

# Moana Primary School

## Parent Handbook



Schooner Road, Seaford, SA, 5169  
Phone: 8386 1144 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)

Dear Parents,

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

We also look forward to your involvement as a parent in our School Community.

Your child's teacher, the Principal, Deputy Principal or Student Wellbeing teacher are happy to discuss with you any feedback, suggestions or problems that might arise. They can be contacted on 8386 1144.

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

Regards,

**Kelly Patch**

Principal

**Jason King**

Deputy Principal

**Nicole True**

Student Wellbeing






## 2024 SCHOOL TERM DATES

1st Term	Monday 29 January to Friday April 12
2nd Term	Monday 29 April to Friday 5 July
3rd Term	Monday 22 July to Friday 27 September
4th Term	Monday 14 October to Friday 13 December

## School Values : Respect, Integrity and Kindness



# Moana Primary School Values

	Classroom 	Inside Spaces 	Outside Spaces 	In the community 	Digital Citizenship 
Respect	<ul style="list-style-type: none"> <li>Actively listen to others with an open mind</li> <li>Encourage people if they get things wrong; don't laugh at them</li> <li>Take care of classroom items</li> <li>Use equipment correctly and safely</li> <li>Use respectful language</li> <li>If you make a mess, clean it up</li> <li>Say sorry</li> <li>Respect other people's opinions</li> </ul>	<ul style="list-style-type: none"> <li>Speak quietly and be careful not to disturb others</li> <li>Keep the toilets clean and tidy, do your business, wash your hands and leave</li> <li>Be a buddy not a bully</li> </ul>	<ul style="list-style-type: none"> <li>Follow rules which are designed to keep us safe</li> <li>Be grateful and respect equipment</li> <li>Don't hurt others</li> <li>Acknowledge different perspectives</li> <li>Use your manners in the canteen</li> <li>Walk where it is unsafe to run</li> </ul>	<ul style="list-style-type: none"> <li>Wear MPS uniform with pride</li> <li>Actively listen and pay attention in assembly</li> <li>Use good manners at all times</li> <li>Respect nature</li> <li>Walk and ride safely and consider others</li> <li>Listen to all adults and follow their instructions</li> </ul>	<ul style="list-style-type: none"> <li>Look after computers</li> <li>Avoid online arguments</li> <li>Do not take photos of others without their permission</li> <li>Ask for permission before you upload pictures of friends</li> <li>Protect your privacy and that of others</li> <li>Speak to others as if you were face to face</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>If you promise to do something you do it</li> <li>Keep working hard even if the teacher isn't looking and when they are working with another student</li> <li>Be honest, if you do the wrong thing, accept your consequence and learn from it</li> <li>When your class teacher isn't there make A choices for the relief teacher</li> </ul>	<ul style="list-style-type: none"> <li>Act like a teacher is watching</li> <li>Keep promises</li> <li>Smile at everyone, say hello and use manners</li> <li>Keep hands and feet to yourself</li> <li>Return books and equipment to where they came from</li> </ul>	<ul style="list-style-type: none"> <li>Make sure rubbish is put in the bins</li> <li>Follow the rules even when an adult is not watching</li> <li>Head back to class when the first bell rings</li> </ul>	<ul style="list-style-type: none"> <li>Return lost/dropped items to their rightful owner</li> <li>Engage in behaviour that is positive for the community</li> <li>Make choices that are good for the environment</li> <li>Follow the rules, they are there to keep us safe</li> <li>Be in the right place at the right time</li> </ul>	<ul style="list-style-type: none"> <li>Only visit sites which are age appropriate</li> <li>Don't share private information e.g. passwords</li> <li>Only talk to people online who you know offline</li> <li>Don't respond to hurtful or nasty comments, block and report this.</li> </ul>
Kindness	<ul style="list-style-type: none"> <li>Keep your hands to yourself</li> <li>Help people to find their things</li> <li>Say good morning and ask people if they are ok?</li> <li>Help others with their learning</li> <li>Be kind to the teacher and your classmates</li> <li>Share class resources</li> <li>Don't hurt others</li> <li>Accept people have differences and that is okay</li> </ul>	<ul style="list-style-type: none"> <li>Help younger students e.g. show them how to find a book in the library</li> <li>Say good morning to people and ask how are you?</li> <li>Use kind words all the time</li> <li>Include people in groups</li> </ul>	<ul style="list-style-type: none"> <li>Ask people to play and say yes when others ask you</li> <li>Help others who need help</li> <li>Offer friendship to those who may be lonely</li> <li>Play fair and follow agreed rules</li> <li>Take turns and share equipment</li> <li>Don't be a bystander, speak up and help others</li> </ul>	<ul style="list-style-type: none"> <li>Encourage, help and congratulate others on their efforts</li> <li>Treat others the way you would like to be treated</li> </ul>	<ul style="list-style-type: none"> <li>Speak with kind words and avoid gossiping</li> <li>Encourage others to seek help if things go wrong online</li> <li>Stop, think and review – jokes can be misinterpreted online</li> <li>Treat yourself and others with the same care and attention we give in the real world</li> </ul>



