

# Malmsbury Primary School



*Learning with a view to the future.*

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## INTRODUCTION

Welcome to Malmsbury Primary School. We are looking forward to getting to know you and your family and working with you to help your child/children achieve their best. Malmsbury Primary School is dedicated to inspiring young people to become passionate participants in their future and good citizens in their community. We encourage leadership and personal growth through a range of classroom, community, creative and environmental learning opportunities. Our school community sets high expectations, academically and behaviourally, to enable our students to develop as adaptable, inquiring, creative, courageous and environmentally aware individuals who respect and celebrate differences in others. We believe everyone has the right to feel safe, happy and be able to embrace and nurture a culture of wellbeing as they strive to be the best they can be.

It is important for your child's development that a strong partnership exists between home and school as there are positive implications for children's learning. It is through our joint efforts that your children are given the opportunity to learn, grow and develop into creative, confident people with skills and knowledge that will stand them in good stead for the rest of their lives.

Malmsbury Primary School is a medium sized school catering for children from diverse backgrounds with many parents choosing to travel from neighbouring towns to enable their children to attend our school. Our school has excellent facilities. We also host Malmsbury Playgroup which meets two mornings a week. We offer an Outside of School Hours Care service which runs Monday to Friday from 3:30pm-6:00pm. Our extensive play ground includes a soccer pitch, basketball court, oval, covered play equipment, rubberized play surface and sandpit.

We aim to set up programs that cater for the development of the social, physical, academic, creative and emotional needs of all children. Each child's progress is carefully monitored and school programs are developed to be exciting and stimulating. The curriculum is based on activity and experience to develop life skills as well as knowledge to be acquired.

Strong social bonds are made with a large number of children, not just with pupils in their own grade level, by working in multi-age grades, buddy sessions, school house activities and being involved in our many whole school activities. This helps foster a caring atmosphere, as well as to encourage the ability and willingness to co-operate, share and work with others and an awareness of and a tolerance of other ways of thinking and behaving. When children are feeling secure in their relationships this can help them achieve their full potential.

It is important that the school community feels a sense of ownership of the school. All parents are encouraged to participate to the fullest in both decisions made on policy and in assisting with classroom programs.

Malmsbury Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment, which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their learning and development.

School and community information is passed on to the home by the weekly newsletter, our website, <http://www.malmsburyps.vic.edu.au/> and we regularly send out updates on the Konnective app and our Facebook page @malmsburyps. It is important for parents to *read* and *respond* as quickly as possible to any communication from the school.

The purpose of this handbook is to provide parents/carers of newly-enrolled students with necessary, basic information about the organisation and running of the school. The handbook is designed to be kept as a reference book for future use.

We look forward to welcoming you and your family as members of our wonderful school community.

Warm regards,  
Carolyn Tavener  
Principal

## ABSENCES

The Department of Education and Training (DET) requires teachers to record the reasons for a child's absences from school. Either a note or verbal contact from the parent is sufficient. It is a legal requirement that students attend school on ALL school days and arrive on time. Please attempt to make dental and medical appointments after school hours and do not allow your child to stay home for minor reasons. If collecting your child from school at any time other than the normal dismissal time, it is essential to notify the class teacher or the office staff and fill out the "Early Departure Book" at the office. No child is permitted to leave the school grounds without written permission. Any breach of this rule is considered very serious. If your child does arrive home unexpectedly, please notify the school immediately.



## BEHAVIOUR MANAGEMENT AND SCHOOL RULES

Our school rules are used in every classroom, specialist sessions and in the yard. As a school community we worked together to develop our learning zones to support our students to make good choices and to always be ready to learn.

Malmsbury PS uses Restorative Practices as a way of dealing with problems between people. Restorative Practices is about being aware of when you have harmed a relationship and finding a way to repair that relationship. Helping the children build positive relationships is a strong focus of our social skills program. Bullying behaviour is not accepted at Malmsbury PS. We implement the 'Solving the Jigsaw' program to build a culture of wellbeing and help our students learn strategies to deal with violent behaviour.

