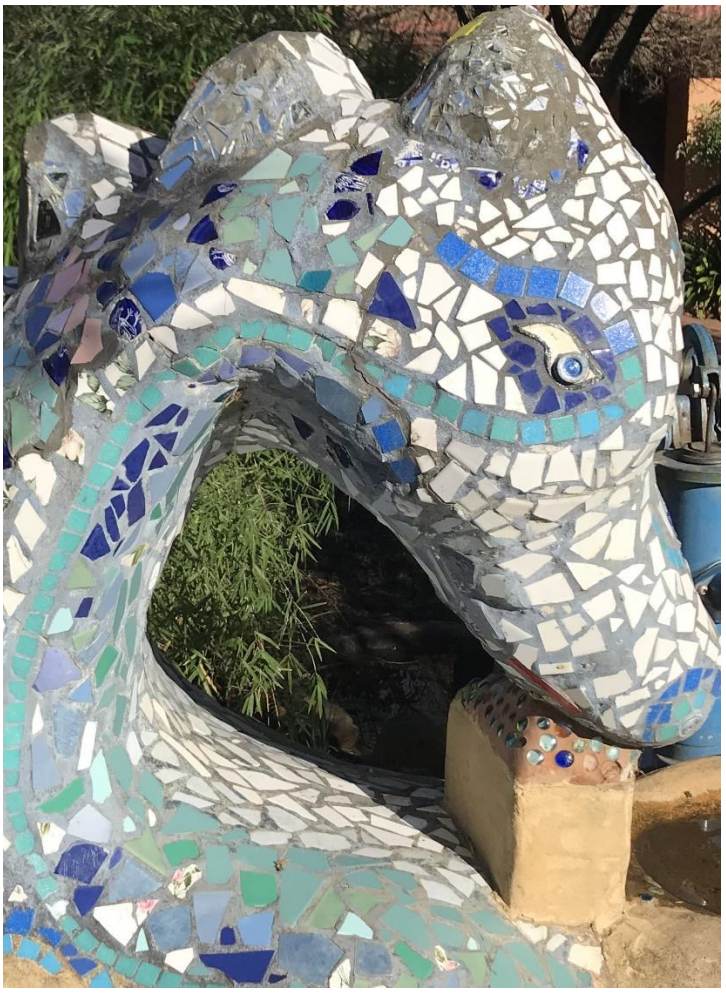
Mumbulla School

FOR RUDOLF STEINER EDUCATION LTD.



SCHOOL HANDBOOK

Nurturing Childhood...Educating for life

ACKNOWLEDGEMENT OF COUNTRY

We, the community of Mumbulla School, acknowledge that this school is situated on the lands of the Djiringanj People.

We acknowledge that this land was never ceded, and we recognise that Koori Peoples have cared for this country over thousands and thousands of years.

We express our deep respect and gratitude for all the wisdom of the Elders past, present and emerging. We strive to strengthen our relationship with the Djiringanj People in order to further our understandings and connections to Country.

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

Mumbulla School for Rudolf Steiner Education

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

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SECTION A: THE SCHOOL

MISSION

Mumbulla School for Rudolf Steiner Education (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

Aspiring to prepare children to act with compassion, intelligence, creativity and purpose in our changing world.

"Receive the children in reverence, educate them with love and send them forth in freedom."

*Rudolf Stei*ner

ETHOS

Human development and human relationships are at the centre of all we do. Trust, respect, individual responsibility and care for each other underpin our approach to education and contribute to a healthy school 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 was a philosopher and educator, in the early 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 believed that curriculum and methods of teaching should reflect the culture of humanity and the stages of childhood.

STEINER SCHOOLS

Today there are over 1,300 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.

Many Steiner schools now have a principal, but our Steiner school does not. Instead, in 2015, at Mumbulla School, the position of Education Manager was created. In 2026 this position was changed to Head of School. The person in this position assists the Education staff, known as the College of Teachers ('The College') in all educational matters, including those relating to registration, accreditation, governance and administration. The College is responsible for the school's educational, aesthetic and philosophical direction. It is also actively involved in fostering community and wellbeing throughout the school. The Head of School holds a significant leadership position within the school and is also responsible for, and accountable to, meeting the NSW Education Standards Authority and Child Safe regulations.

