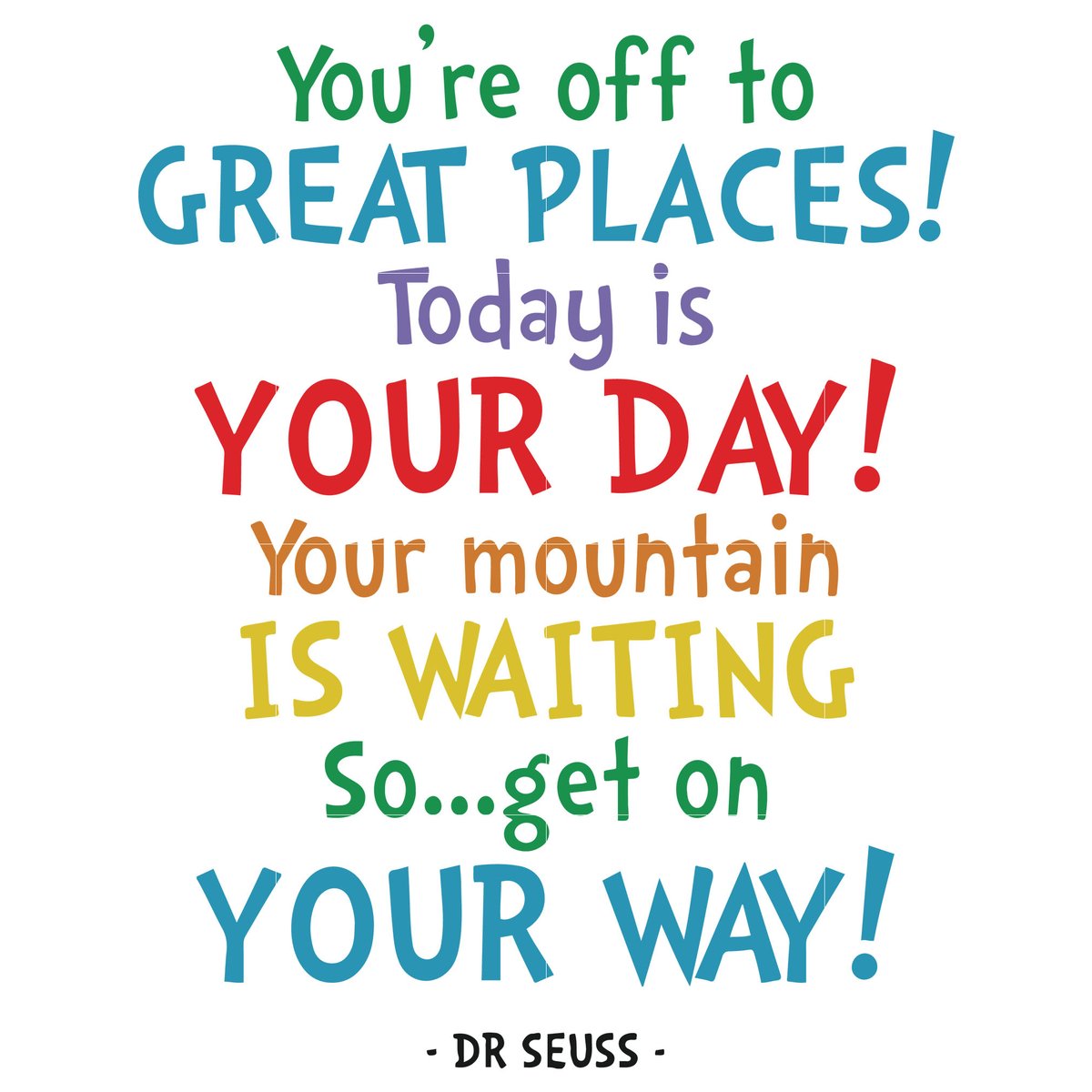
MANANGATANG P-12 COLLEGE

FOUNDATION PARENT Handbook 2023



A group of children sitting on a bench

Description automatically generated with medium confidence



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***Welcome to Manangatang P-12 College***

***We welcome you to our wonderful school community and we hope you enjoy your time with us.***

**Our Vision**

Manangatang P-12 College provides a supportive, equitable and inspiring environment where we are empowered to embrace learning and fairness, enhance our talents and achieve our personal best. We aim to build social, emotional and physical well-being. In partnership with the community, we are encouraged to contribute as global citizens who acknowledge human rights and are positive members of society.

