MANSFIELD PRIMARY SCHOOL

Mount Buller Campus

Information Booklet

Learning Together, Working Together

Principal – Paul Volkering
Assistant Principal – Hazel Bell
School Council President – Jarrod Appleton
Business Manager – Joan Watt
Phone: 5775 2325
Fax: 5775 1914
Email: mansfield.ps@edumail.vic.gov.au
Web: www.mansfieldps.vic.edu.au
Dear Parents,

On behalf of the school community, parents, children and teachers, we warmly welcome you and your child to both Mansfield Primary School - Mt Buller campus and the wider school community.

To help you settle into your new school this booklet has been prepared to answer some of the questions about routines and facts you need to know. Included in this booklet are the Student Engagement Policy and Interschool Snow Sports Policy. These policies and the booklet will give you some understandings about the school and help you and your child settle in to a smooth start, but please feel free to ask questions.

Our Mt Buller Primary School campus operates from the Tuesday after the Queen’s Birthday weekend in (June 13th) until the end of Term 3 (September 15th). The campus is located at the Mt Buller Alpine Central building on level 2, New Summit Road, Mount Buller.

The school operates as a normal primary school in an alpine environment. We use the AusVELS (Australian Curriculum in Victoria) as a basis for curriculum development and student activities similar to all other Victorian government schools. Each day there is a dedicated two hour literacy and numeracy block.

Due to staffing arrangements and to ensure that your child has a place at our Mt Buller campus, we must receive your enrolment form and payment of school contribution by March 24th, 2016 (the last day of Term 1). **Enrolments after this date will not be guaranteed a place.**

A School Contribution of $250 will cover the cost of student supplies, resources and requisites.

Yours sincerely,

Paul Volkering
PRINCIPAL
MISSION PRIMARY SCHOOL MT BULLER CAMPUS - COMMUNICATION

INFORMATION:

School Staff: Sue Steel (Co-ordinator)
Principal: Paul Volkering
Office Manager: Lisa Gray
Business Manager: Joan Watt

Contact Mansfield Primary School 5775 2325
Telephone/Fax Mount Buller 5777 6853
Address Alpine Central
Level 2, New Summit Road Mt Buller 3723

2016 TERM DATES:

TERM 2: 14<sup>th</sup> June – 24<sup>th</sup> June
TERM 3: 11<sup>th</sup> July – 15<sup>th</sup> September

SCHOOL HOURS:
Monday - Thursday
School Commences……………….. 9.00 a.m. - 11.00 a.m.
Recess................................. 11.00 a.m. - 11.30 a.m.
School ................................. 11.30 a.m. - 1.30 p.m.
Lunch ................................. 1.30pm. - 2.00 pm.
School ................................. 2.00pm. - 3.00 p.m.
Friday - 12 noon 3.00p.m.

- Friday afternoon school has a teaching focus of ‘Mt Buller’ this is student driven and all students must bring clothing that is appropriate for outside activity.

CLASSES:

The students commencing on the Tuesday after opening weekend will be in one multi-age class – this will be Foundation (Prep) to grade 6 and is for families with employment on Mount Buller.

The classes for third term will be decided upon during the June school holidays and you will be emailed the composition of classes at the end of the holiday period. Classes will be split into three groups, this will depend on enrolment numbers in each grade.

SCHOOL CONTRIBUTION:

School Contribution of $250 covers the cost of student supplies, resources and requisites.

- Please note that this amount must be paid at the time of enrolment
- All monies owing must be paid directly to Mansfield Primary School

ABSENCE:

If your child has been absent from school, you are required to give a reason for the absence. Please write a note detailing the reasons and give it to the class teacher. We must have a written note on your child’s return. A phone call is necessary only if the absence is to be lengthy, or if the child has a notifiable disease such as measles.

- Please do not send you child to school if they are ill.
CLOTHING:

During the school day children must wear indoor shoes. Indoor shoes, such as runners will be necessary for children during recess and lunch time when they have access to the Mt Buller’s sports hall. Please clearly mark every piece of clothing with your child’s name.

COMMUNICATION:

The preferred option for communicating with the teachers at the Mount Buller Campus is via email. Please make it a priority to include your current email address on the student enrolment form.

INTERVIEWS:

Should the need arise please make an appointment with your child’s teacher.

LIFT PASSES and SKIING LESSONS:

Buller Ski Lifts has a large variety of ski groups available. Please have a look at their website for your options. The Buller Ski Lift early bird passes are available and you can purchase them online. The school has Friday morning identified as the time for ski or boarding lessons. The school does not organise lessons, this is up to individual families.

INTERSCHOOLS COMPETITION:

If you are intending to register your child in the Victorian Interschools Competition you will be required to pay $100 payment that will be allocated towards any entry fee. Any balance not allocated will be refunded.

