



*Learning Together, Growing Together*



# MARLO PRIMARY SCHOOL

**Principal:** Nicole Pollard

**School Council President:** Conni Greenwood

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## **Introduction:**

We welcome you to Marlo Primary School. Marlo Primary School is a small rural school. It comprises three classes of P/1, Year 2 and 3-6. Marlo is focussed on providing a rich and supportive learning environment that engages students, builds their capacity as learners, and helps them to develop as confident and effective community members. Being a small school with our emphasis on building supportive relationships, we are a close family-like community.



## **School Values:**

Our beliefs and values are based on the commitment that students' best interests are the primary consideration in any decision making and that our beliefs and values will guide all our actions.

- ***Respect (for self, others and the environment)***
- ***Resilience***
- ***Empathy***
- ***Curiosity***

## **Key Belief:**

Every student is capable of achieving in their learning. It is the role of staff to assist all students to experience success and to reach their potential in all areas of their learning. It is the role of our students to always put in their best effort.

### **School Times:**

8:45 am	School starts
8:45 – 9:00 am	Monday School Assembly / Tues – Friday Huff 'n' Puff
9:00 – 10:30 am	Numeracy
10:30 – 11:00 am	Morning Recess
11:00 – 12:00 am	Reading
12:00 – 1:00 pm	Writing
1:00 – 1:45 pm	Lunch break
1:45 – 3:15 pm	Word Study, Specialist Classes
3:15	School Finishes

There will be a staff member at the school from 8:00am till 4:00pm Monday to Friday for the early arrival and later departure of our bus students. Staff will, however, never leave the school at the conclusion of the day if children have not been collected.

It is important that children arrive at school punctually. They should ideally arrive with 10 or more minutes to spare. This gives them time to meet and talk with friends, and get themselves organised for the day. We like to instil in our students that punctuality is a courtesy and that they need to be learning ready.

Please do not send your children to school before 8:00am (unless specially arranged with a staff member) as there may be no staff present to supervise them.

### **Educational Program:**

Providing a rounded education is something we value as a school and to support this we have a diversity of curriculum offerings.

### **Literacy & Numeracy:**

Marlo has a strong focus on Literacy and Numeracy and is involved in the Snowy River Education Community (SREC) professional community which focuses on continuous improvement in teaching and learning. Studies of Society & Environment (SOSE) themes are explored in the literacy block. Literacy is also a key focus across all curriculum areas. Marlo uses the Victorian Curriculum and other relevant documents to guide planning and has an assessment schedule to inform teaching and to track student progress over time.

Years 3 & 5 students are required to participate in the NAPLAN testing which is a national assessment program for Numeracy and Literacy. Our school has equivalent internal assessments which are done for all other year levels so student progress can be tracked from year to year. Other diagnostic and assessment tools are used throughout the year so student progress can be monitored.



### **Specialist Classes:**

At Marlo Primary we offer a wide range of specialist classes including; Science, Spanish, Visual Art, STEAM (Science, Technology, Engineering, Art, Mathematics), Physical Education, Health, Cyber Safety, Geography, History, Gardening, Cooking and Outdoor Education



## **Indigenous Education**

Marlo places a strong emphasis on teaching about Indigenous culture through an integrated approach. We involve local indigenous people in the delivery of this.



## **Camps and Excursions**

Throughout the year students engage in a wide range of excursions to enhance their learning at school. During Term 1 & 4 all students participate in a Water Safety Program through East Gippsland Shire at either Orbost Pool or Lakes Entrance Aquadome.

*Other programs include:*

- ★ Broadening Horizons
- ★ Junior Rangers
- ★ Arts Council Performances
- ★ 3-5 day camp with other local schools for Year 3-6 students

Excursions are organised in line with the school's current theme. Students also attend three Arts Council Performances each year.



## **Cluster Activities**

Marlo Primary seeks to create opportunities for our students to interact in a variety of ways with schools in the cluster (Orbost PS, Orbost North PS, Newmerella PS and Orbost Secondary College) in order to build relationships between our students and to extend learning opportunities. Other cross school activities include Sporting Days, Arts Council Performances, swimming, Activity days such as tabloid sports, and Combined Learning Days where students are involved in core curriculum activities.

## **Student Leadership:**

Students take pride in their school and are actively involved in the decision making and the day to day running of the school. This includes running assemblies, whole school sport and other whole school activities, and contributing to decisions about the directions of the school.



## **Wellbeing:**

### **RR & RR**

The [Resilience, Rights and Respectful Relationships](#) learning materials have been designed for teachers in primary and secondary schools to develop students' social, emotional and positive relationship skills.

Each year level covers the same topics at the same time over a two-year period. The Resilience, Rights and Respectful Relationships program is assessed in the Victorian Curriculum areas of Personal and Social Capability and Health and Physical Education.

The topics covered are:

- ★ Emotional Literacy
- ★ Positive Coping
- ★ Problem Solving
- ★ Stress management
- ★ Help-Seeking

- ★ Gender and Identity
- ★ Positive Gender Relations



### Dogs Connect

Marlo Primary School is partnered with [Dogs Connect](#) an organisation that helps introduce a wellbeing dog into settings such as school communities. Mocha, our wellbeing dog is a very loved member of our staff, working 2-3 days per week.

For children, animals can help with emotional regulation, social connection and communication. They can help engage students in many curriculum areas by supporting children in feeling less self-conscious than they may feel around teachers and peers.