**Our Values**

Our core school values are:

**Relationships** - Building trust through kindness, inclusion and communication.

**Respect**- Demonstrate appreciation and a positive regard for ourselves, others, our College and our community.

**Responsibility**- Ownership of the impact that our actions have on ourselves, others, our community and environment.

**Resilience**- Persistence when faced with challenges.

**Child Safety**

Manangatang P-12 College is committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Manangatang P-12 College has zero tolerance of child abuse

**If, at any time you have any questions or concerns please contact us at the school and we will do our best to assist you.**

***Manangatang P-12 College acknowledges the traditional custodians of the land on which we live, learn and work and pays its respects to their elders, past and present***



**Contact Details**

**College Address:** Manangatang P-12 College

4105 Mallee Highway,

Manangatang Victoria 3546

**Phone:** 03 5035 1270

**Fax:** 03 5035 1244

**Web:** [www.manang.vic.edu.au](http://www.manang.vic.edu.au)

**Facebook:** [www.facebook.com/manangatangp12](http://www.facebook.com/manangatangp12)

**E-mail:** [manangatang.p12@education.vic.gov.au](mailto:manangatang.p12@education.vic.gov.au)

**Compass:** <https://manang-vic.compass.education/>

**Office Hours:** 8.30am – 4.30pm

**Principal:** Nat Mouvet

(m): 0411 711 166

(e):[Natalie.Mouvet@education.vic.gov.au](mailto:Natalie.Mouvet@education.vic.gov.au)

**Business Manager:** Kylie Mckenzie

(P): 03 5035 1270

(e): [Kylie.Mckenzie@education.vic.gov.au](mailto:Kylie.Mckenzie@education.vic.gov.au)

**F/1 classroom teacher:** Amanda Eastwood

(P): 03 5035 1270

(e): [Amanda.Eastwood@education.vic.gov.au](mailto:Amanda.Eastwood@education.vic.gov.au)

**Please refer to our Policy tab on the Manangatang P-12 College Website for College Policies**

**Hard copies can be obtained from the Office.**

A large group of children posing for a photo

Description automatically generated**Why is the Foundation year so important?**

The Foundation year is the introduction a child has towards formal learning in a school environment. It is a very busy and demanding year for the child; a year when he/she learns a multitude of things, from learning to tie a shoelace to reading, writing and numeracy skills.

The Foundation year is also very important socially. The child becomes more independent, learning to cope with a new environment, how to interact with peers as well as other students and adults. They learn to adjust to new expectations and rules and become increasingly responsible for their own actions. The Foundation child learns to work as part of a group as well as independently and is a valuable member of our school community.

**How can I help my child prepare for school?**

It is important to establish a regular routine for school aged children. Early bedtime is vital. Time set aside each evening for reading is also essential. It is a good idea to take the time to explain to young children what to expect from their school day. A special part of the school bag should be identified for notes to and from school, this will help overcome confusion. Please explain clearly to your child and send a note if you decide to change usual arrangements in any way, as small children become upset if unsure what they are supposed to be doing.

It would be an advantage if your child could do the following things before coming to school:

* Write his/her own written name
* Tie shoelaces or buckles
* Put shoes on correct feet
* Recognise own belongings (lunchbox, clothing etc.)
* Take him/herself to the toilet and wash hands properly
* Pack up belongings and play things
* Make him/herself understood when speaking
* Share with others
* Dress him/herself and practise getting into their bathers on their own
* Blow his/her own nose properly

**Class structure**

Next year we are pleased to be able to offer three primary class groupings. There will be a Foundation & Year 1 class, a Year 2/3 class, and a Year 4/5 and 6 class. Each Foundation/Year 1 student will have a buddy to transition into our school. Our small classes ensure that each child is nurtured, as their learning needs are met.

**What will my child learn?**

All students will be exposed to rich learning tasks in core subject areas of Literacy and Numeracy with their classroom teacher daily. Students will also actively participate in Specialist classes. Students will have access to Library facilities at the College and the mobile Library that visits the College fortnightly.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Literacy 10** | **Numeracy 5** | **Auslan**  **1** | **Health**  **1** | **PE**  **2** | **Investigative Play**  **OR Inquiry Based Learning**  **4** | **Dance**  **1** | **Music**  **1** | **Science**  **1** |
| **Drama**  **1** | **Investigative Art 1** |

**Assessment and Reporting**

At the commencement of formal schooling, Foundation students are required to undertake a number of School Entry Assessments. These are usually done on a 1 to 1 basis with the classroom teacher. Parents will be contacted by the teacher if any special arrangements need to be made.