# MOANA PRIMARY SCHOOL STAFF 2024

Kelly Patch – *Principal*

Jason King – *Deputy Principal*

<i><b>Class Teachers</b></i>	<i><b>Year Level</b></i>	<i><b>Room</b></i>
Kimberley Dowling	Reception	1
Jaci Lewis	Reception	2
Tara Pearce	Reception Mid Year Intake	3
Jac Hocking / Amy Brookes	Year 1	4
Megan Hawke	Reception / Year 1	5
Laura Barry	Year 1	6
Belinda Bramley / Holly Fisher	Year 3 & 4	7
Mandy Potter	Year 3 & 4	8
Jen Montgomery	Year 4 & 5	9
Nicole Cann	Year 4 & 5	10
Leigh Heard / Jenny Jupe	Year 2	11
Jesse Bennett / Tara Pearce	Year 2	12
Vicki Jones / Vicki Deer (Wed)	Year 3	13
Luke Williams	Year 5 & 6	18
Hayley Opie / Luke Remfry (Fri)	Year 5 & 6	19
<i><b>Specialist Teachers</b></i>		
Julie Moore	Performing Arts	Music Room
Kathy Carvell	Japanese	Room 17
Bec Rowsell	Art	Art Room
Luke Remfry	PE Teacher	Hall
Nicole True	Student Well-Being Leader	Warriti Ku Space
<i><b>Support Staff</b></i>		
Brooke Barton	Finance Officer	Finance Office
Di King	Admin & Library Officer	Admin /Library
Karen Coad	Admin Officer / Student support	Admin / Class
Tania Tugwell	Student Learning Support	
Nathan Staff	Student Learning Support	
Phil Stanley	Student Learning Support	
Kirra Carson	Student Learning Support	
Dani Hanson	Student Learning Support	
Madi Pike	Student Learning Support	
Helen Douglas	Student Learning Support	
	Quicksmart Maths Tutor	
Landen Beinortas (Mon, Wed & Fri)	IT Technician	
Vanessa Spencer	Canteen Manager and support	
Neville Carter	Groundsman	

### ***School Times***

08:30 am	Teacher on Yard Duty
08:35 am	Classroom Doors Open
08:45 am	Lessons commence
10:55 am	Eating Lunch
11:05 am	Play — Lunch
11:35 am	Lessons
1:05 pm	Play — Recess
1:35 pm	Lessons
3:05 pm	End of School Day - Dismissal



### ***Arrivals and Departures***

The yard opens at 8:30am and lessons start at 8:45am. Students arriving between 8:45am and 9:30am need to sign in at the Library. Students arriving after 9:30am must sign in at the office.

Parents who wish to collect their child/ren early from School, need to phone 8386 1144 beforehand and we will get your child to wait in the Front Office for you.

At other times, students are not allowed to leave the School grounds during School hours.

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

Please do not use the staff car park as a walk through or drop off point.

There is a kiss and drop on Schooner Road. Do not leave your vehicle unattended in this zone. There is also parking on Robinson Road and at the Seaford Moana Neighborhood Centre car park (entry off Beechwood Grove). The Onkaparinga Council monitor around the school for parking infringements.

Have a designated waiting spot after school so that your child/children can find you easily.

### ***Newsletters***

Once a term the Newsletter and Parent Planner are distributed on our webpage, Class Dojo and on our official Facebook page.

### ***Assemblies***

Assemblies are held once a fortnight on a Friday morning at 9am in the Hall. The roster of hosting classes will be in the Newsletter and on the Parent Planner.

### ***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 2024 the School fees are \$350. Other fees/monies payable are for excursions, performances and/or camps.

