

# MONTELLO PRIMARY SCHOOL

## Information Booklet 2025



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# Welcome to Montello Primary School

We trust that your involvement with our school is a happy and positive one.

Our motto: **‘Making People Shine’.**

At Montello we are committed to Making People Shine by supporting each other to be the best that we can be through the provision of inspiring and personalised learning opportunities. We strive to enable all students to achieve success in a safe, secure environment which fosters positive and respectful relationships between students, staff and the community.

## At Montello we believe:

- All members of our school community are learners who can be supported to improve and achieve success.
- All members of our school community need to be treated respectfully.
- An effective school is one which is collaborative and inclusive and has strong leadership.
- A high performing school needs to be highly organised and continually respond to the changing needs of its community.
- That all responsibility for student learning is shared between staff, students, parents/carers and the broader community.
- That pride in our school is important in strengthening our ability to achieve.

## School Values



Our school values are embedded throughout the school and reflect on our belief of being the best you can be.

## Introduction

Our school offers a primary education - from Kindergarten to Grade 6 (*ages 4 – 12 years*) and Launching into Learning Programs from birth – 4 years. Our facilities are well maintained and resourced to meet the needs of today's students.

Our staff comprises of an excellent team of well-qualified, highly professional Teachers and Support Staff (*including Speech Language Pathologist IT Support, EAL Teacher, Psychologist, Social Worker, School Nurse, Aboriginal Education Worker, School Chaplain, Learning Assistants, Education Facility Attendants and Administrative Staff*).

Montello Primary School is committed to the goal that every student has the opportunity to achieve his or her full potential. The Staff are dedicated, highly motivated and committed to making a positive difference in children's lives, encouraging academic, moral, social and physical development within a caring, sharing and supportive environment.

As a LIFT school (Learning in Families Together) we value positive partnerships with families, parents and community. Together we provide educational opportunities that enables all students to achieve personal excellence in all their learning.

Our Early Connections Program provides extensive opportunities for birth - 4 children in our community through developmentally appropriate learning opportunities and parent/family networks.

There are many and varied opportunities for parents to be involved with their child's learning, some are detailed later in this handbook and further information is available from school staff.

**Our School Buildings and Grounds are a Smoke-Free Zone.  
DOGS ARE NOT PERMITTED ON THE PROPERTY.**



# School Terms and Holiday Dates 2025\*

## TERM 1: (10 WEEKS)

- Monday 3 February
- Thursday 6 February
- Monday 10 March
- Friday 11 April
- Friday 18 April
- Monday 21 April
- Friday 25 April

All staff commence - Term 1  
Students commence – Term 1  
Public Holiday – Eight Hours Day  
Last day -Term 1  
Good Friday  
Easter Monday  
ANZAC Day

## TERM 2: (10 WEEKS)

- Monday 28 April
- Friday 6 June
- Monday 9 June
- Friday 4 July

Students commence – Term 2  
Student Free (Moderation) Day  
Public Holiday – King’s Birthday  
Last day - Term 2

## TERM 3: (10 WEEKS)

- Monday 21 July
- Friday 26 September
- Friday 3 October

Students commence – Term 3  
Last day - Term 3  
Burnie Show Day Holiday

## TERM 4: (10 WEEKS)

- Monday 13 October
- Friday 31 October
- Monday 3 November
- Thursday 18 December
- Friday 19 December

Students commence – Term 4  
Student Free Day (PL Day)  
Public Holiday - Recreation Day  
Students last day - Term 4  
Staff last day – Term 4

\*Note: Dates correct at time of printing.



## Student Book Packs

Student book packs are available for collection from the school on Uniform & Book Collection Days during the week prior to commencement of Term 1. You can ring our school office on 6432 2755 for further information.

## Class Structures

Organisation into class groups depends on many factors, our ultimate aim being to maximise student learning. This often means composite classes, for example 3/4 or 5/6. No matter the makeup of grades, teachers provide personalised learning for each child in their class to meet their learning and development needs.

## School Times

To prepare for the school day children are encouraged to arrive at school from 8:30am with classes commencing at 9:00am. Please note that children are not supervised before 8:30am or after 2:45pm.

The School Office is open every day from 8:30am – 3:30pm.

The school is responsible for children while they are on school property between 8:30am and 2:45pm and at all times whilst they are on an excursion. Children on school property at other times are not supervised.

**Between the hours of 9:00am to 2:45pm entry to the school is strictly via the Office only.**

All visitors, helpers and volunteers are required to have a RWVP card and are required to complete Safeguarding Training before they can come into the school. Visitors are also required to sign in and out of our school via the Register at our School Office. Visitor lanyards are required to be worn at all times when moving through the school during these times. Please see Office Staff for more information.

## Student Late Arrivals – Early Departures

Our learning day starts at 9:00am. If your child arrives late to school, they are required to be signed in at the Office.

Students are to be signed out at the Office by an adult (listed as an emergency contact) if they are leaving school early. Students must be collected from the Office.

Parents/carers are required to provide an explanation of any late arrivals or early departures in accordance with The Department's Attendance Policy.

\*Please note an automated text message is sent every day at approx. 11:15am to parents/carers of students who have been marked as unexplained absent. If students who arrive late do not sign in at the Office, this message will be sent automatically.