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

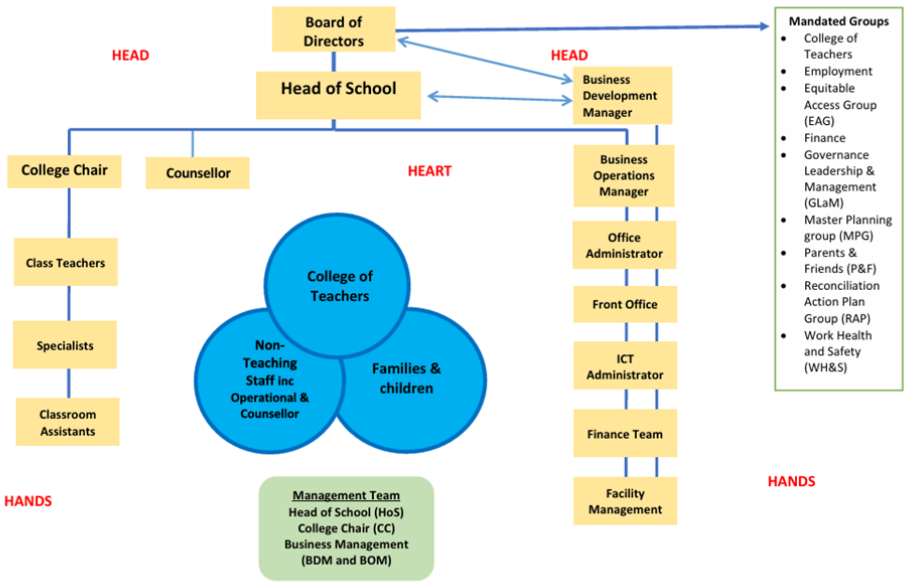
Mumbulla School offers a rich and varied curriculum and a caring and personal approach to the teaching of each child.

Mumbulla School is non-denominational and open to all children. We offer classes from Kindergarten to Class 6. We aim for the same teacher to be with their class from Class 1 through to the end of Class 6 (refer to page 21 for more information).

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 180 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 Parents and Friends Group (P&F).

SCHOOL STRUCTURE

Mumbulla School for Rudolf Steiner Education P/L – 2026



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, administration and compliance to the Head of School;
- The College Chair, Head of School, Business Manager form the Management 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 an independent school representing 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 (AISNSW);
- a member of Steiner Education Australia (SEA);
- registered and accredited with the NSW Education Standards Authority (NESA).

THE BOARD

The Board may consist of up to twelve people and no less than six. It has equal numbers of parents and educational staff. Any current parent or member of College who is a Member of the school's Company is welcome to nominate themselves as a Director on the Board. A list of the current Board Directors can be found on the School's website.

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, discussions and wherever possible consensus agreement. All members of the school community are welcome to attend open business section of meetings as observers.

An Annual General Meeting (AGM) is held in May of each year. To become a Member of the Company or a Director on the Board please ask at the Front Office for the procedure. The school Constitution and relevant policies are available from the Front Office or the School's website.

MANDATED GROUPS

Mandated groups are mandated by the Board to oversee specific areas of the school's operation, advise the Board and make recommendations to ensure smooth running in all areas of the School.

These groups must include at least the Head of School and/or the Business Manager and a Board Director. All Mandated Groups 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 contact the Front Office.

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.

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.

Employment mandated to:

- Support recruitment and employment.

Equitable Access Group (EAG) mandated to:

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

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.

Master Planning Group (MPG) mandated to:

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

Reconciliation Action Plan Group (RAP) mandated to:

- Promote reconciliation between Mumbulla School, the wider local and national Australian community and Aboriginal and Torres Strait Islander peoples.

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 COLLEGE OF TEACHERS – 'COLLEGE'

The College of Teachers (College) 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 divided into Education and Business.

Education includes teachers' professional learning such as class focuses, Steiner philosophy, feedback on professional learning 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 and curriculum study from both a Steiner Education perspective and the NSW Education Standards Authority (NESA) perspective. College members work together to know all the children in their care through regular child study and class focus sessions.

