



MANLY VILLAGE PUBLIC SCHOOL

PARENT
INFORMATION
BOOKLET
2023

Respect Integrity Excellence

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WELCOME TO MANLY VILLAGE PUBLIC SCHOOL

Welcome to our beautiful school which is uniquely situated between the ocean and the harbour in Manly, NSW. At Manly Village we are committed to the ongoing improvement of every student, teacher, staff member and school leader.

We ensure that our students and staff are nurtured to connect, succeed and thrive. We pride ourselves on knowing each child well, fostering their academic, social and emotional development, enabling them to reach their fullest potential. The Positive Behaviour for Learning values of Respect, Integrity and Excellence are instilled across the school and participation in service opportunities within our community are strongly encouraged.

We are extremely proud of the successes of our school and welcome you to join our vibrant and engaged community of students, families and staff.

Philippa Becker
Principal

Acknowledgement of Country

We would like to acknowledge the connection of Aboriginal people to the land on which we meet. The land we stand on holds the memories of the traditional owners through the oceans, sandstone cliffs and skies of our country. We would like to pay respect to the Aboriginal peoples and Elders who hold the culture, stories and spirits of this land with them today and for generations to come. Our country is alive and talks to us if we listen.

School history

Established in 1858, Manly Village is on a small site on the peninsula between the Pacific Ocean and Sydney Harbour. From the beginning of the 20th century onwards, the school became a potent nursery for sporting champions, scholars, and future Australian identities and leaders, including many Olympic swimmers and several national rugby stars as well as accomplished business women, academics, journalists, artists and prominent professionals. The famous included the war hero Sir Roden Cutler and the international swimmer Andrew "Boy" Charlton.

At present the school has an enrolment of approximately 600 students.

SCHOOL SONG

MANLY SCHOOL SONG

At Manly School that stands beside the sea,
Where the Norfolk pine trees sway,
There's learning and fun,
And much to be done,
To help us on our way.
We welcome the folk who come from other lands,
To our school beside the foam,
In our hearts we will always cherish our friends,
Where e'er we may roam.

Words by T. Wenning

Manly Village P.S. 1858

MANLY PUBLIC SCHOOL
1858

KEY EVENTS

Term 1

- School Development Day 1 and 2 (SDD) (students do not attend first 2 days of school)
- Summer sport Years 3 to 6
- Kindergarten Best Start Interviews
- Class information meetings
- Parent-teacher interviews
- School photographs
- NAPLAN (Years 3 and 5)
- School swimming carnival Years 2-6
- Leadership camp
- Selective high school placement test

Term 2

- School Development Day 1 (SDD) (students do not attend)
- Winter PSSA and winter sport
- School cross country Years 3 to 6
- Band camp
- Multicultural public speaking competition
- NAIDOC week
- Superhero day
- Stage 3 drama club performance
- Semester 1 student reports

Term 3

- School Development Day 1 (SDD) (students do not attend Day 1)
- Winter PSSA and winter sport
- Year 6 & 5 Canberra/Bathurst camp
- Opportunity class placement test (Year 4)
- Athletics carnival
- Education Week
- Book Week
- Premier's Reading Challenge concludes
- Grandparents' day
- Stage 2 drama club performance

Term 4

- Kindergarten transition program
- Summer sport Years 3 to 6
- P&C Annual General Meeting
- Band auditions
- Volunteers thank you breakfast
- Presentation day
- Year 6 Graduation, Dinner and Disco
- Semester 2 student reports
- School Development Days (SDD) (students do not attend the last 2 days of school)

Information about what is happening at school is published on:

- school's website
manlyvill-p.schools.nsw.gov.au
- The Sea Sider Newsletter emailed weekly.

SCHOOL ORGANISATION

Staffing

The school executive staff consists of the Principal, a Deputy Principal and four Assistant Principals. Appointments with any members of this team are welcomed and can be booked through the school office.

School development days

The NSW Department of Education directs the inclusion of School Development days in the school year. School Development days permit schools to focus on priority areas for professional learning of staff. Students do not attend school on these days.

- Term 1 - first 2 days of term
- Term 2 - day 1
- Term 3 - day 1
- Term 4 - last 2 days of term

Release from face to face (RFF)

Each week, your child's teacher is provided with two hours of release from face to face time for program preparation and administration. Your child will be taught by an additional teacher during that time who will deliver specialist lessons such as Drama and Music.



Bell times

Teachers are on duty at 8.45 am. Parents and carers that need to drop their child at school before this time should book at Manly Out of School Hours (MOOSH).

Monday, Tuesday, Wednesday & Friday

8:45 am	Suggested arrival time
9:15 am	School begins
10:55 am - 11:20 am	3-6 Recess - short
11:20 am - 12:10 pm	K-2 Lunch - long
1:05 pm - 1:55 pm	3-6 Lunch - long
2:00 pm - 2:25 pm	K-2 Recess - short
3:15 pm	School ends

Thursday ONLY - Whole School Breaks

8:45 am	
9:15 am	Suggested arrival time
11:15 am - 11:40 am	School begins
1:00 pm - 1:50 pm	K-6 Recess - short
3:15 pm	K-6 Lunch - long
	School ends

Class organisation

- Kindergarten - Early Stage 1
- Years 1 and 2 - Stage 1
- Years 3 and 4 - Stage 2
- Years 5 and 6 - Stage 3



COMMUNICATION

Enrolment

Student eligibility for enrolment is determined under the NSW Department of Education zoning regulations. Where eligible, a student can be enrolled in Kindergarten at the beginning of the school year if they turn five on or before 31 July of that year. All children must be enrolled by their sixth birthday. Visit our website for the enrolment process.

manlyvill-p.schools.nsw.gov.au/about-our-school/enrolment.html

STEP 1:

[Apply online.](#)

To apply online, you must:

- be an Australian or New Zealand citizen or permanent resident
- live in the local enrolment area of this school.

