

PARENT HANDBOOK



MIDDLE POINT
SCHOOL

2021

<u>CONTENTS</u>	<u>PAGE</u>
Welcome	4
Essential Information	
Our School Mission	5
Our School Vision	5
Our School Values	5
School Contact Information	5
School Staff	6
School Hours	6
School Dates	6
Enrolment	7
Family Emergency Records	8
Absences	8
Messages to Your Child	8
Parent Advisory Committee	9
Emergency Plans/Procedures	
Bomb Threat	10
Cyclone	10
Fire	10
General Information	
Assembly	11
Behaviour Code and Management	11
• Rights and Responsibilities	11
• Consequences	12
• Home/School Communication	13
Breakfast Program	14
Bus Passes	14
Bus Routes	14
Bus Contact	14
Canteen	15
Care of Personal Property	15
Electronic Equipment	16
Excursions	16

First Aid, Medication	17
Dental Clinic	17
Head lice	18
Library	18
Newsletter	18
Uniform	18

Education Information

Curriculum	19
Roles of School Staff and Community	19
Reporting to Parents	19

Welcome to Middle Point School!

Since its beginnings in 1964, the school has had strong connections with the local community. The unique setting and community connections lends itself to the school's focus of caring for the environment and a set of values that encompasses what rural people do – care and support each other.

Middle Point School offers a strong curriculum that is inclusive of all learners and provides an environment that nurtures students' potential. Our Teaching Team aims to provide teaching and learning opportunities to progress students, challenging them to have high expectations and develop skills reflecting our school values: Truth, Unity, Respect and Effort.

The key focus for our students is on developing lifelong learners, which is underpinned by an environment of positive behaviour support based on clear expectations about behaviour in and around the school.

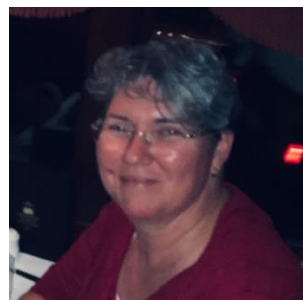
We are committed to assisting students to exercise genuine respect for others, nurturing them to develop healthy relationships and to become responsible citizens. In line with this the school has a 'no tolerance' policy for bullying and harassment. There is an expectation that staff, parents and students respect the rights of others at all times.

We value the partnership between you, the parents/guardians, and our school. It is through this that we can work together to ensure an environment that will promote student achievement and wellbeing.

I look forward to working with you over the coming year.

Leigh McKenzie

Teaching Principal



ESSENTIAL INFORMATION

Our School Mission

To provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation and excellence in learning. We aim to develop the student's skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

Our School Vision

Middle Point School offers a strong curriculum that is inclusive of all learners and provides an environment that supports students to achieve their full potential. Our teaching team know the students' capabilities and provide teaching and learning opportunities to progress students to a high standard. Our students are challenged with high expectations and develop skills reflecting the school's values.

Our School Values

The core values of Middle Point School

- Truth
- Unity
- Respect
- Effort

School Contact Information

Middle Point School
615 Anzac Parade

Phone: 8988 1688

Email : middle.pt@ntschoools.net

Middle Point School Staff

Leigh McKenzie	Nicholas Turner	Matha Tozer	Mcihelle Suski	Sasha Underhill	Faith Evans
Principal/ Year 3 - Year 6 Teacher	Transition – Year 2 Teacher	Arts Specialist	Release Teacher	Administrative Officer/Classroom Support	Preschool Teacher

School Hours

7.45am Students arrive – Breakfast Program begins

8.00am Teaching Session 1

10.30 – 11.00am Recess

11.00am Teaching Session 2

12.30pm – 1.00pm Lunch

1.00pm Teaching Session 3

2.30pm School finishes – students walk to buses

School Dates for 2021

Term 1 Tuesday 2nd February - Friday 9th April

Term 2 Monday 19th April - Friday 25th June

Term 3 Tuesday 20th July - Friday 24th September

Term 4 Monday 11th October - Friday 17th December

Pupil Free Dates for 2021

Term 1 - Monday 1st February

Term 2 – TBA

Term 3 – Monday 19th July

Term 4 - TBA

Enrolment

It is recommended that an interview with the Principal is requested prior to admission. This ensures that you are provided with all required information that is needed before your child can commence at Middle Point School.

Enrolment forms are available from the Office. For children starting Transition or if you are enrolling in an NT Government School for the first time, we require the following documentation:

- Birth Certificate
- Written proof of your child's immunisation
- Your postal address
- Emergency contact

In your enrolment pack, there is a form requesting permission to use photographs of your child in school and NT Department of Education publications. Students are also required to sign a form where they agree to use the internet facilities appropriately.