## BUS TRAVELLERS

Teachers are on supervision duty from 8.40am until 3:45pm. Students travelling on a school bus will be dropped near the school crossing on the main road in Malmsbury (Mollison St/old Calder hwy) and walk up to the school.

## CAMPS

School camps are organised as a part of the school program. Teachers attempt to keep the costs as low as possible, and planning is such that families will be given sufficient time to make arrangements. If there are difficulties with the cost of camps, parents/carers are invited to approach the Principal to discuss payment arrangements. The Principal may make special financial arrangements in exceptional circumstances. All children are encouraged to participate in these camps. If there are any concerns about a child attending camp, please see the Principal to discuss alternative arrangements.



## **CHILD SAFE STANDARDS**

Everyone shares the responsibility for keeping our children safe. Children have the right to be protected wherever they are, including their time at home, school and in other education and learning environments. Victoria's Child Safe Standards include special protections for children with a disability, Aboriginal children and children from culturally and linguistically diverse backgrounds. These measures are designed to ensure all our children, regardless of their background and needs, are protected in our learning environments. The safety of our children is a top priority for Victoria and for our school. They deserve nothing less. Malmsbury Primary School has comprehensive policies, safety procedures and practices in place which aim to keep students safe.

Measures that will be taken by the school include:

- Promoting the empowerment and participation of students in their school
- Building confidence in students to understand their rights and responsibilities
- Encouraging students to raise any concern they may have as a powerful protective factor against child abuse
- Reporting concerns about a student's safety to staff, parents and guardians, and if necessary the Victoria Police, Child Protection and other agencies.

## **COMPUTERS & TECHNOLOGY**

Our Year 5 and 6 students can Bring Their Own device to school for use during learning time. We have netbooks and iPads for use in all our classrooms. Our students use technology in a variety of ways such as adding to the class blog, accessing Mathletics and other online programs, coding and publishing work.

## **DEMOCRATIC PRINCIPLES**

The Education and Training Reform Act 2006 sets out the legislative framework for the delivery of quality education in Victoria. The Act requires all schools to deliver programs and teaching in a manner, which supports the principles and practices of Australian democracy, including a commitment to:

- An elected government.
- The rule of law.
- Equal rights for all before the law.
- Freedom of religion.
- Freedom of speech and association.
- The values of openness and acceptance of differences and diversity.
- The safety of all children.

The programs of, and teaching at, Malmsbury Primary School will support and promote the principles and practices of Australian democracy.

All documents prepared by Malmsbury Primary School, including handbooks, policies and procedures, will also affirm the principles and practices of Australian democracy.

## **EMERGENCY CLOTHING**

The school has a small supply of clothes, which is used in the event of "accidents". If your child has a need to use these clothes please return them to school, freshly laundered, as soon as possible. Donations of spare clothing are always welcome.

## **EMERGENCY MANAGEMENT PLANS**

Our school has an Emergency Management Plan. The plan covers a range of emergencies that may occur. Our first contact is always to the appropriate emergency services and we act on their advice. It is vital that the school has **your** up to date contact numbers so you, or another family contact, can be contacted at all times. The school conducts practice evacuations and other emergency procedures at random times during

the year. Malmsbury Primary School is on the 'Bushfire at Risk Register'. This means that if a Code Red day is declared the school will be closed; no students or staff are permitted to be at school on these days.

### **EXCURSIONS**

During the year, excursions away from the school grounds are organised. These excursions are considered to be an essential part of the child's learning program and give the opportunity for teachers to present alternative approaches to teaching and learning. They also enhance the teaching that takes place in the classroom.

Teachers are aware of the expense of such excursions and always try to keep the cost as low as possible. If there are difficulties with these costs parents/carers are invited to approach the Principal. Special funding arrangements may be made in exceptional circumstances.

