MANSFIELD PRIMARY SCHOOL

Mount Buller Campus

Information Booklet

Learning Together, Working Together

Principal – Paul Volkering
Assistant Principal - Hazel Bell
School Council President – Nicola Beautyman
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 (June 11th) until the end of Term 3 (September 19th). The campus is located at the Mt Buller Community Centre building on level 2, New Summit Road, Mount Buller.

The school operates as a normal primary school in an alpine environment. We use the Victorian Essential Learning Standards as a basis for curriculum development and student activities similar to all other Victorian government schools.

Due to staffing 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 28th, 2013. **Enrolments after this date will not be guaranteed a place.**

A School Contribution of $200 will cover the cost of student supplies, resources and requisites.

Yours sincerely,

Paul Volkering
PRINCIPAL

Lesley Dunlop
MOUNT BULLER CAMPUS
TEAM LEADER
MANSFIELD PRIMARY SCHOOL MT BULLER CAMPUS - COMMUNICATION

INFORMATION:
School Staff: Lesley Dunlop (Team Leader)
Melanie Hanrahan
Principal: Paul Volkering
Office Manager: Lisa Gray
Business Manager: Joan Watt

Contact Mansfield Primary School 5775 2325
Telephone/Fax Number: 5777 6853
Address C/- Mt Buller Community Centre
Level 2, New Summit Road  Mt Buller 3723

2013 TERM DATES:
TERM 2: Tuesday 11th June to Friday 28th June 2013
TERM 3: Monday 15th July to Thursday 19th September 2013

SCHOOL HOURS:
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.

- Please note that on Friday the school closes at 12 noon
- Mansfield Primary School Mount Buller campus have a dedicated two hour literacy and numeracy block

SCHOOL CONTRIBUTION:
School Contribution of $200 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 will be necessary for children during recess and lunch time when they have access to the Mt Buller Community Centre’s sports hall. Please ensure that children wear non marking soles that are suitable for a hall floor.
- 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 email address on the student enrolment form.

FUNDRAISING:

Each year during Term 3 the Mount Buller Campus community conduct a fundraising activity. The evening is well attended with the wider Mt Buller community supporting the school. This activity will normally raise funds for specific items of equipment. The Mount Buller Campus co-ordinator along with the Mansfield Primary School Council will decide on allocation of funds raised.

INTERVIEWS:

Should the need arise please make an appointment.

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 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.

NAME TAGS:

Please ensure that you label your child’s clothing.

NEWSLETTERS:

Mansfield Primary School publishes a newsletter on a fortnightly basis and this will be emailed to all families. This newsletter will include an article from the Mount Buller Campus.

SKIING

Skiing will take place on Friday mornings from 9am-11am. If skiing is cancelled due to bad weather or lack of snow then school continues as normal.

Dates for skiing will be advised by the team Leader. (Sue Steel)

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.
Mansfield Primary School
Student Engagement Policy

BASIC BELIEF (School Profile statement)

Mansfield Primary School aims to develop caring, confident individuals who have the skills and positive attitudes to reach their personal potential, be lifelong learners and be valued members of the community. The core purpose of Team Mansfield is to provide a friendly, caring, challenging learning environment, in an atmosphere of mutual respect, tolerance and cooperation that enhances learning, personal growth and wellbeing for all students; creates a stimulating and supportive environment for all teachers; and assists, informs and involves parents and the wider school community.

Mansfield Primary School aims to create a positive and engaging school culture which promotes student engagement (behavioural engagement, emotional engagement and cognitive engagement).

At Mansfield Primary School we believe that:
- Students are better prepared for learning when they are healthy, safe and happy.
- Parents are integral in supporting the school in its efforts to maintain a productive teaching and learning environment.
- Our school has a consistent, fair and positive approach to learning and behaviour.
- Valuing diversity of the student population and school community promotes positive behaviors.
- Student voice and opinions are important.