Please find attached the expression of interest form for the interschools competition. Please email this by the end of term two.

- Please refer to the attached Interschools Snow Sports Policy.

MONEY:

All monies owing are to be paid directly to Mansfield Primary School either by cheque, credit card or direct deposit using the details BSB: 063 711 A/C No. 1001 1061.

WHOLE SCHOOL RULES:

The Mansfield cluster of schools follow three school rules commonly called the “Triple R”. These rules are:

1. Respect for self
2. Respect for others
3. Respect of property and the environment.

The Victorian Interschools event entry price is approx. $47 per event (as per 2015 prices).

If your child/ren are intending to compete in the Victorian Interschools Snowsports for Mansfield/Mt Buller Primary School in 2016. Please fill in the information below and return to Mansfield Primary School or Sue Steel directly.

<table>
<thead>
<tr>
<th>Competitor 1</th>
<th>Competitor 2</th>
<th>Competitor 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
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<tr>
<td>DOB</td>
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<tr>
<td>Age in June</td>
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<tr>
<td>School grade</td>
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<tr>
<td>Race Division 5 or 4</td>
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<tr>
<td>Parent Contact Name</td>
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<tr>
<td>Mobile Phone Number</td>
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<tr>
<td>Email address</td>
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<tr>
<td>Competitor Seasons Pass. y/n</td>
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<td></td>
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<tr>
<td>Parent Seasons Pass. y/n</td>
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<tr>
<td>Snow racer registration number.</td>
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<tr>
<td>Postcode</td>
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<tr>
<td>Cross – country Classic</td>
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<tr>
<td>Cross – country Relay ( Freestyle ) need team.</td>
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<tr>
<td>Skier X</td>
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<tr>
<td>Moguls</td>
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<tr>
<td>Snowboard GS</td>
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<tr>
<td>Alpine GS</td>
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<tr>
<td>Snowboard X</td>
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</tbody>
</table>

Teams will be selected as per the school policy. The teams will be combined Mansfield and Mt Buller students. Team selection will be completed during the 2nd term holidays on Mt Buller - we require a parent to assist.

Parents who enter their children in races will be expected to assist with course management. A roster will be prepared for Team Manager and Course Official positions. **The more events your family enters means the more jobs parents receive.**

<table>
<thead>
<tr>
<th>I would like to assist with team selection</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am able to assist with course official duties</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>I am able to assist with team management duties.</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Please email this form to Sue Steel (Mt Buller Campus) no later than Friday 24th June. 3.00pm 2016.
Email: steel.susan.a@edumail.vic.gov.au
Mansfield Primary School
Interschools Snowsports Policy

BASIC BELIEF

The school’s Inter-schools Snow sports program enables students to further their snow experience and develop team and social skills in a non-school setting. The Inter-schools Snow sports program has an outdoor and physical education emphasis and is an important aspect of the educational program offered at our school.

IMPLEMENTATION

- The Inter-schools Snowsports program is defined as any activity involving participation in Inter-schools Snowsports competitions, whether overnight accommodation is involved or not.
- Participation in Inter-schools Snowsports competitions is voluntary. No school student or family will be pressured into participating.
- The program will be available to students in Years 3 to 6. Participation of younger students will be at the Principal’s discretion.
- School Council will ensure that all parents are made aware that participation in Inter-schools activities is expensive, however will endeavour to maintain them at the most reasonable and affordable cost possible, and comply with all Department of Education and Early Childhood Development (DEECD) requirements.
- The school newsletter will provide parents with dates and approximate costs associated with the year’s Inter-schools activities as early as possible. Parents will be notified of the exact costs and other relevant details of individual competitions as soon as practicable.
- All families will be given sufficient time to make payments. Parents will be reminded of the need to finalise payment before commencement of the program. Children whose payments have not been finalised at least five school days before the departure date will not be allowed to attend unless alternative payment arrangements have been organised with the Principal. Any family who has not met the required alternative payment arrangements for a previous program will be unable to participate in further programs until the outstanding payment is finalised.
- Parents experiencing financial difficulty, who wish for their children to attend Inter-schools competitions, will be required to discuss their individual situation with the Principal. Decisions relating to alternative payment arrangements will be made by the Principal on a confidential case-by-case basis.
- Inter-schools Snowsports activities are an outdoor education activity and as such, are subject to specific planning and approval guidelines. School Council is responsible for approval of all snow sports excursions and camps. The organising staff will comply with all relevant DEECD guidelines when planning and seeking approval for Inter-schools activities and ensure that time permits for the matter to be placed on a School Council agenda and, if approved, that the online Notification of School Activity form then be submitted three weeks prior to the activity, or as soon as location is known.
- School Council requires that a report be tabled after each Inter-schools Snowsports program, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
- Due to the nature of the Inter-schools Snowsports competitions in an often hostile environment, a high ratio of parents to students is required. Parent volunteers will need to be prepared to assist with all aspects of the competition. The teacher in charge will allocate duties to parents attending. These may include, but not be limited to:
  - Supervision of both their own children and the children of others whilst skiing/boarding
  - Supervision of children in the place of accommodation
  - Team Manager duties
  - Inter-schools volunteer official duties
• The teacher in charge will ensure that parent volunteers understand the responsibilities of the above duties and the importance of children being supervised at all times.