If you are not eligible to use the online form or prefer not to, you can download the [Application to Enrol in a NSW Government school form](#)

STEP 2:

Collect the following documents which are required to support your child's enrolment at our school:

- Proof of student's residential address (lease or council rate notice, electricity or gas notice)
- Birth certificate and proof of citizenship by way of passport.
- Australian Immunisation Register (AIR) Immunisation History Statement.

STEP 3:

Please book an enrolment appointment by calling the school office on 9977 3066

Please bring all completed documents to this appointment.

Best Start Interviews for Kindergarten

Before your child starts school, an appointment will be made with a Kindergarten teacher to observe what your child already knows about literacy and numeracy. This is the Best Start Kindergarten Assessment which assists teachers to support individual student learning needs and is used for all Kindergarten students in NSW public schools.

Communication with the school

The school promotes open communication, respect, fairness and positive relationships.

- **Website** General information about the school including school calendar manlyvill-p.schools.nsw.gov.au/
- **Newsletter** Information about what is happening at the school along with school community activities and initiatives are published in *The Sea Sider* newsletter which is emailed and uploaded to the website every Wednesday.
- **Interviews** Interviews can be requested with staff if required by emailing or calling the school.
- **Email** Newsletter, Statement of Account, excursions, incursions and general messages. Email: manlyvill-p.school@det.nsw.edu.au
- **Class parent representative (CPR)** The class parent representative is a volunteer who manages a class contact/email list for the purpose of communicating between school and parents from the roll class. The distribution list is not used for social purposes or to promote personal business or fundraising information.

CONTACT INFORMATION

Manly Village Public School

Darley Road MANLY 2095

Phone: 9977 3066

Email: manlyvill-p.school@det.nsw.edu.au

Website: manlyvill-p.schools.nsw.gov.au/



COMMUNICATION

Absences: general | sick | holidays

Parents and carers are required to explain the absences of their children from school within three days from the first day of absence to the school. If your child is absent you will receive an sms text message which you can respond to.

For planned absences of 1-10 days, an email should be sent to the school advising the reason for the student's absence or a note can be provided to the teacher upon the student's return.

For absences of 11 or more school days, the [Application for extended leave – travel](#) which is available on the school's website should be completed and submitted to the Principal with a copy of travel documents and/or itinerary prior to the absence. Please remember to inform your child's class teacher of your travel arrangements.

manlyvill-p.schools.nsw.gov.au/content/dam/doe/sws/schools/m/manlyvill-p/office/Application_for_Extended_Leave.pdf

Absences: late arrivals | early pickups

All late arrivals/early pickups must be completed at the administration office only. An adult is required to be present to either log a student as arriving late or if early pickup is required. This must be done in order to receive the computer generated slip that is then taken to the classroom teacher. This partial absence is automatically noted on the class roll.

Emergency contact details

Emergency contact details are to be provided at time of enrolment. In the event of an accident the school will use this information to inform either parents/carers or their emergency contacts. Please inform the office via email of any changes to your contact details.





Lost property

All clothing and property should be clearly labelled with your child's full name and class. Lost property collection boxes are located:

- Years 5 & 6 next to the canteen
- Years 3 & 4 outside the mural on B Block
- Years 1 & 2 outside at the base or the stairs leading to Year 2 classrooms

Lost property items are kept until the end of each term. Unclaimed items remaining at the end of term, that are not labelled are laundered and placed in the second hand section of the uniform shop. Non-uniform items are placed in a recycled clothing bin.

High school placements

Local high school placement is affected by a local catchment system and Expression of Interest forms are distributed to all students in Year 6 in February/March.

Applications for selective high school placements are communicated to Year 5 students in October. The selective high school placement testing is conducted in March of the following year and parents and carers are notified early July of the outcome.

YOUR CHILD'S HEALTH AND SAFETY

First aid

Students with minor injuries are treated by school staff. Parents and carers or a nominated contact person, will be notified if medical attention is necessary. Please ensure the school always has a current telephone number for emergency calls.

Immunisation

NSW Health recommends that all children entering school be fully immunised and have booster shots against Diphtheria, Tetanus, Pertussis (Whooping Cough), Polio, Measles, Mumps and Rubella prior to school enrolment.

At enrolment the school will request an immunisation history statement to be provided. In cases where this cannot be provided, the child will be enrolled but will be excluded from school during those periods where there are a number of students infected with the above diseases.

Infection, disease and exclusion periods

The NSW Department of Education requires that students with infectious diseases are excluded from school.

For more information please refer to the NSW Government website on infectious diseases at:

health.nsw.gov.au/Infectious/factsheets/Pages/childhood.aspx

DISEASE	PERIOD OF EXCLUSION FROM SCHOOL
Chicken Pox	7 days after the first spots appear or when scabs have fallen off.
Conjunctivitis	Exclude until discharge from the eyes has ceased.
COVID-19	Not to attend with mild cold/flu like symptoms. Do not attend school for 5 days.
German Measles	7 days after appearance of rash.
Head Lice	Parents/carers of students affected will be contacted by the school. When a case is detected the school will also notify all students in the affected class. No exclusion from school.
Ringworm	Exclude until all evidence has disappeared.
Viral Hepatitis	Exclude until medical certificate of recovery has been received.
Whooping Cough	Infectious children are restricted from going to school until the first 5 days of special antibiotic has been taken.

