



Manor Lakes College

Prep Information Booklet **2021**

PO Box 2348, Wyndham

9741 4202

www.manorlakesp12.vic.edu.au

PRINCIPAL'S MESSAGE

Welcome to Manor Lakes P-12 College. Our school provides a diverse, challenging and supportive learning environment with high expectations. We learn together, in an atmosphere of mutual respect. Our school expectations are the basis of the actions of our school values – Aiming High, Showing Respect, Being Safe, Valuing Community.

The primary school years provide the foundation for children's learning and we provide an engaging and stimulating learning environment in which this can occur. The focus of our teaching and learning is to optimise literacy and numeracy outcomes. International research clearly shows that literacy outcomes are one of the greatest determinants of student success beyond primary school, this knowledge drives the successful teaching approaches implemented.

All of our children are involved in a range of activities that supplement the learning they do in the classroom – camps, excursions, sporting opportunities, performance and art programs, and lunchtime clubs and activities. Specialist programs offered include Visual Art, LOTE, Music and Physical Education.

The 2020 language program will focus on Japanese Hindi, Spanish, Italian, French and AUSLAN languages. All students from Prep will have the opportunity to participate in one of these programs for one hour per week. Parents will receive a form requesting your child's preference in the information pack. Please return your request form by transition morning 3.

Whole school events such as book week, literacy and numeracy week, Big Day Out and The Colour Run, are opportunities for parents, staff and students to work together. The school is supported by an active parent community and the sub-committees of our School Council are avenues for parent involvement in the school, as are our working bees and classroom helper program. Parents have opportunities to assist with camps, excursions, sports teams, special days and general classroom assistance.

This booklet is intended to assist parents in preparing their child to begin prep in 2020, as well as provide general information about the College. If there is something not mentioned in this booklet that you would like to know, please do not hesitate to talk to any of our staff or contact the College on 9741 4202.

We welcome your enrolment in our primary school and look forward to developing a valued and positive relationship with your child and you.

Natalie Vulic and Kim McCabe
Primary Co-Principals

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Principal Class Team:

College Principal:	Stephen Warner
Primary Co-Principals:	Kim McCabe, Natalie Vulic
Assistant Principals:	Chelsey Marks, Daniel Condon
Principal Supported:	Francesca Ahearn

Transition:

Staffing is currently being finalised and you will be informed of your child's teacher and designated classroom for next year, during the final Prep Transition session.

The First Day:

Years 1 – 12 students will commence school on Thursday the 30th January 2020 at 8:50am and will be dismissed at 3:00pm.

Preps will start school on **Monday 1st February 2021**, at 8.50am. They will be **dismissed at 1:00pm**, and will require a hat, snack and a drink for the day.

On Thursday 28th and Friday the 29st January 2021, individual appointments for Prep English assessments will take place. These appointments should be booked on School Interviews. There is further information in the pack about Compass, and the details required to make an appointment for your child explained in a letter enclosed with the information pack. If parents experience any problems with this process, please contact the office on 9741 4202.

On **Monday 1st February**, prep students' first day, the children will go directly to their classroom at 8.50am.

The first bell sounds at 8:40am indicating the time children can access their classrooms and prepare for the day. Music and a second bell will sound at 8:50am which indicates the commencement of instruction/learning time.

Prep parents are welcome to stay for a short time to settle their child, but experience shows that a quick, happy departure is more beneficial. Long departures often cause anxiety for the children.

For Prep – Year 6 students you will need to provide:

- An art smock (elastic top or Velcro fastener is preferable, or an old shirt cut down to size also works well)
- The Manor Lakes College school bag (please label it in a way that your child can easily identify it)
- A lunch box and drink bottle
- The College sunhat and sunscreen (applied at home)
- A family sized box of tissues (these are shared in class throughout the year)
- Please ensure that all items that your child brings to school are clearly labeled with your child's name and classroom.

The First Term:

Term 1 2021: 27th January – 2nd April

The following dates and times will apply for **PREP Students in 2021**

Monday	Tuesday	Wednesday	Thursday	Friday
Jan 25	Jan 26	Jan 27 Curriculum Day	Jan 28 Curriculum Day Primary Prep Assessments EOI assessment SSG supported	Jan 29 1-12 Students Start Prep Assessments EOI assessment SSG supported
Feb 1 Prep First Day Finish 1pm EOI Prep Assessments	Feb 2 Prep Second Day Finish 1pm EOI Prep Assessments	Feb 3 No School for Prep Prep Assessments. MOI	Feb 4 Prep Third Day. Full Day. Finish 3pm	Feb 5 Prep Fourth Day. Full Day. Finish 3pm
Feb 8	Feb 9	Feb 10 No School for Prep Prep Assessments. MOI	Feb 11	Feb 12
Feb 15	Feb 16	Feb 17 No School for Prep Prep Assessments. MOI	Feb 18	Feb 19
Feb 22	Feb 23	Feb 24 Prep PP Day No Assessments. No School for Prep	Feb 25	Feb 26
Mar 1	Mar 2	Mar 3	Mar 4	Mar 5
Mar 8	Mar 9	Mar 10	Mar 11	Mar 12
Mar 15	Mar 16	Mar 17	Mar 18	Mar 19
Mar 22	Mar 23	Mar 24	Mar 25	Mar 26
Mar 29	Mar 30	Mar 31	Apr 1 Last day of school 1:30 finish	Apr 2 Good Friday

Prep children do not come to school on **Thursday 28th January, Friday 29th January, Wednesday 3rd February, Wednesday 10th February, Wednesday 17th February, Wednesday 24th February**. These will be rest days for your child except when your child has booked in their individual assessment interview.

