

Mumbulla School

FOR RUDOLF STEINER EDUCATION LTD.



# ***School Handbook***

***Head***

***Heart***

***Hands***

## **ACKNOWLEDGEMENT OF COUNTRY**

Mumbulla School would like to acknowledge the Traditional Owners of the lands and waters of the Bega Valley Shire – the people of the Yuin and Monaro nations - and show our respect to elders past and present.

This handbook is to be read in conjunction with school policy documents.

### ***MumbullaSchool for Rudolf Steiner Education***

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Office Hours: 8.30am to 4.00pm Monday to Friday.

*Messages may be left on the answering machine at any time.*

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## SECTION A: THE SCHOOL

### MISSION

Mumbulla School is based on the philosophy of Rudolf Steiner, which acknowledges the spiritual nature of human beings. The School community, through the encouragement and co-operation of individuals, sets out to create a harmonious school environment which fosters the balanced development of children, preparing them to act in freedom, with intelligence, creativity and purpose in a changing world.

*“Our highest endeavour must be to develop free human beings who are able of themselves to impart purpose and meaning to their lives.”*

*Rudolf Steiner*

### VISION

Mumbulla School for Rudolf Steiner Education offers an education that has a strong philosophical foundation developed out of a spiritual understanding of the human being. We offer a rich and varied curriculum and a caring and personal approach to the teaching of each child.

*“Receive the children in reverence, educate them in love and send them forth in freedom.”*

*Rudolf Steiner*

### ETHOS

The Mumbulla School ethos reflects our educational philosophy, key to which is that human development and human relationships are at the centre of all we do. Trust, respect, individual responsibility and care for each other contribute to a healthy social life within the whole community. In enrolling a child at Mumbulla School, parents and carers enter a partnership with the school based on mutual respect and responsibility. Parents and carers at Mumbulla School are expected to have a commitment to upholding our ethos and all that a Steiner education represents.

### RUDOLF STEINER

Dr Rudolf Steiner, a philosopher and educator, was one of the original thinkers of the twentieth century.

His work covered a wide range of subjects including science, medicine, education, agriculture (biodynamics), the arts and social reform. The basis of his research was the scientific investigation of the spiritual world, which he called anthroposophy.

In April 1919, Steiner was asked two remarkable questions: *Is there a way to educate children that will help them develop into human beings who can bring peace to the world? And if there is, will you start such a school?* Steiner’s answer to both was in the affirmative. The first Waldorf school opened in Stuttgart in September 1919 with 175 children and 8 teachers, mainly the children of the



workers at the Waldorf-Astoria cigarette factory. Steiner demonstrated how his school curriculum and teaching methods could develop clarity of thought, sensitivity of feeling and strength of will in children. He suggested that schooling should reflect the culture and stages of childhood.

## **STEINER SCHOOLS**

Today there are about 800 Steiner (or Waldorf) schools in 23 countries around the world with 60 established schools in Australia and many others in various stages of development. These form an educational movement rather than a system. Schools are co-educational and non-denominational. Schools are adapted to their time, place and community, and each is independently managed.

Rather than having a principal, many Steiner schools are run by a group of teachers known as the College of Teachers ('The College'). The College is responsible for the school's educational and philosophical direction. It is also actively involved in the administrative and social spheres of the school. In 2015, at Mumbulla School, the position of Education Manager was created to assist the College of Teachers in all aspects of its work.

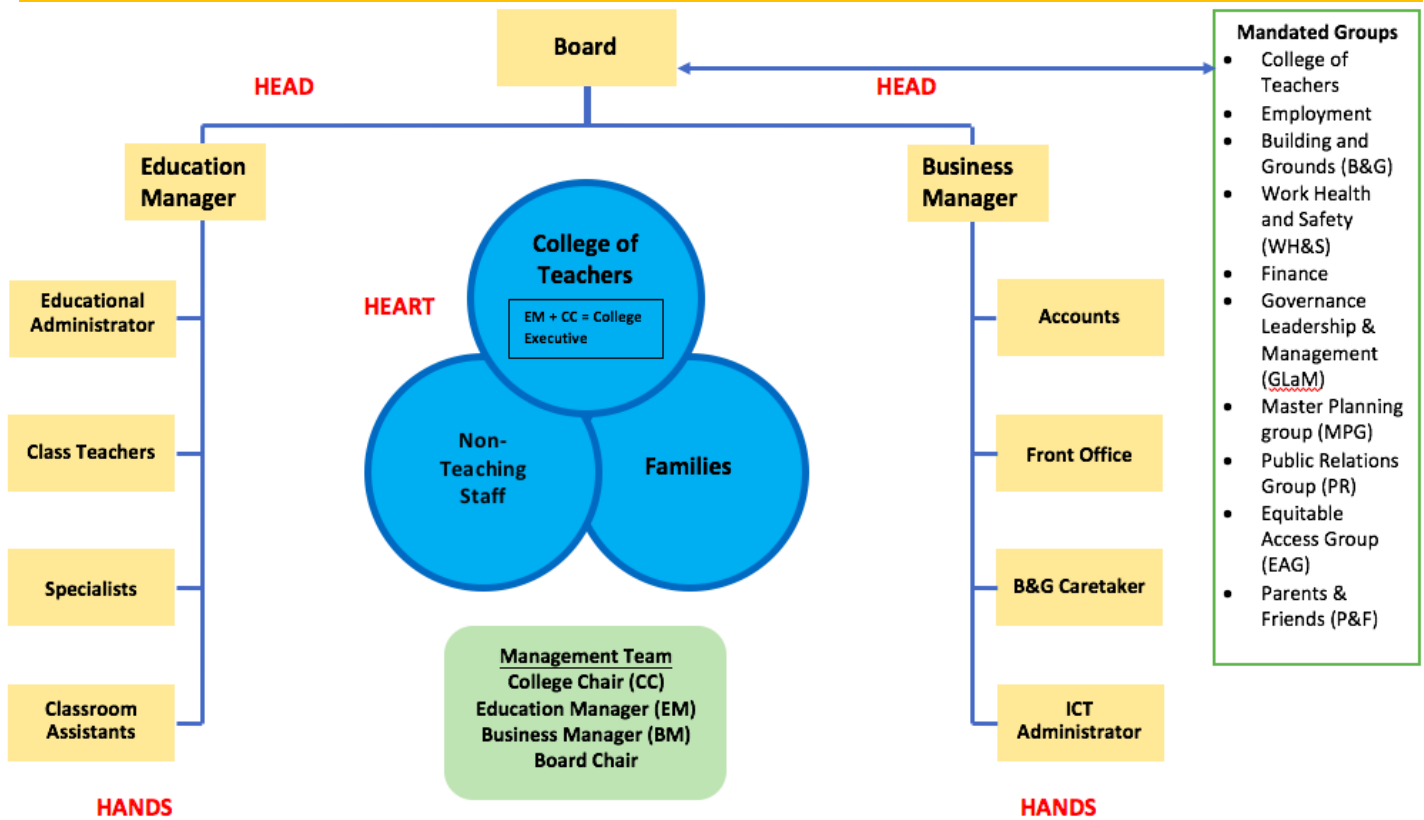
Steiner schools present a broad curriculum providing a balance of academic, artistic and practical subjects. The teachers work to generate a genuine inner enthusiasm for learning.

## **MUMBULLA SCHOOL**

Mumbulla School for Rudolf Steiner Education offers a rich and varied curriculum and a caring and personal approach to the teaching of each child.

Mumbulla School is non-denominational and open to all children. Currently we offer classes from Kindergarten to Year 6. The school opened in 1988 as the result of the initiative of a group of enthusiastic and dedicated parents, with an initial enrolment of 22 children. The school has grown steadily since that time, with approximately 185 children enrolled at present. All families are encouraged to share in the rich cultural life of the school through festivals, markets, celebrations, concerts, working bees, camps, excursions and the P&F Group.