• Parents, staff and children attending Inter-schools Snow sports events must understand and comply with all Snowsports Development Foundation rules and codes of conduct.

• Parents must read, sign and comply with the Mansfield Primary School Parents Code of Conduct at Inter-schools Competitions. Refer to Appendix 1.

• Parent volunteers will be required to pay their costs, e.g. accommodation, meals, lift tickets and transport.

• Parents whose children win are asked to give the trophy to the school for engraving by the beginning of Term 2 of the following year to allow time for the school to return it to the Snowsports Development Foundation.

• Inter-schools snowsports teams will be decided by the teacher in charge, in consultation with the Principal.

Selection will be made by a selection team comprising:

1 x Teacher in Charge Mt Buller Campus (Selection Panel Leader)
1 x Snowsports coordinator from Mansfield Primary School campus.
1 x elected parent representative from Mansfield Primary - Mt Buller Campus.
1 x Coopted community member.

Selection is based on the following:

• The best time in the highest Division at Inter schools from the previous year.

• The best placing (not time) in the highest Division from similar events, not Interschools.

• The best time from the Highest Division more than two years prior may be taken into account for selection purposes, but most recent times will be considered in descending order.

• Placing’s do not take precedence over times.
  e.g. A student with a “first” placing but lesser time is not considered highest in selection order.

  A student with a superior time from two years ago, is considered highest ranked if the student from the current year has a lesser time, yet placed higher in either Interschools or a similar event.

• Any other relevant information.

• A draft of team selections will be posted at least three working days prior to final team’s submission to allow for “appeal” of selections. Appeals must be made within 12 hours of the posting and any appeal will be decided within 12 hours of receipt.

• The “appeal” panel will compromise the Teacher In Charge at the school campus, the Principal, the Snowpsorts coordinator from Mansfield Primary campus and an independent observer.

• Appeals must be made in person by the student’s parent/s.

• The “appeal” decision is final.

• Interschool Teams will not be changed when competing in the Victorian and National competitions unless a participant withdraws from the competition.

• All children attending Inter-schools Snowsports competitions need to have a parent taking responsibility for them. Parents who are unable to accompany their own children should have another parent or adult agree in writing to take responsibility for their children.

• Only children who have displayed sensible, reliable and responsible behaviour at school will be invited to participate in the Inter-schools Snowsports program. Parents will be notified if a child is in danger of losing their invitation to participate in an Inter-schools experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from the Inter-schools. The decision to exclude a student will be made by the Principal, in consultation with the classroom teacher.
• Parents will be requested to collect their child from the inter-schools competition if their child exhibits behaviour that is considered unacceptable. The Teacher in Charge, in consultation with the Principal, will make this decision. Costs incurred will be the responsibility of the parent.

• The primary references that must be consulted when considering all activities is the Safety Guidelines for Outdoor Education Activities website: http://www.education.vic.gov.au/management/schooloperations/edoutdoors/default.htm and the Vic Govt. Schools Reference Guide 4.4.2.2 – Student Safety & Risk Management.

This policy was ratified by the Mansfield Primary School Council on – 16th June, 2014

Review Date: 2016
MANSFIELD PRIMARY SCHOOL
Including: Mansfield and Mt Buller Campus
PARENT CODE OF CONDUCT

INTERSCHOOLS COMPETITIONS

1. Remember that children participate in sport for their enjoyment.
2. Place the safety and welfare of the participants above all else.
3. Provide quality supervision for all students in your care.
4. Show appreciation and be courteous to sports coordinators, teachers, parents and students.
5. Respect all the support people involved in any Interschools events.
6. Be a good sport yourself. Your behaviour and comments should be positive and supportive.
7. Provide positive focus on the child’s efforts and performances.
8. Promote respect for all opponents and sporting behaviour.
9. Respect the rights, dignity and worth of every student regardless of their gender or ability.
10. Compliment and encourage all participants.
11. Respect the rules that venues have in place.
12. Ensure your safety and those around you.
13. Do not interfere with the conduct of any events, nor officials.

I agree to abide by the above Code of Conduct while my child is participating in any Interschools competitions.

Signed: ________________________________ Date: __________________________