# Attendance & Absenteeism

*Every school day matters for your child's education. Absences are only authorised for reasons such as being unwell or experiencing a significant event which impacts on your child's ability to attend school.*

*It is important to communicate to your child's school about the length and reason for any absences. Your child's school may request further evidence or information in some circumstances.*

## **When can my child be authorised not to attend school?**

Reasons your child can be authorised to be absent include:

- sickness/incapacity
- medical, legal or related appointments
- natural disaster or extreme weather preventing your child from safely attending their enrolled school
- terminal illness of an immediate family member
- bereavement of a person your child had a close, significant or family relationship with
- having witnessed or been subjected to family violence
- being a participant or official at a recognised State, National or International event
- participating in a recognised learning experience
- an application for home education being received by the Education Registrar and provisional registration being granted

## **What will happen if my child is absent for a reason that isn't listed?**

- The absence will be recorded as an unauthorised absence
- Principals receive notifications about the number of unauthorised absences your child has
- Your child's school may send you a letter notifying you of the number of unauthorised absences your child has
- They will seek to work with you to increase your child's attendance to maximise their learning if the Principal is concerned about your child's attendance

## **What happens if my family go on holiday during school term?**

- Schools have always encouraged family holidays to be planned for during the scheduled school holiday breaks
- If your family decides to take a holiday during school term, you are encouraged to discuss your plans with the Principal or your child's teacher



## Where can I get more information?

- *Please contact the School Office or your child's teacher to notify of any absence. This can be done by sending a note, telephoning the school on 6432 2755 or texting us via our SMS Absence number on 0417 978 532.*
- *A medical certificate will be requested for multiple absences. Any unexplained absences will be regularly followed up by staff.*

## Senior Staff

Our school Senior Staff team comprises of the Principal, 3 x AST's (Advanced Skills Teachers) and an Instructional Specialist. They provide leadership and management for school programs and learning teams.

Contact with a member of our Senior Staff can be made through our School Office on 6432 2755.

## Supporting Students with Additional Needs

The school has various education programs to cater for all students learning and developmental needs. We offer a range of flexible programs such as life skills, cooking, gardening and social/emotional activities.

We have highly experienced Teacher Assistants that work alongside teachers and run our Flexible Programs. Many of our students have Individual Learning Plans to support their program and give every child the opportunity to reach their full potential.

We are well supported with Specialist Staff and access both Department and external support services for identified students. Please contact Senior Staff if you wish to discuss your child's specific educational and developmental needs.

## Staff

Our school has a committed and enthusiastic staff who provide the best possible education for your children and ensure the smooth running of the school. Our valuable team of Support Staff also contribute to both the running of the school and ensuring the educational needs of each student are met.

The School Psychologist, Social Worker, School Nurse, Speech and Language Pathologist and Chaplain work regularly in our school and are available to meet with parents by appointment. Enquiries should be made through our School Office.

We encourage parents to keep in regular contact with Class Teachers. If you wish to discuss concerns or issues, please arrange a 'non classroom' time to meet by contacting the School Office or your child's teacher directly.

## Lunchtimes

- Recess (Play lunch): 10:30 – 11:00 am

Class teachers supervise the eating of recess inside for 10 minutes before children are allowed out to play

- Lunch: 12:30 - 1:15 pm

***Currently playtimes are split in the playground, therefore eating times will differ slightly between classes.***

Class teachers supervise the eating of lunch inside for 15 minutes before children are allowed out to play. During outside lunch time play some formal sporting practices may be organised, but generally children organise their own lunchtime activities. On wet days children are supervised inside. The library is also open for students at lunchtime daily.

## Healthy Foods

We are a 'Move Well, Eat Well' school and we encourage healthy food choices. We recommend that children eat a balanced diet. Lollies, energy drinks, sweet food and foods high in fat and flavourings should not be eaten at school.



Each class has designated fruit eating times. Fresh fruit is available to students who have not bought any from home.

Montello Primary School  
is an Egg & Nut Aware  
Environment

WE ENCOURAGE FAMILIES NOT TO SEND  
THE FOLLOWING FOODS TO PROTECT  
OUR ANAPHYLACTIC STUDENTS

1. Hard Boiled Eggs
2. Egg Sandwiches
3. Quiche
4. Egg & Bacon Pies
5. Pavlova or Meringue
6. Loose nuts of any kind
7. Nutella Products
8. Nut Bars made of nuts only



## Anaphylaxis 'Allergy Aware School'

We are an Anaphylaxis 'Allergy Aware' School with a number of protective practices in place school-wide to ensure the safety and wellbeing of all students and especially those who have a life-threatening allergic reaction to specific foods.

We request the support of our entire parent community to make careful choices about the foods placed in every child's lunchbox.

## Breakfast Club

The **Breakfast Club** is offered to our students each morning from 8:30am – 8:55am in the Hall. Students receive a bowl of cereal, cheese toastie and a glass of milk. Donations are greatly appreciated towards this program.

## Canteen

Our School Canteen operates three days per week, Wednesday, Thursday and Friday. It provides 'Schools Healthy Canteen' approved recess and lunch items. Our Canteen has received a Silver Award with School Food Matters and is now an accredited Move Well, Eat Well School.

Lunch food and drink orders can be made on the QKR App or can be written on an envelope/paper bag, showing your child's name, class with money enclosed. All lunch orders are placed into class canteen tubs at the start of the school day and then will be taken to the Canteen.

Recess is also pre-ordered and collected from the Canteen at the commencement of recess. Canteen menus and price lists are sent home regularly. Canteen lists are also available to view via the Szapp App and our website.

We are pleased to be able to offer the QKR App facility as an option for parents to use when ordering from our canteen.



Using the QKR App means you're not sending your child to school with cash, and you can have peace of mind knowing they'll be covered for lunch. QKR saves parents time by providing a convenient and efficient way for them to order and pay for school lunches.