## SCHOOL STRUCTURE



In brief:

- the **Board** oversees governance, finance and policy decisions and monitors risk associated with the school;
- the **College of Teachers** (College) is responsible for educational decisions. College delegates the handling of management and administration work to the Education Manager;
- The College Chair, Education Manager, Business Manager and Board Chair form the Leadership Team at the school;
- Administrative staff & Mandated Groups implement the decisions of the Board and the College;
- Mandated Groups make recommendations to the Board to ensure all areas of the school are functioning efficiently.

Mumbulla School is structured as an independent body representing Rudolf Steiner Education. We are:

- incorporated as a non-profit company with limited liability;
- funded by fees;
- funded by grants on a per capita basis from the State and Commonwealth governments;
- a member of the Association of Independent Schools (AIS NSW);
- a member of Steiner Education Australia (SEA);
- registered and accredited with the NSW Education Standards Authority (NESA).

## THE BOARD

The Board is made up of ten to twelve people. It consists of an equal number of parents and teachers. Any parent or member of College who is a member of the school's Company is welcome to nominate themselves for a position on the Board of Directors. Current Directors are:

Rachel Alves (Teacher)  
Karin Champagne (Teacher)  
Ian Campbell (Board Chair, Parent)  
Vickie Goldsmith (Parent)  
Carlin McKenzie (Parent)  
Chrisanthi McManus (Teacher)  
Ingrid Mitchell (Deputy Chair, Parent)  
Tjenka Murray (Teacher)  
Dan Scollay (Teacher)  
Mark Spittle (Parent)  
Andrew Taylor (Parent)  
Monique Watt (College Chair, Teacher)

Governance, finance and policy are monitored and managed at meetings of the Board of Directors, held twice per term. Decisions are arrived at by a process of recommendations from Mandated Groups, discussion and consensus agreement. All members of the school community are welcome to attend as observers.

At our Annual General Meeting (AGM) - generally held in May of each year - a third of the current directors stand down and Board Directors are voted in. To become a member of the Board please ask at the Front Office for the procedure. The school Constitution and all school policies are available to parents from the Front Office or the Mumbulla School website.

## **MANDATED GROUPS**

Mandated groups are mandated by the Board to take charge of certain areas of the school's functioning and advise the Board and make recommendations to ensure smooth running in all areas of the School.

Many areas at Mumbulla School are managed by Mandated Groups. These groups usually include at least a parent, a Board Director and a College of Teachers representative. All Mandated Group report directly to the Board and make informed recommendations to the Board in relation to their mandated area. Below is a very brief outline of each group's mandate. If you would like to know more about our Mandated Groups, please get in touch with the contact person for the relevant group.

### **Buildings and Grounds (B&G)** mandated to:

- Arrange and oversee maintenance on school buildings and grounds;
- Help manage school projects regarding land, buildings including whole school working bees and capital improvements.

Contact is Jason Armstrong

### **Work Health and Safety (WH&S)** mandated to:

- Carry out and oversee safety at the school, assess risks and prioritise hazard minimization for the entire school community.

Contact is Hallie Fernandez

### **Finance** mandated to:

- Develop and manage policy for financial matters relating to the school;
- Oversee and review financial reports, including budgets and financial statements;
- Review of the external audit process for priority.

Contact is Hallie Fernandez



**Employment** mandated to:

- Support the Education Manager, Business Manager and College Chair in recruitment and employment issues.

Contact is Reagan White

**Equitable Access Group (EAG)** mandated to:

- Explore and facilitate ways to enable equitable access to education at Mumbulla School for social and cultural groups within the community that would otherwise find it difficult to access.

Contact is Ingrid Mitchell

**Governance, Leadership and Management (GLaM)** mandated to:

- Consider and suggest improvements to Board meeting procedure;
- Assist the Board with vision and strategic planning;
- Consider and suggest improvements to Board structure including mandated groups.

Contact is Ian Campbell

**Master Planning Group (MPG)** mandated to:

- Oversee the design and development of a new building projects at the school;
- Develop and periodically review the Master Plan for the school, including landscape planning.

Contact is Rachel Alves

**Public Relations (PR)** mandated to:

- Promote and market the school;
- Ensure the consistency and quality of the school's image in marketing operations.

Contact is Mahamati

**Parents & Friends (P&F)** mandated to:

- Help create and keep vital the social and fundraising aspects of the school community;
- Suggest and co-ordinate relevant parent education.

The P&F welcomes your energy, enthusiasm and ideas. The P&F aims to meet two to three times a term to plan and organise the various events and fundraising opportunities that occur during the year. As parents, you are encouraged to become involved with the P&F in any way you feel comfortable. Events and calls for help are advertised through the weekly Bulletin.

There is a fundraising shop located in the Front Office, which sells a range of quality goods, including books, crayons, pencils, bucket hats in bright colours, school backpacks, rainbow wool and other craft items.

Fundraising assists the school to buy new playground equipment, musical instruments, library books and much more. Most fundraising activities are also social events at the school, which also helps to maintain our strong school community.

Contact is Vickie Goldsmith

## **THE COLLEGE OF TEACHERS – 'COLLEGE'**

The College of Teachers is mandated to make educational decisions within the school. It is the educational epicentre of the school and as such, all Class Teachers and Specialist Teachers are encouraged to attend College. The College meeting is held weekly, on Wednesday afternoons. The meeting is broken into Education and Business.

Education includes teacher's professional learning such as class focusses, Steiner philosophy, feedback on professional development teachers may have attended, curriculum reviews and presentations by colleagues. The Educational component of the meeting also covers information, discussions and decisions relating to the philosophy and pedagogy of the school. College is

committed to the ongoing learning and professional development of all teachers. Teachers also undertake ongoing study of child development in the light of anthroposophy and curriculum study from both a Steiner Education perspective and a NESAs perspective. College members also work together to know all the children in their care through regular child study and class focus sessions. The artistic development of teachers is cultivated through painting, movement or singing sessions within the weekly College meetings.

The Business component of the meeting covers business relating to the smooth running of the school. It may include correspondence, planning and day to day information of relevance to all teaching staff.

Contact is Monique Watt, College Chair

## CURRENT STAFF

Class 6	Claire Burgess (teacher) and Patricia Mills (partner teacher)
Class 5	Karin Champagne (teacher) and Ally Madden (partner teacher)
Class 4	Isaac Van Haeff (teacher) and Claire Benjamin (partner teacher)
Class 4 Assistants	Alli Faulkner and Kristy Lennon
Class 3	Monique Watt (teacher) and Lucy Gollan (partner teacher)
Class 3 Assistant	Kate Benedyka
Class 2	Rachel Alves (teacher) and Dan Scollay (partner teacher)
Class 1	Lee Slater (class teacher) and Rosie Yee (partner teacher)
Class 1 Assistants	Kristy Lennon and Belinda Collins
Kindergarten	Chrisanthi McManus, Annabelle Ciufu and Rosie Yee
Kinder Assistant	Megan Brens
Playgroup Facilitators	Eve Hofstetter and Danya Thompson
Literacy Support	Jane Andrew
Numeracy Support	Michael Gromer
French	Benedicte Morrow
Craft	Tjenka Murray
Library	Nick Whittock
Music	Rachelle Blick
Choir	Geoffrey Badger
Strings	Jarka Secker
Brass/Woodwind/Percussion	Georgi Hargraves
Education Manager	Reagan White
Business Manager	Hallie Fernandez
Educational Administrator	Mahamati
Front Office Staff	Lynda Raczkowski, Vickie Goldsmith and Kristy Fitzmaurice
Finance Officer	Lainey Keir
Accounts Officer/HR	Kristy Fitzmaurice
ICT Administrator	Josh Van de Scheur
Buildings & Grounds	Jason Armstrong
Crossing Attendant	Megan Brens
Cleaners	Takumi Deneve, Niles Farram and Lee Chittick

## SECTION B: ENROLMENTS

Choosing a school is one of the most important decisions that parents make for their children. The Mumbulla School enrolment process is designed to support parents to make an informed and mindful decision.

At Mumbulla School, children have the opportunity to learn in a beautiful natural environment, taught and cared for by professional staff within the context of an enriching Steiner curriculum. Please contact the school's Enrolment Officer for further details.

