



# Family Information Handbook

2024/2025



# Moyhu Primary School Information Handbook

2022/2023

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## CONTACT DETAILS

2799 Wangaratta- Whitfield Rd,

Moyhu, VIC 3732

 03 5727 9298

 [moyhu.ps@education.vic.gov.au](mailto:moyhu.ps@education.vic.gov.au)

 [www.moyhups.vic.edu.au](http://www.moyhups.vic.edu.au)

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## About

Moyhu Primary School is located in a rural community in North East Victoria, 25 minutes South East of Wangaratta. The school is approximately 1.5 km from the centre of Moyhu – a small but busy town.

## Our Vision & School Philosophy

Moyhu Primary School is committed to providing a safe, supportive and inclusive learning environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing.

We nurture confident, creative, caring and resilient individuals who aspire to be the best they can be. Our objective is to ensure all students gain the skills, knowledge and understanding based on the Victorian Curriculum to enable them to successfully continue their education and working careers.



## Principal's Message

This handbook is designed to help you become familiar with Moyhu Primary School's procedures, expectations and learning program.

At Moyhu Primary School we aim to create the best learning environment and learning opportunities for your child. We provide each student with a positive educational setting to support student learning and development so they can thrive both academically and socially.

We value parental involvement as it plays a key role in the overall success of your child's education. Effective partnerships are important to Moyhu Primary School as they enrich wellbeing, achievement and engagement. One of the best ways to experience what we have to offer at Moyhu Primary School is to take a school tour. Please contact us if you have any questions or to arrange an appointment. We look forward to meeting you.

**Sarah Patterson**, Principal

## Our Values

Our vision and philosophy are supported by our school values of Learning, Respect and Safety. Our school values underpin everything we do and provide our students with a positive environment to learn and thrive both academically and socially.

Our school values are represented by our mascots.



**Learning with Luna**  
the Boobook Owl



**Respect with Remy**  
the Hairy-nosed Wombat



**Safety with Eddie**  
the Short-beaked Echidna



At Moyhu Primary School,  
we are learners,  
we are respectful  
and we are safe.



# School Procedures

## Term Dates

2024	Start	Finish
Term 1	29 January (students start 30 January in government schools)	28 March
Term 2	15 April	28 June
Term 3	15 July	20 September
Term 4	7 October	20 December

  

2025	Start	Finish
Term 1	28 January (students start 29 January in government schools)	4 April
Term 2	22 April	4 July
Term 3	21 July	19 September
Term 4	6 October	19 December

\* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes.

## School Hours & Bell Times

The school yard is supervised from 8:45am. Classrooms are open from this time so students can put away their bags and get organised for the day.

Children are expected to be punctual and to be ready to start the day at 9:00am when the bell rings. Students who arrive late for school can interrupt the classroom program. It can also be unsettling for your child and affect their confidence and learning time.

9:00 – 10:00am	Session 1
10:00 – 11:00am	Session 2
11:00 – 11:15am	Recess eating in class
11:15 – 11:45am	Recess play
11:30 – 12:30pm	Session 3
12:30 – 1:15pm	Session 4
1:15 – 1:30pm	Eating time inside
1:30 – 2:00pm	Lunch play
2:00 – 3:30pm	Session 5
3:30pm	School dismissal

The school gate will close at 3:45pm. Early dismissal times on the last day of each term are published in the school newsletter & communicated to families through the App SchoolStream.

# School Procedures

## Office Hours

8:30am to 4:30pm

Please note: Our Business Manager is in the office 3 days a week. Outside of these times the office is attended by the Principal or Classroom Teacher.

## Student Supervision Before and After School

**Before School** - Students can be dropped off after 8.30am provided there is a teacher at school. Earlier times can be pre-arranged with the principal. Students are not to be left at school unattended; it is unsafe to do so.

**After School** - Teachers are on duty until 3.45pm. If picking up your child, please come into the schoolyard to collect them as students are not allowed to wander into the carpark. If you are unable to collect your child by 3:45pm they will be booked into MOSH at the expense of the family (see below for After School Care information).

## Bus Service

We utilise two school buses, which travel different routes to pick up locally for school. Should you wish to have your child travel on the bus, please contact the Principal to organise. Bus travel is available before and after school.

## MOSH - After School Care Program

We provide after school care Monday to Thursday 3:30pm to 6:00pm. Bookings are required as spaces are limited. Please contact the school directly on 5727 9298 for an enrolment form or download one from the school website.