## Student Birthday Celebrations

At Montello Primary School we love to celebrate student birthdays with our whole school community. We do this by announcing birthdays every morning over the PA and inviting students to the Office to choose a special birthday sticker. Happy Birthday is then sung with more enthusiasm and gusto than melodical harmony in the classroom. Weekend birthdays are announced on the Friday before the weekend, Kinder birthdays are announced on Kinder days and school holiday birthdays on the last day of each term. To be fair to all students (including those who have school holiday birthdays) we ask that parents do not send any treats to school with their child for the class, including but not limited to: cupcakes, birthday cake, lolly bags or small toys. There are a number of students with food allergies and at risk of anaphylaxis in our school community and we really appreciate your consideration and support as we navigate our way through celebrating all the birthdays of 2025. We will continue to make your child's birthday a special day at school.

## School Lunch Program

The School Lunch program offers free hot lunches to students every Tuesday. Lunches are provided to classes on a rotational basis. The roster and menu will be provided each term.

## Behaviour Management

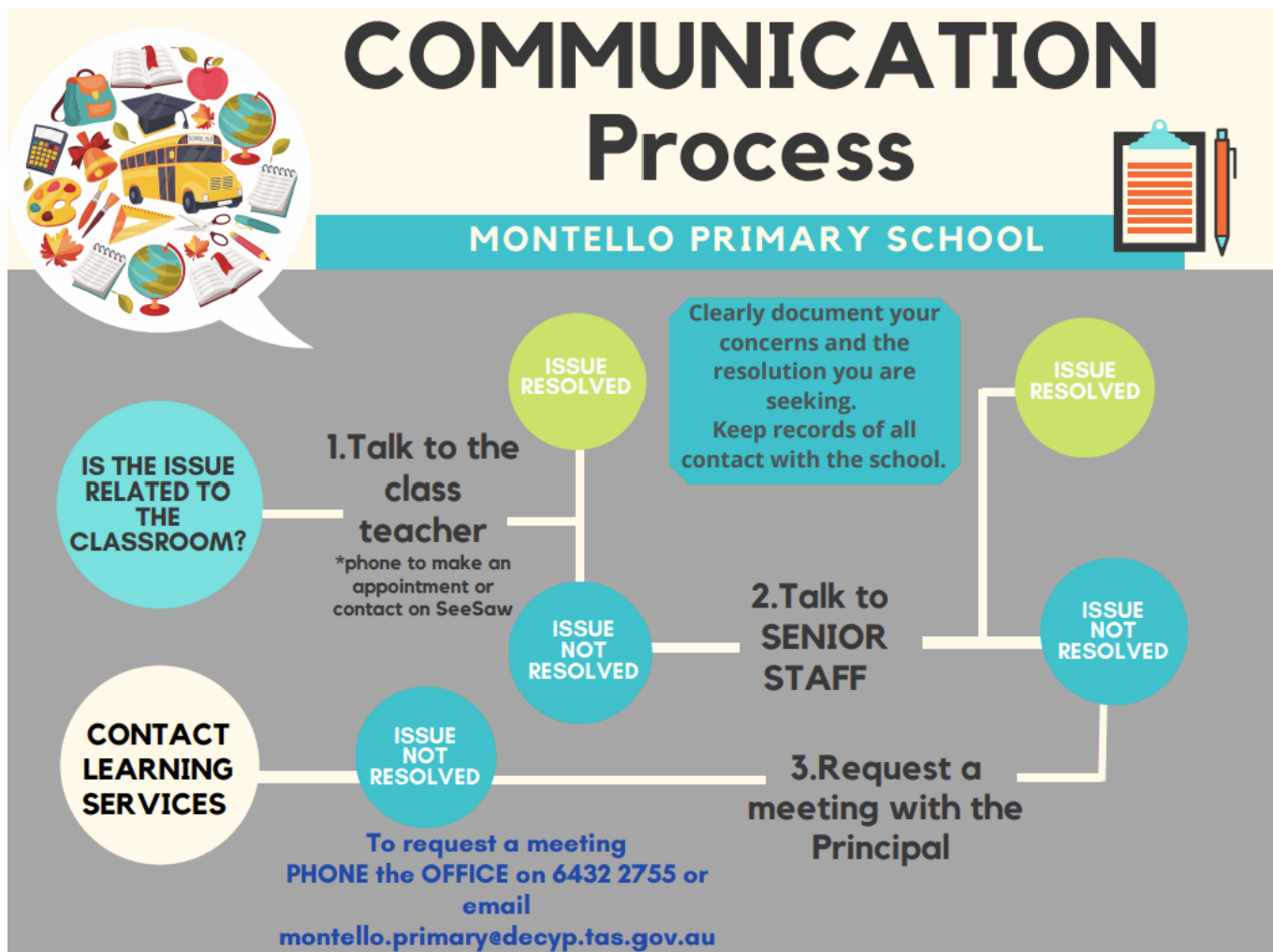
We follow the DECYP Behaviour Management Policy. A copy and link can be found on our school website **OR** the DECYP Policy & Document Library online.

## Chaplaincy Program

Our Chaplaincy Program works across the school to provide support to our school community. Our Chaplain works in classes, with small groups and at times with individual students. Parents are also able to chat with our chaplain. The program offers a range of flexible learning options to cater for our students' needs. These include life skills, community garden, social and emotional activities as well as sporting activities.

## Communication Process

At Montello Primary School we value open communication between parents and staff. Sometimes concerns and misunderstandings can arise at school, and these are best addressed as quickly as possible. The following process is to help you approach the school if you are concerned about something that is happening or has happened. Dealing with issues and concerns is a partnership between us, you, and your child - we need to work together for happy and healthy students.



## Communication Tools & School News

**Receive all your communication electronically and never miss a notice or newsletter again!**

### Subscribe to our newsletter

Visit our website: <https://www.montelloprimary.education.tas.edu.au/>

Select Newsletter Archive

Select Subscribe to Newsletter from the options on the left hand side toolbar.

Our website is packed full of great information, check it out and save it to your Favourites Bar!