### PRACTICAL STEPS

#### Step 1: School Tour

A tour is essential before your family enrolls in the school. A school tour gives interested families the opportunity to have a look at the school grounds, to observe classes in progress and to have questions answered. School tours are available Monday to Thursday at 9:30am by appointment only. Bookings are essential and can be made through the Front Office. Other times may be available with notice.

#### Step 2: Application

Following your initial contact with the school, you will receive an enrolment pack. Upon completing the requirements in the enrolment pack, including payment of a \$300 Application fee per family, families will be offered an enrolment interview if enrolment is accepted.

#### Step 3: Enrolment Interviews

Interviews are an important part of our enrolment process. The focus of the interview is for both parties to determine whether it is in everyone's best interest that your child/ren join the Mumbulla School community and when it is most appropriate to do so.

#### Step 4: Enrolment

Following the successful outcome of the enrolment interviews, the school will advise you of the offer of a place at Mumbulla School. This offer will need to be accepted within a suitable timeframe and \$200 of your deposit will go towards the first term's school fees. Sibling Discounts apply for subsequent children in the same family enrolling at Mumbulla School. Once we have received your Application Fee, you have been offered an enrolment and you have accepted that offer then your child's place at Mumbulla School will be assured.

***\*Please refer to the full [Enrolment Policy and Procedures](#) and the [Enrolment Application Form-Enrolment Contract](#) for further details.***

## SECTION C: SCHOOL FEES

School Fees are vital to the functioning of our school. However, we do our best to keep our fees as low as possible. A Fee Contract signed by both parents/carers must be received prior to your child's enrolment.

Mumbulla School expects school fees to be paid when they are due. If you experience difficulties in relation to payment of fees or charges, please contact the Business Manager or the Finance Officer prior to the due date.

Invoices will be sent to you at the start of each year. An option to pay by smaller instalments is sent out as a Periodic Payment Schedule (PPS) with your invoices. If you wish to take up this option, you will need to fill in the PPS and return it to the Accounts Department. If your fees have not been paid and you have not been in contact with the Finance Officer by Week 5 of Term 1, you will be charged an Administration fee of \$25.

All material costs (e.g. pencils, paper, crayons) are included in your fees, as are the costs involved in excursions, camps and performances. There is also a levy to cover the costs involved in keeping our school clean and maintained. This levy is included in the fees for your first child and is spread out over the year's fees.

The school has a policy for short-term fee relief which has been set up for families experiencing hardship. Fee relief applications are made with the Business Manager or Finance Officer who will help you to fill out the required form. Your application is then taken to a closed meeting of the Finance Group for consideration. Applications are treated confidentially and decisions will be communicated to the applicant in writing.

If your family will be away for a whole term please notify the Front Office staff. With prior notification, your term fee may be reduced by fifty per cent. Please give the school notice (ie by week five of the previous term) if you wish to withdraw your child/ren or you will be charged the following term's full fees.

If you withdraw your child/ren from the school, and later you wish to re-enrol, you will be asked to pay a \$100 re-registration fee.

A current Fee Schedule is available in the school's website.

**\*Please see the School's *Fee Policy and Procedures* for further details.**

## **SECTION D: YOUR CHILD AT SCHOOL**

### **SCHOOL HOURS**

**Playgroup:** Monday to Thursday 9.30am-12.00pm

**Kindergarten:** Five days a week 9.10am–3.05pm

**Primary School:** Five days a week 9.05am–3.05pm

Please ensure you collect your child promptly at the end of the school day.

**Please note** that staff are not on duty after school finishes and therefore children are not to play in the playground after hours unless parents/carers directly supervise them and take full responsibility for their supervision.

## ATTENDANCE

Attendance at school is compulsory for all children up to the end of Class 10 or when the student has turned 16 years of age, unless exempted by the Minister. It is the responsibility of parents/carers to ensure their child/ren is attending.

It is expected that children attend school except in times of illness. Similarly, it is expected that families do not organise holidays during the school term.

## PUNCTUALITY

We regard rhythm as essential to our educational objectives, requiring punctuality for the following reasons:

- It is very disruptive to the class and smooth delivery of the lesson for students to come in after a lesson has started;
- Expectations of punctuality encourage a healthy respect for work and study;
- Teachers model punctuality, which is also modelling commitment and responsibility, this hopefully encourages students to develop self-regulation in this area.

## ABSENCES – SHORT AND LONG

Teachers aim to bring continuity and rhythm to lessons from day to day and from week to week. Therefore, it is considered a priority that parents are committed to their child's regular attendance. It is recognised by us all - teachers, parents and students - that absences from school cause a significant disruption to the educational programme. We are aware that while most absences are for valid reasons, some students take time off for rather more tenuous reasons (e.g shopping, farewells, entertainment), which makes it difficult to maintain continuity and a committed learning atmosphere. We ask that you consider this when making family plans.

If your child will not be attending school on a particular day, you must advise the Front Office by 10am of that day or an SMS will be sent requesting an explanation.

There are occasions where long-term absences are unavoidable. However, we would ask that such things as holidays be planned so that they do not intrude on school time and that any long-term absence be forecast and discussed with the class teacher and Education Manager. In the case of absences in excess of five days, parents/carers will need to complete an *Application for Extended Leave – Travel* form, (available from the Front Office or on the school's website) and a meeting may be arranged with the parents and the Education Manager to discuss the situation.

Absences from school for all classes will be recorded and stated in semester school reports. Plays, Festivals and concerts, which may involve after school time, are important aspects of the school's cultural life and as such require a conscientious commitment from all students and parents/carers.

**\*Please refer to the *Attendance Policy and Procedures* for further details.**

## LATE ARRIVAL/EARLY DEPARTURES

Students who arrive late must come to the Front Office with a parent/carer to fill in a *Late Arrival/Early Departure Form* (a pink slip) otherwise the child/ren will be recorded as absent and their parent/carer will be contacted. If a child arrives at the Front Office for a pink slip unaccompanied their parent/carer will be called unless prior explanation via email or phone has been received.

Whenever children are to be collected during school hours, the parent/carer or adult authorised by the parent/carer to collect the child must first come to the Front Office.

The collecting adult will be required to obtain a pink slip from the Front Office to take to the teacher responsible for the child at the time. During school hours, teachers will only release children to the care of another person on receipt of a completed pink slip.

## DISCIPLINE

Mumbulla School acknowledges that behaviour is a form of communication and realises that all teaching, learning, discipline and behaviour support strategies need to be informed by this.

At Mumbulla School our commitment is not just to manage behaviour, but to make positive social behaviours intrinsically rewarding for all students. One of the benefits of a long-term teacher-child relationship is that it helps the teacher to discern the causal factors behind inappropriate behaviours. Age appropriate Restorative Practice is one approach which may be taken. This approach is used with the aim of helping the child/ren understand and monitor their own emotions and behaviours, the impact of those behaviours on others and to explore alternative behaviour options. To this end we are committed to the explicit teaching and reinforcement of a range of Social Emotional Learning. The school's approach to behaviour management may involve meetings with teachers, parents/carers and the child/ren. We believe that the best results for student welfare and behaviour management are achieved with strong partnerships between home and school.

A Behaviour Support Plan may be developed in consultation with the parents/carers to help a student. Advice from the school counsellor may also be sought. In cases where behaviour issues continue then suspension, exclusion or even expulsion from the school may occur.

The school's levels of behaviour management practices are outlined in full in Section 3.3 of the school's *Student Welfare and Behaviour Management Policy*.

**\*Please refer to our Student Welfare and Behaviour Management Policy for further details.**

## BULLYING

**Mumbulla School will not tolerate bullying of any kind.** Suggestions for parents/carers if they suspect their child is being bullied:



- Encourage your child to explain his/her problem to the teacher and ask for help. Tell him/her that asking for help to solve a problem is not the same as "dobbing".
- If issues are ongoing, make an appointment with the Class Teacher to discuss the problems and possible resolution strategies, preferably without the children present (at least initially); children's understanding of issues is different from that of adults.
- Try not to discuss adult viewpoints of individuals and issues in front of children. They are not 'little adults'.