# School Procedures

## Absences from School

At Moyhu Primary School, if your child is going to be away on **please call the school directly on 5727 9298 before 10:00am.**

Please call the school instead of emailing. Emails may go unseen or missed on the day if sent to part-time staff members.

If your child is absent from school, the Department of Education requires you to supply an explanation of that absence to the class teacher. Early indication of absences is appreciated as often special programs for the class or group may be planned.

*Your child is expected to attend school every day of each term. It is important that children develop regular attendance habits at an early age. Children who are regularly absent from school are at risk of missing out on learning the basic building blocks in subjects, and may experience long-term learning difficulties. Where possible, parents are asked to schedule appointments for their child out of school hours, however, we understand that this is not always possible.*

*If your child has an infectious disease they will be excluded for the period outlined and will require a medical certificate indicating that they can return to school. Please find following the link to the exclusion list*

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion/school-exclusion-table>

## Absences during School Hours

Sometimes it may be necessary for parents to take children from school during the day. On such occasions advance notice is appreciated and arrangements must be made for the collection of the child from school.

In the interest of overall safety, it is school policy not to allow students to leave the school grounds alone.

**Please note:**

In line with our Child Safe Policy you may be asked to provide photo ID to confirm your identity.

Children **WILL NOT** be released to any adult who is not on our system as either a primary or emergency contact without consent from parents.

Department of Education and Early Childhood Development

### EVERY MINUTE COUNTS

Just a little bit late doesn't seem much but.....

He/She is only missing just....	That equals....	Which is....	over 13 years of schooling, that's....
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly HALF A YEAR
20 minutes per day	1 hour 40 minutes per week	Nearly 2.5 weeks per year	Nearly 1 YEAR
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 AND A HALF YEARS
1 hour per day	1 day per week	8 weeks per year	Nearly 2 AND A HALF YEARS

Did you know your child's best learning time is the start of the school day?  
That's when every minute counts the most!

# School Procedures

## School Uniform



Moyhu Primary School has a compulsory uniform policy. Our uniform colours are bottle green and gold. It is expected that all students be in full school uniform on a daily basis and when attending camps and excursions unless otherwise advised. There are a number of options available to families to purchase the uniform.

Worklocker - 118-120 Murphy Street, Wangaratta

- Worklocker has a range of jumpers, polos, jackets, pants, skorts, shorts and dresses. They offer embroidered and printed school logo options.

From our school office

- Embroidered bucket hats and polo t-shirts here to purchase directly from the school. Hats are \$14.00 each and T-shirts are \$29.00. Please drop into the office if you need to purchase.

Other stores

- Uniform items from other stores in the school colours of bottle green and gold are also acceptable as school uniform

### Footwear

- Children need to wear sensible footwear at all times. It is preferred that school shoes are black.
- Runners are required for Physical Education lessons.
- Thongs, open toed sandals, Crocs and high heel shoes are not acceptable footwear for school.

### Year 6 Special Uniform Items

Each year the Year 6 students design a special jumper and polo, which identifies them as the school leaders. More information is provided directly to families upon their child's commencement of year 6.

Please note: We do not have a female/male uniform. Rather, we just have a range of uniform options available. All families are welcome to select the uniform options they prefer.



# School Procedures

## School Policies and Child Safe Standards

All of our School Policies and Child Safe Standards are on the Moyhu Primary School Website. Should you require a hardcopy of any of these, please do not hesitate to contact the school directly to obtain a copy.

Please find our website here <http://moyhups.vic.edu.au/>

## School Fees and Parent Payment Policy

Our school fees and Parent Payment Policy is also on the school website, however we also send this home at the end of each year for the following year.

## Student Permission Forms

Parental permission to meet The Department of Education requirements is required for Excursions and Camps, Consent for Medical Attention and Publicity. Parents are required to sign the required permission forms before your child commences school or before they attend an excursion or camp.

## Camps, Sports and Excursion Funds (CSEF)

CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid directly to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The current annual CSEF amount per student will be \$150 for primary school students.

To apply contact the school office to obtain a CSEF application form or download from <https://www.education.vic.gov.au/Documents/about/programs/health/CSEF-Application-Form-2020.pdf>

## Financial Hardship

We appreciate that some families may experience difficulty in meeting payment requests due to financial hardship. Please contact the Principal or Business Manager on 5727 9298 if you wish to discuss your current financial situation.

