME OUT** in the office.

A student will be given an **Unacceptable Classroom Behaviour Notice** by the teacher, withdrawn from class and sent to the Front Office for 30 minutes.

During this time the student will be expected to complete class activities or work to a management plan.

Parents will be notified.

### PERSISTENT OR EXCESSIVE INAPPROPRIATE YARD AND/OR CLASS BEHAVIOUR

The Dept. for Education & Children's Development has a Discipline Policy which applies to all Schools and students.

In the event that a student's behaviour continues to be unacceptable or they behave in an excessively improper manner, they may be suspended or excluded.

Parents/Caregivers will be asked to take their child home for the remainder of the day.

A student may be suspended for between 1 to 5 days.

A student may be excluded for up to 10 weeks.

A Re-Entry Meeting involving parent, child and staff will occur at the completion of the Suspension or Exclusion.

## ANTI-BULLYING POLICY

### RATIONALE

At Moana Primary School all members of the school community are entitled to a safe, inclusive, secure and caring environment. It is **EVERYONE'S** responsibility to ensure this happens.

Bullying and harassment are hurtful and are issues which are treated seriously as they can adversely affect a person's ability to work and learn, therefore, we work hard to find solutions to stop bullying. Moana Primary School will work with the School community, together with other services and agencies, to support its students in being responsible and productive members of this community.

Evidence suggests that the development of resilience and positive self-esteem can help protect people from the harmful effects of bullying, as well as help them build positive peer relationships.

**Bullying is repeated** verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

**Conflict or fights between equals and single incidents are not defined as bullying.**



## **TYPES OF BULLYING**

### **Harassment**

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin, religion, physical characteristics, gender, sexual orientation, marital, parenting or economic status, age ability or disability that offends, humiliates, intimidates or creates a hostile environment.

### **Discrimination**

Discrimination occurs when people are treated less favourably than others because of their race, culture or ethnic origin, religion, physical characteristics, gender, sexual orientation, marital, parenting or economic status, age, ability or disability. Discrimination is often ongoing and commonly involves exclusion or rejection.

### **Violence**

Violence is the intentional use of physical force or power, threatened or actual, against another person(s) that results in psychological harm, injury or in some cases death. Violence may involve provoked acts and can be a single incident, a random act or can occur over time.

### **Cyber Bullying**

Cyber Bullying is a term used to describe bullying that is carried out through internet or mobile technologies. It is often combined with off-line bullying. It may include a combination of behaviours such as pranking (i.e. hang-up calls), sending insulting text messages, publishing someone's private information, creating hate sites or implementing social exclusion campaigns in social networking sites. It is also Cyber Bullying when students use technology to run a multi-step campaign to bully another student, e.g. setting another student up to be assaulted, video-recording their humiliation, posting the recording online and then sending the website link to others.

## **REPORTING AND RESPONSIBILITIES**

### **Students: *WHAT YOU CAN DO ABOUT BULLYING***

#### **Who to report it to:**

- Talk to a teacher or another adult within the school.
- Talk to your parents or caregivers.

#### **How to report it:**

Tell the trusted adult where the bullying happened, how often it has happened and what you have done to try and stop it.

Write a note and leave it at the front office, leave a message on the School's answering machine, send a text to the School text number.

#### **When to report:**

Report it in the early stages. Do not leave it too long. When bullying is ignored it may get worse.

**IMPORTANT:** Keep telling a trusted adult until you feel the problem is improving.

## **WHAT STAFF DO ABOUT INCIDENTS OF BULLYING**

Listen and talk to the person who has been bullied and the person who has bullied. Actively work to even the balance, to repair and prevent the repetition of bullying and harassment by using Restorative Practices. Put negotiated consequences in place if required. Consequences will depend on the nature, severity and extent of the bullying. Consequences may include time out, suspension or exclusion.

**Staff may also:**

- Support students to deal with conflict.
- Counsel and support students who have been bullied.
- Counsel students who bully others to deal with conflict appropriately.
- Inform parents and caregivers about the situation.
- Set up processes to monitor the situation.