Ongoing communication and feedback between parents/carers and teacher is important to ensure a positive outcome. It is always helpful to understand the philosophy from which the teachers work. Parents/carers may have their own past experiences of, and painful feelings towards, discipline or bullying. It is important to remain calm and objective and avoid becoming reactive and defensive so that the facts can be established. Listen to your child and show support, but remember that there are often other viewpoints. Children need help from the adults around them to project a positive, confident image and to practice good communication techniques. They need help designing a plan of action that empowers them without retaliating.

Children who are active participants in a social network cope better, so parents need to help their children develop these networks both in and out of school.

Parents need to be fully involved in teaching their children how to cope with bullying behaviour. Remember that the bully/victim relationship is based on a power imbalance. Strengthening the victim by encouraging strategies such as asserting one's rights, walking away, using humour, making other friends and avoiding high-risk places, will be of great assistance in redressing this balance.

**\* Please refer to the school's *Anti-Bullying Policy* for further information and details.**

## **ELECTRONIC EQUIPMENT**

It is preferred that electronic devices not be brought to school. If they are, all electronic devices **must be** turned off – this applies to mobile phones, iPods and MP3 players.

iPods, MP3 players and other music devices are to be in the student's school bag from start of school until students have left the school grounds in the afternoon.

Items not in bags will be confiscated. Confiscated equipment will be kept in the Front Office. Students may approach Front Office staff to return their property at the appropriate time. Further abuse of the rule may mean that the student's electronic equipment is kept locked at school till picked up by a parent/carer.

Regular watching of television, videos and DVDs, and regular use of computers and game stations is not encouraged for children in Playgroup, Kindergarten and/or Primary School at Mumbulla School.

At Mumbulla School we believe that children need every opportunity to develop their own creative play, to learn to occupy themselves independently, and to spend time interacting with family and friends while learning about the world around them. We ask parents/carers to respect and commit to upholding this important school ethos.

We do not deny the often-times important role that media plays in our society but we ask you to consider its influence on your child and your family. Please consider restricting its use particularly while your children are young and during the school week. If you would like information, advice or support with this please ask your class teacher or access books in the library.

Students at Mumbulla School will have access to computer technology in various forms during the later years of primary school. If a child's specific learning needs may benefit from the use of computer technology, by allowing them to equally access the curriculum alongside their peers, then Mumbulla School may introduce technology earlier.

## **DRESS CODE**

Mumbulla School chooses not to have a uniform but a dress code of common sense and simplicity applies. It is the responsibility of all parents/carers to ensure that their child adheres to the dress codes.

School is a place of learning and culture. One way we can support students in respecting this is to ensure that the way they dress for school is appropriate. Clothing may have a distracting or counterproductive influence on a students' educational experience at school. Clothes can become an arena for peer pressure, fashion trends, advertising, messages and slogans.

Clothing worn to school must be safe, practical and appropriate to their age for the range of activities students take part in during the school day.

Consideration has been given to:

- NSW SunSmart recommendations and Cancer Council guidelines (we are a SunSmart School);
- Workplace Health and Safety considerations; □
- Suitability of clothing for a learning environment or workplace;
- Age appropriateness.

□

In all circumstances of discrepancy/non-compliance, the College of Teachers, with support from the Education Manager, shall determine the acceptability of dress and appearance. It is important to note that these standards also apply when travelling to and from school, during excursions and when attending or visiting another school for any reason.

The following items set out dress code requirements across the classes: □

- Plain, brightly coloured clothing. Natural fibres are recommended;
- Minimal use of printed slogans or pictures;
- Sturdy footwear that enables your child to run and have protected feet (crocs/thongs not suitable);

- Clothing appropriate for the season;
- Broad-brimmed hat to be worn at all times outdoors and have a name label (beanies are acceptable in the winter months);
- Appropriate to age.

### ***Shirts/Tops***

All shirts must be an appropriate fit and the minimum sleeve length requires the sleeve to cover the shoulder. Shirts need to overlap or tuck in to pants or skirt when standing. Singlets and 'off the shoulder' tops are not permitted. Shirts need to be long enough to keep the mid-body covered during normal movement throughout the day i.e., no midriff tops.

### ***Shorts/Pants/Skirts***

Shorts and skirts/dresses must be of appropriate length – no shorter than mid-thigh. If pants are cut low to the hip then the top worn with those pants (see "Shirts/Tops" above) must fully cover the top of shorts or pants when standing. It is expected that students will respect other community members by ensuring that underwear is fully concealed. Belts should be worn to keep baggy jeans and shorts around the waist.

### ***Logos and Pictures***

Inappropriate pictures, advertising or caricatures are discouraged on children's clothing at school. Clothing displaying inappropriate (e.g. obscene) images or words, or promoting alcohol, tobacco or illegal substances are not acceptable and are not to be worn to school.

### ***Shoes***

Shoes must be worn outside at all times including coming to and departing from school. No bare feet, crocs or thongs are permitted.

Inside shoes are worn in the Kindergarten and at the discretion of the Class Teacher in the Primary School.

### ***Hats***

Broad-brimmed hats are to be worn outdoors and it is expected that every student will have their hat at school at all times. A "No Hat – Play in the Shade" policy is enforced in the Primary School. Children not wearing hats will be kept in the shade or on the verandah. During the winter months, a beanie may be worn during outside play. Suitable sun hats are available for purchase at the Front Office.

### ***Hair***

If a child's hair is longer than shoulder length it needs to be tied back while at school. Class Teachers and the Front Office have hair ties and will remind students of this requirement.

### ***Jewellery***

Jewellery should be discreet and should not impede work or play. Simple, discreet or homemade jewellery is fine.

*A note will be sent home with your child if it is felt that unsuitable clothing or jewellery is being worn.*

## LOST PROPERTY

The school's lost property is in the Front Office. Please check it regularly. All unclaimed lost property is donated to charity at the end of each term.

## FOOD AND NUTRITION

We ask that you provide your children with a big breakfast and nutritious lunches and snacks. Please do not send lollies, chocolate, iced biscuits, chips or sugary drinks to school. Some children crave sweet things but this can be satisfied by more nutritious foods such as dried fruits, fresh fruits or wholemeal cakes. School days can be very active, so sustaining food is vital. You will find that children require more food in the winter months.

From time to time teachers will give children something to eat to mark a special moment. This could be a chocolate Easter egg at Easter, an Icy Pole or a hot chocolate. Please talk to your teacher if you have concerns about this.

Mumbulla School supports the concepts of **Reduce**, **Reuse** and **Recycle**. Please send food in things that can be reused or fed to the school's worms or chooks. These could be:

- sandwiches in paper bags, a reusable cloth napkin or beeswax napkin;
- drinks in reusable containers;
- fresh fruit;
- snacks in paper bags or reusable containers.

Please do not send:

- drinks with straws in throw away cartons
- glass bottles
- tins or cans
- pre-packaged foods, e.g. chips, yoghurt in pre-packaged containers.

**Reduce** before **Reuse** before **Recycle** = minimum waste = most efficient use of our resources!

## BIKES, SCOOTERS AND SKATEBOARDS

Bikes, scooters and skateboards must not be ridden on the school property at any time. There is a bike rack for children to store their bikes when they ride to school. Please ensure that your child has the correct protective gear for riding. Children riding their bikes or skateboards to school should know the road safety rules and be able to follow them successfully.

## BIRTHDAYS

We welcome the opportunity for parents/cares to share in their child's birthday at school. You are welcome to bring a healthy treat, such as fruit skewers, to share with the class on your child's birthday. Mumbulla School is aware that not all families celebrate birthdays and consideration is given to this. Some children suffer from allergies or intolerances so we all work together to

consider this carefully and respectfully when sending in food to share. Talk to your Class Teacher or the school's First Aid Administrator if you have any questions.

## **FESTIVALS**

Intrinsic to the school year is the celebration of Festivals. Although no religious doctrine is taught at Mumbulla School, a sense of reverence and respect for nature and our fellow human beings is encouraged not only throughout the curriculum, but also in the recognition of the seasonal rhythms and the many cultural and religious festivals and celebrations that our families may practice. Parents and friends are invited to share these celebrations with the children and a sense of community, belonging and learning is developed during these events.