The school’s values are based on the Australian Government’s nine values, for Australian schools, which are:
- Care and Compassion
- Integrity
- Doing Your Best
- Respect
- Fair Go
- Responsibility
- Freedom
- Understanding, Tolerance and Inclusion
- Honesty and Trustworthiness

IMPLEMENTATION (Whole school prevention statement)

2.1 The school implements preventative and early intervention practices which promote positive outcomes. The School-wide Positive Behaviours System (SWPBS) and the whole school matrices provide the platform for these practices and encompass the core whole school strategies of YCDI, Games Factory and Restorative practices.

2.2 Rights and Responsibilities

Every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Therefore Mansfield Primary School endorses the following Acts:
- Charter of Human Rights and responsibilities Act 2006
- Disability Discrimination Act 1992
- Education and Training Reform Act 2006
### 2.2 Rights and Responsibilities (not in priority order)

<table>
<thead>
<tr>
<th>Parents have the right:</th>
<th>Parents are responsible for:</th>
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<tbody>
<tr>
<td>To know their child is safe</td>
<td>Sending their child to school daily and on time.</td>
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<tr>
<td>To be kept informed of their child’s learning progress and behaviour at school</td>
<td>Providing a written explanation of absences and ensuring that their child is still up to date with learning</td>
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<tr>
<td>To know where their child is at all times</td>
<td>Making sure their child has enough sleep at night.</td>
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<tr>
<td>To know the school is working to the best of its ability to ensure their child is getting a balanced education both socially and academically.</td>
<td>Promoting positive educational outcomes for their children by taking an active interest in their child’s educational progress and by modeling positive behaviours.</td>
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<tr>
<td>To know their child is being encouraged to achieve their full potential.</td>
<td>Supporting their child with homework</td>
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<tr>
<td>To know their child is valued and cared for</td>
<td>Reinforcing the school’s values and Triple R rules</td>
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<td></td>
<td>Giving their child a healthy lunch and snack everyday.</td>
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<td></td>
<td>Engaging in regular and constructive communication with school staff regarding their child’s learning.</td>
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<td></td>
<td>Supporting the school in maintaining a safe and respectful learning environment for all students.</td>
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<table>
<thead>
<tr>
<th>Students have the right:</th>
<th>Students are responsible for:</th>
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<tbody>
<tr>
<td>To work in a secure environment without intimidation, bullying or harassment</td>
<td>Following Team Mansfield’s Triple R rules of Respect for self, others and environment</td>
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<tr>
<td>To feel safe in the classroom and playground</td>
<td>Playing within designated areas and remaining in school grounds during school hours</td>
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<tr>
<td>To ask questions and share ideas</td>
<td>Keeping our school clean by putting rubbish in classroom bins</td>
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<tr>
<td>To be acknowledged for hard work and effort</td>
<td>Participating fully in the school’s educational program and attending regularly.</td>
</tr>
<tr>
<td>To be respected by their teachers, peers and parents</td>
<td>Speaking kindly and behaving appropriately to all individuals at Team Mansfield</td>
</tr>
<tr>
<td>To participate fully in school activities</td>
<td>Completing work requirements, with appropriate support.</td>
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<tr>
<td>To know their belongings are safe</td>
<td>Wearing correct school uniform everyday</td>
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<tr>
<td>To fully develop their talents, interests and ambitions</td>
<td>Taking increasing control of their own learning by setting goals and managing resources to achieve these goals.</td>
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<td></td>
<td>Learning to control and own their actions and making strong choices</td>
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<td></td>
<td>Coming to school on time</td>
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<td></td>
<td>Being active members of the whole school community by leading and participating</td>
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### 2.3. Shared Expectations

Schools have a responsibility to provide an educational environment that ensures that all students are valued and cared for, feel they are part of the school, and can engage effectively in their learning and experience success.