Our newsletter is published online twice a term. It contains articles on current events in our school, gives information about excursions or other planned events and provides space for community announcements etc

### Follow us on Facebook

<https://www.facebook.com/MontelloPrimarySchool/>

We regularly post stories and reminders as well as a direct link to our newsletter.



### SeeSaw APP

Seesaw is a learning experience and communication platform developed specifically for Pre-K to Grade 6 students.

Seesaw provides meaningful connections between families and the classroom, allowing family members to view student work on any device and celebrate their child's learning. Teachers will provide parents and carers with a QR code to download the APP and connect with the teacher.



### Download the SZAPP APP

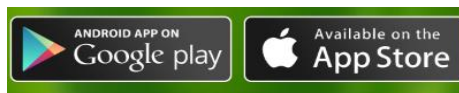
The SZAPP APP is fantastic! If you've lost a notice, want to quickly view the canteen list or uniform price list or would just prefer to receive all communication electronically about school events. It links directly to our website and our school newsletter.



### Download the QKR APP

You can now order and pay for your child's lunch, recess or even school uniform on your phone or device! Using the QKR APP means you're not sending your child to school with cash, and you can have peace of mind knowing they'll be covered for lunch. QKR saves parents time by providing a convenient and efficient way for them to order and pay for school lunches and uniforms.

Simply download the App, create a profile and order and pay for your child's recess and/or lunch. **Orders must be in by 9:00am.**



***\*Installation guides can be found at the back of this booklet.***

## Cultural Activities

Throughout the year we have a range of cultural performances and visiting programs that provide additional learning opportunities for our students. They are aligned with the curriculum and support students in developing a broader understanding of our world.



## Curriculum

Our curriculum aims to form the basis for further learning and for participation in society. A balance between intellectual, social, emotional, physical and moral development is important for each child.

Children are encouraged to respond to high expectations and to work effectively with others. They are supported in their learning and in accepting responsibility for what they learn. They learn best when they have confidence in their abilities and a sense of personal worth - qualities that are strongly influenced by the nature of the relationships between children and teachers, and by the extent to which they feel part of their school.

The 'learner' is at the centre of all aspects of the educational experiences at Montello Primary. Our school curriculum is based on the Australian Curriculum and the Early Years Learning Framework. We support students in their learning to:

- Learn
- Think, know and understand
- Live full, healthy lives
- Create purposeful futures
- Relate, participate and care
- Act ethically

These values provide a firm foundation for providing students with an inclusive, high-quality education free from the effects of discrimination.

The teaching staff at Montello Primary are committed to:

- Establishing a creative, innovative and supportive learning program and environment
- Having high expectations of students and their learning
- Understanding the needs of learners
- Building a broad range of inclusive teaching strategies
- Making learning relevant and personal for all students



## MakerSpace

Montello has a dedicated STEM/STEAM room that allows us to provide cutting edge 21<sup>st</sup> Century Maths and Science learning opportunities to our students.



## Flexible Learning Programs/Initiatives

With the diverse range in student development and to ensure the individual needs of each student are met we identify, plan and implement a range of flexible programs. These may include: numeracy and literacy programs, life skills, gardening, woodwork, social/emotional programs and sensory skills.



### Kitchen/Garden Program – 24 Carrot

Our Garden is the heart of the school and throughout the year students will have the opportunity to learn in the garden and then prepare produce using ingredients from the garden.

## Physical Education and Sport Activities

Classes are involved in a dedicated physical education session each week.

We aim to help children improve their physical skills, strength and co-ordination and also foster a 'sporting spirit' within groups and teams. We emphasise fun and participation, not competition between children.

Annually we hold our school Athletic Carnival and Cross Country events. Our school actively participates in North West Primary Schools Sports Association activities.

Each year all children from Prep - Grade 5 participate in a Swimming Program catered for their year level. The importance of water safety is paramount in our school.

Team sports such as Soccer, Australian Rules Football, Netball, Hockey and Cricket are offered and organised by interested parents and community groups.

We are always interested to receive offers from parents and members of the community to coach or supervise. Our Physical Education Teacher will liaise with all team coaches.

## The Arts

The school has a strong commitment to The Arts and provides access to performances, artistic programs and specialist lessons. Programs include Music, String-a-long and EMUicians.

## Lifting Literacy: The Reading Priority

Being able to read is foundational to everything we do – learning, working, functioning in society.

Every young Tasmanian should have the reading skills they need for life when they leave our schools. As a system, we are committed to introducing a structured and evidence-based approach to the teaching of reading throughout the school years.

All educators, from birth to Year 12, have a role to play in supporting children to learn to read and continue to build their reading skills throughout their education.

At Montello Primary we have implemented a structured systematic approach to teaching phonics. We have implemented this approach from Prep – Grade Two and since then we have begun implementing structured literacy school wide. This is in alignment with DECYP improvement priorities. Structured Literacy works for the largest amount of our students possible and the proof that we have chosen the right pathway for our students is reflected in student engagement and the excellent results we are seeing.

We explicitly teach phonological awareness; including rhyme and phoneme manipulation, segmenting words into individual sounds and blending sounds together to form words.

Beginning in Prep and continuing to Grade Two and beyond, we start explicitly teaching phoneme/grapheme correspondence, teaching students to blend known sounds together to read words. We teach blending and segmenting in conjunction with each other. Teachers teach phonics explicitly using a scope and sequence, and closely monitor progress altering instruction as needed, to address student need.

Students that have a sound understanding of alternate spellings and representations for each sound are using morphology to build their schema. Morphology is the study of words and their parts and can be defined as the 'smallest unit of meaning' within a word.

eg:

un	+	read	+	able
↓		↓		↓
(not)	+	(base word)	+	(can be done)

Teachers explicitly teach prefixes and suffixes looking at creating word families that explore these meanings to assist students to understand language.