A permission note to take part in excursions is always sent home. It must be signed and returned to school before the child is allowed to participate in the planned excursion. Some local excursions within the confines of the local area (for example, a walk to the Malmsbury Botanical Gardens) are undertaken without specific permission. For your convenience, parents/carers are asked to sign a blanket approval for local excursions when enrolling their child.

### **FUNDRAISING**

The School Council, Junior School Council and Parents' Club are involved in fundraising. Please give all these activities your full support, as it is by the money raised that the educational opportunities given to your child can be supported and enhanced. Many parents/carers find it hard to assist with activities at school, whether it is fundraising, helping out in the classroom, working bees, sports days etc. If you feel you would like to make a monetary voluntary contribution instead towards the various projects that the school would be running e.g. vegie garden, fairy garden, other etc. that would be very much appreciated.

School Council and the Principal are responsible for the expenditure of all school money.

### **ILLNESS, ACCIDENTS AND EMERGENCY CONTACTS**

Home is the best place for sick children. At school we provide basic first aid for minor accidents. If your child receives first aid treatment during the day, they will bring a slip home to advise you of this. In the event of illness or major accidents, we will contact the parents/carers immediately, so that you can make arrangements for your child to be collected from the school.

All parents/carers, but particularly those who are at work or are without a telephone, will need to arrange for an emergency contact in case of their child's illness or accident. Please ensure that your emergency contact number for the school is kept up to date at all times.

### **IMMUNISATION CERTIFICATE**

All Foundation (Prep) Year children are required to present an immunisation certificate before they can be enrolled. To obtain your child's certificate you can –

phone 1800 653 809 or email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)

[www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online) or visit your local Medicare Office.

Immunisations are no longer carried out at school and need to be done through the local community health centre or your own doctor. The school nurse will visit to check sight, hearing and any concerns raised by either parents/carers or teachers of Prep students.

### **INFECTIOUS DISEASES**

Infections can spread quickly through a school.

As some illnesses can have serious after-effects, the School Medical Service has developed an exclusion table, which all schools must follow. While the full exclusion table is available from the office, a 'plain English' list of the Infectious Diseases Exclusion Table follows:

Infectious Disease	Exclusion information
Chicken Pox	Exclude until fully recovered or for at least five days after the eruption first appears and until the last lesion has healed.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diphtheria	Until at least two negative swab tests have been received at intervals of not less than 48 hours. The first swab test is not to be administered until 72 hours after antibiotic or chemotherapeutic treatment has stopped. Siblings of infected children are to be excluded until a Medical Officer has cleared them.
Impetigo (School Sores)	Until sores have fully healed. The child may be permitted to return to school provided appropriate treatment is being applied, and those sores are properly covered with appropriate dressings.
Measles	For at least seven days from the appearance of the rash, or until a medical certificate of recovery is produced.
Mumps	Until fully recovered.
Ringworm	Until appropriate treatment has commenced; or until cleared by the School Medical Officer.
Rubella (German Measles)	Until fully recovered, and at least four days have passed since the appearance of the rash.
Scabies	Until appropriate treatment has commenced; or until cleared by the School Medical Officer.
Scarlet Fever	Until a medical certificate of recovery is produced.
Tuberculosis	Until a medical certificate is produced stating that the patient is no longer infectious.
Viral Hepatitis	Until a medical certificate of recovery is produced.
Whooping Cough	For four weeks, or until a medical certificate of recovery is produced.

Please note that a full detailed, updated list of all infectious diseases is on display at the office.



### **INTER-SCHOOL ACTIVITIES**

Sport is played between some cluster schools on a regular basis. This is designed to encourage sportsmanship and a sense of the wider community. Parents/Carers will be notified prior to these events by way of the newsletter or special notice. Students are involved in LOTE, chess, Beat concert and other special weeks such as Science Week with other local schools.

### **LIBRARY BORROWING**

Children are encouraged to borrow books from the school Library. Children, will be informed when the Library is open in addition to class sessions in the Library.