Each major school festival, depending on the season, has a different character and expression, and celebrations vary from year to year. The children look forward to festivals and although aspects of each celebration may vary from year to year, there are also some well-established traditions. Festivals may include musical and dramatic presentations by the children, recitation, storytelling, dancing and/or community singing, quite often followed by a shared meal.

We warmly invite our families to participate in all our festivals.

## **SCHOOL REPORTS AND COMMUNICATING WITH PARENTS**

A written report is prepared for every student including Kindergarten and sent to parents/carers at the end of Terms 2 and 4. School reports convey information to both students and parents/carers and seek to deepen the teacher's relationship with the child and their parents/carers.

Teachers communicate with parents/carers about their child's progress in a variety of ways, both formally and informally. Class meetings are held regularly throughout the year and provide an opportunity for parents/carers to learn more about the curriculum and discuss topics relevant to their child's educational and social development. There will be at least one in-depth interview during the year. Parents/carers are also informed about what is happening in class through class notes in the Bulletin, class performances and the sending home of Main Lesson books. Parents/carers are encouraged to talk to their class teachers if there are any concerns or issues about your child/ren at school. Teachers are always happy to meet with parents/carers throughout the school year on an appointment basis.

## **CLASS CAMPS AND EXCURSIONS**

Excursions and camps are often tied to the curriculum and Main Lesson work and may be the culmination of children's work over many weeks. For many children, they are the highlight of the school year. Children's social development can be enhanced in new ways in a different environment when they attend excursions and camps. It is important that all children participate. Children who may be anxious about being away from home are given every consideration and all possible support to enjoy the experience. You will be notified via the Bulletin with information and a permission note of any excursions or camps planned for your child's class. Please return the

signed permission note as quickly as possible so your child can participate in the activity. Class teachers may ask for parents to help with excursions and camps.

Classes may take supervised walks around Bega township. This could be a walk to the library, the park, the river, an exhibition or to the recreational grounds. For your child to participate in these walks, a *Local Area Consent Form* will be given to you at the beginning of each year to fill in. Please sign it and return it to the Front Office so that your child can participate in these walking excursions.

## **SECTION E: CURRICULUM OVERVIEW**

### **EARLY CHILDHOOD**

#### **Little Mumbulla Playgroup**

Mumbulla School has an active Playgroup. Its program is well-structured and follows a simple rhythm that allows time for inside and outside play. Parents/carers and children can join in with songs, share morning tea, baking, craft and lots of free play. It is a great way to meet other parents/carers and learn more about our school and our approach to meeting the needs of young children. Playgroup has its own premises next door to the school, with a backyard to play in, a covered verandah for all-season activities and access to a kitchen for baking. Playgroup operates four mornings a week. For more information or to book a place in the Playgroup, please contact the Front Office.

#### **Kindergarten**

Young children are primarily doers and learn most readily by imitation and through imagination. They have an innate need to play and move and a strong sense of wonder.

In Kindergarten we provide a warm, homelike and beautiful atmosphere in which to nurture early childhood. It is full of playthings which capture your child's imagination, such as stones, shells, puppets, colourful cloths, handmade toys and furniture. With these your child can innovate, develop their imagination and learn through their senses.

During any given day in Kindergarten the children are drawn into artistic, domestic and social activities as well as given time to live in their own imaginative play. Storytelling, puppetry, singing, painting, modelling, handcraft, drawing, cooking, gardening, French and games are all part of the Kindergarten curriculum. These activities focus on developing gross motor skills and fine motor co-ordination, sequencing skills and memory, which are the foundations for later academic work. Rhythm and routine provide your children with security and predictability.

At present, we have two Kindergarten rooms, one room operating 5 days a week and one 4 days per week. Kindergarten has its own handbook. It is available on the school's website or please ask at the Front Office for a hardcopy.

#### **Class 1 Readiness**

All Kindergarten children are individually assessed at the end of their time in Kindergarten to find out whether they are ready for the move to formal learning in Class 1. This assessment also



provides teachers with vital information, allowing them to provide extra support where needed. Please contact your Kindergarten teacher if you would like more information about assessment.

## **PRIMARY YEARS: CLASSES 1-6**

For children, this is a time of adventure, delight and development. Progressing with their class teacher through the years creates a great sense of security, affection and continuity.

The class teacher is responsible for the Main Lesson period and Practice sessions each day, while specialist teachers provide tuition in French, Music, Craft, Library and Woodwork.

The Main Lesson takes place in the first two hours of each day, providing a thematic and integrated approach to each topic. Each topic is developed over three or four weeks, deepening and enriching the learning experience. All subjects are presented dynamically and creatively, in a way that appeals to the child's developing imagination.

Over the year, a balance is achieved among the Key Learning Areas - Mathematics, English, Science, History, Geography, Information and Communication Technology (ICT), Creative Arts and Personal Development Health & Physical Education (PDHPE).

At midday, the Practice (or Middle) session begins. The children revise work introduced in previous Main Lessons and hone their skills. Each child's progress is closely monitored by their class teacher. Where possible, lessons are timetabled in the afternoon to provide more hands-on activities.

## **SPECIALISTS**

### ***Music***

Music has a special place in Steiner education and at Mumbulla School. The music program is rich and varied. The children's first instrument is their voice and from Kindergarten on, children sing songs together every day. From Class 2 children play the recorder, learning songs by ear to begin with, but they are soon introduced to more formal music notation. Classes 2-6 participate in Choir once a week. Children in Class 3 start learning strings and in Class 4 participate in a weekly String Ensemble. Class 5 and 6 children play in a weekly Band or String Ensemble. Children also learn to play marimbas, metallophones and xylophones throughout their time at Mumbulla School. A range of performance opportunities are available to the children during the year, including Assemblies, concerts and special events.

### ***Instrument tuition***

In Class 3, children begin violin, viola or cello lessons. These continue until the end of Class 4. The school provides the instruments, while the cost of tuition is met by the parents of the children involved as a levy attached to yearly fees. In Class 5, children have the choice to continue with their stringed instrument, or begin a brass, or woodwind instrument. This continues to the end of Class 6.

### ***French***

French is taught across the school beginning in Kindergarten. In the early classes, it is taught

almost entirely verbally, using songs, poems, games and drama. In Class 4, written French is introduced. The French program incorporates cultural activities designed to give the children knowledge of life in another modern culture.

The *Tour de Bega*, a cycling trip around Bega, is enjoyed by Classes 4 to 6.

### **Craft**

Craft is a significant part of our curriculum. It allows the development of fine motor skills and creative skills, which stimulates the children's thinking development. The items the children produce are both aesthetic and practical.

The creative activity of craft lessons seeks to integrate an appreciation for both beauty and skill and a delight in making things for themselves and eventually for others. All children take part in weekly Craft classes with a specialist Craft Teacher, from Class 1 to Class 6. They are continually building on the skills they learn and by Class 6 they can knit, crochet, sew, weave and felt.

Kindergarten craft, the beginning of the craft journey for children is included as part the Kindergarten classroom curriculum, it is not a specialist class. The Kindergarten children begin their craft journey by learning to finger knit.

### **Library**

Beginning in Class 1 at Mumbulla School classes have a weekly visit to the school's beautiful Georgie Library. In the library, children are introduced to library systems, encouraged to develop a love of books, and given the privilege and responsibility of borrowing and sharing library resources. Georgie Library is a safe, cozy place for children and at lunchtimes many children gather there for a range of activities.

Please help your child remember their library bags and books on their library day!

Georgie Library is also open to use by parents. There is a collection of adult resources covering a range of topics including education, child development and general interest. The library is open Tuesday to Thursday, until the librarian goes home (usually about 4pm).

### **Learning Support – Literacy and Numeracy**

Mumbulla School adopts research based programs to support children with additional learning needs. We use Macquarie University's programs, *MiniLit*, *MultiLit*, *MacqLit* and *MultiLit Extension*, for Literacy intervention. We use the Australian based *Maths Mastery Series* for Numeracy intervention. These include regular diagnostic assessments of skills and individual assessments to monitor learning and provide feedback.