Medical history

If there are any changes to your child's medical history and/or treatment, please advise the school office in writing. If your child has a high risk medical condition, an Individual Health Care Plan will need to be completed.

Medication

Medication to be administered during school hours should be given to the office with a [Permission to administer medication](#) form. The prescribed medication must be contained in a pharmacy labelled container detailing the student's name and the prescribed dosage. Please contact the office for requirements on specific medications.

All medical forms are available from the office or on the school website: manlyvill-p.schools.nsw.gov.au/content/dam/doi/sws/schools/m/manlyvill-p/2021-assets/2021/pdfs/Parent_request_student_health_condition_support.pdf

Medication not prescribed by a doctor will NOT be administered at school. The school will not receive any medication without a signed form. Students are not permitted to keep medication with them or to self-medicate.

Food allergies

While the school strives to be a 'nut free' environment, the school cannot guarantee it is free of allergy producing products.

The school urges students, parents and carers not to send high risk foods to school. All parents and carers are required to provide accurate, current medical information to the school, including medical plans for the management of severe food allergies.

Staff are informed as to the medical conditions of potential anaphylactic and other severe food allergic students and are trained in anaphylaxis awareness, including the use of auto-injectors eg. Epi-Pen.



YOUR CHILD'S HEALTH AND SAFETY

Health care plans

An individual Health Care Plan is required for any student with particular physical or medical needs including:

- severe asthma
- type 1 diabetes, epilepsy and anaphylaxis or
- any student who is diagnosed as being at risk of an emergency or
- any student who requires the administration of specific health care procedures

Individual Health Care forms are available from the school office. These plans should be prepared in consultation with a General Practitioner.

Once completed, the Individual Health Care Plan must be returned to the school office. Parents of students with anaphylaxis should make an appointment to develop a Health Care Plan prior to enrolment. The school updates plans annually in consultation with parents.

Sunsmart

Our students are required to wear the school's broad brimmed hat outside at all times. The school has a 'no hat, play in the shade' policy. We recommend that students apply sunscreen before coming to school and have their own individual roll of sunscreen in their lunchbox which can be reapplied at lunch, particularly in the summer months.

Supervision of students

Teachers supervise students from 8:45 am at school.

- There is no playing on the fixed equipment before 9.15 am and after 3.15 pm.
- Staff remain with students until students leave, or are collected. If a student is not collected by 3:30 pm they are taken to the school office.

Where there has been some urgent or unforeseen circumstance, arrangements for collection of the student will be made by the school with one of the nominated contact adults. Families are advised to register their child with **Manly OOSH** (Before and After School Care) in case of urgent or unforeseen circumstance.

Playground equipment

Playground equipment is for the students' use only during school hours under teacher supervision. Please do not allow your children to play on the equipment without a teacher present. The school does not accept responsibility if a child (student or non-student) injures themselves on the play equipment without supervision by a teacher.



POOPARK AUSTRALIA

LEARNING AT OUR SCHOOL

Curriculum

Information regarding the K to 6 syllabuses can be found on the National Education Standards Authority's (NESA) website at:

educationstandards.nsw.edu.au/wps/portal/nesa/home

The six key learning areas (KLAs) in primary school are:

- English
- Mathematics
- Human Society and its Environment (History and Geography)
- Science and Technology
- Personal Development, Health and Physical Education
- Creative Arts

Additional curriculum programs

- Library

The Library is the resource centre of the school and is open at lunchtime on Mondays, Tuesdays, Thursdays and Fridays. It aims to develop a passion for reading through literature lessons and assists in the development of information skills throughout the school.



- **Music**

Students from Years 3 to 6 attend weekly music lessons with the music teacher, as part of the school's Creative Arts program.

- **Technology**

Students have access to a wide range of technology in both the classroom and the library. Students have access to iPads and laptops to support them in their learning within the classroom.

Use of the internet and online communication services provided by the NSW Department of Education is intended to provide a secure and safe environment for communication and for research and learning.

- **Sustainability | Garden and environmental education**

There is a strong emphasis on sustainability and environmental education. The school is diligent in recycling paper, hard/soft plastics and e-waste. A student group 'Green Agents' runs the waste management program. A whole-school approach reinforces what students learn in classrooms.

Our students are encouraged to bring as little waste as possible to school. Each classroom has a compost bin to place any fruit or vegetable scraps in. This is then transferred to a worm farm. Waste free lunches are encouraged and should only be packed in compostable or recyclable containers. In supporting this initiative please refrain from using plastic wrap, foil, zip lock bags and sending packaged foods as much as possible. Our school canteen supports this initiative and offers delicious hot lunches served in recyclable bowls and plates.

Our school garden allows all students an opportunity to participate in 'real world' learning experiences. Each grade will have the opportunity to explore the 'living world' in the garden as part of science units of work.

**KEEP
the
SEA
PLASTIC FREE**

going →
**ZERO
WASTE**



LEARNING AT OUR SCHOOL

Learning and support

The school runs specialised programs for students requiring additional support with their classwork. Programs include individual, group and whole class support with a specialist learning and support teacher. Programs are personalised to support students literacy, numeracy and social skills development. Specific evidence based programs include; Macquarie University literacy intervention programs MiniLit and MultiLit. The learning support programs are monitored by the school's Learning and Support team.