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.

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 learn in a beautiful natural environment, taught and cared for by professional staff within the context of an enriching Steiner curriculum.

PRACTICAL STEPS

Step 1: School Tour

A tour is essential before your family enrols 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 Friday by appointment only. Bookings can be made through the Front Office.

Step 2: Application

After the school tour you will receive an enrolment application link via email. Applications are through our School Management System. Upon completing the application, including payment of a $330 (inc. GST) application fee, you may be offered an enrolment interview. There is a $110 application fee for subsequent children in your family.

Step 3: Enrolment Interviews

Interviews are an important part of our enrolment process. The focus of the interview is for the Class Teacher to get to know the needs of your child (and family) and determine how we can best work together to provide a smooth transition.

Step 4: Enrolment

Following the enrolment interview, the school will formally advise you of the offer of a place at Mumbulla School.

Please note that sibling discounts apply for subsequent children in the same family enrolling at Mumbulla School.

*Please **refer to the full *Enrolment procedures and Terms and Conditions* for further details or contact the Front Office.**

SECTION C: SCHOOL FEES

School Fees are vital to the functioning of our school. 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 to the Business Operation Manager who can 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.

Please notify the school by week five of the current term if you wish to withdraw your child/ren or you will also be charged the following term's full fees.

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 Friday 9.30am-12.00pm

Kindergarten: Five days a week 9.05am–3.05pm

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

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

Please note: Staff are on duty from 8.40am each day. Staff are not on duty after school finishes and therefore children are not to play in the playground before or after hours unless parents/carers take full responsibility for their supervision.

ATTENDANCE

Attendance at school is compulsory for all children from 6 years e up until they turn 17years of age, unless exempted by the Minister. It is the responsibility of parents/carers to ensure their child's attendance.

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 routine 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 children 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 encourages children 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 more questionable reasons (e.g shopping, farewells, entertainment, holidays), 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/or Head of School. In the case of planned absences of more than five days, parents/carers will need to complete an *Extended Leave Form,* (also available from the Front Office) and a meeting may be arranged with the parents/carers and the Head of School 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 children and parents/carers.

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

LATE ARRIVAL/EARLY DEPARTURES

Children who arrive late must come to the Front Office with a parent/carer to record a *Late Arrival/Early Departure* (and receive a *late stick*) 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 *late stick* unaccompanied their parent/carer will be called unless prior explanation via email or phone has been received.

Whenever children are to be picked up during school hours, the parent/carer or adult authorised by the parent/carer to pick up the child must come to the Front Office. The Front Office will call the classroom and arrange for the child to meet their parent / carer.

SCHOOL RULES

At the beginning of each school year, students are introduced to/reminded of the school rules:

1. We are kind and respectful
2. We are considerate
3. We behave sensibly and safely
4. We work hard and give our best

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.

Our aim 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 and allows time to remedy these. 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 and 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.

An Individual Behaviour Management Plan (BMP) 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 expulsion may be considered.

***Please refer to our Student Discipline Policy and Procedures 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 their problem to the teacher and ask for help. Tell them 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 child/ren present (at least initially); children's understanding of issues are different from that of adults.
- Try not to discuss adult viewpoints of individuals and issues in front of children.
- Contact the Head of School if the issue continues.

Ongoing communication and feedback between parents/carers and teacher are important to ensure a positive outcome.
*** Please refer to the school's *Bullying Prevention and Intervention Policy* for further information and details.**

ELECTRONIC EQUIPMENT

It is preferred that electronic devices are not brought to school. If they are, all electronic devices **must be** turned off and left at the Front Office at the start of each school day.

Regular watching of television, videos and DVDs, and regular use of computers and game stations is not encouraged for children 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 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 information in the library.

Children 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 we may introduce technology earlier.

DRESS CODE

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

School is a place of learning and culture. One way we can support children in respecting this is to ensure that the way they dress for school is appropriate. 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 and range of activities they are taking 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 Head of School, 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 (thongs are 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);

Shirts/Tops

All shirts must be an appropriate fit, and the minimum sleeve length requires the sleeve to cover the shoulder for sun protection. 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 a comfortable length.

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 should not be worn to school.