Student Achievement folios are handed out Terms 1 and 3 and form part of a Student Led Conference.

Formal reports and Parent-Teacher interviews are scheduled in Terms 2 and 4 during each semester to allow face-to-face discussions about your child’s progress. Ongoing feedback will be available regularly online via Compass. Parent sessions will be conducted early in the school year to assist parents with Compass familiarisation.

**Promoting Reading**

Library books will be sent home throughout the year. It is very important parents regularly read to their child and ask questions along the way to validate understanding.

As part of the InitiaLit (Literacy) program, home readers will be sent home towards the beginning of Term 2. By this time your child will have been taught several letters and sounds in class to be able to ‘sound out’ words in the home readers. The class teacher will decide how many books will be brought home each week. Books can be read several times to build confidence and to answer the questions in the back of the book. Your child should spend up to ten minutes reading with you, about four times a week.

**Buddies**

Foundation students will be allocated a buddy who will work with them at various times and also be a familiar person in the school.

**Lunch**

An outdoor kitchen exists for student use. Microwaves and sandwich toasters are supplied. Foundation to year 3 will be assisted by staff or older students with the heating of their lunch. We ask that sandwiches be wrapped in baking paper to encourage hygiene when toasting sandwiches. We encourage a healthy and diverse diet that meets your child’s developmental needs. Students should also remember to take a water bottle with them.

**Fruit Break**

This snack is designed to help boost concentration and brain stamina. We encourage all children in Foundation to Year 6 to bring along a small container of fresh cut fruit to eat during the morning literacy block.

Fresh fruit is also available in the student fridge.

**Water bottles**

Students are encouraged to bring their own bottles. Drink bottles are permitted in class (water only) and should be taken to PE class.

**Yard Areas**

The Foundation to Year 2 students have allocated play areas in the school yard. These areas are located West of the primary building and are off limits to the older children.

A picture containing tree, grass, outdoor

Description automatically generatedThere is a large playground available for primary students to use at different times throughout the day. It includes a sandpit to invite imaginative play. There are many toys/equipment available at recess and lunch time for students to borrow, such as balls and sandpit diggers. The type and volume of equipment may vary due to season and availability

**2023 Term Dates**

Students in Foundation and above will commence school on Monday 30th January 2023. **Foundation students will not attend school for the first six Wednesdays (February 1st, 8th, 15th, 22nd and March 1st and 8th).** These days should be used as rest days.

On the last day of each term students finish 1 hour earlier than normal.

|  |
| --- |
| **2023 Term Dates**  **Term 1: Friday 27th January (Teachers only)**  **Monday 30th January (Students attend) to Thursday 6th April**  **Term 2: Monday 24th April to Friday 23rd June**  **Term 3: Monday 10th July to Friday 15th September**  **Term 4: Monday 2nd October to Wednesday 20th December** |

**Victorian Public Holiday - 2023**

Australia Day Labour Day Good Friday

Thursday 26th January Monday 13th March Friday 7th April

Easter Sunday Easter Monday ANZAC Day

Sunday 9th April Monday 10th April Tuesday 25th April

Queen’s Birthday AFL Grand Final Melbourne Cup Day

Monday 12th June Friday 29th September Tuesday 7th November

**Pupil Free Days**

Are decided based on School need at least one term in advance.

|  |  |
| --- | --- |
| **2023 Bell Times** | |
| **Monday - Friday** | |
| Welcome Bell | 8.40 |
| Monday Assembly/Home Group | 8.45 – 8.55 |
| Session 1 | 8.55 – 9.55 |
| Session 2 | 9.55 – 10.55 |
| Recess | 10.55-11.15 |
| Session 3 | 11.20 – 12.20 |
| Session 4 | 12.20 – 1.20 |
| Lunch | 1.20– 2.00 |
| Session 5 | 2.05 – 3.05 |

**Enrolment and other important documents**

These are the forms that need to be completed and returned to the College Office as soon as possible:

* Student Enrolment Form
* Copy of Immunisation record
* Copy of Birth Certificate
* Local Excursion consent form
* Publication consent form
* Head Lice consent form
* Authorised Collection Form
* Booklist

It is also essential we receive updated medical information and related action plans (eg; Asthma Plan).

