



# HOME SCHOOL PARTNERSHIP

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## COMMUNICATION GUIDE

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KINDERGARTEN TO YEAR 6

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MOUNT ROGERS PRIMARY SCHOOL

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Alfred Hill Drive MELBA ACT 2615





Mount Rogers  
Primary School

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### PRINCIPAL

Felicity Levett

### DEPUTY PRINCIPAL

Elizabeth Marman

### LEADERSHIP TEAM

Eizabeth Marman - Preschool & Kindergarten

Jodi Stoneman - Years 1 & 2

Charlene Lalor - Years 3 & 4

Sarah Schipilow - Years 5 & 6

### ADMINISTRATION

Jenny McNaught - Business Manager

Anita Cox

Katie Shearer

Bronwyn Stone

### OFFICE HOURS

8:30am to 3:30pm

### CONTACT

T: 6142 2750

E: [info@mtrogers.act.edu.au](mailto:info@mtrogers.act.edu.au)

W: [www.mtrogers.act.edu.au](http://www.mtrogers.act.edu.au)

FB: [www.facebook.com/mountrogersprimary](https://www.facebook.com/mountrogersprimary)

MOUNT ROGERS PRIMARY SCHOOL  
ALFRED HILL DRIVE MELBA ACT 2615

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### TEACHER COMMUNICATION

Strong home<>school partnerships are important and we encourage you to contact your child's teacher if you have information to share about your child's health, welfare, family circumstances or academic progress.

#### PLEASE CONTACT YOUR CHILD'S TEACHER FIRST VIA:

- EMAIL

A quick query or sharing of information is often best communicated via email.

You can expect a teacher response within 2 working days.

To contact a teacher use the following email format:

- > firstname.lastname@ed.act.edu.au, or
- > info@mtrogers.act.edu.au (your message will be promptly forwarded to the teacher by office staff)

- TELEPHONE

You can telephone the school office on 6142 2750 during office hours (8:30am to 3:30pm) to arrange a call back from the classroom teacher or arrange an appointment time. Please provide some information about your query so your teacher can provide relevant data and information when they respond.

- IF A TEACHER CONTACTS YOU BY TELEPHONE

Occasionally your child's teacher may call during the school day. If available, your teacher will leave a voicemail message if you are unable to answer the call.

It is important to listen to the full message, as teachers will often indicate when they will call again and what the call is about. This is important information and will ensure that our administration staff can promptly respond to your telephone call. Administration staff are often unaware of calls made by teachers to parents and carers.

- PLEASE NOTE

Morning Lines, at the start of the school day, is **not** an appropriate time to talk to teachers as they have duty of care for all their students and it is a public forum.

**OFFICE HOURS 8:30AM TO 3:30PM**  
**T: 6142 2750 E: INFO@MTROGERS@ACT.EDU.AU**

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### KEEPING UP TO DATE

Our school provides a variety of ways to keep our families and community up to date.

- NEWSLETTER

Emailed every Wednesday to parents and carers. Please ensure your email address is up to date at the school office. The newsletter can also be found on our school website and Skoolbag App.

- WEBSITE

Provides information on our curriculum, philosophy and vision.  
W: [www.mtrogers.act.edu.au](http://www.mtrogers.act.edu.au)

- FACEBOOK

We regularly update our Facebook page to provide reminders, showcase student learning and report on school happenings.  
FB: [www.facebook.com/mountrogersprimary](http://www.facebook.com/mountrogersprimary)

- SKOOLBAG APP

Provides notifications, reminders, notes, canteen information and P&C notices. It is also a great way to advise the school if your child is absent from school.  
For installation instructions, go to page 13.

- MORNING LINES

Held daily at 9am on the basketball court. An excellent way to hear about upcoming events and reminders.

- ASSEMBLIES

Our school families and community are most welcome at our assemblies on scheduled Fridays in the hall. Our newsletter and term calendar provide assembly dates and the host classes.

- NOTES HOME

Class notes are sent home regularly. Please check your child's school bag each day after school.



### FINDING OUT ABOUT YOUR CHILD'S LEARNING

We value our partnership with parents and carers, and strive to work with you to develop the best learning opportunities for your child.

- **GETTING TO KNOW YOU INTERVIEWS**

Held at the beginning of the year, these interviews are a valuable opportunity to meet your child's class teacher. You may advise them of your child's needs, learning styles and aspirations for the year. Detailed information about how to book a time for an interview is sent home via your child at the start of the school year.