School Counsellor/Psychologist

The School Counsellor/Psychologist assists with support programs for students with additional needs and special school placements. All appointments with the School Psychologist are made through application and the school's Learning and Support team.

High potential and gifted education

The school caters for the needs of high potential and gifted students in a variety of ways, by offering:

- Challenging teaching and learning programs
- Differentiated lessons
- Enrichment programs
- Participation in arts festivals, dance groups and music, drama and debating
- English, mathematics, writing, spelling and science competitions
- District and state competitions including sport, creative arts, poetry and debating

For more information visit:

education.nsw.gov.au/teaching-and-learning/high-potential-and-gifted-education



Excursions | Incursions

Excursions/Incursions provide enrichment for class learning programs. They are organised by teachers and always have the approval of the principal. The assistance of helpers during class excursions is greatly appreciated. As required, teachers will request volunteers to assist with excursion organisation.

Prior to each excursion or incursion, a permission note explaining the nature of each excursion/incursion and cost is emailed to parents and carers.

Unless otherwise stated, students must wear full school uniform when attending an excursion/incursion.

Homework

While homework is optional, the school provides homework options for all ages. In the beginning stages of schooling most activities will be based on home reading and simple activities related to gathering information for class discussions. Activities are age dependent and become more structured as the student moves through the different stages of their education.

Most homework activities will be related to the areas of English and mathematics. However, students will receive homework from other key learning areas on occasions.

Home reading program

Home readers are provided to students in Years K to 2. The home reading program allows students to practise reading skills learnt in class. It is designed to improve students' fluency and expression through exposure to texts which the students can read independently. Parents and carers are encouraged to support the home reading program by listening to their child read on a regular basis.

Special religious education (SRE) and special education in ethics (SEE) classes

Trained volunteers visit the school for half an hour each week on Friday and parents and carers are asked to indicate which class they would like their child to attend when they enrol. Currently, classes are offered in:

- Combined scripture - [St Matthew's](#)
- Catholic - [Manly Freshwater Parish](#)
- Buddhism - [Buddhist Council of NSW](#)
- Ethics - [Primary Ethics \(SEE\)](#)

A non-scripture group is also available for students whose parents and carers prefer they be exempt.

LEARNING AT OUR SCHOOL

Sport

Sport is an integral part of the school's Personal Development, Health and Physical Education (PDHPE) curriculum and students of all ability levels are catered for through the school's sport programs.

The school is a member of the Primary School Sports Association (PSSA). This association consists of 12 local Public Schools and organises zone carnivals and competitions including the Friday afternoon competitive sports program for students in Years 3 to 6. Students who are not involved in PSSA competitions participate in the school sport program in a range of sports such as learning to surf, surf education, tennis, beach volleyball, stand up paddle boarding (SUP), kayaking and bouldering. The program emphasises games skills training and encourages a positive attitude towards sport.

School carnivals are held during the year for students in Years 3 to 6 for Swimming, Cross Country and Athletics. Winners from school carnivals proceed to Manly Zone carnivals then to Sydney North Regional carnivals and finally to State and National championships. Students in years K to 2 have an Athletics carnival in Term 3. Parents are invited to attend events.

Students are grouped into four sport 'houses'. Siblings are placed in the same house. The four houses are:



EUROA

BENNELONG

KABBARLI

WOOMERA







LEARNING AT OUR SCHOOL

Extra curricular activities

- **Band**

The school's band program comprises of three bands open to students in Years 3 to 6:

- Training band (Year 3-6)
- Intermediate band
- Senior band

Each of the bands has a band conductor, a paid professional who oversees the musical development of the band.

At the end of each year instrument trials are held for students in Year 2 to join the band.

Students who wish to participate in band must be prepared to devote out of class time to tutorial lessons for their instrument as well as band rehearsals. The bands rehearse twice a week, either before school or during lunchtime.

The bands perform at school events, during assemblies, Education Week performances and a number of community based concerts.

More information about the band is available on the Manly Village Band website: mvpsbandc.com.au/school-band



- **Choir**

The school has three stage-based choirs:

- K-2 choir (Years K, 1 & 2)
- Stage 2 choir (Years 3 & 4)
- Stage 3 choir (Years 5 & 6)

The choirs are not audition based and students who enjoy the experience of choral singing are encouraged to join.

Students who are a member of a choir are required to attend weekly rehearsals and perform throughout the year at a number of school functions including assemblies and Education Week performances. Students who are members of Stages 2 and 3 choirs may also have the opportunity to participate in choral festivals.

- **Dance ensembles**

The school has two dance ensembles:

Junior dance ensemble for students in Years 3 & 4
Senior dance ensemble for students in Years 5 & 6

Annual auditions are conducted for places in both ensemble programs. Throughout the year the ensembles perform at school events.

- **Debating**

The school has two dance ensembles:

Students in Years 5 & 6 are able to participate in the school's debating program. Students who demonstrate an aptitude and express an interest in debating may also be selected for interschool competitions such as the NSW Premier's Debating Challenge Competition.

For more information see:

artsunit.nsw.edu.au/speaking-competitions/debating

- **Drama**

The school provides opportunities for interested students in Years 3 to 6 to laugh, create, improvise and perform. Performance opportunities vary each year and students are required to audition for parts.

There are two drama groups:

Junior drama group (Years 3 & 4)
Senior Drama group (Years 5 & 6)

There is a drama performance held each year for each group.

- **Public speaking**

Students in Years 3 to 6 are given the opportunity to participate in school and interschool public speaking programs and represent the school annually in the Bear Pit Speaking competition and the regional Multicultural Public Speaking competition.