College fees (see F/1 booklist) need to be paid before the 2023 school year commences. Payment plans are available.

A child swimming in a pool

Description automatically generated with low confidenceA picture containing indoor, swimming, toy, water sport

Description automatically generated

**Attendance**

It is Department of Education policy that student absences are explained. It is preferred that this be entered on Compass (refer to the Compass Parent Guide). Parent Login details for Compass are available from the front office. A written note is also acceptable. The College is legally required to report on absences and ask for your cooperation in this area.

All children should attend school every day unless ill. Attendance and punctuality will be closely monitored. Parents/caregiver are required to call and leave a message with the following information: student name, grade, date and reason for absence. Alternatively, parents can notify the office in person. In the event of the school not being notified of a student absence, the school will send out an unexplained student absence note to be completed and returned to the school. Absence notes must be obtained for all absences. ‘Late’ is defined as not being present when the roll is taken at 8:50am. All students arriving late (after 8.55am) must sign in at the front office. Please note that any unexplained absences will be followed up by a telephone call to the primary carer on the day of the absence as per the departmental policy. Unexplained absence letters are generated by Compass and sent home periodically to be returned to school with a reason for the absence.

**Arriving at College**

Students should not arrive at school before 8.30am. The school crossing is supervised from 8.30am. When a student arrives late (after 8.50am) they are required to sign in at the front office.

Students that travel to the college by bus must be at the bus stop on time. After school, all bus travellers will be supervised until their bus departs.

**Bus Travel**

Manangatang P-12 College currently has 5 buses servicing the College as part of the School Bus Program:

* Piangil
* Leitpar
* Moondah
* Chinkapook
* Annuello.

While parents/guardians are primarily responsible for getting their children to school, the School Bus Program assists families in rural and regional Victoria by transporting students to school at no cost or payment of a fare. To be eligible for a seat on a college bus at no cost a student must:

* Attend their nearest government school
* Reside 4.8km or more from the school
* Reside in Victoria

Students wishing to access a seat on a bus can contact the college office for further information.

Each day, teachers are rostered on bus duty. Children not going home on the bus as normal, must supply a note to the Office.

**Leaving the College Grounds**

Students are not permitted to leave the college grounds unsupervised without a written note requesting permission and signing out from the Office.

All students should use the school crossing after school, unless they are travelling on a bus. If students are being picked up by car, they should walk to the car park on the west side of the College.

**Student Collection**

It is imperative that the school knows who has permission to collect children when a parent cannot. By completing the Authorised Collection Form parents will only need to ring the school to inform staff that someone on that list will be picking up their child or children rather than writing a note each time. It is important to formalise this process because there has to be a clear handover of Duty of Care from the school to parents. Please complete and return forms to the front office.

The front office should be notified if someone other than the nominated people are to collect children.

Please refer to the Collection of Students policy on the college website for further information.

**Bicycles**

The responsibility for children riding to and from school lies with the parents/guardians. All children who ride to school should be capable of controlling their bikes and following basic road rules. They are required by law to wear safety helmets. The college provides an area for bikes to be stored during the day in racks on the west side of the College.

**College Uniform**

All primary students are expected to wear college uniform.

**Please note:**

* **Wide brimmed hats are compulsory from September to April and whenever UV levels reach three and above.**
* **All students require an art smock**
* **All items of clothing should be clearly labelled**

State Schools’ Relief is a not-for-profit organisation that improves the lives of tens of thousands of disadvantaged Victorian students, and their families, each year. Their simple and practical service ensures that all students can attend school in warmth and comfort with a greater sense of belonging and improved self-esteem, which in turn enhances their educational engagement.

SSR provides government school students with new uniforms, footwear and educational resources, including learning devices. They work side by side with all Victorian primary, secondary, specialist and language schools **to ensure that any students facing hardship have the necessary items they require for school.**

**For more information, please contact the office**.

**Casual Dress Days**

Casual dress days are commonly held on the last Friday of each month. A gold coin donation is collected for the SRC funds. Clothing should still meet safety requirements including being sun safe.

Funds raised from casual dress days go towards various charities and equipment for the students. **Students must no wear singlets or thongs on these days.** Appropriate clothing will be required for participation in some classes such as Science, Food Technology, Product design and technology and PE.