- **REPORTS**

Reports are sent home via email in Terms 2 and 4 (Week 9). Please ensure your email is up to date with the school office.

Semester 1 Report

> A progress report indicating your child's academic progress so far.

Semester 2 Report

> A summative report outlining your child's final academic results.

- **PARENT TEACHER INTERVIEWS**

We provide opportunities for parents and carers to meet with their child's teacher to discuss learning goals and progress reports. They are held at the end of Term 2 and if required, at the end of Term 4. A detailed information note is sent home prior to the interviews.

- **PERFORMANCE INDICATORS IN PRIMARY SCHOOLS (PIPs)**

- **NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN)**

PIPs is for Kindergarten students and NAPLAN is for students in years 3 and 5. They provide parents and carers with a 'snapshot' of your child's learning in the areas of literacy and numeracy only.

- **LEARNING EXPOS**

Scheduled during the year for years 3 to 6, Learning Expos showcase student achievements at the end of a unit of inquiry. A note is sent home to advise you of these events.



### CLASS PLACEMENTS

In Term 4 teachers and the Leadership team take time over a number of weeks to consider the best placement for each student.

- **PLACEMENT PROCESS**

As with everything we do at Mount Rogers Primary School, the class placements process begins with our students. Students are asked to list up to 5 students they believe they work well with, and 5 students they feel may distract them from their learning. We emphasise to students that these lists are about providing names of students they work best with. We remind students that sometimes the students you work best with are not your best friends.

In allocating students to classes, teachers and the Leadership team consider a range of factors including:

- Friendship groups
- Equitable distribution of academic abilities
- Exposure to different teaching styles
- Gender balance
- Personalities and social skills
- Sibling placements
- Students with additional needs

- **PLEASE NOTE**

It is our firm belief that teachers are in the best position to decide a child's placement because they know all students in their classes and across year levels, and have an understanding of the 'big picture'.

Once classes are established students are not moved, as this can have a significant impact on other students and the class composition.

- **MOVING UP MORNING**

During the last week of Term 4 students have the opportunity to be in their new class to meet their teacher for the following year. Students receive a postcard with a photo and class information to take home.



### STUDENT ABSENCES

All student absences must be accounted for.

- HOW TO NOTIFY THE SCHOOL

If your child is away due to sickness, for an appointment or on leave, please let your child's teacher know by one of the following ways:

- > Skoolbag App (preferred)
- > Note from parent or carer to your child's teacher
- > Email - [info@mtrogers.act.edu.au](mailto:info@mtrogers.act.edu.au) or teacher email address ([firstname.lastname@ed.act.edu.au](mailto:firstname.lastname@ed.act.edu.au))
- > Telephone 6142 2750 (school office hours 8:30am to 3:30pm)

If your child is away and you have not notified the school, you will receive an SMS notification that your child is not at school.

- LATE TO SCHOOL

If your child is late to school (after 9am), please report to the school office for a late pass. This will ensure your child is marked as attending and you will not be sent an SMS notification.

- APPOINTMENTS DURING THE SCHOOL DAY OR LEAVING EARLY

If possible, please notify your child's classroom teacher in advance.

All parents or authorised adults must collect an exit pass from the school office when you arrive to collect your child. **Prior** written permission must be provided by the parent or carer to allow another adult to collect your child on your behalf.

- IF YOUR CHILD IS AWAY FOR AN EXTENDED PERIOD OF TIME

Please notify the school in writing, advising the dates that your child will be absent from school via:

- > Skoolbag App
- > Note from parent or carer to your child's teacher
- > Email - [info@mtrogers.act.edu.au](mailto:info@mtrogers.act.edu.au) or teacher email address

If you are going away on extended leave and would like to take some work for your child, we ask that you give your child's teacher 2 weeks notice to enable them to organise relevant materials. We usually recommend taking plenty of reading material, writing a journal or blog, keeping a budget and recording spending, as useful and authentic learning experiences.



### PARENTS & CITIZENS ASSOCIATION (P&C) OPERATED PROGRAMS

- CANTEEN

The canteen is open every Tuesday to Friday.

Orders can be made online at [www.flexischools.com.au](http://www.flexischools.com.au) or written on a paper bag with the cash payment, and placed by your child in their classroom canteen basket each morning.

For installation instructions, go to page 14.