## Publicity

To promote the school in the educational and local community and on the school's website, newspapers and television stations sometimes request the opportunity to film and photograph the school programs and special events.

Other than names and the school details no personal information about students would ever be provided without specific parental permission.

Parents/guardians who have security concerns regarding custody and restraining orders or personally object to images of their child being used are asked to contact the Principal to inform us if your child is not to be included.

Permission forms to publish photo and video are sent home at the beginning of each school year so we have the current information.

# Communication Platforms

## Whole School Assemblies

We hold a weekly assembly every Monday morning at 9.00am. This assembly is hosted by our Grade 6 school leaders. This assembly celebrates student achievement with the 'Star of the Week' certificate presented to a student who has demonstrated our school values of learning, respect or safety. Parents are invited to attend these assemblies. At the conclusion of assembly, classes return to their regular learning program.

## Newsletter

Our fortnightly Newsletter provides a forum for students, teachers, parents and others in the school community to present items of common interest. The Newsletter will be published via uEducateUs and will be uploaded to our [website](#). Paper versions of the Newsletter are available from the office on request.

## uEducateUs

uEducateUs is our mobile school app for instant alerts, news, notes, reminders, newsletters and school calendar. We use this as our main form of communication to families.

## Seesaw

Your child and classroom teachers use this app to communicate directly with you about their learning goals, work progress and achievements.

## Website

Our school website provides families with links to policies and school procedures. It also provides general school information and contact details.

## Facebook

Our facebook page promotes our school to the general public and wider community. On this page we post about upcoming events (open to the wider community) and photos from activities happening at school.



@moyhuprimaryschool



# Community

## Family and Community Involvement

The Principal, staff and School Council are most appreciative of assistance given by parents, friends and community members to ensure that Moyhu Primary School provides excellent educational programs. Parents are encouraged to participate in a wide range of school activities. This may be working in your child's classroom, assisting your child with school activities at home or becoming involved in a range of special events and activities. Parents working with children need to have a Working with Children Check. WWC Application Forms are available online [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au).

Activities that parents can assist with may include:

- Helping with classroom activities
- Assisting on excursions.
- Getting involved in the classroom cooking or our Stephanie Kitchen Alexander gardening program
- Helping at working bees.
- Helping classes to prepare for special events such as school performances later in the year
- Attending community events and fundraising initiatives like BBQs, Trivia Nights etc.

## School Council

The School Council consists of elected parents, the Principal, teachers and sometimes a community member. It has responsibility for determining the general educational policy of the school within the guidelines issued by the Minister.

It contributes and assists the principal in making decisions on finance, facilities and community relations. School Councillors are elected for either a one or two-year period and elections are completed by the end of March each year.

All parents or guardians of children enrolled at the school are eligible to vote and parent membership on the sub-committees is encouraged and welcomed. The School Council meets at least eight times a year.

Our Current President is Bec Hansted. The Moyhu Primary School Council currently comprises of 8 council members. (5 Parent Representatives, 3 DET Representatives)

Department of Education Representatives are members of the school community who are department employees. They can be teachers at the school or parents who are teachers.

Please keep in mind where parents have a particular concern there is a specific process which should be addressed:

- Any concerns with your child, please contact and discuss with your classroom teacher or principal directly.
- Any concerns with individual teachers or school staff must be addressed with the principal directly. Staff issues are not School Council responsibility.
- If you have any concerns or suggestions for policy or general ideas about the running of the school please approach the principal or a school council representative for either an explanation or to ask them to represent your ideas or feedback at a meeting. Alternatively you can write to the school and this will be added to the agenda of the next meeting.
- Parents are always encouraged to voice any concerns or feelings on matters concerning the school.



## Learning Program

Every child's primary school years are the MOST important of their school life.

The basic skills and foundations for future learning, together with attitudes, values and, most importantly, the desire for learning, are all cultivated at Moyhu Primary School.

Our learning curriculum is created using the framework of the Victorian Curriculum.

The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.



# Learning Program

## Learning For Success

WE VALUE EACH STUDENT as individual by understanding their current abilities, strengths and areas for improvement.

WE TARGET & DIFFERENTIATE OUR LEARNING PROGRAMS to either small group, individual or modified tasks to ensure we meet each child at their point of learning.

WE SET CO-CONSTRUCTED LEARNING GOALS with our students to support their learning needs.

WE ASK 5 'LEARNING FOR SUCCESS' QUESTIONS to help our students to achieve their goals and to help them identify where they can take their next learning step.