**HOW TO RECOGNISE A STUDENT WHO IS BEING BULLIED**

Children affected by bullying and harassment may not want to talk about it with their teachers or School Counsellor. They may be afraid that it will only make things worse, or that it is wrong to 'dob-in' other students. When people are bullied or harassed they may feel angry, embarrassed, frightened, humiliated, scared or unsafe. Some signs a child or young person is being bullied or harassed may be:

- Reduced ability to concentrate and learn
- Refusal to attend School, excuses not to go
- Unexplained cuts, bruises or scratches
- Stolen or damaged possessions/clothing
- Headaches or stomach aches
- Asking for extra pocket money or food
- Acting out, tearful, sadness, lack of interest in usual activities
- Unwillingness to discuss or secrecy about their online communications (e.g. mobile phone texts, Facebook comments)

**PREVENTION AND INTERVENTION STRATEGIES**

**Prevention strategies include:**

Using the curriculum to teach students about

- \* respectful relationships, violence prevention, conflict resolution, anger management and problem solving, diversity and celebrating difference.
- \* not to be bystanders, to get involved, seek an adult to intervene if needed.

Ensuring all staff know how to address bullying effectively and respectfully.

**Post-intervention strategies include:**

Monitoring the situation between the students to ensure their safety and well-being are maintained.

Talking with parents or caregivers about ongoing strategies.

Reviewing yard duty procedures to make sure they are effective.

**Parents/Caregivers Actions: IF YOUR CHILD IS BEING BULLIED**

Listen calmly to your child.

Discourage any planned retaliation, either physical or verbal.

Encourage positive strategies such as

- Using a strong, confident voice
- Staying away from the place where the bullying is occurring.
- Tell the bully "Leave me alone" and walk away confidently.

Let your child know that telling someone about the bullying or harassment is the right thing to do.

If necessary, assist your child in discussing the problem with a teacher.

Parents will support the School in maintaining a safe and supportive environment if they:

- keep the School informed of concerns about behaviour, their children's health issues or other matters of relevance
- communicate in a respectful manner with the School staff about issues of concern soon after these concerns arise
- follow up on these concerns and, if necessary, contact the Regional Office if the concerns are not resolved following intervention by the Principal.

### **Restorative Practices**

Restorative practices are also used at Moana Primary School.

Restorative practices means working with students to come up with **a way of making things better when things have gone wrong.**

When we work restoratively with students, our focus moves away from choosing a punishment to a focus of working with students to identify who has been harmed by wrongful behaviour.

We work with the students who have been harmed to identify what they need to feel better about school and how these needs can be met by the students who have harmed them. Restorative practices involves students who may have caused the harm doing something to make it right again. It makes students do a lot more thinking than they would otherwise do if they were just *given a punishment*. Students are asked to come up with ways to:

**Repair** – to make amends, to make up for something lost.

Be **Responsible** – to be accountable for what happened.

Bring about **Restitution** – to give back something that was lost or taken, to restore, to reimburse.

Bring about **Restoration** – to give back, to rebuild relationships.

Bring about **Reconciliation** – to be friendly again, to settle a quarrel.

### **Restorative Practices in Action**

There are a variety of ways that you will see and hear Restorative Practices in action across the school.

Restorative conversations

Class Meetings

Conferences

### **Restorative Practices process involves helping children process an incident through the use of a script**

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected? In what way (s)?
- What needs to be done to put things right?
- What can be done to make sure this doesn't happen again?
- How can we help you?

Restorative Practices training may be accessed with support of Leadership.