Shoes

Shoes must be always worn outside including coming to and departing from school. No bare feet, or thongs are permitted. Inside shoes are worn in the Kindergarten.

Hats

Broad-brimmed hats are to be worn outdoors, and it is expected that every student will always have their hat at school. 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 your child's hair is long, 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 or homemade jewellery is fine.

The Class teacher will contact parents if it is felt that your child is wearing unsuitable clothing or jewellery

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 child/ren with a big breakfast and nutritious lunches and snacks. Please do not send lollies, chocolate, iced biscuits, chips, or sugary drinks to school. School days can be very active, so sustaining food is vital. You may 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 shared birthday cake/slice, an ice block/ice lolly or a hot chocolate. Please talk to your teacher if you have concerns about this.

Mumbulla School supports the concepts of **R**educe, **R**euse and **R**ecycle. 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 wrap;
- drinks in reusable containers;
- fresh fruit;
- snacks in paper bags or reusable containers.

Please avoid:

- drinks with straws in throw away cartons
- glass bottles
- tins or cans
- large amounts of pre-packaged food.

Reduce before **R**euse before **R**ecycle = 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 unless as part of an organised class activity. 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

Your teacher may bring a special shared treat for each child's birthday. Mumbulla School is aware that not all families celebrate birthdays, and consideration is given to this. Please talk to your Class Teacher or the Front Office staff if you have any questions or concerns.

FESTIVALS

Essential to the school year is the celebration of Festivals. No religious doctrine is taught at Mumbulla School, but 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 atmosphere and focus. 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 and sent to parents/carers at the end of Terms 2 and 4. School reports convey information to both children 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 teacher/s 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/Compass with information and a permission note for 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/carers 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* is included at the time of enrolment.

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 may 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. For more information or to book a place in the Playgroup, please contact the Front Office.

Kindergarten

Young children learn 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 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 children 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, all of which are the foundations for later academic work. The rhythm and routine of Kindergarten provide children with security and predictability.

Kindergarten has its own handbook. It is available on the school's website.

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 next six 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 and Library.

The Main Lesson usually 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, children sing songs together every day. From Class 1 children learn to 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 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 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. Instrument hire and tuition form part of your school 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 orally, 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.

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 beautiful 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. The beginning of the craft journey for children is included as part the Kindergarten classroom curriculum. The Kindergarten children begin their craft journey by learning to finger knit. All children, from Class 1 to Class 6, take part in weekly Craft lessons with a specialist Craft Teacher. They are continually building on the skills they learn and by Class 6 they can knit, crochet, sew, weave and felt.

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 for use by parents. There are resources covering a range of topics including Steiner education, child development and general interest. The library is open Tuesday to Thursday, until about 3.30pm.

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 assessment 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/carer volunteer.

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

Kitchen Garden Program

Classes 3 & 4 participate in the Kitchen Garden program in alternating weeks. Children spend time in the garden learning about vegetable gardening and seed propagation and in the kitchen learning how to menu plan and cook with seasonal ingredients. At the end of each session, the class along with the parent/adult volunteers share the feast that they have grown, harvested and cooked - from Paddock to Plate!

Swimming

Annual swimming classes are usually arranged for Classes 1, 2 and 3 at the Bega Pool with qualified swimming instructors.

SECTION F: PARENT/CARER INVOLVEMENT

Parent/carer participation is vital to the health and success of our school community. Parents/carers 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 to send your child/ren to Mumbulla School, you have created a unique opportunity to form a dynamic partnership with teachers 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)

The P&F welcomes your energy, enthusiasm and ideas. The P&F aims to meet once or twice a term to plan and organise the various events and fundraising opportunities that occur during the year. They organise social and/or fundraising events, including the Spring Fair and assist in the planning of whole school events such as parent education evenings and workshops. 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 P&F 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.

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

PARENT/CARER EDUCATION

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

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 for fundraising. You 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/carer, 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.