PARENT | TEACHER COMMUNICATION

Student reports

Student reports are provided at the end of Term 2 (Semester 1) and Term 4 (Semester 2). These reports assess a student's performance over the semester in specified outcomes in each key learning area.

Reports are based on a student's development within a stage:

Early Stage 1	- Kindergarten
Stage 1	- Years 1 & 2
Stage 2	- Years 3 & 4
Stage 3	- Years 5 & 6

Parent-teacher meetings

Parent-Teacher meetings are held on a regular basis at the school.

- Term 1 - Class information night / Parent-teacher interviews
- Term 2 - Student reports
- Term 3 - Teacher interviews on request
- Term 4 - Student reports

We welcome discussions with parents and request that you make an appointment to meet with your child's teacher when required at a mutually suitable time. This allows teachers to fulfill their commitments in the classroom and provides an uninterrupted scheduled time for your discussion. Parents and carers may request an interview at any time by emailing or calling the office.

Class information night

Early in Term 1 parents and carers are invited to attend a class information meeting which provides an opportunity to meet the teacher and other class parents. The teachers will provide an overview of the curriculum, an activity calendar specific to your class and answer your questions. These meetings form an important communication link between the home and the school.

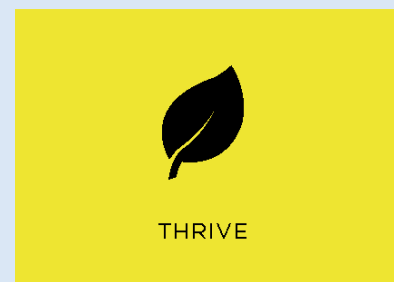
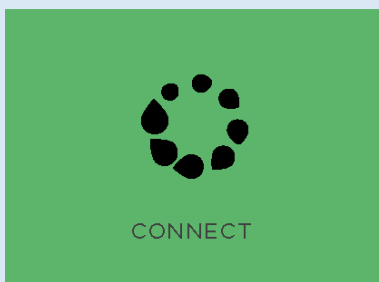
Term overviews

Term overviews are emailed at the beginning of each term. The overview details the topics and concepts the students will be studying that term. The overview is a guide and the topics and concepts may vary.

WELLBEING

Student wellbeing

Manly Village Public School's student wellbeing framework reflects the Department's commitment to creating quality learning opportunities for students to build on their individual strengths enabling them to connect, succeed and thrive in their lives.



The school is committed to providing a safe, secure and happy environment which encourages each student to:

- be actively connected to their learning, have a positive and respectful relationships and experience a sense of belonging to their school and community
- be respected, valued, encouraged, supported and empowered to succeed
- grow and flourish, thrive and prosper.



Positive Behaviour for Learning (PBL)

Underpinning the school's student wellbeing framework is the Positive Behaviour for Learning program. The program supports a positive environment in which learning and student engagement is enhanced through consistent expectations. It incorporates a continuum of practices that include:

- school-wide values of respect, integrity and excellence
- formal instruction in social skills
- helping students to regulate their own behaviour
- pro-active supervision in all areas of the school
- regularly rewarding positive student behaviours

Bronze Merit Awards

Bronze Merit Awards are presented during weekly stage assemblies for students demonstrating the school values. They will also be awarded to students who have earned 10 Mini Merits.

Silver Merit Awards

Silver Merit Awards are received when students have earned 3 Bronze Merit Awards. Silver Merit Awards are handed out weekly at stage assemblies.

Principal's Gold Awards

Principal's Gold Awards are received when students have earned 3 Silver Merit awards. Gold Merit Awards are handed out by the principal at whole school assemblies on Monday mornings.

Manly Village Medal

This is the school's most prestigious award. The Manly Village Medal is awarded to a student who has achieved or performed at an outstanding level over a period of time, indicated by the accumulation of three Gold Merit Awards. The Manly Village Medal is presented by the principal at a special assembly. The student receiving this award and her/his parents/carers are invited to the presentation and to morning or afternoon tea with the principal.



WELLBEING



Anti-bullying plan

Students attend school to participate in quality education that will help them to become self-directed, lifelong learners who can create a positive future for themselves and the wider community. We do not tolerate bullying in any form.

Any inappropriate behaviour that hinders teaching and learning at the school and interferes with the wellbeing of students cannot be accepted. Students, teachers, parents, carers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying. All students have the right to feel safe and be respected as equally as unique human beings.

The school is proactive in its approach to building a happy, safe, friendly climate where all students work towards the common goal of learning and tolerance in a safe environment. This is reflected in the school's 'Student Welfare' policy and the teachers' active and on-going commitment towards thorough supervision, professional development, classroom management and teaching.

For more information on anti-bullying strategies for NSW public schools refer to the department's Bullying: Preventing and Responding to Student Bullying in Schools Policy.

[education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy](https://www.education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy)

Cyber safety

The internet provides an opportunity to enhance students' learning experiences by providing access to information. Online communication also links students to a collaborative learning environment. When accessing the internet students are expected to adhere to the NSW Department of Education [Online Communication Services](#): acceptable usage for school students.

policies.education.nsw.gov.au/policy-library/policies/pd-2020-0471

The school also teaches students the information and communication skills necessary to use the internet effectively and appropriately including how to be cyber safe using the Digital Citizenship toolkit digitalcitizenship.nsw.edu.au to empower your child to understand how their online behaviour affects themselves and others. Students are asked to complete a Digital Citizenship contract.