The canteen menu is available on [flexischools.com.au](http://flexischools.com.au), via the Skoolbag App, and a paper copy is sent home with students at the start of the year and when updated.

- RECYCLED UNIFORM SHOP

The recycled uniform shop is open Tuesday and Wednesday mornings from 9:15am. Most used clothing items are \$2 each. A P&C Association volunteer will assist you with your purchases. Ask the office staff for directions.

New hats may be purchased for \$12 each. **All sales are cash only.**

Office staff are able to assist with purchases outside opening hours, however we ask that you avoid the peak office times of 8:45am to 9:30am and 2:30pm to 3:15pm.

- CONTACT INFORMATION

- > Canteen

- T: 6142 2760

- Online orders: [www.flexischools.com.au](http://www.flexischools.com.au)

- > Mount Rogers Primary School P&C Association

- E: [secretary.mountrogerspandc@gmail.com](mailto:secretary.mountrogerspandc@gmail.com)



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### HOW CAN I HELP AT SCHOOL?

- VOLUNTEERING

We value the contribution made by volunteers in our school and there are many ways you can help out.

These include:

- > Listening to students read and helping them to select books
- > Assisting with class activities eg art activities, maths groups, sustainability
- > Helping in the library - shelving and covering books
- > Tending the kitchen garden and helping with cooking classes
- > Assisting to run a lunchtime club eg art, chess, gardening, music and bike clubs
- > P&C events eg Mother's Day and Father's Day stalls
- > Helping in the canteen (open Tuesday to Friday)

Please let your child's teacher or a Leadership team member know if you would like to volunteer in any way.

If you choose to volunteer frequently (more than 3 days per month or 7 days per year) you are required to obtain a Working with Vulnerable People card. The Working with Vulnerable People Act requires those who work or volunteer with vulnerable people to have a background check and be registered. You can apply for this online at [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au).



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### FREQUENTLY ASKED QUESTIONS

- **I HAVE AN EMERGENCY AND CAN'T COLLECT MY CHILD ON TIME - WHAT DO I DO?**

If you are unable to collect your child at 3pm due to unforeseen circumstances, and have arranged for someone else to collect them, please telephone the school promptly on 6142 2750 so that staff can arrange for your child to meet the alternative adult.

We must receive permission from you to allow your child to be collected by another adult.

- **MY CHILD HAS LOST THEIR LUNCH BOX OR JUMPER - WHERE CAN I LOOK FOR THEM?**

Lost property boxes are located outside the school hall in the senior corridor. You are welcome to check these anytime (please sign in at school office on arrival). Other places to check for lost items are the bag nooks, corridors or on the playground.

Clothing and lunch boxes that are named will be returned to your child.

- **MY CHILD HAS HEAD LICE - DO I KEEP THEM HOME FROM SCHOOL?**

Anyone can get head lice and if you discover that your child has head lice treat their hair immediately.

Your child can attend school once their hair has been treated. Please notify the school office so that a notification can be sent home asking parents and carers to be on the look out for head lice in their child.

If head lice are found when your child is at school, you will be contacted by office staff and asked to come and collect them. Once treatment has been completed your child is able to return to school.

- **DOES THE SCHOOL HAVE A SCHOOL COUNSELLOR / PSYCHOLOGIST?**

Yes. Our school counsellor/psychologist works part-time across a number of ACT schools. To arrange a call back or appointment, please contact the school office on 6142 2750 or email [info@mtrogers.act.edu.au](mailto:info@mtrogers.act.edu.au).

- **I HAVE MISLAID A SCHOOL NOTE - HOW DO I GET ANOTHER ONE?**

Copies are available at the school office or you may request a copy via email [info@mtrogers.act.edu.au](mailto:info@mtrogers.act.edu.au).



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### FREQUENTLY ASKED QUESTIONS

- **HOW DOES THE SCHOOL ACKNOWLEDGE STUDENT SUCCESS?**

We promote and celebrate student achievement whenever possible. We acknowledge the success of our students in many ways:

- > **Artist and Merit Awards**

Presented at our scheduled school assemblies.

If your child is to receive an award you will be contacted by your child's teacher via telephone or email to advise you of their success and the date of the assembly at which they will be presented with their award.

- > **Mini Merit Awards**

Presented to your child in class, and at the time, to recognise student achievement.