## **Teacher Learning:**

We have a strong belief in the importance of continuous improvement and use a variety of data to inform our improvement. Teacher professional learning is well supported and includes classroom observations, team planning, and internal and external professional learning activities. Our SREC alliance group is aimed at exploring how all our schools in the cluster can effectively work together to support all students in their learning. We are also involved in the Network Learning Focus which provides ongoing professional development in the area of effective teaching and learning.

## **Staff:**

<b><i>Principal:</i></b>	Nicole Pollard
<b><i>F/1 Teacher:</i></b>	Breanna Johnston
<b><i>Year 2 Teacher:</i></b>	Ange Johnston
<b><i>3-6 Teacher:</i></b>	Arthur Pashos
<b><i>Specialist Teacher:</i></b>	Karen Woodward
<b><i>Education Support Staff:</i></b>	Ms Moira Ruff and Jayde Martin
<b><i>Business Manager:</i></b>	Andy Bennett



## **Enrolment:**

We welcome new enrolments and will endeavour to help you quickly feel a valued member of our community. Foundation children are required to have an Immunisation Certificate when they start school. These are available from the East Gippsland Shire. A birth certificate is also required. Parents will be required to complete enrolment forms and any relevant school based forms. Our transition to Foundation (prep) program runs



for the whole of Term 4, slowly increasing the time spent at school. Students with additional needs are encouraged to begin transition in Term 3 to ensure a smooth start to their foundation year.

### **Communication:**

Our major form of communication is our newsletter which comes out fortnightly and is given to the eldest child in each family. Please make sure you receive this as it has all the information we wish to communicate to you, including key dates and events. Involve your children in the reading of this. The school also utilises the uEducateUS app which provides for instant communication between home and school (you will be provided with your own unique login). Newsletters are uploaded to the app each fortnight.

If parents have any questions or concerns regarding their children's learning or well-being please feel welcome to contact the school to make an appointment. All staff will make regular contact with parents throughout the year if they have questions or concerns.

### **Uniform:**

Wearing school uniform is compulsory. Students are required to also wear their uniforms on excursions and to sporting events unless otherwise advised.

The uniform comprises:

- Black track pants, slacks, shorts or skorts
- Maroon school dress
- Maroon windcheater or polar fleece jumper with school logo
- Maroon short or long sleeved polo shirt with school logo
- Maroon broad brim hat with school logo (Marlo is a 'Sun Smart' school.

(With the wearing of hats during Summer, Autumn and Spring being compulsory)

- Covered in comfortable shoes



## **School Council:**

We have a strong and committed School Council who are active in furthering school improvement.

*2022 President: Conni Greenwood*

Some new position holders will be elected at the beginning each school year. If you are interested please let us know.

## **School Bus:**

A school bus provides transport for children who live East of Marlo. Permission forms for bus travel are available from Orbost Secondary College.

## **Lunches:**

Students are required to bring a cut lunch and a healthy snack for morning recess. Students should also have a water bottle. We encourage parents to involve their children in the preparation of lunches and to ensure that students are eating healthy food. We also support rubbish free lunches.

## **Student Absences:**

School attendance is compulsory for all children over the age of six. Absences should be reported to the school using the uEducateUS app or via phone or note.

## **Home Learning- Reading**

The expectation is that children read each night. Children will read for differing amounts of time dependent on age and reading stamina ability. We ask the students in Foundation and Year 1 read for *at least* 10 minutes each day, with students in 2-6 reading for *at least* 20 minutes.

Selecting 'Just Right Books' supports the length and quality of their reading. Parents are encouraged to read with children whenever possible. The discussions that you have after reading are as important as the reading itself as this helps students in their comprehension to texts. Encouraging your child to question, predict, make inferences about character motives and feelings, summarising and discussing favourite sections/characters will assist them to become better readers.

## **School Term Dates 2022**

**Term 1:** Monday 31st January- Friday 8th April

**Term 2:** Tuesday 26th April- Friday 24th June

**Term 3:** Monday 11th July- Friday 16th September

**Term 4:** Monday 3rd October- Tuesday 20th December

### **Medical Information:**

Parents are required to provide a copy of child's birth certificate and a school entry certificate or immunisation record on enrolment of their child. The enrolment form includes child medical information and family contact details. It is essential that this information is kept up to date. Should there be any changes please let the school know immediately. Any medication which may be required by your child will be kept in a secure place in the office. If your child requires medication to be administered by staff, please notify the school and provide clear written instructions as to the dosage and frequency. Students who suffer asthma should carry a reliever with them at all times and provide the school with their up to date Asthma Management Plan.

We require two emergency contacts other than the child's primary carers. (The school will always endeavour to contact parents (primary carers) first in the event of an emergency.

In the event of an accident or illness the school will follow these procedures:

1. Administer appropriate First Aid.
2. If the child requires further non urgent medical attention or is unable to continue with the school routine parents will be contacted to collect their child.
3. In the event of a serious accident or illness the ambulance will be called and parents notified.

Home is the best place for a sick child. If your child is sick please keep them at home.

We welcome you to talk to us if you have any questions, issues or concerns. We encourage parents to give us feedback and to keep us informed about anything which could assist in providing our students with the highest quality of education and care. We also encourage your involvement at Marlo Primary School, whether this be in the academic program, extracurricular activities, fund raising, helping out at the Annual Easter Fete, as a member of our Council or committees, helping with lunch orders or grounds work. If you have some time which you are happy to donate to our school we encourage you to talk to our staff about how this could best be utilised.

Thank you.

Nicole Pollard  
Principal