Some casual dress days have a theme, such as Jeans for Genes day and Footy Colours Day which will be indicated via the newsletter, Facebook or Compass.

**Manangatang P-12 College School Uniform**



Scags Gaberdine

Navy Shorts

Styles 108/188/194

Scags Gaberdine

Navy Pants Styles 184/181/152

Scags Navy

Culottes

Style 129



Scags Gaberdine

Navy Pants

Styles 195/147

Scags Gaberdine

Navy Shorts

Style 127



Unisex Polo Shirt



Summer Dress



Unisex L/S Button Up



BOYS

GIRLS

DAILY UNIFORM

SPORT UNIFORM

OUTERWEAR

ACCESSORIES

Rep. Singlet

Mallee / Wattle

Sport Shirt

Navy Microfibre

Sport Shorts

Navy Microfibre/Fleece

Sport Pants

Black/White Socks

Full Black Shoes

College Beanie

Soft Shell Navy Jacket

V-neck Windcheater

Navy (Cobalt until 2022)

Polar fleece Jacket

Navy (Cobalt until 2022)

Logo Bucket Hat

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **UNISEX** | **Material** | **COLOUR** | **LOGO** | **SIZE** | **PRICE Guide \*** |
| Polo Shirt | Organic Cotton | Navy/Sky | Embroidery | 6-16, S-XXL | $22.00/ $25.00 |
| L/S Shirt | Cotton/Poly | Sky | Embroidery | 4-30 | $34.00 |
| Soft Shell Jacket | Polyester | Navy | Embroidery | 6-16, S-XXXL | $64.95 |
| V-neck Windcheater  ----------------------------------------------------------------------------------- | Poly/Cotton  --------------------------- | Navy  Cobolt------------------------- | Embroidery  Sublimated-------- | 4-16, S-XXL  6-16, S-XXXL------------------ | $32.00  $20.00/ $24.00---------- |
| Polar fleece Jacket  ----------------------------------------------------------------------------------- | Bonded Polar Fleece  --------------------------- | Navy  Cobolt------------------------- | Embroidery  Embroidery ------- | 6-16, S-XXXL  Limited Sizes left----------- | $34.95  $31.00/ $36.00---------- |
| MALE |  |  |  |  |  |
| Shorts – Styles 108/188/194 | Gaberdine | Navy |  | Child and Adult sizing | $24.50 |
| Formal Pants – Style 152/181/184 | Gaberdine | Navy |  | Child and Adult sizing | $39.95 |
| FEMALE |  |  |  |  |  |
| Summer Dress | Cotton | Blue Check |  | Junior and Senior Sizes | $54.95/ $64.95 |
| Shorts – Style 127 | Gaberdine | Navy |  | Child and Adult sizing | $34.95 |
| Culottes – Style 129 | Gaberdine | Navy |  | Child and Adult sizing | $34.95 |
| Formal Slacks – Style 147/195 | Gaberdine | Navy |  | Child and Adult sizing | $44.50 |
| SPORT |  |  |  |  |  |
| House Specific Polo Shirt | Microfibre | Navy – Red/Green  Navy – Yellow/Blue | Sublimated | 8-16 S-XXL | $38.00 |
| Quick Dry Adidas Shorts | Microfibre | Navy |  | Child and Adult sizing | $34.95 |
| Track Pants – Microfibre/Fleece | Microfibre/Fleece | Navy |  | Child and Adult sizing | $21.00/ $45.00 |
| ACCESSORIES |  |  |  |  |  |
| College Bucket Hat | Microfibre | Navy | Sublimated | S, M, L | $10.00 |
| College Beanie |  | Navy/Sky | Embroidery | One size | $16.00 |
| Library Bag |  | Navy | Sublimated |  | $ 6.60 |
| Socks |  | Black or White |  |  |  |
| School Shoes |  | Full Black |  |  |  |



All other uniform items are available at:

**Items in highlighted rows may be purchased from the front office of the school**

**Welcome to Manangatang P-12 College -** We proudly present our uniform for 2023

\*Prices subject to change without notice

**Clarks Gift Salon** in SWAN HILL

**183 Campbell St, Swan Hill VIC 3585 Phone:** (03) 5032 1616

**How do we communicate?**

* **College newsletter**

Each 2nd Thursday a college newsletter (Linkup) is sent home with the oldest student in the family. This is an important link between school and home and we encourage you to please read it carefully. E-mail is the preferred method for Linkup, so we encourage you to provide an e-mail address to the school.