### 5 'LEARNING FOR SUCCESS' QUESTIONS

- 1** What are we learning?
- 2** What steps do I need to take to be successful?
- 3** Where can I go for help?
- 4** How do we know we are successful?
- 5** How can I achieve the next learning level?

# Learning Program

## Academic Reporting

Two written reports are sent to parents each year, at the end of Term 2 and Term 4.

Parent/Teacher/Student interviews will be available at the beginning of Term 1 and the end of Term 2 when the first reports are completed. These interviews are for student goal setting and sharing of student self-evaluations, reporting to parents on their child's progress and for an exchange of information between children, parents and teachers.

If at any other time, you wish to discuss your child's progress with the teacher, an appointment time can be arranged. If you have any other concerns or enquiries, please contact the office to make an appointment with the Principal or Classroom teacher.

## Subject Areas and Frequency:

<i>DAILY</i>	<i>WEEKLY</i>	<i>FORTNIGHTLY</i>	<i>TERMLY</i>
Reading	Inquiry	Library	Camps
Writing	STEM	Visual Art	Sports Days
Maths	Italian	PE / BluEarth	Excursions &
Spelling	Wellbeing	Stephanie	Incursions
	Performing Arts	Alexander	
		Kitchen Garden	





# Subject Overviews

## Reading

Students are exposed to a variety of reading materials from leveled readers to chapter books. Students explore and practice reading using the six reading traits of predicting, visualising, inferring, summarising, questioning and making connections. Students are placed into small groups (literacy circles) with a book appropriate to their skills.

Younger learners participate in a guided reading session where they practise word recognition, decoding strategies and fluency.

## Writing

Students create texts for the purpose of persuasion, informing or entertaining. Teachers model and guide students through the writing process by whole class, small group and individual instruction. The writing process involves developing ideas, planning, drafting, editing, reviewing and publishing. Younger learners participate in guided writing sessions where they practice writing using high frequency words, handwriting letter formation and sentence structure based on familiar topics.

## Spelling

SMART Spelling incorporates both the systematic teaching of spelling each week and also personal words from their own writing. Students unpack a specific sound/pattern focus and select from a range of words (from simple to complex), to meet different individual needs. Spelling is taught by exploring the meaning of words to expand vocabulary and then breaking words into syllables, sounds and letter patterns (graphs, digraphs and trigraphs). Younger learners begin learning common letter sounds and progress to segmenting and blending a range of sounds.





# Subject Overviews

## Maths

A Maths session consists of a fluency task, explicit teaching, small group instruction and independent work time. The three numeracy domains are Number and Algebra, Measurement and Geometry and Statistics and Probability. Number and Algebra are a focus for the whole year while Measurement and Geometry and Statistics and Probability are a smaller component taught throughout the year. Younger learners begin exploring numbers to 20, understanding place value through different representations of number from written to modeled.

## Inquiry

There are eight main topics in the areas of Humanities and Sciences that we focus on over a two year cycle, so one topic generally is explored over a whole term. The Humanities provide a framework for students to examine the complex processes that have shaped the modern world and to investigate responses to different challenges including people's interconnections with the environment. The Science curriculum provides opportunities for students to develop an understanding of important scientific concepts and processes, the practices used to develop scientific knowledge, the contribution of science to our culture and society, and its applications in our lives.





# Subject Overviews

## STEM

STEM is an approach to learning and development that integrates the areas of science, technology, engineering and mathematics. Through STEM, students develop key skills including: problem solving, creativity, critical analysis, teamwork, independent thinking, initiative, communication and digital literacy. We use a variety of robotics and coding programs to support students in building their digital literacy skills.

## Wellbeing

Wellbeing focuses on students' social and emotional development. We explore wellbeing through our school values of learning, safety and respect. Our program uses positive behavior reinforcement strategies to support all students. We aim to equip all our students with a range of strategies that support their overall wellbeing that they can use not only in the classroom but in everyday life.





# Specialist Subjects

## Physical Education and BluEarth

Students develop their physical skills by participating in inclusive games which are taught in the Bluearth Program. This program comes every fortnight and promotes skills like self-umpiring, cooperation and positive attitudes. During the non-BluEarth weeks, we focus on developing movement skills, concepts and strategies to enable students to confidently, competently and creatively participate in a range of physical activities. We utilise our school swimming pool and indoor gymnasium, outdoor basketball court, cricket pitch and oval to provide a comprehensive physical education program.