Children in Foundation/Prep, Grades 1 and 2 must keep their books in a Library bag. Older children are also encouraged to use a Library bag. Please remind your child to return their Library books.

### **LOST PROPERTY**

All articles of clothing worn to school need to be named. Any lost property will be placed in the lost property clothes box. The lost property will also be displayed on the last day of each school term. Any unclaimed items will then be sold as pre-loved uniforms or donated to a local charity.

### **LUNCHES**

The children eat their play lunch outside under cover with the supervision of the yard duty teacher. Lunch is eaten in the assembly space with a teacher supervising. Our students and parents are encouraged to pack Nude Food lunchboxes to minimise the amount of rubbish at school.

### **MONEY SENT TO SCHOOL - COLLECTION**

When you are required to send money to school, it should be sent in a sealed envelope with ends taped, your child's name, grade, and the purpose for the money clearly marked. All money should be handed to the General Office for safe keeping or posted in the box near the office door. Please do not give money to the classroom teacher.

### **NEWSLETTERS & NOTICES**

The newsletter is an important communication link between the home and the school, and each family should receive a copy. Our newsletters are emailed and available from our school website, currently under redevelopment. If you require a paper copy, please let us know. The school newsletter is available every Friday. It includes notices of events, important dates, children's work and other items of general interest. From time to time additional notices are sent home with the oldest child, or with all children who are involved in a particular activity or event. Please encourage your child to pass on notices from the school to you.

### **OUTSIDE SCHOOL HOURS CARE (OSHC)**

We offer OSHC after school each day. An enrolment form must be completed before your child can use the service. The cost is \$22 for a permanent booking session, \$25 for a casual booking session. Most of our parents receive the Child Care rebate.

### **PARENT HELP**

Parent help is encouraged and appreciated at school. There are a variety of ways in which this can take place. Different grades and different teachers have different needs. Some of the common ways of assisting at school include helping listening to reading, typing of stories, accompanying excursions, conducting activities with smalls groups of children, helping with Parents' Club special lunch days, and a variety of fundraising and social activities. If you wish to become involved in any areas, please contact the school.

## **PARENTS' CLUB**

The Parents' Club does a valuable job in the school with fundraising and a host of other activities, including the provision of much needed equipment for children. Meeting times are advertised in the newsletter. Parents/carers are urged to join this band of workers who have been responsible for so much assistance, opportunities for friendship and a variety of interesting activities.

New members are encouraged and receive a warm welcome at meetings. This is a critical group within the school and your involvement would be greatly appreciated.

## **PARENT/TEACHER INTERVIEWS**

Each term, parents/carers have the opportunity to have interviews with teachers. A written report will also be forwarded to parents/carers at least twice per year (June and December). Parents/carers are always welcome to meet with teachers, but to avoid interrupting classes please contact the Principal to arrange a mutually convenient time.

## **CURRICULUM DAYS**

In 2022, the 28<sup>th</sup> January is a curriculum days. Our remaining 2022 curriculum days are yet to be decided.

## **PLAY AREAS**

As a general statement, it can be said that all the children at the school play well together and are encouraged to mix freely in the yards. At play times there is a teacher on yard duty supervising the students. Students are encouraged to see this teacher first if they have problems.

## **SCHOOL ADMINISTRATION**

While School Council has the right to determine the policy and programs of the school, it is the role of the school administration to organise the everyday running of the school. To this end, the Principal determines the day-to-day running of the school.

Our school has a Business Manager, Jan McIntyre, who is responsible for the administration of the school office and is often the first person new parents will meet when visiting Malmsbury PS.



## **SCHOOL COUNCIL**

This is the governing body of the School. While The Department of Education and Training (DET) and the Government of Victoria make laws and regulations about schools in general, the School Council has wide powers in the areas of organisation, finance and policy.