- > **RISE Certificates - Respect | Inclusive | Safe | Engaged**

To acknowledge their commitment in demonstrating the expected RISE behaviours as part of our PBL program. These certificates are handed out by your child's teacher during class sessions. Students will receive a RISE certificate after they have been awarded a set number of RISE tickets. When your child has reached a Bronze, Silver and Gold Certificate in all 4 RISE areas they will receive a Mount Rogers Medallion at the next school assembly. Your child's teacher will contact you if your child is to receive this very special award.

- **WHAT IS PBL? WHAT IS RISE?**

Mount Rogers is well on the way to becoming a Positive Behaviour for Learning (PBL) school. PBL is an evidence-based whole school systems approach that:

- > addresses the diverse academic and social needs of every student to support them to be successful, and

- > establishes positive social expectations for behaviours for all in the school community.

Our PBL is guided by our RISE acronym and the expectation for behaviours in all settings are based on these 4 values - Respect | Inclusive | Safe | Engaged.

PBL has been adopted by the ACT Education Directorate.





### FREQUENTLY ASKED QUESTIONS

- I HAVE HEARD ABOUT THE WELLBEING ROOM, WHAT IS THIS?

We consistently strive to provide a school where students love to learn and feel safe and supported. To achieve this we teach holistically, considering the child's social, emotional and academic growth. We are fortunate to have a Wellbeing room for students to access throughout the entire school day. The purpose of this room is to provide students a safe, calm and supportive space to solve and talk about a wide variety of concerns and worries. Reasons students may access this room include:

- > Grief

Perhaps they have recently lost a pet or loved one and are not coping with the regular routine of school and need a little extra care throughout the day.

- > Friendship issues

Children are constantly learning social norms and can sometimes find navigating this difficult. Teachers in the Wellbeing room are there to help students solve friendship issues through the provision of confidential conversations and strategies.

- > Injury

Students who have a significant injury (eg fracture) or have recently had surgery may need to be off the playground for a short while. The Wellbeing room provides a safe area for them to bring a friend and play.

- > Supervised play

Sometimes choices made by students on the playground or in class are not always safe or meet the RISE expected behaviours. The Wellbeing room supports students through conversations and strategies to remind them of what safe and expected behaviours are when in class and on the playground, in a safe and supported way.

- > Transitions

Children can experience anxiety for a variety of reasons including transitions. Sometimes mornings can be a difficult time and so spending 5 minutes in the Wellbeing room to begin the day provides the student a calm and supported way to begin their learning.

If your child has accessed the Wellbeing room for a serious or concerning matter, an Executive teacher will telephone you to discuss the matter. If you are ever uncertain about why your child might be attending the Wellbeing room please contact your child's teacher.



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### FREQUENTLY ASKED QUESTIONS

- **HOW DO I PAY FOR SCHOOL EVENTS AND EXCURSIONS?**

School events and excursions can be paid by cash, cheque, EFT or by direct deposit. It is expected that all payments are made by the due date as indicated on the permission note.

Your child's attendance at an event or excursion may not be permitted if the payment and permission note are not received by the due date.

Always check the note for the available payment methods for each event or excursion.

> If you are paying by cash/cheque:

Please return (via your child's classroom teacher) the permission note with your cash/cheque payment in a secure envelope, with your child's name clearly written on the front of the envelope.

> If you are paying by direct deposit:

Please return (via your child's classroom teacher) the permission note with the payment details promptly after the online payment. This will ensure the correct allocation of your payment.

Mount Rogers Primary School bank details:

BSB: 032777

ACCT: 001682

ACCOUNT NAME: Mount Rogers Primary School Management Account

> If you are paying by EFT:

Please make your payment in person at the school office between 8:30am to 3pm. Please return the permission note at the time of payment.

- **WHAT CAN I DO IF I CAN'T AFFORD TO PAY FOR A SCHOOL EVENT OR EXCURSION?**

We understand that at times it can be difficult to pay for school events, however we don't want children to miss out. If you are under financial stress and can't afford a payment please contact the Principal or Deputy Principal (via the school office) for a confidential discussion and to develop a plan with you.



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## QUESTIONS?