The School Card Scheme, administered by the Department for Education, is means-tested to provide assistance for low-income families. You can apply for a school card online at [sa.gov.au/education/schoolcard](https://sa.gov.au/education/schoolcard)

Payments for fees and excursions can be made via the QKR! App, direct into the school bank account or by cash using a school payment envelope. Cash payments can be given to the class teacher in the morning or placed in the drop box outside the Finance Office. Receipts will be sent home with students.

The Finance officer can be contacted on 8386 1144 or [dl.1071.finance@schools.sa.edu.au](mailto:dl.1071.finance@schools.sa.edu.au)

### ***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.

Parents wishing to attend a school excursion must have a current Working with Children Check, RRHAN clearance and have done an online volunteer induction with all certificates provided to the school.

### ***Library***

All students can borrow from the library from 8:30 to 8:45am. Items are on loan for a two week period. Reminders are sent for overdue items and lost books will be invoiced at \$15 each which can be paid on the QKR! App or at the Finance Office.

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

The Lost Property Box is kept in front of the Administration Building. Please label all hats and jumpers as this greatly reduces the number of lost items. Named items are returned via class teachers.



### ***Attendance***

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

Parents are required to provide an explanation for student absences. They can **Text 0428 937 348** with your child's name, room number, date and reason for your child's absence at any time. You can also call 83861144 or send the teacher a message on Class Dojo.

If students are going to be absent for longer than 5 days then an ***Exemption*** is required. Forms for this are available from the Front Office or can be emailed to you.

### ***Sun Smart Policy***

Please refer to the Sun Smart Policy on the school website

When the 1:00pm temperature is 36 degrees at Noarlunga students remain inside for half of the play period.

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 Lowes at Colonnades.

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***

Please refer to the Student Digital Device Policy on the school website. Mobile phones that are brought to School by students will be collected by the classroom teacher. A mobile phone is brought to School at the child's own risk.



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

The SA Dental Service is at Alexander Kelly Drive, Noarlunga Centre. Their contact number is 8384 9244 or 1800 022 222 in the case of an emergency.

### ***No Dogs***

Please do not bring dogs onto school grounds. (This includes puppies.) Under the dog and cat management act it is an offence for a dog to be in or on the grounds of a school, without the permission of the person in charge.



## ***Food Matters***

During the morning 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.

Some children choose not to have any fruit or veg during class time and this is OK.

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 and bananas



## ***Nut Aware Policy***

Please refer to the Allergies and Nut Aware policy on the school website.

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***

We encourage 'nude food' where wrappers are left at home and food is sent in containers. Eating food on the oval is ***NOT*** permitted.

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

Please send your child with a water bottle that can be left on their desk all day.



## ***Heating Foods***

The canteen and school staff are unable to heat food for students brought from home.

## ***Canteen***

The Canteen is open for students at Lunch and Recess time to purchase items. Order via the QKR! App before 8:30am each morning. Lunch orders are collected by 9:00am each morning and returned to classes at 10:55am. Lunch is eaten in the classroom between 10:55am and 11:05am under teacher supervision.

Volunteers are welcome to assist in the Canteen. Please contact Vanessa if you are able to help. You will need a Working with Children Check, RRHAN certificate and have done the volunteer induction online. The Front Office staff can help facilitate these.

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

## ***Anti-Bullying Policy*** : Please see the school's webpage for this policy.

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. We work hard at Moana Primary School to find solutions to reduce bullying. Moana Primary will work with the school community and 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.

## ***Report Cards***

A ***Mid-Year Report*** is sent home at the end of Term 2. An ***End of Year Report*** is sent home in the last week of School.

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***

Acquaintance Night is held in the second week of Term 1. This is an opportunity to come into the classrooms and meet the teachers around the school. Teachers at this meeting outline their programs, activities and structures for the coming year.

This time is followed by the Governing Council AGM in the Library.

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

Teachers are available for interviews, by appointment, at any other time throughout the year. An ideal time for such appointments is after 3:10p.m.

## ***Homework***

The setting of homework varies from teacher to teacher. All students are encouraged to read to an adult on a daily basis.

Some teachers may set work in the following areas—completing unfinished class work; reading exercises, research, spelling, other activities designed 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. Bus number 776 Seaford Rise to Maslin Beach.



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

Currently Before and After School Hours Care is available through the Seaford District Children's Centre, 8386 0972 and 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.

It is expected that an on-site OSCH service will be available by mid year 2024.





## ***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.*** Volunteers will require a Working with Children Check, RRHAN certificate and an online volunteer induction.