Literacy and Numeracy Intervention Programs implemented at the school are designed to meet the needs of children who need additional, explicit teaching in these two Key Learning Areas. The school advocates for early identification and intervention so that children receive the necessary support in a timely manner. Programs range from extra support in class to small group and individual tuition with a learning specialist or a trained parent volunteer.

The Learning Support team work closely with all the Class teachers to meet the children's needs.

## **Swimming**

Swimming classes are arranged in Term 4 for Classes 1-3 at the Bega Pool with qualified swimming instructors.

## **SECTION F: PARENT INVOLVEMENT**

Parent participation is vital to the health of Mumbulla School. The Steiner education environment is special in many ways; one of the most important of these is the intrinsic reward that becomes available to us as participating parents. Parents/carers can greatly enhance the quality of their children's education by participating in the life of the school.

A Steiner School is for those who see that the education of their children is not the school's job alone. In choosing that your child/ren attend this school, you have created a unique opportunity to form a dynamic partnership with teachers, children and the other families of the school community. When you choose to take advantage of this, you give your children a much greater opportunity to experience the life-enhancing value of co-operative effort and personal and social responsibility.

### **PARENTS AND FRIENDS (P&F)**

All parents are welcome to join the Parents and Friends (P&F). P&F aims to promote in the parent/friend body an understanding of the workings of the school community, thereby encouraging as many parents and friends as possible to be involved. They organise social and/or fundraising events, including the Mumbulla Market and assist in the planning of whole school events such as parent education evenings and workshops.

For more information on P&F and its activities please see the school's website and/or enquire at the Front Office.

### **PARENT EDUCATION**

To help parents grow in their understanding of what Steiner Education offers to both children and adults, talks and workshops are held throughout the year. These are always informative, thought provoking and life enriching. Check the school Bulletin, website or Facebook page for meeting dates and venues.

Throughout the year there are opportunities for parents to enhance their understanding of Steiner Education and support their children's development. These opportunities include participation in class parent/teacher meetings that are held for each class. Parents are encouraged to attend other education events such as talks, seminars and workshops. These events are advertised in the Bulletin and on the school's website and Facebook page. The deeper your understanding of the principles of Steiner Education and how our school functions, the more you will understand your child's progress and the stronger your ability to support your child will be.

### **P&F CRAFT GROUP**

The Craft Group gathers weekly to make simple toys and figures for fundraising. You and your children are welcome to join the Craft Group on either a regular or occasional basis. It is not

necessary to have sewing experience as the skills needed are taught on the day. If you are a new parent, or your children are still too young for school, we encourage you to come along. It is a great opportunity to make new friends, to learn new skills, and to make simple toys suitable for your children. They are made from natural fibres and are filled with pure wool stuffing which makes them healthy and beautiful to feel. For many crafters, the actual activity and sense of purpose in creating is as enjoyable as the result. You will make craft items for the P&F to sell at special school events or through the P&F shop in the Front Office.

At each meeting, there is a shared morning tea. The group meets on a Friday morning in the Craft Room from 9.15am.

## **VOLUNTEERS**

In addition to the many parents who volunteer on Mandated Groups, we welcome volunteers to become involved in a range of other school activities including:

- Joining the P&F;
- Listening to children read and participating in the MultiLit Reading Tutor Programs;
- Assisting teachers in the craft program as children knit, crochet, carve and sculpt;
- Assisting on school camps and excursions, including local area walks;
- Class Teacher support, for example typing up children's stories, diary writing;
- Special events at the school;
- Library support;
- Drama, music and/or sport;
- Working Bees & Gardening.

## **WORKING BEES**

Each term a whole school Working Bee is held. All parents are invited to participate and assist with repair, maintenance and improvement projects. The work may include: gardening, painting, tidying the grounds, minor landscaping and other improvement tasks. Working Bee dates are advertised in the school Bulletin.

## **SECTION G: COMMUNICATION AND CONSULTATION**

Good communication and healthy community relations are the life-blood of a thriving school. Respect is required to ensure that the numerous and varied daily encounters between all members of the community are effective and every effort is made to encourage open and clear communication.

### **PARENT/TEACHER COMMUNICATION AND MEETINGS**

For all educational matters, your first point of contact is your child's Class Teacher. While it is sometimes possible to speak with teachers "on the run" for small matters, it is not encouraged at other times. Making an appointment ensures that the teacher can give you their full attention.

Before school, teachers are focused on greeting the children, dealing with their needs and establishing the mood for the day. Please only pass on urgent information to teachers at this time. Should you wish to request an interview with the teacher please give them advance notice of the issues you wish to discuss so that they can be well prepared to assist. Some teachers put aside an afternoon a week after school for appointments with parents. Please book appointments with the Class Teacher or leave a message at the Front Office.

Class parent/carer-teacher meetings are held regularly from Kindergarten through to Class 6. Dates are advised by the teachers and reminders are printed in the weekly Bulletin. Information, events, projects, class progress and general school information are discussed. Often information is highlighted which relates specifically to the age and developmental stage of the students in that class.

Because parent/carer-teacher communication is an essential part of the educational life of our school, it is expected that one parent/carer of each child attends each scheduled meeting.

Parent/carer-Teacher meetings provide a chance to:

- Learn about the work your child is doing and will be doing during each term;
- Share ideas about behaviours, expectations and needs of your child;
- Understand what you can do to assist with the education of your child;
- Discover more about the educational philosophy and teaching methods of the school;
- View the work of your child.

## HOME VISITS

Some teachers like to make home visits, particularly in the lower Primary School. These home visits provide a 'bridge' between school and home. It is a special time for your child to have their teacher's undivided attention which strengthens the relationship between teacher and child. This visit also deepens the teacher's understanding of each child. Home visits occur on a date agreed between parents/carers and the teacher.

## CLASS EMAIL

Class Teachers and Class Guardians may email class parents/carers with information about the class or upcoming activities.

The school adheres to a strict *Code of Privacy* and *Parent/Guardian Code of Conduct*, which includes appropriate email etiquette. This includes, but is not restricted to:

- All email addresses are considered confidential;
- No email addresses are to be passed on to members outside the class list;
- A teacher/class group list is not to be used to circulate personal emails (including advertising or humorous emails);
- A teacher/class group list is not to be used as a 'chat room' to raise discussion on school/child related issues. Any individual questions or concerns should be brought directly to the Class Teacher.

**\*Please refer to the school's *Code of Privacy* and *Parent/Guardian Code of Conduct* for further information.**

## **CONTACTING TEACHERS OUT OF HOURS**

Each teacher individually shares with their class guidelines for contacting them. These are to be respected at all times. Please refer to the *Parent Code of Conduct* which outline appropriate communication with and between parents and staff.

Messages for all teachers may also be left at the Front Office.

## **CLASS GUARDIANS**

At the commencement of each school year, member/s of the parent class-group agree to take on the position of the Class Guardian/s for that class. This parent/carer (or parents/carers) acts as a liaison between the teacher and the whole class group, helping to coordinate class activities, festivals and other classroom help. The activities of the Class Guardian/s will vary from class to class depending on the teacher's requirements. Often the Class Guardian/s remains in that role throughout their child's primary school journey.

Class Guardian/s can also act as a point of reference when whole school activities are being organised.

## **SCHOOL PARENT PHONE BOOK**

The School distributes a *Parent Phone Book* shortly after the start of each year. The *Phone Book* includes the family, parent's/carer's names, phone number/s and children's names and classes of families in the school. Staff contact details are also included.

Due to the sensitive nature of information contained in the *Phone Book*, we ask that when the time comes to dispose of it you burn or shred it rather than place it in a bin. Please respect the privacy of all families and teachers in the school.

If you wish to not be included in the *Phone Book* please let the Front Office know.

## **BULLETIN**

The Bulletin is distributed every Monday via email. It contains news and notices relating to all aspects of the school community. It offers glimpses of what happens in all classes through articles written by staff, as well as reminders and articles of upcoming school events. It is a most important means of communication, so please check your email every Monday.

If you do not have access to email, please see the Front Office to arrange an alternative method for receiving the Bulletin.