T: 6142 2750

E: [info@mtrogers.act.edu.au](mailto:info@mtrogers.act.edu.au)

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## HOW TO INSTALL THE SKOOLBAG APP



### FOR APPLE USERS:

- > From your iphone/ipad, go to the Apple App Store and search for "SkoolBag"
- > Download the free SkoolBag app
- > Open the app and add *Mount Rogers Primary School*
- > Choose your year level/s and "allow notifications"

### FOR GOOGLE ANDROID USERS:

- > Go to Google Play Store and search for "SkoolBag"
- > Download the free SkoolBag app
- > Open the app and add *Mount Rogers Primary School*
- > Choose your year level/s and "allow notifications"

### MORE INFORMATION:

Visit [skoolbag.com.au](http://skoolbag.com.au)

View terms and conditions



## HOW TO INSTALL THE FLEXISCHOOLS APP



### FLEXISCHOOLS SET UP:

#### DOWNLOAD THE APP

- > Download the Flexischools app from the App Store or from Google Play
- > For iPhone/Ipad please select "allow notifications"

#### ADD YOUR SCHOOL AND GROUP

- > Click on the search icon and search for *Mount Rogers Primary School*
- > Select and add your year group or groups relevant to you

#### ADD YOUR FLEXISCHOOLS ACCOUNT

- > Click the "Order Now" button located in the bottom right-hand corner to open up a login screen
- > New Flexischools User - Click Register, enter your email address and follow the instructions.

#### PLACE YOUR ORDER

- > Click on the "Order Now" button located in the bottom right-hand corner of the app
- > Select the items you wish to order
- > Select payment option and complete payment

#### MORE INFORMATION:

Visit [flexischools.com.au](http://flexischools.com.au)

View terms and conditions



Do you need help with  
an enquiry or concern?

# TALKING WITH YOUR SCHOOL



## WHERE DO YOU START?

**Step 1.** Make an appointment with your school via phone or email.

Contact your school's front office to make an appointment with the most appropriate person. Alternatively, you can write or email the school about your concerns.

**Step 2.** Discuss your enquiry or concern with the class or executive teacher.

Provide all relevant information, discuss possible outcomes for addressing your enquiry/concern, and settle on an option that can be achieved with input from you, the teacher and your child.

**Step 3.** Discuss your enquiry or concern with the principal.

If you were not able to achieve a satisfactory response with the class or executive teacher, or if your concern relates to the conduct of a school staff member, or is about another aspect of school life that is impacting on your child's education.

## WHAT ARE YOUR OTHER AVENUES?

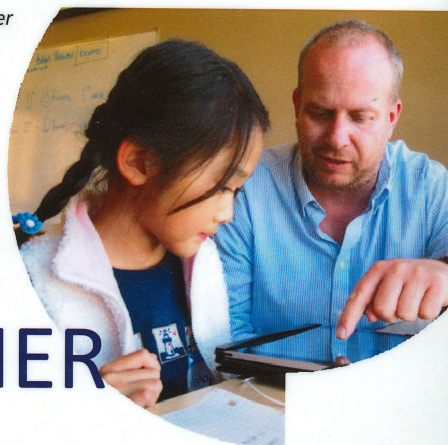
If your concern remains unresolved, you may wish to contact the Complaints & Liaison Unit on 6205 5429. You may also wish to lodge a written description of your enquiry/concern using the online contact form which can be found at: [www.education.act.gov.au/contact\\_us](http://www.education.act.gov.au/contact_us)



**At any time, you may approach any of the following external agencies relating to:**

**Imminent danger of a child or yourself:**  
ACT Police 000 or 131 444

**Child protection:**  
Community Services  
Directorate 1300 556 729



# WORKING TOGETHER WITH YOUR SCHOOL

A Code of Conduct to promote respectful interaction on ACT Education Directorate premises.

**The ACT Education Directorate is committed to respecting human rights and protecting the safety and welfare of all persons in education settings.**

The *Working Together with Your School: Code of Conduct* outlines the responsibilities of community members, staff and students to promote appropriate and positive conduct and to prevent or minimise non-compliant and aggressive behaviours.

All Directorate staff, students, parents, carers and visitors have a right to be treated with courtesy and dignity and to participate in education environments that are safe, secure, supportive and free from bullying, harassment, discrimination and violence.

The ACT Education Directorate will not tolerate purposeful violence on their premises or towards their staff or students.

Under Territory law it is an offence to behave in a disorderly, violent or offensive way on Directorate premises or fail to leave the premises if directed to do so by the principal, a person authorised by the principal or the site manager.

A copy of the *Working Together with Your School: Code of Conduct* is available from schools and the Directorate website: [www.education.act.gov.au](http://www.education.act.gov.au)







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