Entry Into Transition

Children are required to be 5 years old before entering Transition. Middle Point School follows the Northern Territory Department of Education guidelines for entry into Transition. To be eligible, children need to be turning 5 years old before 30 June to commence Term 1 of that year. (ie – if your child turns 5 years old before June 30 2021, your child is able to commence Transition on the first day of the 2021 school year – 2nd February.

Family Emergency Records

It is important for the school to be able to contact parents/guardians immediately. For this reason, it is important that all information in the school records be kept up to date at all times. It is essential that the school have current contact and emergency contact numbers. Remember that all these details remain strictly confidential.

Each Term, a note will come home with your child to be filled out requesting your contact information. Please complete it and return it to school.

Absences

Notification of a reason for a child's absence from school is required and necessary for the adequate supervision and care of each child. Following current Absenteeism Policies effective April 11th 2011, the school must be advised either in person, in writing or by telephone of the reasons for any absences.

The school will attempt to make contact with you if we have not been contacted.

Messages to Your Child

There will be times when you may need to get a message to your child. This most often regards bus travel home and where to get off or which bus to take.

In order for us to ensure that your child gets to their required destination if different from usual; **please contact the school by 2pm**. This ensures that staff are able to get messages to students in a timely manner and you know your child will go where you need them to be.

School Parent Advisory Committee

The Parent Advisory Committee is made up of elected parents and teacher representatives. The committee meets once a term.

Details of the current Parent representative can be obtained by phoning the School Administration Office.

Meetings are held at Middle Point School Library. Any member of the school community is welcome to attend.

Middle Point School has a very dedicated committee working together to the advancement of our school. We recognise that parents may have demands on their time, and we value the time that is given to the committee. Being on the committee, even coming to the meetings, provides the opportunity to gain better understandings of school management issues. You are also able to have a say on issues you feel relevant to your own child/children's education.

Parent Advisory Committee meetings are run informally and are also an opportunity to catch up with staff and other parents.

Together we all contribute to make Middle Point School the exciting learning place it is today!

EMERGENCY INFORMATION

Bomb Threat

The school has plans for evacuation of the school during an emergency. Each year, we conduct at least 4 practices to ensure that all staff and students are aware of correct procedures.

Cyclone Procedures

During the cyclone season (November to May) we may be faced with an emergency school closure.

Please note : Middle Point School is NOT a cyclone shelter.

If a cyclone warning is given during school hours, parents are to collect their child/children from the classrooms upon advice from school emergency services or the media. Parents are asked to collect their child/children within 90 minutes of this announcement. Parents must speak to the teacher and sign out their child/children.

If children are being collected by a friend of the family, all details must be provided. This way, everyone knows where their child/children have gone.

Children who are not collected within this time will be taken to **Taminmin College which is our nearest cyclone shelter**. A staff member will remain with the children until they are collected.

Please note: If roads are not accessible, children will remain at Middle Point School with staff until collected.

Fire

The school has plans for evacuation of the school during an emergency. Each year, we conduct at least 4 practices to ensure that all staff and students are aware of correct procedures.

GENERAL INFORMATION

Assembly

Middle Point School has a whole school assembly every 2nd Wednesday (even weeks) afternoon from 2pm– 2.30pm. Families are welcome to join us.

Behaviour Code and Management

Middle Point School's behaviour management policy reflects the schools' philosophy based on encouraging and teaching acceptable behaviour in a positive, caring environment. Student behaviour is a shared responsibility between school and home. Common courtesies, manners, appropriate language and appropriate behaviours are expected from everyone in the school at all times.

Rights

Children, Teachers and Parents have THE RIGHT to:

- be treated as individuals
- be respected
- care about themselves and have others care about them
- feel safe at school
- be treated with kindness and fairness
- be free from disruption at school
- work in a pleasant and co-operative environment.

In addition:

- Children have a right to work and play without interference
- Parents have a right to discuss matters of interest or concern with school personnel at appropriate times
- Teachers have rights for their professional expertise to be recognised.

Responsibilities

Children, Teachers and Parents have **RESPONSIBILITIES** to:

- Make the school a happy and safe place
- Respect and care about other people
- Abide by school rules
- Care for the school and its environment
- Take responsibility for their own work and actions.

Parents and Teachers are also responsible for:

- encouraging the development of self-discipline
- an acceptance of school rules and practices
- supporting the school's Behaviour Policy.

Teachers are responsible for:

- Behaving in a professional manner
- Consistently and fairly implementing the Behaviour Management Policy.

Consequences

When a school rule is broken or when rights of others have been infringed, students must accept that there will be consequences.

These will:

- take into account any special circumstances which may have resulted in the particular incident
- occur as soon as possible after the incident
- be in proportion to the seriousness of the incident.