<table>
<thead>
<tr>
<th>Teachers have the right:</th>
<th>Teachers are responsible for:</th>
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<tbody>
<tr>
<td>To be treated with respect by peers, students, parents and all other members of the school community</td>
<td>Treating students, parents and all members of the community with respect</td>
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<tr>
<td>To feel safe in the classroom and the playground</td>
<td>Attending and contributing to relevant meetings</td>
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<td>To expect that they will be able to teach in an orderly and cooperative environment</td>
<td>Being in control of their actions</td>
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<tr>
<td>To access relevant professional development</td>
<td>Coming to school on time, and being in the classroom</td>
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<tr>
<td>To be informed, within Privacy requirements, about matters relating to students that will affect the teaching and learning program for that student</td>
<td>Making sure all students are safe by maintaining accurate attendance records and knowing the whereabouts of students in their care</td>
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<tr>
<td>To teach - plan, test, deliver and assess students learning in a calm and controlled environment</td>
<td>Fairly, reasonably and consistently, implementing the engagement policy</td>
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<tr>
<td>To work as an honest team member to enhance effective decision making</td>
<td>Knowing how students learn and how to teach them effectively</td>
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<td></td>
<td>Knowing the content they teach</td>
</tr>
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<td></td>
<td>Knowing their students including background and needs</td>
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<td></td>
<td>Planning and assessing for effective learning</td>
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<td></td>
<td>Creating and maintaining safe and challenging learning environments</td>
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<td>Using a range of teaching strategies and resources to engage students in effective learning</td>
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<td></td>
<td>Explicitly teaching and supporting the “Triple R”</td>
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<td>Being a positive role model by displaying and reinforcing positive behaviours</td>
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<td>Developing, in conjunction with students, an annual class vision statement that includes expectations, rights and responsibilities.</td>
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<td></td>
<td>Including parents in their child’s learning journey by keeping them informed, discussing issues with them when required and reporting on student progress accurately</td>
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### 2.4 School actions and consequences

Team Mansfield promotes positive behaviors through a staged response (whole school, targeted and individual) which focuses on prevention and early intervention strategies including defining and teaching school wide classroom expectations and consequences; establishing school-wide and classroom processes for early identification of students who experience academic and/or behavioral difficulty (referral protocols); collecting and responding to data for decision-making; developing targeted, systematic interventions to build pro-social replacement behaviors and; developing partnerships with families including Student Support groups and linking community agencies.

Prevention Strategies (programs that develop resilience, through enhanced life skills and protective factors) include:
Establishing calm, consistent, predictable, fair and democratic classrooms and school environments by implementing positive, education behavior support (PBS) which explicitly teaches behavioral expectations and rewards students for following expectations (positive consequences for meeting positive expectations)

- Whole school rules (three R’s) and procedures (matrix);
- Triple R student brochure
- You Can Do It and Games Factory programs
- Chaplaincy Program
- Schools Attuned program, Student with Disabilities program and Pre-referral protocols
- Ensuring student participation in the development of classroom and whole school expectations, through Healthy Classroom procedures and goal setting.
- Providing personalized learning programs
- Consistently acknowledging all students through award programs e.g. Star student. Postcards etc
- Empowering students by creating multiple opportunities for them to take responsibility and be involved in decision-making (leadership programs)
- Restorative practices (i.e. use of a common language/questioning resolving conflict, class circle time and community conferencing); peer tutoring (buddy program), and mentoring (e.g. community links program); lunchtime activities; breakfast club
- Applying fair and consistent discipline
- Promoting regular school attendance by implementing whole-school attendance protocols which include:
  - whole-school modeling of punctuality,
  - targeted interventions (Individual Student Learning Plans to include attendance goals),
  - immediate follow up of student absences and student absence notes for all absences (e.g. 3 consecutive unexplained absences are follow-up)
  - holding attendance –focused meetings with families
  - early identification of and supportive intervention for students at risk of non-attendance
  - implementing “It’s not okay to be away” program and
  - linking with local community agencies where necessary and regularly reviewing data.
- Allocating time to discuss welfare, discipline and safety issues at each staff meeting.
- Ensure a consistent approach and “common language” is used by staff when dealing with Welfare/discipline matters.
- Staff have a duty of care and a shared responsibility in implementing this policy. The Principal has the ultimate responsibility for school welfare and discipline, and the implementation of school rules.

2.5 Discipline procedures (please refer to flow chart below)

Inappropriate behaviours, including irregular attendance, will be responded to through a staged response, including:

- understanding the student’s background and needs
- ensuring a clear understanding of expectations by both students and teachers
- providing consistent school and classroom environments
- scaffolding the student’s learning program.