VOLUNTEERING

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 (Class Guardians form the main cohort of our 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 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/CARER-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. 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 *Privacy Policy, Parent Communication and Involvement Policy* and *Parental Code of Conduct*, which includes appropriate email etiquette. This includes, but is not restricted to:

- All email addresses are considered confidential and bcc is essential for group emails;
- 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 (e.g. 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 *Privacy Policy*, *Parent Communication and Involvement Policy* and *Parental 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 start of each school year, one or more parents from each class agree to take on the important role of Class Guardian. This role is a direct commitment to participating in the school's Parents and Friends (P&F) group, as the responsibilities of the Class Guardian align closely with the P&F's goals.

The Class Guardian acts as a liaison between the teacher and the class, helping to coordinate class activities, school festivals, and other classroom needs. The specific duties will vary depending on the teacher's requirements. Often, the Class Guardian will remain in the role throughout their child's primary school journey and can also act as a key contact person when whole-school P&F activities are being organised.

CLASS CONTACT LIST

The School distributes a Class Contact List shortly after the start of each year. You will receive a request each year asking permission for your details to be included in the list for your child/ren's classes. This is an opt in system. Please respect the privacy of the families on your Class Contact List.

BULLETIN

The Bulletin is distributed every Monday via our Compass News Feed. 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 very important means of communication, so please make sure to read it every Monday.

Classified advertisements can be placed in the Bulletin. These are text only advertisements and are limited to a maximum of 35 words. They need to be emailed to bulletin@mumbullaschool.com.au by 9am Monday or left at the Front Office by 9am. The school reserves the right to edit all submissions.

WEBSITE AND FACEBOOK PAGE

The school has a Facebook page and website (www.mumbullaschool.com.au). Both these sites are good sources of information on all aspects of the school and Steiner education generally.

EMAIL, SMS AND COMPASS

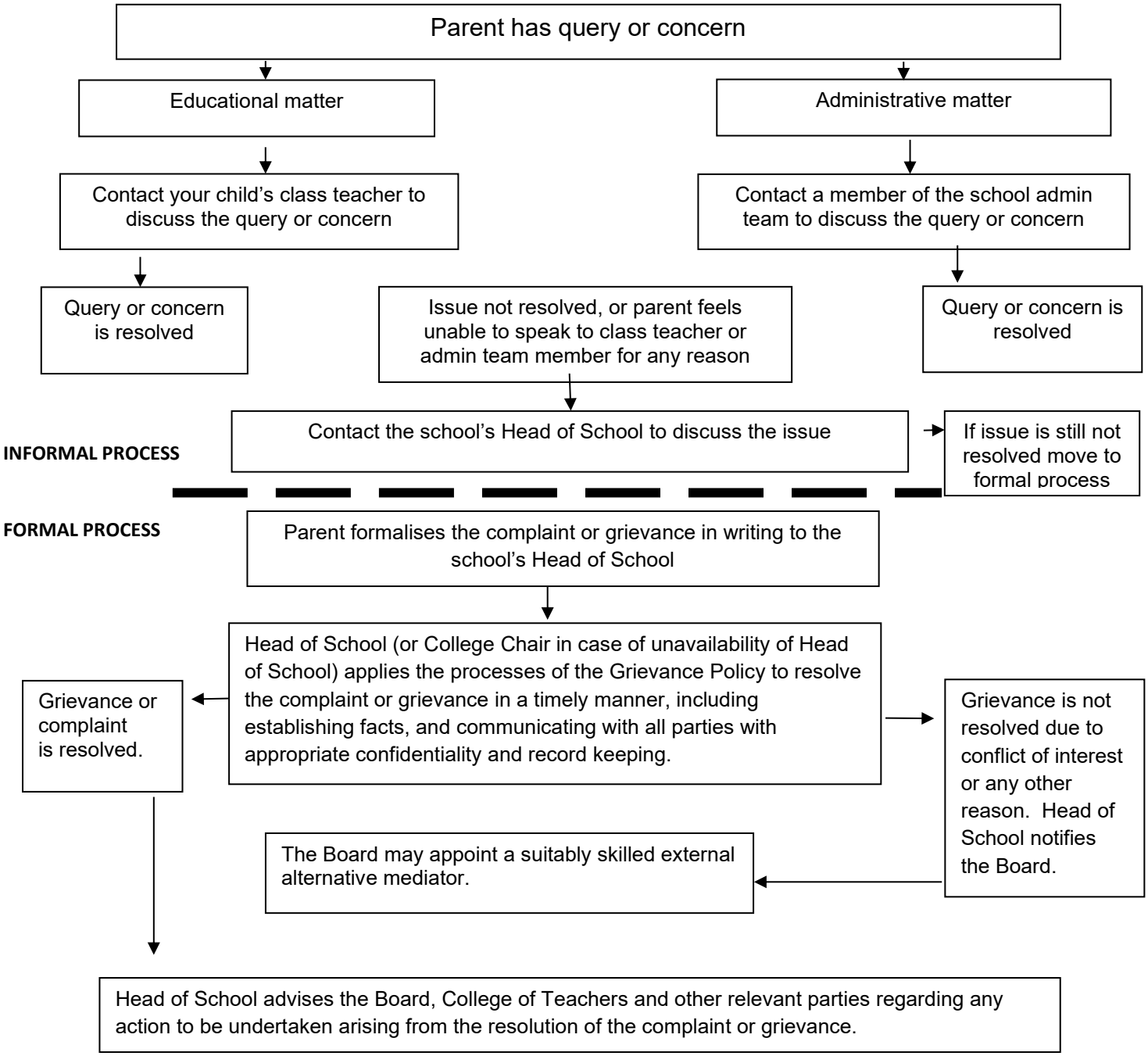
The School communicates to parents predominately via the Compass App. The Front Office staff can assist you in downloading this. Emails and SMS messages are also used as a means of communication. Please ensure the Front Office always has your current email address and mobile phone number so you are sure to be receiving important school notices and information.