* **Seesaw**

Seesaw is a digital platform for teachers and students to record and share what’s happening in the classroom. Parents can use Seesaw to communicate with teachers, view photos, be notified of upcoming activities and see the lessons their child is participating in. There is also a feature on the app that allows parents and teacher to privately ‘inbox’ each other with any questions or concerns they may have.

* **Diaries**

Day to day correspondence.

* **Compass**

Compass is used by the College to inform parents of news and upcoming events. Parents can also log student absences and book parent/teacher interviews through the Compass app. Please refer to “How to” guide in your Welcome pack or contact your child’s teacher for help. Login details are available from the front office.

* **Facebook page**

All parents are welcome to join the regularly updated Facebook page. The Facebook page showcases the events and activities at the school and provides reminders of upcoming events. Please let the college know if you do not wish for your child to be on the Facebook page.

[**www.facebook.com/manangatangp12**](http://www.facebook.com/manangatangp12)

* **Parent-Teacher contact**

Parents are welcome at our college at any time, however we encourage you to make appointments to speak with teachers or the principal.

* **College Website**

Manangatang P-12 College has a school website that provides all school information and policies

[**https://www.manang.vic.edu.au/**](https://www.manang.vic.edu.au/)

**As a parent, how can I get involved?**

We welcome parent involvement. The skills, talent and energy brought to the school by parents is a vital and valued resource for the school. Being involved is an enjoyable and rewarding way to enrich your child’s educational experience and build friendships in our friendly and welcoming school community.

There are a variety of ways in which parents can be involved in the school including:

* Join one of the Parents and Friends Groups (Please contact President Lisa McNicol at [lvsmith@icloud.com](mailto:lvsmith@icloud.com))
* School Council membership or Subcommittee membership
* Parent helpers in the classroom
* Working bees (look out for notices in the newsletter)
* Guest Speakers (speak to your classroom teacher)
* Library helpers – see Leonie in the library
* Breakfast Club
* Gardening: there is a community garden that our students are involved in and at times we would like help. We would also welcome anyone with some special skills that might help us in the Ag plot. Please contact Linda Connell at school.

All parents working within the school must obtain a Working with Children Check. Application forms are available online; once your card arrives, you must take it to the school office for registration.

**How we celebrate students’ achievements?**

* **Achievement Portfolios –** a collection of work samples, work ethic grid and certificates
* **Manangatang Star Certificates -** are awarded to students for outstanding work and effort
* **School Values Certificates -** recognise students who demonstrate school values of Responsibility, Relationships, Resilience and Respect
* **Assemblies** - All parents/caregivers are invited to our whole-school assemblies which are held every Monday morning at 8.45 am. In addition, primary assemblies offer a chance to celebrate and share with the school and wider community what happens in the classroom. They are held on a regular basis and each class takes turn to play host. Students gain valuable experience in public speaking as they introduce and present work to the audience. We encourage you and family members to attend whenever possible.
* **Attendance Certificate** – Strong attendance is acknowledged each term with certificates of attendance.
* **Kindness Award** – Students can nominate their peers or staff for random acts of kindness which are recognised with presentation of a certificate at assembly.

**Photos**

A picture containing grass, outdoor, child, tree

Description automatically generatedPhotos of students are taken regularly for use in internal and external school communications. Parents sign a Publication Consent form upon enrolment. This may be amended at any time by contacting the front office.



A picture containing text, bedclothes

Description automatically generated

**Sport**

A picture containing grass, outdoor

Description automatically generatedStudents will be placed into a House according to the current numbers in each House. This will be either Mallee (red and green) or Wattle (blue and yellow). Students will participate in their first Sports days of House Swimming in Term 1, House Cross Country in Term 2 and House Athletics in Term 3.

Leading up to the Swimming Sports students will practise their events in Physical Education class time to help prepare them for the day.  The swimming events of Biggest splash, Get Across, Kick Board, Towing relay and a tennis ball scramble are non- competitive however each student gains a point for their House for each event. Students who lack water confidence will be assisted/supported by an older student.

Cross Country and Athletics carnivals are more competitive in terms of students being awarded placings.

Throughout the year students will also participate in a small schools activity day in Swan Hill in which they will participate in a range of sports activities and games and the Tooleybuc Sports which is a full athletics carnival held in September in Tooleybuc.