Decodable texts are introduced once students can read words confidently. Students are given decodable texts that align with their phonics knowledge. When students are still learning the basic code it is important to ensure that the text that is provided is matched earlier in the code than where the student is currently learning. This ensures that students are automatic with their recall of known sounds and are able to decode quickly and competently. This helps with accuracy, fluency and comprehension.

Learning to read is the main priority at Montello.

In Years 3–6, the English literature strand is the current focus to ensure that students are exposed to the more complex language structures, vocabulary and concepts that enable them to learn how to comprehend complex texts.

## Home Reading

Decodable text passages or oral reading fluency passages will be bought home once students can read words confidently. Until then, they will bring home partner practice sheets or picture books for you to share with them.

Ideally there should be five sessions per week for about 10 – 15 minutes. The books, reading passages or oral reading fluency passages chosen are at an easy level for students to practise their skills. Students work with their teachers during class time on harder books and passages. This program is particularly effective in improving children's literacy and we encourage all families to take part.

## Library

Each class has a scheduled library time during the week. Children are shown the latest books, given important library information and utilise the borrowing and information techniques associated with the library. General areas covered include library rules and behaviours, appreciation of books, literature appreciation and the searching and utilising of information.

Our school library collection is part of the TALIS network, which in turn gives our library access to all school and public library listings. Parents and children are welcome to utilise this program.

It is requested that every student has a named library bag for book borrowing. A waterproof bag is preferred but a plastic bag is adequate. Library bags are available to purchase from the Uniform Shop for \$8. There is no need for parents of Kindergarten students to purchase a library bag as they will receive one from their teacher.



## Financial Assistance & Levies

### STAS: DO YOU HAVE A HEALTH CARE CARD?

Student Assistance (STAS) you may be eligible for an exemption from school levies.

Application forms are available from the school office or by applying online [www.decyp.tas.gov.au](http://www.decyp.tas.gov.au) or calling 1800 827 055. Not all families are required to complete an application form to apply for STAS. Families can complete a form if you are:

- applying for the first time
- applied for STAS last year but were unsuccessful

**LEVIES:** The cost of school levies is set and ratified by our School Association. These levies incorporate a stationery package and a contribution towards visiting performances, local excursions, materials and equipment. If you would like further information about levies please contact our School Business Manager, Emma Short. Payment options are available through the office.

## High School Transition Programs: Grade 6

Each year our links with Parklands High School are significantly strengthened by a range of programs and initiatives around transition for Grade 6 students. We receive extremely positive feedback from both students and staff of how enthused and positive our Grade 6 students feel about moving to the high school setting after participating in High School Transition Programs.

Students, accompanied by class teachers, participate in transition sessions in the later part of the year. Learning opportunities in these transition blocks include visual arts; physical education; materials and design; science skills for the laboratory and cooking. Each block allows for interactions with staff at the high school and early familiarisation with the high school learning environment.

There is also an Orientation Day - normally in early December. Parents of Grade 6 students will receive correspondence from the high school outlining the Transition Program and information sessions for parents and students.



## House Teams

Children at Montello Primary School belong to one of three House teams:

**Waratah – RED Wattle – Yellow Myrtle – Green**

Students are encouraged to wear their sports shirts for school sport activities. Students are allocated a House when they are in Kindergarten. Siblings will all be in the same House group. Sports shirts are available to purchase from the Uniform Shop for \$8 each. (\$10 sml to XL)

## Jewellery/Toys/Student Phones

Our school prefers that children do not wear jewellery to school. Children with pierced ears should wear studs or sleepers. It is not possible for us to be responsible for personal items such as jewellery, watches, electronic games or toys. Electronic devices are not to be brought to school and mobile phones are to be handed into the teacher or at the School Office before school starts each morning.

## Information Technology

'Students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all



learning areas at school, and in their lives beyond school.' (Australian Curriculum, Information and Communication Technology ICT Capability)



Our commitment to ICT means students have access in all classrooms to a high-speed network supporting quality netbooks, iPads, tablets and desktop computers for learning activities across the curriculum.

All students have access to our Computer Lab, class desktops, netbooks and tablets.

To ensure acceptable use of equipment students and parents are required to complete a Computer User Agreement every year.

## Kindergarten Entry

DECYP has guidelines for the age at which children can be enrolled in Kindergarten. You can enrol your child in Kindergarten if they are four years old by the first of January.

Kindergarten enrolment forms can be collected from our office in the year prior to your child's expected entry.

During November/December parents of newly enrolled children are invited to a series of Kindergarten Orientation sessions. Parents are encouraged to begin early connections with our school community by accessing our free birth – 4 years' programs.

We encourage families with Pre-Kindergarten aged children to attend our Playgroup and/or Pre-Kindergarten sessions. Playgroup meets once a week in the Kindergarten classrooms, allowing pre-school children and their parents to acquire an easy-going familiarity with our school and staff before the child's official entry into Kindergarten.



## Launching into Learning:

**Programs for children aged birth – 4 years and their parents in Montello**

Learning begins at birth and brain development in the first three years of life is critical to the lifelong success of every child. During these early years when a child's brain is developing rapidly, adult participation in even simple activities with young children makes a lasting impression. It is never too early to provide your child with positive learning experiences.

At Montello Primary School we offer a range of Launching into Learning Programs (Birth – 4 years) that provide early connections with our school. All are at no cost to children and adults.

Current programs include:

- **Friday Playgroup** - a playgroup for children aged birth – 4 years old and their parents.
- **PCYC** - a program for children aged birth – 4 years old that includes gross motor obstacle sessions to help children develop their social, physical and early language skills at the PCYC.
- **Pre-Kinder** - a program which focuses on building early literacy and numeracy skills and concept learning. This is for Pre-Kinder aged children in the year before they start school and their parents.
- **Music & Dance** – a program dedicated to moving to music and singing.