RESOLVING DIFFICULTIES

If you have a query or concern, the first 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 Head of School. Part of the Head of School's job is 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 the Head of School by email (hos@mumbullaschool.com.au) or by ringing the Front Office for an appointment.

***Please see the school's *Complaints Handling 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 priority.

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 *Procedures for Handling Allegations of Staff Misconduct and Reportable Conduct* *Procedures for Managing Child Safe Incidents or Concerns At or Involving the School* for further details.**

RESPECTUFL INTERACTIONS – PARENTS/CARERS 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 and/or the Head of School. Threatening or intimidating children or adults is not acceptable. It is expected that all parents will abide by the Parental Code of Conduct.

*** For further details see the school's *Parental 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 asterisk 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.

If we have a case of a vaccine preventable illness for which we do not have an immunisation certificate for your child, we may ask you to keep your child at home until it is safe for them to return.

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.

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 schools can easily get out of control if left unchecked.

Parents/carers will be informed via a email home if head lice/nits are noticed on their child. A recommended treatment must be applied before the child may return to school.

FIRST AID

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.

The Front Office staff will call an ambulance if it is deemed necessary and will also contact the parent/carer.

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, ticks)
- 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/carers 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/carer notifies the school that their child has a severe food allergy, the school will work with the parent/carer to develop an **Individual Medical Plan** to accommodate the child's needs throughout the school as much as possible, including in the classroom, 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. The 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.

EMERGENCY CONTACT DETAILS

It is the parent/carers responsibility to notify the Front Office of any changes in contact details including emergency contacts.

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.

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 children.

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*.**

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/carers visiting during school hours for volunteer purposes, must report to the Front Office on arrival and departure to sign the Visitors' Book. 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 strongly advised NOT to park in or block the disabled carparks at school at any time. Authorities will be called, and you will be served with a traffic infringement notice.

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 crossing.

TRAVEL AND BUSES

At the beginning of the year please let the Front Office staff know what your child's regular travel arrangements will be. Any change to the regular arrangements should be communicated 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 are brought to the Head of School's attention and will be worked through co-operatively with the bus company and, if appropriate, the parents/carers. 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.

DONATIONS

In 2017 a Mumbulla School for Rudolf Steiner Education Scholarship was established. It is awarded to new students to offer equitable access. It is open to Australian citizens or permanent residents of Australia. Donations to the Scholarship Fund of $2 or more are tax deductible and are accepted at any time. All donations are maintained in a separate Scholarship Fund account for scholarship purposes only.

Any donation to our Building Fund is also welcome. Money from this Fund assists 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.

Details for donations are on our website.

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.

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

Rudolf Steiner