Such consequences may include:

- apologising
- restitution
- being asked to do some extra tasks

- time out from class that must be made up in own time
- losing privileges

Behaviour which is **violent or aggressive** is dealt with immediately through the Teaching Principal and results in the removal of the student from the classroom or playground. Serious breaches can result in suspension from school. Police intervention will be used when necessary.

Home/School Communication

Home/School communication is essential in helping children develop positive behavioural strategies of self-discipline and self-esteem.

- Please let your class teacher know if you notice any changes in your child's behaviour at home. This helps us develop a greater understanding of your child and how best we can support them.
- If your home situation has changed, please let the teacher know. This helps us understand the changed behaviour at school.

Good Home/School communication assists us in catering for your child's needs in a positive way.

Breakfast Program

The School runs a breakfast program for the students in the mornings. This is a free service and is available to all students at the school.

Breakfast options for the students are:

- Various cereals and milk or
- Toast – vegemite and jam

Bus Passes

Bus passes are not required for primary school students. Students in school uniform do not have to pay or provide passes to travel on the Buslink School Bus service.

Bus Routes

For a current version of direct bus routes, parents and carers are advised to check the government website or phone Buslink directly. Information is listed below.

Due to possible changes it is always a good idea to confirm the travel times and routes with Buslink prior to commencement of the bus service.

More Information

- Speak with the bus driver directly
- Talk to your child's teacher
- Contact Darwin Buslink and speak with Buslink staff (89882762)

- Refer to www.nt.gov.au/transport/public for further information including current policies & procedures.

While Darwin Buslink is responsible for the overall running of the school bus service, the school maintains in close communication with Darwin Buslink in an effort to ensure an acceptable level of student behaviour and safe travel for all. Darwin Buslink also have consequences for inappropriate and unacceptable behaviour which results in suspension from using the service for a specified number of days. During those times, it is parents' responsibility to get their child to school. Attendance is still required. Non-attendance due to bus suspension is an unacceptable absence and this absence will be reported.

Canteen

Middle Point School does not operate a canteen. However we do have toasty Fridays!

Fridges are available in the classrooms and students are instructed to put lunch boxes in the fridge as soon as they get to school.

Foods Not Permitted at Middle Point School

- Bubble gum or chewing gum (NT Government Policy)
- Confectionary – including lollies/chocolate
- Soft drinks
- Iced coffee
- High energy drinks.

Care of Personal Property

All articles brought to the school should be clearly labeled with your child's name – this includes clothing, shoes, hats, school bag, and lunch box.

Children should not bring large amounts of money or expensive or fragile toys or equipment to school. This includes jewellery (necklaces, earrings, rings, bracelets). Middle

Point school is unable to take responsibility for these items should they become broken, lost or stolen.

School Council

Electronic Equipment

It is not recommended that Mobile Phones, IPod's, MP3 Players, Nintendo DS and any other electronic equipment be brought to school. Should a student need to bring equipment of any kind to school, they must hand their equipment in to staff as soon as they arrive at school and collect it as they go to the buses in the afternoon.

Remember, no responsibility is taken if this equipment is broken, misplaced, lost, or stolen.

Please note: there is limited mobile phone coverage at Middle Point.

Excursions

Students may go on a number of excursions throughout the year. Middle Point School attends swimming lessons annually and some students may also attend a camping excursion.

Excursions are regarded as an integral part of the learning process and are considered a fundamental part of children's education. Excursions provide experiences which stimulate curiosity and create springboards for further learning.

Fees/costs for excursions must be paid in advance and by the due dates. Middle Point School provides sufficient notice to allow for payments, and small weekly payments are accepted.

Permission notes are attached to letters home informing of an anticipated excursion. The permission note must be fully completed, signed and returned to school before a child can be taken on an excursion. These forms are a legal requirement. Without them, your child will be unable to participate in the excursion.

Students attending an excursion are required to have:

- full school uniform
- enclosed shoes
- hat
- recess/lunch if requested (no money).

First Aid

All staff at Middle Point School hold current First Aid Certificates. We are able to treat minor accidents. In the event of an emergency, the parent/guardian is contacted and medical assistance is sought. If a child is unwell, the parent/guardian is contacted and the necessary arrangements are made for the collection of the child.

Medication

If your child needs medication, prior arrangements need to be made with First Aid Staff and the school Principal. Any prescribed medication will be kept securely locked. It is strongly recommended that medication be administered at home if possible.

Any medications to be taken at school are required to be in its original packaging and labeled with the students name and dosage including any that have been purchased over the counter. Pharmacy staff can arrange the appropriate labels. We also require a dated letter from a parent/guardian with detailed information outlining the times and dates that the medication is required.

Those suffering from Asthma are required to have an Asthma Action Plan and Student Asthma Record. Inhalers and ventolin for Asthmatics can be kept at school with the First Aid Officer. It is strongly recommended that a spacer be provided also. Please remember that if it needs to be used, the child is required to administer this independently. It is also the parents' responsibility to ensure all medication has not passed its expiry date.