**School Facilities and Programs**

**Office**

Kylie McKenzie, Nicola Kydd and Ann Grant are the Office Staff and they will endeavour to assist you with any queries you may have.

**Stadium**

The College has a purpose-built stadium. This is used regularly for Sport and PE classes and is also utilised during lunchtime activities and on wet weather days.

**Special Needs Aide**

Students with barriers to learning will be offered additional supports. This will be done in consultation with parents. Types of support may include the following:

* Integration aide support
* Modified learning program
* Provision of an individual education plan

**Bookmobile Borrowing**

Primary students may also borrow books from the Swan Hill Regional Library Service which visits the College once every two weeks on Tuesdays. Enrolment forms for new students will be sent home early in the year.

**Ag Plot**

The orchard and ag plot are cultivated for seasonal fruits and vegetables.

Science is being introduced as a specialist subject. Some of the science curriculum will involve the ag plot.

**Library**

The College Library is at the heart of the school, providing support to the learning and recreational needs of students, staff and the wider college community.

We have a large selection of fiction and non-fiction books.

There are areas for quiet reading.

**The library are open week days 8.45am – 3.05pm. Many students make use of the library at lunchtimes on Monday, Wednesday and Friday’s from 1.40pm – 2.00pm.**

Students participate in the Victorian Premier’s Reading Challenge, the Scholastic Book Club, Book Fair and celebrate Book Week each year.

**Welfare/Wellbeing Staff**

Staff are committed to ensuring that all students feel valued and can develop their talents, interests and ambitions. Each staff member has a role to assist students with personal and academic concerns. Year Advisors help students in setting and reviewing personal learning goals across a range of areas.

They are also involved in assisting students dealing with personal, academic and social issues.

The Student Welfare Coordinator is responsible for organising any necessary external support services which may be required.

Visiting speakers are also utilised to address issues of wellbeing.

**Medical Procedures**

When a child is ill or injured at College, parents will be contacted and are expected to collect the child. If parents cannot be contacted, the emergency contact indicated on the enrolment form will be contacted.

Parents are asked not to send a child to College if he/she appears to be sick, and are required to send a note or phone the college regarding the absence.

Parental permission to obtain any medical attention needed for students is gained when students enrol at school. In the event of any accident/illness considered serious enough to warrant immediate medical attention an ambulance will be called. Please ensure that you have adequate cover. Health care card holders are automatically covered and some private health insurance policies provide ambulance cover. Please check if yours does.

**Visiting Primary School Nurse**

A School Nurse based in Swan hill carries out the following examinations each year:

* Health screening of all Foundation (or Grade 1) children
* Screen test of any children referred by teachers
* Progress check of children found to have a health problem on previous visit

The school nurse will contact parents if problems are found to exist, for an interview and referral if necessary.

**Head Lice**

It is the responsibility of parents/guardians to regularly check their own children for any signs of infestation. If head lice are found, they should immediately seek treatment and notify the school.

A staff member will examine your child if it is suspected that head lice are present and parents will be notified.

Students will be supervised until parents/carers can collect them.

**Medicine**

Prescribed medicines will only be administered to students after a written note has been provided and a medication authority form completed (available from the school), including the medication and verified dosages. These medicines are kept in a locked cabinet in the Sick Bay. Administration of asthma medication must be indicated on the School Asthma Plan. Many staff have level 2 First Aid qualifications and can administer basic first aid.

No over-the-counter medications should be brought to school. Analgesia will only be dispensed with parental permission.

Notification of medical conditions must be clearly explained on the Enrolment form.

**Allergies**

Parents/Guardians must notify the school if their child suffers an allergy. An interview with the First Aid officer must be made to complete appropriate medical action plans and to arrange provision of medication to be held at the school.