WELLBEING

Assemblies

Kindergarten to Year 6 school assemblies acknowledge students who demonstrate the school's Positive Behaviour for Learning values. Assemblies are held on Monday mornings at 9:15 am.

Information about school assemblies is published in the school newsletter. Parents and carers are welcome to attend each of our assemblies.

Buddies

A class 'buddy' system operates between Kindergarten and Stage 3 classes to support younger students and develop leadership skills in older students. Buddy classes meet once a term to do a variety of activities:

- play games together
- write and read stories together
- art and craft activities
- combined technology lessons
- gardening together

Birthdays

Some students like to celebrate their birthdays at school. 'Birthday ice blocks' can be purchased from the school canteen to share with classmates.

Fruit and vegetable break

Each morning classes take a short break to 'refuel' on vegetables or fruit and 'rehydrate' with water. Evidence tells us that children who are not hungry and are well hydrated perform better in the classroom, show increased concentration and are less likely to be irritable. Individual class teachers decide when it best suits their class schedule to stop for this important break. Please ensure your child has a small container of healthy fruits and/or vegetables each day.

Mobile phones

Mobile phones are not to be used at school.

- The phone must be turned off at the school gate and put away immediately.
- The phone must be off all day and only be turned on when leaving the school grounds or when the parent/carer has assumed responsibility of their own child.
- The school will not take responsibility for any loss or damage of the phone while at school.

STUDENT LEADERSHIP

School leaders

The school has ten prefects, two vice captains and two school captains. The leadership team is highly active in organising and supporting school events, running assemblies and representing the school at official engagements. The school leaders meet with the principal each fortnight to discuss the impact their roles are having on the student body.

The school's student leadership program is aimed at providing extensive opportunities for all Year 6 students to develop skills of cooperation and teamwork to enhance personal confidence, promote high self-esteem and develop a sense of pride in the school.



Student Representative Council (SRC)

Another opportunity for student leadership, is the role of Class representative (SRC). Class patrons are chosen through an application process. Class patrons also play an active role in SRC meetings by assisting their class representatives during the meeting.

The SRC is run by the 12 school leaders and provides a forum where students K to 6 can have a voice in the organisation and running of the school. Three leaders are in charge of each of the SRC committees:

- Community care and charity
- Grounds and environment
- Sport, health and safety
- Culture, leisure and technology

Every class in the school is represented by two SRC members who are elected from their class. The members attend meetings in the hall where they discuss and vote on suggestions made from the school student body.

Each year the school supports a selected number of charities and holds various fundraising activities. In addition to the charities chosen by the students the school also supports Bear Cottage.

House captains

House Captains are elected by the Sporting Houses in the school. There are two House Captains and two House Vice Captains per house and they perform duties on special sporting days and carnivals. House Captains also organise sporting equipment, lunchtime activities and games.

Monitors

Students in Year 6 are given the opportunity to fill a variety of alternate and inclusive leadership roles with the school. These roles includes Library Monitors, Flag Monitors, Sound Monitors and Sustainability Monitors. As a monitor students are given the opportunity to develop the skills, values and attitudes needed for effective student leadership, to learn new skills, to work with others and to contribute to their school in a meaningful way.

Green Agents

A very active group of parents and teachers are part of our school's Sustainability Team. This team shares a love of our environment and helps our school community adopt a greener approach to life and to live more sustainably. Our students are nominated as Green Agents to assist with improving our school environment, reducing waste and lost property.

GETTING TO AND FROM SCHOOL

Entrances and Exits

Students enter and exit the school through gates on Darley Road, Wentworth Street and Victoria Parade. These gates are locked during school hours. Parents can enter the school via the gate closest to the school office on Darley Rd during school hours and are required to sign in at the office as a visitor on arrival.

Kiss and Drop

The school is located in a 40 km school zone where a 40 km speed limit applies for the hours of 8:30 – 9:30am and 2:30 – 4:00pm on school days. There are 'No Stopping' signs either side of the children's pedestrian crossing and bus zones. School Crossing Supervisors monitor the Darley Road and Victoria Street crossings.

There are limited car parking spaces available around the school. Kiss and Drop Zones are located outside the school in Darley road where parents/carers are allowed to stop for no more than 2 minutes to drop their children off and drive away. Please note drivers must stay with their vehicle at all times.

Travelling by bus

- **Bus routes**

State transit buses accommodate school students. For further information, please contact State Transit INFOLINE 131500 or visit their website:

transportnsw.info/school-students

TIME	ARRIVAL/DEPARTURE	BUS NO.
• 8:56am and 3:33 pm	Victoria Parade	167*
• 8:34 am 8:44 am 8:49 am & 3:33 pm	Victoria Parade	166*

- **Bus passes - opal card**

For information on eligibility and guidelines, please visit:

transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions/primary-secondary-school