Classified advertisements can be placed in the Bulletin at a cost of \$5 per insert. These are text only advertisements and are limited to a maximum of 35 words. They need to be emailed to [bulletin@mumbullaschool.com.au](mailto:bulletin@mumbullaschool.com.au) by 9am Monday or left at the office by 9am. No late submissions will be accepted. The school reserves the right to edit all submissions.

## WEBSITE

The school's website address is [www.mumbullaschool.com.au](http://www.mumbullaschool.com.au). The site is a good source of information on all aspects of the school and Steiner education and is constantly being updated with latest news and recent photos. The web calendar lists activities and events at the school, including school camps, plays, parent education workshops and term dates.

## EMAIL AND SMS

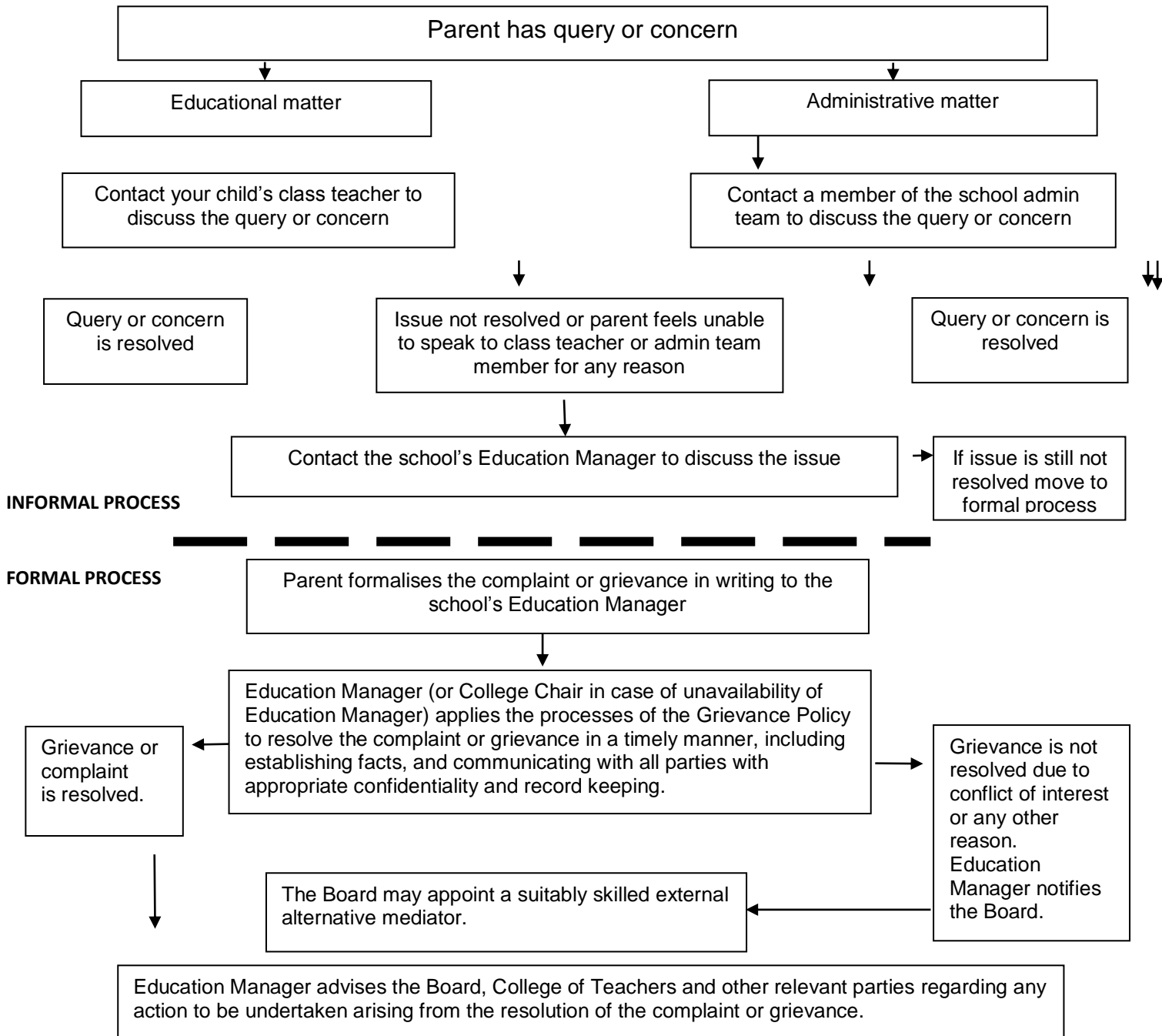
The School communicates to parents via regular emails or by sending SMS messages when needed. Please ensure the Front Office always has your current email address and mobile phone number.

## RESOLVING DIFFICULTIES

If you have a query or concern, the best thing to do is to approach your child's Class Teacher. However, if you do not feel comfortable about this or if you wish to make a formal complaint or grievance about any aspect of the school, whether educational or otherwise, please talk to the Education Manager, Reagan White. Reagan has been nominated as the school's Communication Manager and it is her job to enhance communication between groups, to operate as a support for parents, to be available to parents who wish to bring sensitive or confidential matters to the attention of the school and to work to resolve conflicts. Conversations will be treated with the utmost respect and confidentiality. Please feel free to contact her by email ([edumgr@mumbullaschool.com.au](mailto:edumgr@mumbullaschool.com.au)) or by ringing the Front Office for an appointment.

**\*Please see the school's *Grievance Policy and Procedures* for further details.**

## RESOLVING DIFFICULTIES – FLOW CHART



## SECTION H: CHILD SAFETY

The school recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the children within our School will always be a primary consideration.

We expect all employees to ensure that their behaviour towards, and relationships with, students reflect proper standards of care for students, and are not unlawful. We also expect our students to show respect to our staff and volunteers and to comply with safe practices. The School will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

**\*Please see the school's *Child Protection Policy and Procedures* for further details.**

## RESPECTUFL INTERACTIONS – PARENTS AND STUDENTS

If you have an issue with a child who is not in your care or who is not in immediate danger of hurting his/herself, another person or property then you should bring it to the attention of the parent, Class Teacher or the Education Manager. Threatening or intimidating children or adults is not acceptable. It is expected that all parents will abide by the *Parent Code of Conduct*.

**\* For further details see the school's *Parent Code of Conduct***

## SECTION I: HEALTH

### HIGHLY INFECTIOUS AND NOTIFIABLE ILLNESSES

The following is a list of infectious and highly communicable diseases. The diseases with an asterix are notifiable according to Health Department Guidelines. If your child has a notifiable disease please let the school know and do not send him/her to school under any circumstances.

If it is noticed that your child has any of these conditions we will ask you to pick your child up from school and treat the condition before the child returns.

Conjunctivitis	Exclude from school until discharge from eyes has ceased.
*Poliomyelitis	Medical certificate required before return to school.
*Diphtheria	Medical certificate required before return to school.

Chickenpox	Exclude for 7 days after the first spots appear or until spots are dried and covered by scabs.
*Mumps	Exclude for 10 days from onset of swelling or up to the obvious disappearance of the swollen glands.
*Measles	Children should be kept away from school until they have recovered or for at least 7 days from the appearance of the rash.
Scarlet Fever	Exclude 7 days after symptoms subside or until medical certificate is produced.
Hepatitis	Medical certificate required prior to returning to school.
Septic Sores	Clean bandages must cover all sores.
*Whooping Cough	Exclude for 3 weeks from onset of the cough. The period of exclusion may be less than 3 weeks if there is no cough and a medical certificate is produced.
*German Measles	Exclude for at least 4 days from the appearance of the rash.
Scabies	Exclude until the day after treatment has begun.
Ringworm	Exclude until all evidence of the disease has disappeared or medical certificate is produced stating that lesions are inactive or anti-fungal treatment has commenced and sites are covered.
Impetigo (School Sores)	Exclude until sores have completely healed (dried and covered by scabs), then cover.
Streptococcus Infection	Exclude until fully recovered or medical certificate is produced.
Worms	Exclude until treatment is complete
Head Lice (also see below)	Exclude until your child is completely free of nits and lice.