## Italian Language Program

Students acquire communication skills in Italian. They develop understanding about the role of language and culture in communication. Their reflections on language use and language learning are applied in other learning contexts.

Learning languages broadens students' horizons about the personal, social, cultural and employment opportunities that are available in an increasingly interconnected and interdependent world.

## Visual Art

Visiting each fortnight the MACC (Mobile Art Craft Centre) Program provides specialist visual art education. Visual Arts includes the fields of art, craft and design. Students create visual art works that communicate, challenge and express their own and others' ideas.

## Library

Visiting each fortnight the MARC (Mobile Area Resource Centre) Program allows students and staff the opportunity to borrow resources and books while also providing focussed library studies.

## Stephanie Alexander Kitchen Garden

SAKG Program aims to introduce pleasurable food education to children during their learning years, in order to form positive food habits for life. We grow a range of produce at the school which students learn to harvest, prepare and cook in a commercial kitchen.





# Camps, Excursions & Incursions

Excursions, camps and inter-school activities complement our educational programs.

They enable students to explore, extend and enrich their learning and their social skills development, in a non-school setting. The theme and location of each camp, excursion or incursion changes based on the curriculum focus.



## King Valley Cluster Schools

We are part of a group of local primary schools named the 'King Valley Cluster'. This network of schools includes Myrree, Edi Upper, Whitfield and Greta Valley Primary Schools. Staff regularly meet for professional development and curriculum planning. Students are provided with social development and leadership opportunities through cluster camps, athletics days and excursions.



# Starting School in Foundation

## Transition Program

We understand that the transition between pre-school and primary school can be a difficult one and as such, we endeavour to make this a smooth experience for our students. To prepare your child for the transition into primary school we hold 3 sessions at the school in Term 4.

Our aim is to provide Pre-Schoolers with positive school experiences through our transition program to help familiarise them with the environment and school expectations. This program provides students with the opportunity to meet their teachers and peers, tour the school and experience classroom activities.

Session 1	Monday November 21st	9am to 11am	Bring fruit and water bottle
Session 2	Wednesday November 30th	9am to 11:45am	Bring fruit, recess snack and water bottle
Session 3	Tuesday December 6th	9am to 3:30pm	Bring fruit, recess snack, lunch and water bottle

## The First Day

Foundation students commence school on the first day Term 1 **January 30th at 9am**. They start their year with a 4 day week. Foundation Students do not attend Wednesday's until after the first long weekend in March. When your child is starting school these shorter weeks, allow your child to rest and recuperate and it helps them build their learning stamina.

- Students need to bring playlunch, fruit snack, lunch and water to drink.
- They will need a wide brimmed or bucket hat (no caps) and full school uniform
- Please ensure all clothing, bottles, lunch boxes and bags are labelled with your child's name.

Please come and speak to us if you have any questions about starting school. No question is too big or too small. We are happy to help in any way!

For additional support and information about starting primary school in Victoria go to:  
<https://www.vic.gov.au/starting-primary-school-guide>





# Enrolment

## School Tours

We have a virtual tour on our school website and we also provide in person school tours, classroom visits and information about our school. We welcome enquiries and are happy to organise a time for you and your child to visit. Call the office or drop by to arrange a time.

## When to Enrol in Primary School

To start primary school your child will need to turn 5 years old by 30 April in the year that they start school. Your child must be at school in the year that they turn 6 years of age. This is the compulsory school starting age.

## Enrolment Requirements

You will need to give important information about your child, including:

- Evidence of your child's date of birth (copy of birth certificate, or, if they were not born in Australia, a passport or travel document such as a visa)
- Your contact, phone, address and email details, and that of any other parent, guardian and/or carer
- Names and contact details of emergency contacts
- Doctor's and dentist's names and phone numbers
- Immunisation Status Certificate (copy)
- Health and welfare information (ie. asthma plan or anaphylaxis plan if applicable)
- Information about the languages your child speaks and hears at home
- Details of any parenting orders or legal matters to do with the care or safety of your child (court orders etc.)

### MOSH After School Care Enrolment

If your child will be attending out of hours school care an additional enrolment form and booking is required.

### Bus Service Enrolment

If your child will be utilising the local bus service as an additional enrolment form is required.

We understand that the information you provide is confidential and is treated as such. The details and questions are asked as a requirement of the Commonwealth Government. All schools across Australia are required to collect the same information.