To do the RRHAN training online go to Plink <https://www.plink.sa.edu.au>, register as a non departmental member and complete the responding to abuse and neglect training. The training should take approx. 90 minutes and once completed you will need to forward your certificate to [dl.1071.admin@schools.sa.edu.au](mailto:dl.1071.admin@schools.sa.edu.au)

The 20 minute volunteer general induction course is also done via Plink <https://www.plink.sa.edu.au>. This covers information about the department, general policies and work health and safety.



## ***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.

## ***Governing Council***

The Governing Council is an important decision-making body of the School which meets twice a term. Meetings are held in weeks 3 and 8 of each term at 5pm in the Library.

Parents are elected to the Governing Council for either a 1 or 2 year Term of Office. Voting and attendance at Governing Council is open only to Council members.

## ***First Aid***

School staff members 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. ***Our staff will not measure out dosages.***
- is delivered in the original container, with a label from the Pharmacy.
- is within the use-by-date.
- A Medication Plan is provided by the students doctor.
- It is necessary to be taken during School times. Medication that has to be taken three times per day can be taken before school, after school and before bedtime.
- 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.





## ***Communication***

Parents can contact the School by phoning 8386 1144, by text message on 0428 937 348 or via email to [dl.1071.admin@schools.sa.edu.au](mailto:dl.1071.admin@schools.sa.edu.au) Messages will be referred to individual staff members for their attention.

Class teachers use Class Dojo and will send out requests to parents to join this communication forum. Please note that quiet hours are set on Class Dojo and staff may not respond during these hours.

Messages can also 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.

## ***Toys and Games at School***

Here at Moana Primary School we request that children to do not bring toys and games from home to school (this includes trading cards), unless this is part of a 'show and tell' activity agreed upon with the class teacher.

- These items can be disruptive to the learning environment
- Children can become upset if things get lost or broken
- Children can compete to bring bigger and better toys into school
- In particular, with trading games, students may make trades and the change their mind which can result in arguments

## ***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.

**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 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 or you can go to <https://www.education.sa.gov.au/departments/feedback-and-complaints>



## 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 Lowes at Colonnades 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 or White (short sleeved)  
Moana Polo Shirts — Navy Blue, Gold or White (short sleeved)  
Windcheaters — Plain Navy Blue  
Moana Windcheaters and Jackets — Navy Blue  
Moana Seniors Jumpers and Micro Tops for Year 6 students only (sold via pre-order)  
Undershirts and Skivvies — Navy Blue, Gold or White  
Raincoats — Navy Blue

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.  
**Moana Bucket Hat** (available from school)

### 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



## Moana Primary School

Noarlunga Centre SA 5169

### UNIFORM PRICE LIST

#### All Products

Navy Beanie With Emb	From	\$15.95
Navy Adjustable Bucket hat	From	\$21.95
Navy Backpack with Logo	From	\$63.95
Navy / Gold Polo Dress	From	\$69.95
Navy Stretch Skort	From	\$36.95
Navy / Gold SS Polo Top	From	\$38.95
Navy Jacket With Logo	From	\$56.95
Navy hoodie With Logo	From	\$49.95
Navy Fleecy Trackpants	From	\$24.95
Navy Netball Knickers - 2 Pack	From	\$14.95
Navy Trafalgar Crew Socks	From	\$5.95
White Trafalgar Crew Socks	From	\$5.95
Navy Fleece Trackpants	From	\$34.95
Art Smock	From	\$15.95
Navy / Gold LS Polo Top	From	\$41.95
Navy Sports Shorts	From	\$32.95

**ALL PRICES ARE SUBJECT TO ALTERATION**

**Colonnades**  
54 Beach Road, Noarlunga Centre, 489  
5168  
(08) 83262528



SHOP IN STORE OR ONLINE  
[www.lowes.com.au/schools-online](http://www.lowes.com.au/schools-online)



SCAN THIS QR CODE FROM YOUR  
MOBILE PHONE CAMERA TO GO TO WEBSITE



WITH YOUR LOWES ZERO CARD YOU WILL RECEIVE 5% DISCOUNT ON EVERY PURCHASE.  
RECEIVE 5% IN REWARD POINTS TO REDEEM. PLUS GREAT FEATURES AND BENEFITS.  
for more information please contact Ezy-Way on 1300 156 937 or [zero@lowes.com.au](mailto:zero@lowes.com.au)