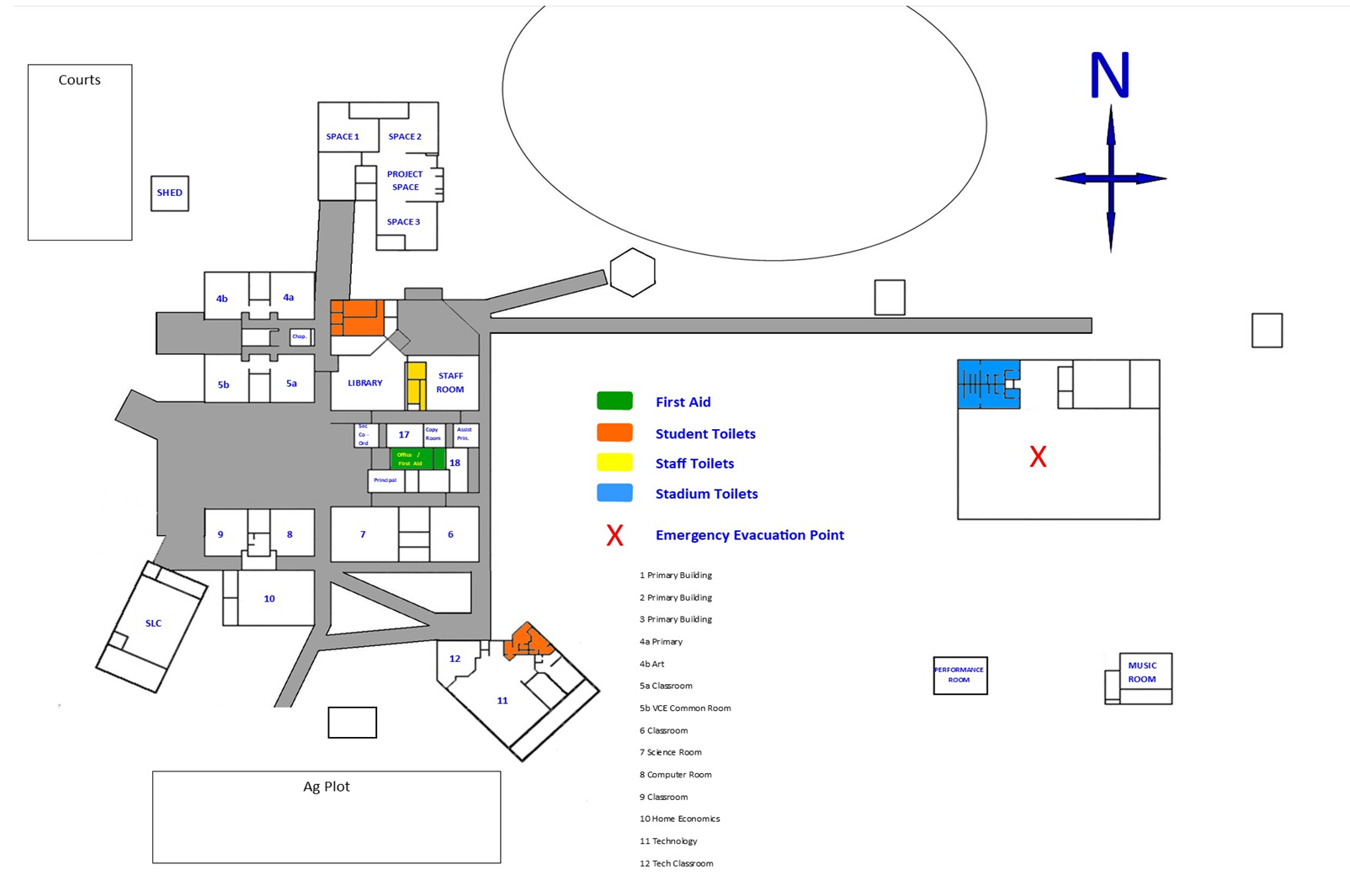
**Sun Smart policy**

The college is a Sun Smart school. Students and staff must wear broad brimmed hats whilst outdoors during Terms 1 and 4 and whenever UV levels reach three and above. All students **must** wear a sun protective hat that shades the face, neck and ears (eg., Broad brimmed, Legionnaire or bucket hat) for all outdoor activities. Hats may also be worn for all outdoor activities outside of the August to April time period, by parent or student choice.

Students who are not wearing appropriate protective clothing or a hat may be asked to play in the shade or in a suitable area protected from the sun.

Manangatang P-12 Collegeencourages all staff and students to apply SPF30 (or higher) broad-spectrum, water-resistant sunscreen daily whenever UV levels reach 3 and above. Sunscreen will be applied at least 20 minutes before going outdoors, and reapplied every two hours according to [manufacturer’s instructions](https://www.tga.gov.au/book/4-labelling-and-advertising).

Students who suffer from allergic reactions from certain types of sunscreen are encouraged to contact the office to implement a management plan to reduce the risk of an allergic reaction at school.

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