Broader support/intervention strategies which assess and manage individuals and groups identified as high risk will include:

- involving and supporting the parents/carers,
- involving the nominated person (Welfare Coordinator) or group who will shall be responsible for the coordination and implementation of this policy.
- mentoring and/or counselling
- convening student support group meetings – the student support group is an important component of the staged response for students facing difficulty with engagement, attendance or behaviour
- developing individualised flexible learning, behaviour or attendance plans
- providing broader educational programs, for example experiential learning, citizenship program
- involving community support agencies.

**Discipline procedures – suspension and expulsion**

Team Mansfield implements discipline procedures that are consistent and systematic. A student will only be excluded from school (suspension/expulsion) when all other measures have been implemented without success,
or where an immediate suspension is the only appropriate course of action. The school will follow Student
discipline procedures (suspension and expulsion) in accordance with the DEECD guidelines (refer to “Effective
Schools are student engagement policy guidelines 2009”)

Consequences which may be used prior to suspension include:

- Withdrawal of privileges
- Convening of a support group
- Withdrawal from class if a student’s behaviour significantly interferes with the rights of other students
to learn or the capacity of a teacher to teach a class ie in-school suspension; red folder. Parents/carers
will be informed of such withdrawals.
- Detention - teachers may require a student to finish school work that has not been completed in the
regular classroom or to undertake additional or new work or duties at a reasonable time and place. No
more than half the time allocated for any recess may be used for this work. Where students are required
to undertake school work after school, the time should not exceed forty-five minutes. Parents/carers will
be informed at least the day before after-school detention.

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This policy was ratified by the Mansfield Primary School Council on – 8/2/2010
Review Date: 2013
BASIC BELIEF
The school’s Interschools Snowsports program enables students to further their snowsports experience, and develop team and social skills in a non-school setting. Interschools Snowsports program has an outdoor and physical education emphasis and is an important aspect of the educational programs offered at our school.

IMPLEMENTATION
- The Interschools Snowsports program is defined as any activity involving participation in Interschools Snowsports competitions, whether overnight accommodation is involved or not.
- Participation in Interschools 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 Interschools 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 Interschools 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 Interschools 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.
- Interschools 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 snowsports excursions and camps. The organising staff will comply with all relevant DEECD guidelines when planning and seeking approval for Interschools 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.
- School Council requires that a report be tabled after each Interschools Snowsports program, detailing feedback regarding the event, in particular any mishaps or areas for future improvement.
- Due to the nature of Interschools 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
  - Interschools 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 Interschools Snowsports 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 Interschools Competitions. Refer to Appendix I.
- Parent volunteers will be required to pay their costs, e.g. accommodation, meals, lift tickets and transport.
- Parents whose children win and take home an individual perpetual trophy will be required to return the trophy, after engraving, to the school by the beginning of Term 2 of the following year to allow time for the school to return it to the Snowsports Development Foundation.
- Interschools teams will be decided by the teacher in charge, in consultation with the Principal. Selection will be based on:
- Interschools results from the previous year
- Any current year race results that are known and endorsed by the school
- Interschool Teams will not be changed when competing in the Victorian and National competitions unless a participant withdraws from the competition.
- All children attending Interschools 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 Interschools Snowsports program. Parents will be notified if a child is in danger of losing their invitation to participate in an Interschools experience due to poor behaviour at school. If the unsatisfactory behaviour continues, the child will then be excluded from the Interschools. 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 interschools 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.

**This policy was ratified by the Mansfield Primary School Council on – 6th June 2011**

Review Date: 2014
MANSFIELD PRIMARY SCHOOL PARENTS
CODE OF CONDUCT AT
INTERSCHOOL COMPETITIONS

1. Remember that children participate in sport for their enjoyment, not yours.
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 snowsports coordinators, teachers, parents and students.
5. Respect all the support people involved with 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 rather than winning or losing.
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 resorts have put in place. Your safety and those around you is at stake.
12. Do not interfere with the conduct of any events.

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

Signed: _________________________________ Date: __________________________