- **Bus conduct**

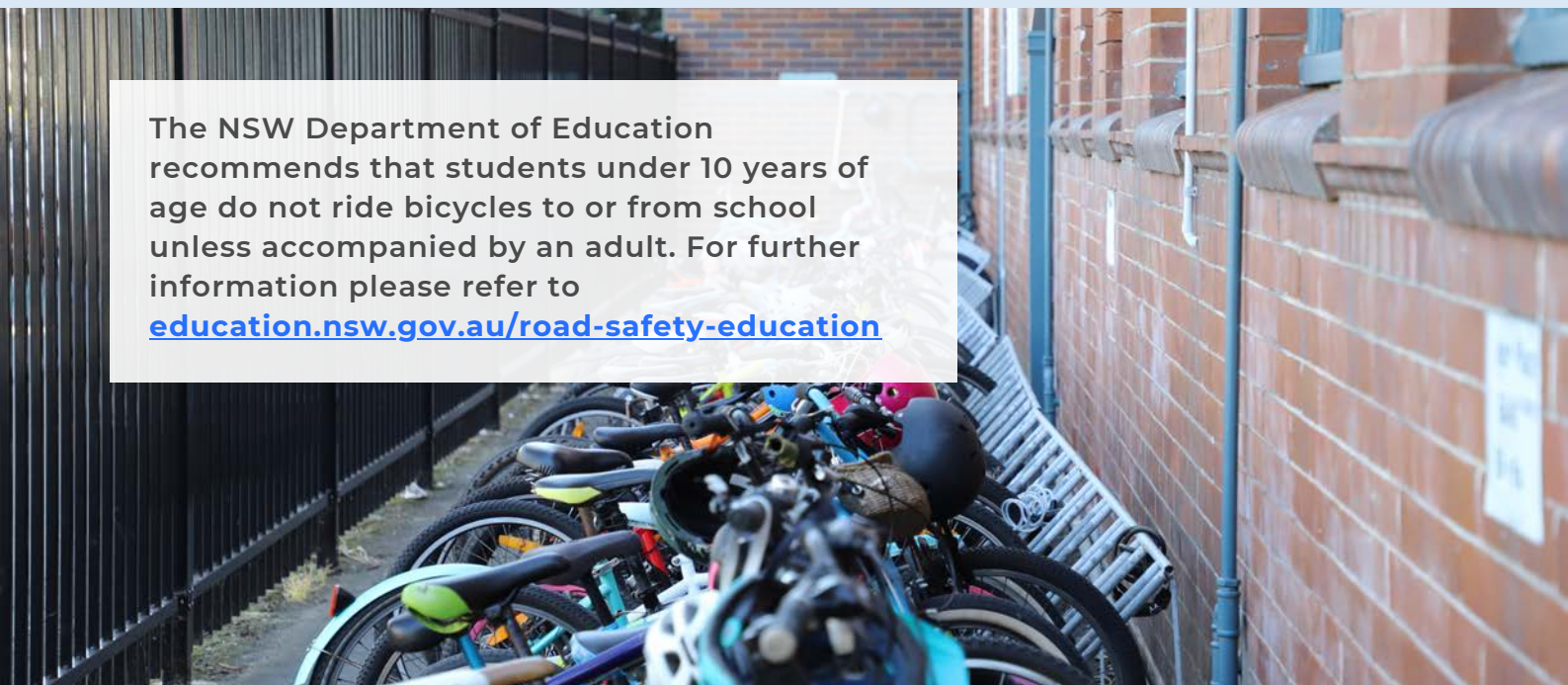
Students are expected to abide by the [rules of Transport for NSW Code of Conduct](#) relating to travel on buses and follow the directions of the bus driver when getting on the bus, travelling on the bus or getting off the bus.

- **Please check timetables as buses and timetables are subject to change**

Bicycles | scooters | skateboards

Parents and carers are responsible for students who ride their bicycles to school. Students who travel to school by bicycle, scooters and skateboards must wear the approved safety equipment and bicycles, scooters and skateboards must be in roadworthy condition. It is also expected that students travelling by bicycle will wear full school uniform except for the school hat.

For the safety of all students, bicycles are not to be ridden in the school playground at any time. During school hours bicycles are to be stored in the bike racks provided on Victoria Parade.



The NSW Department of Education recommends that students under 10 years of age do not ride bicycles to or from school unless accompanied by an adult. For further information please refer to [education.nsw.gov.au/road-safety-education](https://www.education.nsw.gov.au/road-safety-education)

Change of normal pickup procedure

- **Emergencies**

Please call the office on 9977 3066 if an emergency changes the normal pickup procedures for your child. If the emergency occurs in the afternoon before pickup time, students will be encouraged to wait for collection in the office.

- **Early pickup by another adult**

If your child is being collected early by someone other than yourself, please email or call the school office on the morning of the early departure, giving your permission, the name of the person collecting your child and the approximate time of collection.

If a situation arises during the day which necessitates a change of arrangements, please contact the office to inform them of the changes.

CONTRIBUTIONS AND FUNDING

The NSW Department of Education provides an annual allocation of funds to assist the school to manage the costs associated with its operation.

Participation in additional or co-curricular activities provided to enrich the teaching and learning programs are not necessarily covered in this allocation and incur additional costs. Therefore, the school asks parents and carers to assist with funding these activities to ensure students benefit from a well-rounded education.

School and other contributions

School contributions are collected for the purpose of funding general classroom equipment and specific resources for each of the key learning areas.

Each term the school will ask all families to pay a school contribution which provides funding for additional materials for use in the classroom, technology contribution, sport contribution and additional programs.

At the beginning of each term the cost of your child's participation in specific activities is invoiced on a cost-recovery basis. Specific activities may include competitions, excursions, incursions, dance, choir, drama participation costs, sporting opportunities and visiting artists.

Preferred method of payment

The school's preferred method of payment is online through the school's email or website.

Please note school receipts issued should be kept as proof of payment and for eligible taxation claims (refer Australian Taxation Office).

Voluntary contribution | donation

There is a 'tax deductible' donation to the school's Library and Building Fund which is included in the Semester 1 & 2 statement of account.