School Council operates a sub-committee system, whose membership is determined by School Council and usually elected from School Council (non-school councillors are welcome to join sub-committees). These sub-committees meet between School Council meetings and discuss particular items in depth, and make recommendations to School Council. At present, School Council sub-committees are: Finance, and Buildings & Grounds. Parents/carers are welcome to attend any School Council meetings as observers.

Parents/carers are urged to know who their School Council representatives are, and to offer their assistance to any sub-committee in whose responsibilities they might have an interest or a skill. They are urged also to offer themselves as candidates for a position on the School Council. Nominations are usually called for in March of each year and councillors are elected for a two year period. Each year approximately half of the representatives are up for re-election. If you have any questions about School Council, please arrange to meet with the Principal.

### **SCHOOL CROSSING**

Malmsbury has a school crossing controlled by a supervisor. The crossing is supervised at the following hours  
Before school 8.20 a.m. - 9.05 a.m. After school 3.20 p.m. - 4.00 p.m.

Children are expected to obey the directions of the Crossing Supervisor at **all** times, and to travel directly to and from school unless at the request of parents/carers. There are two disabled car park spaces at the front of the school which should only be used by vehicles displaying the appropriate label. Parents/carers are also urged to encourage their children to use the crossing **at all times**.

Parents must make sure they **do not** park in 'No Parking' zones near the school or the crossing as doing so puts our students and crossing supervisor at risk. Students who are walking or riding their bikes are asked to stay on the footpaths. Parents/carers are asked to drive slowly and carefully down Cameron Street as it is very busy at drop off and pickup times. Parents/Carers collecting children are asked to get out of their car and walk children back to their vehicle. Cars reversing are dangerous and small children are very difficult to see.

We do not want a tragedy at our school so let's work together to keep everybody safe.

### **SCHOOL POLICIES**

School policies are statements about learning programs, administrative procedures and school/community relationships. These policies express the school community's beliefs about the aims, guidelines and the preferred methods of implementation. Policies are developed by sub-committees and must be approved by School Council before they are published. Policies are regularly reviewed and revised by the responsible sub-committees. Copies of school policies are available from the office.

### **SCHOOL TIMES**

School commences at 8.50 am and finishes at 3.30 pm. Please ensure that your child is on time for the commencement of the school day. Late arrivals can be very disruptive to the class and teacher and may inhibit your child's learning.

In Term 1 2019, children in the Foundation/Prep Year will attend school four days a week during February missing Wednesdays.

Recess is from 11:00 am to 11.30 am. The lunch break is from 1:40pm to 2:30 pm. These times may be subject to modification. Parents/carers will be notified of any change to the school timetable.

## **STAFFING AND GRADE ORGANISATION FOR 2021 IS-**

Principal – Carolyn Tavener

Business Manager – Jan McIntyre

Class Teachers –Rainer Canobie-Harris P/1, Kathryn Sundblom 1/2, Dylan Holden 3/4, Siobhan Moody 5/6 (Monday to Wednesday) and Sarah Myles (Wednesday to Friday),

Small group support- Emily Taylor.

Integration aides- Alison Butler, Kym Bastin and Kerryn Carlile.

Specialist teachers: Performing Arts- Joseph Bromley, PE- Erin Rose, Visual arts- Paul Allen.

Cleaner- Janette.

Grades of children are formed very carefully, taking into account a variety of factors, both social and educational. Teachers who have worked with the children throughout the year draw on a wealth of knowledge and experience in placing each child in a class. Staff members are best placed to make balanced decisions and do so with sensitivity and the best interests of each child in mind.

## **STATIONERY, MATERIALS AND EQUIPMENT COST**

Parents pay an Essential education payment of \$150 per child. This payment covers essential learning materials the children will use in class such as stationary, text books and work books. This is payable at the start of the year. Parents are able to claim money spent on education expenses through the Education Tax refund- keep your receipts and go to <http://www.educationtaxrefund.gov.au/index.html> for more information.