For dates, times and other information please contact Montello Primary School on 6432 2755 or follow the Montello Primary School Launching into Learning Facebook page.

## LIFT (Learning in Families Together)

Strong parent/school partnerships has a positive impact on the education of children. We encourage parents and families to be active participants in their child's education.

This can be achieved through regular meetings, conversations with your child's teacher, coming into the school and visiting your child's class. Successful teaching of children depends on interaction between home, school and student.

Feel free to call the office to organise meetings with your child's teacher or other members of staff.

Your help and involvement in our school is welcomed, encouraged and appreciated. We want to foster a strong partnership with parents so as to ensure the best possible education for our children. Please be aware you will need a current RWVP card and be required to complete Safeguarding Training. Our friendly Office Staff can help you with this.



## Lost Property

Clear naming is the best way of ensuring that lost articles are returned to their owner. The Lost Property Tub is found in the linkway.

Unclaimed articles are displayed at the end of each term and items left are put into our spare clothes supply.



## Outside School Hours Care

- Discovery Early Learning Centre on 6430 5773
- Spraoi Childcare [www.spraoichildcare.com.au](http://www.spraoichildcare.com.au) or 6431 1000



## Policies and Guidelines

Our school policies are currently being reviewed and updated to align with current Department policies and guidelines.

If you wish further information please refer to either our school website: <https://education.tas.edu.au/montelloprimary> or

[Policy and document library - The Department for Education, Children and Young People Tasmania \(decyp.tas.gov.au\)](https://decyp.tas.gov.au)

## Reporting to Parents (information correct at time of printing)

Reporting student achievement to our parents is a key feature in building effective partnerships between students, teachers, schools, parents and carers.

### Kindergarten:

Kindergarten students are assessed against the Early Years Framework Curriculum document and the Kindergarten Development Check (KDC) which is conducted twice a year.

Reporting for Kindergarten students involves:

- Mid-Year: Parents participate in a parent/teacher discussion regarding progress and the first of two Kinder Development Checks
- A comment-based End of Year 'Celebration of Learning' Kinder report including the second Kindergarten Development Check.
- Parent Teacher Meetings, both formal and informal, are essential in sharing about the progress of every child and in particular the first formal year of schooling for a Kindergarten child. Parents are encouraged to call in and speak to their child's teacher at any time.

### Prep – Grade 6:

Students in Prep through to Grade 6 are assessed using the Australian Curriculum Framework:

- English
- Mathematics
- Science
- HASS
- Health Physical Education

Written and verbal feedback will be provided to parents throughout the year via written reports, parent/teacher interviews, SeeSaw and phone calls.

## School Association

Our School Association is a key decision-making group representing parents and the community that work with the Principal and staff to set directions, establish policies and review the school budget. School planning, development of school improvements and initiatives and programs are important roles of the School Association. Members are elected for a period of two years with nominations called in March each year. Meetings are held throughout the year. Dates will be announced after the AGM. If you would like to know more about the School Association or obtain a copy of the Constitution, please contact our school office.

## Student Health

At enrolment & also on Book & Uniform Collection Day at the start of each school year, we ask for information about any health problems children may have, any medication they need, and most importantly, parent and emergency contact telephone numbers.

It is important that this information is kept up to date, so that we can contact you should the need arise. Please notify our office ASAP of ANY changes on 6432 2755.

## School Nurse

We have a School Nurse assessing children weekly. The school nurse is available to complete hearing and vision checks on students. If you would like your child to take advantage of this great opportunity, please fill in the referral form and return to the office.

Kindergarten students have their hearing, speech and vision checked at the beginning of the school year.



## Dental Service

Dental treatment can be organised from School Dental Service through their base at Acton Dental Clinic (phone 6434 6469).

Oral Health Services Tasmania also provide a free Fissure Sealant and Fluoride Varnish Program through the school for children between 6 and 12 years of age.

## First Aid



Staff will attend to minor accidents or illness, however for more serious cases we will contact parents, or the emergency contacts listed. If you cannot be contacted, the child will be made as comfortable as possible at school. We do not give out any medication as part of First Aid treatment.

If your child has a need for medication during school hours, please discuss this with your child's teacher or our office staff (please refer to Medication section).

In emergencies, where urgent medical treatment is indicated, an ambulance will be called. Parents will be notified immediately regarding such an event.

## Head Lice

Unfortunately, head lice do occur in all schools from time to time. Treatment is expensive, difficult and time consuming for parents. To help prevent the spread of head lice we follow the Department of Education guidelines.

[Headlice \(nits\) - The Department for Education, Children and Young People Tasmania \(decyp.tas.gov.au\)](http://decyp.tas.gov.au)

When we notice that a child in a class has head lice, we contact parents and ask that they collect their child from school so that they can be treated. If there is an incidence of head lice, we ask that parents notify us so that we can alert families in your child's class about checking their child's hair.

We have NYDA head lice treatment available to purchase at the school office for a special subsidised price of \$10. This is available for Montello families only and at a maximum of 2 boxes per family.

## Medication

Often school staff are asked to administer medications to children.

They can be non-prescribed, (over the counter medicine) or prescribed, (by a doctor), medication.

There are forms for parents/carers to complete and have completed before any school staff can assist your children to take any medication. This is also necessary if your child is self-administering medication, e.g. a puffer for asthma.

Parents/carers must complete and sign **Administration of Medication Authorisation Form A (Parent/Guardian)**. This allows parents to authorise school staff to give medication to their children and tells the staff about the medication, when it should be given and if the child can take it themselves.