SERVICES PROVIDED TO FAMILIES

Before and after school care centre - Manly OOSH

Manly Out Of School Hours (MOOSH), a before and after school service, is located within our school site. The service has been accredited at an Exceeding National Quality Standard level of care by the Australian Children's Education and Care Quality Authority and by the Department of Education. The service is available for children from 5-12 years and is open each Monday to Friday from 7:00-9:00am and again from 3:15-6:00pm.

The qualified staff provide a wide range of exciting activities for the children each day which include a variety of indoor and outdoor, art and craft activities and cooking. There is also a vacation care program which operates daily during school holidays (except for the Christmas/New Year period). Vacation Care operates from 7am-6.00pm. The school has arrangements for the arrival and collection of students from and to MOOSH each day. For enquiries about enrolment, please call the coordinator on 02 9976 2147.

For more information see their website manlyoosh.com.au



Canteen

Our school canteen operates every day and provides a delicious and healthy menu for our students. Our canteen meets the requirements of the Department's Healthy Canteen Strategy. Students may order lunches online through the Flexischools website: flexischools.com.au. An updated menu and price list is uploaded to our website each term. Parent helpers are warmly welcomed to assist in the canteen



Photographs

Class, individual and special group photographs are taken by a photographer once a year. Payment directly to the photographer online or through an envelope system is required for all photographs.

Parents and carers give media consent at the time of enrolment as part of the enrolment application form.

Photographs and videos are also taken by the staff at a range of school activities. Parents and carers may amend their consent at any time.

Uniform shop

The school encourages students to wear the appropriate school uniform. Summer uniform is worn in Terms 1 and 4 and winter uniform is worn in Terms 2 and 3.



The school uniform can be purchased from Pickles.
pickleschoolwear.com/school/manly-village-public-school

The second hand uniform shop is open on Friday afternoons on school grounds from 3:00 pm.

Summer Uniform



Outerwear



Winter Uniform



Sports Uniform



Accessories



- 1. Summer Check Dress 2. Summer Check Skort 3. White Short Sleeve Polo 4. Gabardine Shorts
- 5. Navy Fleece V-Neck Jumper 6. Navy Half Zip Polar Fleece Jumper 7. Navy Zip Fleece Jacket 8. Navy Fleece Vest
- 9. Winter Tartan Tunic 10. Peter Pan Collar Blouse 11. Winter Tartan Skort 12. White Long Sleeve Polo 13. Winter Tartan Pants 14. Boys Gabardine Pants 15. Girls Stretch Gabardine Pants
- 16. Green Short Sleeve Sport Polo 17. Green Long Sleeve Sport Polo 18. Navy Culotte 19. Microfibre Sport Shorts 20. Microfibre Track Pants
- 21. Art Smock 22. Safety Raincoat 23. Backpack 24. Library / Excursion Bag 25. Slouch Hat 26. Socks / Tights 27. Hair Accessories

PARENT INVOLVEMENT

Parents and citizens (P&C) association

The school has an active Parents and Citizens Association. The association meets on the second Monday of each month and provides a forum where parents and carers can participate in discussing matters of interest.

The Annual General Meeting is held in Term 4 and notices of meetings are provided through the school's newsletter and through the class network.

For more information see the MVPS P&C website:

mvpspandc.com.au or contact via email mvpspandc.secretary@gmail.com

The P&C raises funds which are used to implement additional school programs and purchase resources. An overview of P&C activities are:

- **Markets**

The P&C runs the markets on the 3rd Saturday of every month from 8am to 4pm at Manly Village. A majority of funds come from this endeavour.

- **Uniforms | Canteen**

The P&C runs the second hand uniform shop and Beach Bites Canteen all profits go towards the P&C fundraising efforts.

- **School band | Sea Murmurs**

All of the school bands are run by the P&C and the conductors are P&C staff members. The school's annual Yearbook is funded and created by the P&C

- **Grants**

The P&C actively look for appropriate grants to apply for which will assist with funding of projects dependent upon the grant criteria and the school's priorities.

- **Staff appreciation | Social committee**

P&C volunteers contribute to and organise lunches and school wide events. The Social Committee organises Meet & Greets, Trivia Nights, and parties throughout the year to provide opportunities to meet and develop relationships with one another in a fun relaxed environment.



Volunteering

The school welcomes volunteers. Opportunities for volunteering are regularly communicated through the newsletter. Opportunities to volunteer also exist in the school's canteen, uniform shop, class activities, school carnivals, gardening and working bees, P&C organised activities and class coordinators.

Class Parent Representatives

Parents may wish to volunteer as a Class Parent Representative (CPR). The Class Parent Representative's role is to liaise with the class teacher and the rest of the parents with students in that class. The CPR assists the class teacher to communicate details of excursions, organise class parties and special class activities, welcome new families to the school and other activities across the year. Teachers ask for volunteers for this position at the class Information Night at the beginning of the year. The Principal meets once a term with all Class Parent Representatives to discuss the school calendar and upcoming events.

The department requires volunteers to complete the following form:

education.nsw.gov.au/content/dam/main-education/policy-library/associated-documents/pd-2005-0264-07.pdf

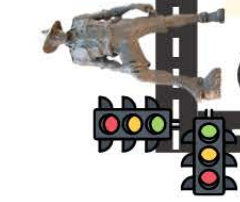
Volunteers are required to show one government-issued photo identity document with full name, date of birth and current residential address and, if relevant, one change of name document. The Department may verify any document with the issuing authority.





MANLY VILLAGE SCHOOL MAP

WENTWORTH STREET



DARLEY ROAD

- ground floor
- first floor
- second floor
- student toilet
- disabled toilet
- staff toilet
- gate
- lift



staff carpark



STOP