## **SUNSMART & ASTHMA FRIENDLY**

Our school is a SUNSMART school and as such there are clothing requirements from September to April. Appropriate clothing is required, which includes a wide brimmed school hat, and tops that cover backs and shoulders.

All new preps will be issued with their first school hat free of charge at the start of the year. Children are encouraged to bring sunscreen and apply it regularly. Other details will be included in early newsletters.

All staff are trained in supporting students with asthma.

## **SUPERVISION**

The school and grounds are under supervision by teachers between the hours of 8.40am and 3.45pm. Unless special arrangements are made, parents/carers should be aware that children in the school grounds outside these hours will not be supervised, and there may be no assistance available in case of accident.

At lunch and during recess periods teachers patrol the yard on a duty roster, to supervise and assist children in times of need.

Children are not allowed inside classrooms unless a teacher is present or unless under the direction of a teacher. On arrival at school, children need to hang up their bags and move outside where they will be supervised by the teacher on duty until the bell.





## **TERM DATES 2022**

Prep grade students do not attend school on Wednesdays in February, so they will commence full time attendance on Wednesday 2 March. The Principal will be officially in attendance from Friday 28<sup>th</sup> January 2022. Parents/carers are advised that from this date it will be possible to arrange appointments to discuss any matter. Late enrolments will be processed from that date.

### **Term Dates 2022**

**Term 1 Friday 28<sup>th</sup> January** Teachers are at work preparing for Term 1.  
**Monday 31<sup>st</sup> January all our students start school.**

**Term 1** finishes on Thursday 8<sup>th</sup> April.

**Term 2** Monday 26<sup>th</sup> April to Friday 24<sup>th</sup> June.

**Term 3** Monday 11<sup>th</sup> July to Friday 16<sup>th</sup> September

**Term 4** Monday 3<sup>rd</sup> October to Friday 20<sup>th</sup> December

## **TRANSITION**

Teachers at the school are involved in a transition program for both Kindergarten and Secondary Schools. In both cases programs are conducted which aim to enhance the transition to different settings. The parents/carers of children concerned will be informed of transition activities.

Transition days for 2022 Preps will be conducted on the following days in Term 4:

**Friday November 19<sup>th</sup> 2:15-3:15pm**

**Friday November 26<sup>th</sup> 2:00-3:30pm (prep students meet their 2022 buddy)**

**Friday December 3<sup>rd</sup> 2:00-3:30pm (Buddy activity)**

**Tuesday December 7<sup>th</sup> 9:00-2:30pm (Teddy Bears picnic with their 2022 buddy)**

Uniforms will be available to purchase on these days or a uniform order can be placed.



## **UNIFORMS AND CLOTHING**

At Malmsbury Primary School the wearing of school uniform is compulsory. The uniform consists of a combination of items from the designated uniform list with the predominant colours being red, black and white with black shoes. A Malmsbury PS 'sunsmart' hat is a compulsory uniform item whenever students are outside from September 1<sup>st</sup> through to April 30<sup>th</sup>. Preps will be issued their first hat free of charge on their first day of school. Uniforms can be purchased from the office.

The following items are not permitted:

- extreme hairstyles and hair colour
- make-up and nail polish
- earrings other than sleepers or studs

In addition, children will also need the following: an Art smock (essential); Library/book bag - Grade Prep to 2 (Prep students usually receive a free library bag from The Department of Education and Early Childhood Development early in term 1); Physical Education lessons also require appropriate clothing and footwear if all children are to be safe and comfortable while participating. (PE sessions happen each day so it is important that our students are wearing suitable clothing and footwear every school day)

Children are expected to be clean and tidy in their dress at all times. Black sandals which have the toes covered are acceptable in the summer, but thongs are **not** permitted to be worn.

## **WET DAY ARRANGEMENTS**

On days of inclement weather children are supervised in their classrooms or the assembly area in the new building. At these times the children are involved in quiet games and activities.

We hope that this handbook provides you with an overview of our school. We look forward to your child's enrolment at our school and working in partnership with you, their parent/carer.