For prescription medication parents/carers must supply **Administration of Prescribed Medication Authorisation Form B (Doctor/Pharmacist/Practice Nurse)**. This tells the school about the medication, any side effects, how and when it should be given. It also includes the use of Epipens for those children who need them. (This can be left blank for children who don't). It must be signed by either the doctor, the pharmacist where you bought the medication or a practice nurse from your doctor's surgery.

It is the parents/carer's responsibility to inform the school of any changes to their children's medications and to supply the correct forms.

Forms are available at the school and can be emailed for an electronic copy. Some doctor's surgeries and pharmacies have the forms available. School staff can assist parents/guardians to complete the forms.

Children who are asthmatics need to have a current, yearly **Asthma Action Plan**. These are available from your doctor and tell school staff how your child should be cared for, if they are experiencing difficulty breathing from their asthma.

Children with severe allergies also require an **Allergy Action Plan** from their doctor, again, to inform school staff how to care for your child.

Reminder - we are an Anaphylaxis Allergy Aware School. Please avoid egg, peanut, nut and Nutella products in school lunch boxes.

An official register for the administration of medication to students is kept in the school office. An entry will be made whenever a staff member directly administers medication.

\*Non prescribed oral medications and over the counter medications such as analgesics (ie Panadol, cough medication etc) will not be administered by teachers or other members of staff, unless written direction is given by a parent or guardian.

## Uniforms

We have an official school uniform, and it is a priority for us to have all children wearing it. The uniform enhances pride in our school and is often the most economical way of providing school clothes.

Please see our office staff to purchase uniform and check sizing required. A uniform price list is attached at the end of this booklet.

*Please name your child's uniform as this helps lost belongings be returned to their owner.*

## Hats



We are a SunSmart School and each child and staff member are required to wear an approved sun safe bucket hat during Terms 1 and 4 to ensure maximum protection. Children without hats will need to be in the designated shade areas.

School hats are available from the Office and are \$6 each.

# Transport To and From School

## BY BUS:

Parents need to make contact with Metro Tasmania for bus information. From this discussion parents will be informed details of routes and times.

- Metro Tasmania 13 2201 or [www.metrotas.com.au](http://www.metrotas.com.au)

Students will need to obtain a Green Card which can be organised either online at [www.transport.tas.gov.au](http://www.transport.tas.gov.au) or through Service Tasmania.

Children are expected to behave sensibly and quietly on the buses and to obey any instructions from the driver. Children who persistently misbehave or endanger others may not be allowed on the bus. Any concerns regarding on board behaviour should be immediately directed to Metro Tasmania.

## BY CAR

Parents transporting children by car are requested to use the car park located in Aileen Crescent or use roadside parking in Bird Street.

Parents are permitted to use the Drop Off Zone in the school car park before school.

**Parents must not PARK in the Drop Off Zone and take their children into school. This is a Drop Off Zone only.**

**Parents are not permitted to park in the school car park after school. The Visitor car park is strictly 5 minutes only, for Drop Offs and Pick Ups.**

To ensure safety parents are asked not to use the **staff car park** within the school grounds for dropping off or collecting children.

Crossing Guards are positioned on the corner of Bird Street and Tattersall Street for children's safe crossing. Parents are strongly encouraged to use the school crossings when crossing the street with your child.

## BIKES/SCOOTERS

All children riding bikes or scooters must wear approved helmets, behave sensibly and obey road safety rules. Bikes & scooters must be walked and not ridden once on school grounds.

Children in Kindergarten - Grade 2 should only ride bikes to school if accompanied by an adult.

Bikes, scooters and skateboards must not be ridden in school grounds before and after school. Anyone riding a bike, scooter or skateboard on school property at other times does so at their own risk.

## What's happening at Montello in 2025?

- \$12.45 Million Dollar Upgrade for learning facilities – Building Stage 1
- Launching into Learning (LIL) providing quality Birth-4 activities.
  - . Friday Playgroup
  - . PCYC (Gross Motor Program)
  - . Early Literacy & Numeracy
  - . Music
- Early Years Learning Program with strong focus on thinking and communicating through play.
- Childrens University Program (UTAS) - Childrens University offers outstanding educational experiences for young people outside of school learning activities and recognises their achievements with a formal graduation ceremony and certificates.
- School Lunch Program
- EMUicians Grade 3-6
- STEAM (Science, Technology, Engineering, Art & Maths)
- Computing
- Whole school structured Literacy and Numeracy Classroom Programs Grade Prep - 6 with emphasis on Reading, Writing, Speaking and Listening and Mathematics
- Makers Space - a resource space that provides teachers with the materials and guidance they require to implement STEAM based activities.
- Integrated Learning Programs including Science, History and Creative Arts
- Health and Well Being Programs—Health and Physical Education, Dance Fever, Oral Health Fissure Sealant Program, Healthy Harold & the Life Education Program
- Swimming & Water Awareness Programs
- Extended Learning Programs— String-a-long, Science, Arts, Kitchen Garden Program, Engagement Programs
- Gifted & Talented Online Program
- Professional Learning for staff in implementing the Australian Curriculum, Literacy Numeracy, and improving teacher capacity
- Literacy school-based coach for teachers



**If you require any further information, please do not hesitate to contact the school on ☎6432 2755 or arrange an appointment with Senior Staff.**



# Installing the APPS

## INSTALLING SZapp

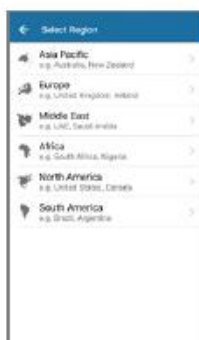


### Apple devices:

1. On your device, open the App Store.
2. Search the App Store for SZapp.
3. Download and install SZapp.

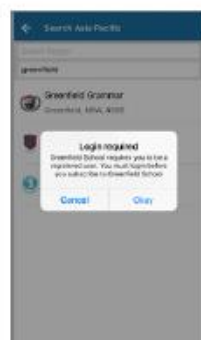
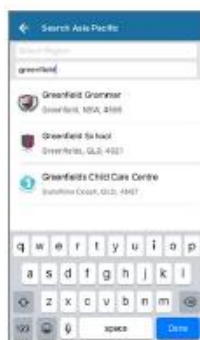
### Android devices:

1. On your device, open the Play Store.
2. Search the Play Store for SZapp.
3. Download and install SZapp.



### 1. FIND YOUR SCHOOL

Select your school's region.  
Search for and select your school.