**DOCUMENTED PROCESSES**

- Behaviour Notices to parents sent *via the student* after an Office Timeout or Focus Room.
- DUX/EDSAS recording.
- Play Plans
- Re-Entry Plans or Student Development Plans

**REVIEW DATE**

- eg. Date Reviewed: April 2014          Next Review: April 2015

**VALUABLE RESOURCES**

- [www.bullyingnoway.com.au](http://www.bullyingnoway.com.au)
- DECD Parent Help Line:                          1800 222 696
- Kids Help Line:                                      1800 551 800
- Child & Youth Health Parent Help Line:      1300 364 100
- [www.kidshelp.com.au](http://www.kidshelp.com.au)

**PARENT GUIDE TO RAISING A COMPLAINT OR CONCERN**

Moana Primary School:                          8386 1144  
Noarlunga Regional Office:                      8207 3700  
Parent Complaint Unit DECD:                      1800 677 435 (free call)

## MOANA PRIMARY SCHOOL DRESS CODE

The Moana Primary School Dress Code enables affordable, safe and practical clothing for your child at School. Clothing can be purchased from the School or from local discount stores.

The Dress code colours are **PLAIN NAVY BLUE**, **GOLD** and **WHITE**

Navy Blue is the primary colour. Gold and white are secondary colours for tops only.

### TOPS

**Plain Polo Shirts or T-shirts** — Navy Blue, Gold W (short sleeved)

**Moana Polo Shirts** — Navy Blue, Gold or White (short sleeved)

**Moana Polo Shirts** — Navy Blue (long sleeved)

**Windcheaters** — Plain Navy Blue

**Moana Windcheaters and Jackets** — Navy Blue

**Moana Seniors Jumpers and Micro Tops** for Year 6 and 7 students only (special order)

**Undershirts and Skivvies** — Navy Blue, Gold or White

**Raincoats** — Navy Blue

**Moana iron-on Transfers** are available

If students come to school in Non-Dress Code tops, School tops will be lent for the day.

### DRESSES

Navy Blue and White checked school dresses

### BOTTOMS - all Navy Blue

**Shorts, leggings, trousers, track pants, skirts, bike shorts**—denim is ok

**Shorts** - No frayed edges. All shorts must be *no shorter than mid thigh length*

**Jeans** - Straight legged, no frayed edges

### SHOES

Shoes suitable for daily physical activity, ie running

**HATS** – Navy Blue: To be worn all of Term 1 and from 1st September to the end of Term 4.

**Wide Brimmed Hat**

**Moana Bucket Hat**

### COSMETICS / JEWELLERY

No cosmetics are to be worn at any time.

Jewellery considered appropriate for wearing to school

- Watch
- Neck chain worn under clothing
- Ear stud or sleeper without pendant.
- One bracelet

### UNACCEPTABLE CLOTHING

Thongs, slip-on shoes and party shoes

Faded, torn or coloured jeans

Midriff tops and sleeveless tops

Mini skirts and brief shorts

Clothing with large or offensive slogans or brand names

Non-Dress Code coloured clothing

Hats that are not sun safe



***School Clothing Pre-Paid Order Form***

Parents / Caregivers can choose the style of clothing they wish their children to wear, provided it complies with the School colours and Dress Code. Moana School offers a wide range of garments which parents may choose to purchase or it may be more convenient and economical to shop at Department Stores or sew your own.

School Uniforms can be purchased from the Front Office. Purchases can be made between 9:15am and 3:30pm Monday to Friday. Orders must be accompanied by payment.

Please Note: Prices are correct at time of printing but may vary in the future.

<b>Description</b>	<b>Quantity</b>	<b>Size</b>	<b>Cost</b>	<b>Total</b>
Moana Hooded Windcheaters			\$27.00	
Moana Fleecy Zip Up Hoodie			\$30.00	
Moana Polo Shirt (Short Sleeve) (Blue)			\$16.00	
Moana Polo Shirt (Short Sleeve) (White)			\$16.00	
Moana Polo Shirt (Short Sleeve) (Gold)			\$16.00	
Wide Brimmed Hat (Moana Print)			\$ 11.00	
Bucket Hats (Moana Print)			\$ 9.00	
Unisex Tracksuit pants			\$25.00	
Iron On Logos ( navy and white)			\$ 2.00	
Shorts Rugby Knit - Unisex size 4-12			\$12.00	
Trackpant Fleecy - Size 4,6,8,10			\$17.00	
School Backpack			\$38.00	

Student's Name \_\_\_\_\_ Room No \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone No \_\_\_\_\_

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