Dental Clinic

Middle Point School students are able to utilise dental services through the Humpty Doo School Clinic or the Palmerston & Community Dentist.

Humpty Doo Dental Clinic ph: 89226466 or

Humpty Doo School Administration Office on ph: 89881255.

Palmerston & Community Dentist (Health Precinct, Palmerston) ph: 89226466

Head Lice

Head lice are a continuing problem in Top End schools. Parents are notified when their child is observed with head lice. Following Department of Education Policy, students with head lice are required to be withdrawn from school until treated.

Notes are sent home following a head lice 'discovery' and we ask parents to take immediate action in response to these notes. It is the responsibility of ALL families to check for head lice and treat if necessary, if we are to eradicate this ongoing problem.

Library

Students are able to borrow 2 books per week from the school library to take home. School library day is Thursday. We request that students use a library bag or plastic bag to keep these books safe from accidents (water/juice bottle spills, food stains). We also request that very young siblings not play with these books.

Newsletter & Facebook Page

The newsletter contains information highly relevant of the time.

The Middle Point School Facebook page is a good place to keep up to date with the school happenings and events.

Uniform

School uniforms are compulsory in all schools in the Northern Territory. Middle Point has a green and navy shirt with a tree frog logo. This shirt is \$35.00 each. We strongly encourage black shorts or skorts. These can be purchased at Humpty Doo School or Best and Less. Students must also have enclosed footwear such as sneakers or sandals.

Students in Year 6 also have a green shirt with navy flames to show who the school seniors are. These are available for purchase for \$30.00 each.

Middle Point School is a Sun Safe school. Hats are compulsory for all students- School bucket hats are available for purchase for \$15 each. Students who do not have a hat or enclosed footwear or who are not in uniform will not be permitted to play in the playground for the day.

School uniforms are required for all excursions.

EDUCATIONAL INFORMATION

Curriculum

The implementation of the Australian Curriculum through multi-level teaching and learning encourages and develops:

- competence in reading, writing, listening and speaking
- understanding and ability to use mathematics in solving problems
- awareness, understanding and skills in current technology – in particular competency with Information Technology and supporting materials
- an awareness of other languages and cultures
- opportunities to use skills without fear or ridicule
- curiosity and motivation to learn and display talent
- individual differences
- cooperative human relationships
- Peer Learning
- Development of Social and Emotional Competence

Middle Point School uses Read, Write, Inc as its reading program for Early Childhood. This Program has a phonemic base and is very successful in teaching basic reading skills.

Middle Point Numeracy program is based on Meaningful Maths.

Teachers at Middle Point School use an integrated approach to programming and planning. We cater for different learning styles and provide a variety of learning technology aimed at students learning to problem solve, reflect on their efforts and develop lifelong skills.

Roles of School Staff and Community

Everyone in the school community has a responsibility to encourage and promote parental involvement and participation.

Parents

Have a responsibility to:

- show an active interest in their children's schooling
- cooperate with school staff, other parents and children in the interests of their child's schooling
- keep staff informed of their children's progress and significant events which may affect their child's learning
- raise concerns promptly and appropriately.

Teachers

The teacher's main role is the provision of the educational curriculum in the classrooms.

Teachers have a responsibility to:

- build good relationships with parents and students
- keep parents informed about children's progress
- listen to parents and address concerns
- inform parents about the curriculum and school policies.

Support Staff (Administrative Officers/ISA's/Tutors)

These important people assist in the implementation of programs and the running of the school.

Teaching Principal

The Teaching Principal is the representative of the Secretary of the Department of Education and as such is the Chief Executive Officer of the school. The Teaching Principal is responsible for educational leadership and sound management practice and is required to ensure the implementation of Departmental Policy. Within the school community, the Teaching Principal attends to personal and confidential matters and those relating to the educational program. This includes school policy, teaching staff, ancillary personnel, and student welfare.

The Teaching Principal has a responsibility to:

- ensure the delivery of a curriculum that focuses on improving student outcomes
- consult with the school parents, staff, wider community, and where appropriate, students, in the formulation of school directions
- support staff
- address parent concerns
- communicate with and distribute information to all members of the school community.

Reporting to Parents

Written Assessment Reports are sent home at the end of Terms 2 and 4. If you have any queries about the report that is sent home, please contact your child's teacher.

Parent – Teacher interviews are held at the end of Terms 1 and 3. Parents are encouraged to discuss their child's progress. If you need an appointment at any other time, please contact your child's teacher and make an appointment.

Once again, welcome to Middle Point School. We hope you enjoy your years with us.

Leigh McKenzie
Teaching Principal