Herpes (cold sores)	Exclude until dried out.
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Noted are the minimum exclusion times. Of course, if your child is still looking pale or feeling weak give him/her plenty of time to get full strength back. Consult with your family practitioner if you have any doubts.

## HEAD LICE

The problem of head lice in school's can easily get out of control if left unchecked.

Regular classroom lice and nit checks will occur throughout the school year by the Class Teacher, Assistant or First Aid Administrator. Parents/carers will be informed via a note/email home if head lice/nits are found on their child. The child cannot return to school until the outbreak is treated.

A recommended treatment must be applied as well as the removal of all eggs and lice before the child can return to school.

## FIRSTAID

Although supervision and care of children is our utmost priority, accidents sometimes happen. All minor ailments or accidents at school will be treated with basic First Aid principles. In the case of more serious injury parents will be contacted immediately. For this to happen it is essential that up-to-date emergency contact numbers be on school file. Please ensure you notify Front Office of any changes to your contact details.

An ambulance will be called if the First Aid Administrator deems it necessary. The school has a student Insurance Policy that will cover costs if the family does not have private insurance. For more information on this insurance coverage please see the Front Office.

## MEDICATIONS

If a child requires medication during the school day, it must be handed to the Front Office staff in its original, chemist-labelled container (child's name and instructions for use). The medication must be accompanied by written instructions from the parent, doctor or chemist. Staff will ensure the medication is stored safely and given according to the written instructions.

Medication, except asthma medication or epipens, **MUST NOT** be kept in classrooms or school bags.

## SEVERE ALLERGY

*“Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as food or an insect bite).”*

Food (and other) allergies can be life threatening as they may cause a reaction called *anaphylaxis*.

Common allergens for anaphylaxis are:

- foods (peanuts and nuts, shellfish and fish, milk, egg, wheat products) □
- insect bites (bees, wasps, jumper ants) □
- medications (antibiotics, aspirin) □
- latex (rubber gloves, balloons, swimming caps) □

Although death is rare, an anaphylactic reaction always requires an emergency response. There will be times when students enrolled will have allergies resulting in anaphylaxis. As a precaution, we ask parents/carers to avoid sending those allergens to school in lunchboxes. Teachers will advise parents of any measures that may be needed to ensure the safety of a child. We approach all allergies as an opportunity to educate children around safety and care of themselves and others. We are advised to *“Educate, not eliminate”* by the Anaphylaxis Guidelines for NSW Independent schools.

To minimise exposure to allergens classes have specific eating areas which are supervised by the class teacher.

Students suffering from allergic and/or anaphylactic reactions are included in all school activities provided such inclusion does not constitute an unacceptable risk. However, a student who has been prescribed an EpiPen will not be permitted to attend the school or take part in any school activity without providing an EpiPen and without an Action Plan signed by a General Practitioner (GP) being established.

□

If a parent notifies the school that their child has a severe food allergy, the school will work with the parent to develop an **Individual Medical Plan** to accommodate the child's needs throughout the school as much as possible, including in the classroom, with hot lunch and during school-sponsored activities.

Parents/carers of an anaphylactic child are responsible for supplying the EpiPen and ensuring that the medication has not expired. School has also taken the initiative to have additional EpiPens, which are carried by staff at lunch times and on excursions in case of an emergency.

## PARENT RESPONSIBILITY

It is the responsibility of parents to inform the school if their child suffers from severe allergies and to attend a meeting with the child's Class Teacher and the school's First Aid Administrator to develop an **Individual Medical Plan** for their child. Parents/Carers must also provide: □

- Emergency contact information
- Written medical documentation (ie an **Anaphylaxis Action Plan** signed by a GP)
- Medication that is correctly labelled
- Replacement medication when current medication has been used or has passed its use by date
- Information to their child regarding self-management so that their child knows:
  - a) safe and unsafe foods
  - b) how to avoid exposure to unsafe foods
  - c) symptoms of an allergic reaction
  - d) how and when to tell an adult they may be having an allergic reaction
  - e) how to read food labels (where age appropriate)
  - f) how to administer medication (where age appropriate)

If an exposure to an allergen is thought to have occurred and the student feels unwell in any way the student's **Anaphylaxis Action Plan** will be followed and the parents/carers notified. Parents/carers will be asked to collect their child from school to closely monitor for the development of an anaphylactic reaction.

**\* Please refer to our *First Aid and Medical Policy and Procedures* for further information relating to health matters at school.**

## EMERGENCY CONTACT DETAILS

Please notify the Front Office of any changes in contact details including emergency contacts.

## STUDENT INSURANCE

Accidental Injury and Death Insurance has been taken out by the School for every student. If you would like to know the benefits and details of this policy please ask the Front Office for a brochure.

## SECTION J: GENERAL INFORMATION

### POLICIES

School policies exist to enable the smooth functioning of the school both educationally and administratively. All approved policies can be viewed at the Front Office or online at [www.mumbullaschool.com.au](http://www.mumbullaschool.com.au).

### PRIVACY

The School collects personal information, including sensitive information, about students and parents/carers before and during a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide education for students.



The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.

If relevant personal information is not disclosed by the parent/carer we may not be able to enrol or continue the enrolment of your child.

**\*Further information is available in the *Privacy Policy and Collection Notice*.**

## **CHANGES IN FAMILY CONTACT DETAILS**

It is essential that the Front Office be notified of all changes in family and emergency contact details, preferably in writing.

Changes to family status and/or matters relating to Family Court that may directly affect your child/ren's education and/or travel arrangements to and from school must be conveyed to the Front Office in a timely manner. It is the responsibility of the parents/carers to communicate information of this nature to the Front Office.

## **VISITORS TO THE SCHOOL**

All visitors to the school, including parents visiting during school hours for volunteer purposes, must report to the Front Office on arrival and departure to sign the Visitors' Book. Visitors will be given a Visitor's Badge to wear. Visitors include family and friends. A Non-Visitor is either a staff member or a parent/carer who is picking up/dropping off their child/ren.

## **PARKING**

You are asked to observe the "No Parking" signs surrounding the school, in particular those in the bus zone. Parking is not permitted in the Parker Street cul-de-sac, as this is a drop off/pick up zone **ONLY**. Children and parents are asked not to walk across the cul-de-sac or the staff carpark as it is unsafe.

Parents are asked not to park in the staff car park at the front of the school.

Please be aware of children while near the school in your car and always use the blister crossing.

## **TRAVEL AND BUSES**

At the beginning of the year please let the Front Office staff know in writing what your child's regular travel arrangements will be. Any change to the regular arrangements should be communicated in writing or by phone before 2pm on that day. Children can become quite

distressed if they are unsure whether they are on the bus or being picked up. If the teacher on bus duty has no official information to say otherwise, your child will be put on their regular bus.

For those parents who drive their children 1.6km or more to their nearest bus stop, there are travel subsidies available to help with the costs. Forms for ordinary bus travel and travel subsidies are available from the Front Office.

Student behaviour on buses should be considerate and cooperative. It is expected that students will follow both the school's code of conduct and the bus company's code of conduct during bus travel. If your child travels on the bus please ensure that you are familiar with the bus company's code of conduct, available from them on request.

Problems on the bus will be brought to the Class Teacher's attention and will be worked through co-operatively with the bus company and, if appropriate, the parents. Bus misbehaviour can lead to the bus company suspending or, in extreme cases, banning a student from travel.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Any school equipment that parents would like to borrow should first be requested via the Front Office, where availability will be determined. Any items borrowed must be formally hired and signed out through the Front Office.

Any school facilities that parents would like to use/hire e.g. for meetings or events should be accessed through the Front Office, where availability will be determined.

## **DONATIONS**

Donations may be made by arrangement with the Business Manager if you would like to improve the school's ability to support families in times of need. These donations are not tax deductible.

Any donation to our Building Fund is welcome. These assist in the ongoing development of the school's facilities. There is a donation form available from the Front Office if you wish to donate to the school's Building Fund. Donations of \$2 or more are tax deductible.

*“The need for imagination, a sense of truth, and a feeling of responsibility—these three forces are the very nerve of education.”*

Rudolf Steiner