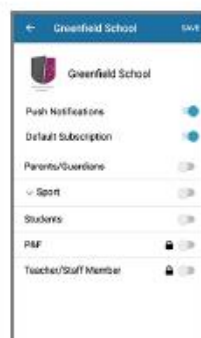
### 2. REGISTER A USER

Before you can add your school, you will need to register. Register with your email, or sign in with Google or Facebook.



### 3. REGISTER A USER

Enter your email and name and then create a password.



### 4. MANAGING NOTIFICATIONS

Choose which group/s you would like to receive notifications from. Groups with arrows indicate that there are sub-groups which you can join.



For any further information see:  
<http://www.schoolzineplus.com/app-faq>





masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



## Getting started is easy - try it yourself today

### Step 1 Download Qkr!

on your Android phone or iPhone, iPad users can download iPhone app



### Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

### Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

### Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Search for our school name



# Ready for School Checklist

## Helpful hints for getting your child ready to start school



We want all children and their families to have the best possible start to the school year. There are things that you can do to make sure your child is as prepared as possible for their first day of school. See below for some handy tips and ideas designed to help you and your child have the best start possible.

### In the year/holidays before school

- Attend school orientation and [Launching into Learning](#) programs. This is a great opportunity for your child to meet their teachers and other children.
- Ensure your child's immunisations are up to date.
- Book your child in for their Healthy Kids Check.
- If your child has an allergy, medical condition, takes medication or has any additional support needs, inform the school as early as possible and make an appointment to see the Principal.
- Practise walking or travelling to school.
- Organise out of school hours care, if required.
- Check in to see how your child is feeling about their first day of school and acknowledge their feelings.
- Visit the school playground.
- Write your child's name on everything.
- Make sure you have the school's phone number.

## Some things you might consider to buy

- School uniform (summer, winter, sports, hat, usually available for purchase at the school).
- School shoes that your child can be active and move comfortably in, (try velcro straps if your child can't tie laces).
- Backpack or other suitable schoolbag.
- Lunch box and water bottle (have your child choose ones they can open).

## The night before

- Together with your child, get everything ready for the next day.
- Make your child's recess (morning tea) and lunch and pop it in the fridge.
- Help your child pack their school bag.
- Pack a spare set of clothes in a plastic bag in case of accidents.

## The first day

- Be confident and positive with your child about their first day.
- Apply sunscreen and include a hat.
- Take photos!
- Allow extra time to support your child in settling into the classroom.
- Talk with your child about picking them up at the end of the day. Check with the classroom teacher on any end of day routines (e.g. where to wait for your child).

# 2025 Uniform Order Sheet

**Uniform can be collected on BOOK & UNIFORM DAY 2025**

**Layby available. No Deposit required. Full or Part Payment will be accepted on orders.**

**Uniform MUST be PAID IN FULL upon collection.**

**2025 Book Collection & Uniform Days: Wednesday 29<sup>th</sup> January (10am-2pm) and Thursday 30<sup>th</sup> January (1pm-5pm).**

Name:	Phone:
Student Name:	Class:
<b>*Please circle applicable size/colour</b>	
POLO SHIRT - 4 to 14 \$31ea	4   6   8   10   12   14
Adult Sizes: S to XL \$34ea	Small   Medium   Large   X Large
POLAR FLEECE 4 to 14 \$36ea	4   6   8   10   12   14
Size 16 Adult to XL \$40ea	Small   Medium   Large   X Large
BUCKET HAT \$6ea	<input type="checkbox"/> 53cm (XS) <input type="checkbox"/> 55cm (S) <input type="checkbox"/> 57cm (M) <input type="checkbox"/> 59cm (L) <input type="checkbox"/> 61cm (XL)
LIBRARY BAG \$8ea	<input type="checkbox"/> *Note: Kindergarten students receive a hat and library bag as part of their levies.
SPORTS SHIRTS \$8ea	4   6   8   10   12   14
Sml, Medium, Large, X-Large \$10	Small   Medium   Large
Available in House Colours	Red   Gold   Green

Download the Qkr app to purchase uniform items online your phone or device at a time that suits you!





## Newsletters & Electronic Communication

*Receive all your communication electronically and never miss a notice or newsletter again! See below for options:*

**Our newsletter is designed to be viewed online.**

**In an effort to minimise our paper waste & support the environment we produce our newsletter electronically.**

**If you are unable to view online a printed copy is available from the Office.**

**\*Other School notices will continue to be printed and sent home when required.**

### **Subscribe to our newsletter**

Visit our website: <https://www.montelloprimary.decyp.tas.edu.au/>

Select Newsletter Archive

Select Subscribe to Newsletter from the options on the left hand side toolbar.

Our website is packed full of great information, check it out and save it to your Favourites Bar!

### **Follow us on Facebook**

<https://www.facebook.com/MontelloPrimarySchool/>

We regularly post stories and reminders as well as a direct link to our newsletter.



### **Subscribe below:**

We can subscribe you to the newsletter. Please enter your details below.

*If you are unable to access the newsletter electronically, please advise the Office.*

-----  
Parent/Carer Name \_\_\_\_\_

Childs Name (eldest) \_\_\_\_\_ Class \_\_\_\_\_

Email Address \_\_\_\_\_