English assessments will occur on:

Thursday 28th January, Friday 29th January (all day), **Monday 1st February, Tuesday 2nd February** (after 1:00pm) and **Wednesday 3rd February** (all day)

Numeracy assessments will occur on:

Wednesday 10th February & 17th February (all day).

Interview times can be booked through Compass for these assessment days so that your child can be assessed on their Literacy and Numeracy knowledge. During your child's appointment time, parents are welcome to visit Gordon staff room for a coffee/break, as these appointments are for the child only.

School Times:

CLASSROOM DOOR OPENS	8:40am
Home group/roll marking	8:50am - 9:00am
Recess	10:56am – 11:26am
Lunch (eating inside Years P – 6)	1:22pm – 1:32pm
Lunch	1:32pm – 2:02pm
DISMISSAL TIME	3:00pm

We encourage children to arrive at school between 8:35am and 8:40am so that they can prepare for the day. Students can access their classrooms at 8:40am. It is important that all children are at school **before 8:50am** so that they are settled and ready for their first session of instruction/learning which begins at 9:00am. At the start of the day teacher yard duty supervision commences at 8.35am to 8:50am and at the end of the day teacher yard duty supervision is between 3:00pm and 3:15pm.

2021 Term Dates for students:

Term 1	27 January 2021	1st April 2021
Term 2	19 April 2021	25 June 2021
Term 3	12 July 2021	17 September 2021
Term 4	4 October 2021	17 December 2021

Please Note: Each Year Government schools are provided with 4 student free curriculum days for professional development, school planning and administration, curriculum development and student assessment and reporting processes. The first two days of term 1 for College staff (Wednesday 27th and Thursday 28th January) will be student free. Students are **NOT** required to attend school on this day. The remaining student free days to be held during the 2021 year are yet to be determined; however, parents will be given prior notification of those dates in 2021.

Students are dismissed at 1:30pm on the last day of Terms 1, 2 and 3 and at 1:00pm on the last day of Term 4.

Public Holidays:

Students will not attend school on the following Public Holidays:

Labor Day:	Monday	8 th March 2021
Good Friday	Friday	2nd April 2021
Easter Monday:	Monday	5 th April 2021
Queen's Birthday:	Monday	14 th June, 2021
Melbourne Cup Day:	Tuesday	2nd November 2021

Compass:

At Manor Lakes P-12 College we use an online system called Compass. Compass will be referred to throughout this handbook as it is the main communication tool for staff, parents and students.

New families will be issued with their personal log in details in term 4 2019 at one of the parent information sessions Parents of current students should already have their log in details, however if you have misplaced your details, please contact the office for assistance.

Parents who have login details are able to log onto Compass via the following links below:

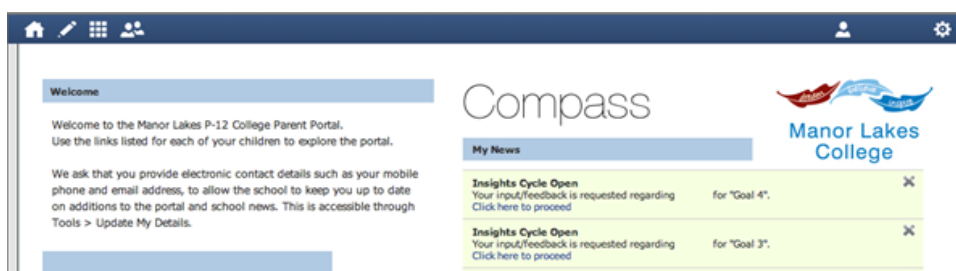
- Directly at the web address <https://manorlakesp12-vic.compass.education>
- OR via our college website <http://www.manorlakesp12.vic.edu.au> in the “home page” go to the Compass link in the main menu bar.

As a parent/guardian you can do the following:

- See your child's attendance details
- Approve absences/late arrivals
- View your child's daily and weekly lesson schedule
- View teacher feedback to your child regarding their learning
- Book parent teacher interviews/student led conferences
- Update your email address and mobile number
- Comment on learning achieved by your child following teacher comments posted
- View news feed to keep up to date with curriculum and whole school events.

Along with this, you can locate the Teaching and Learning drop down menu – this is the pencil icon in the top left hand corner of the screen. This will give you access to your child's learning tasks (where applicable) including:

- Termly individual language intervention goals.



Daily Checklist:

Please ensure your child/ren in all year levels are prepared for their school day by:

- eating a balanced breakfast
- having a good night's sleep
- being dressed cleanly and comfortably in full school uniform
- bringing a nutritious lunch
- bringing fruit and vegetable snacks to eat during class time
- leaving home in a happy frame of mind, ready and eager to take part in school activities
- being at school on time (and only stays home from school when ill)

How Parents Can Help:

Parents need to be aware that in all levels, particularly Prep, starting in a new school may be an unsettling and emotional time for some students, and parents need to:

- Show interest, trust and support
- Be aware that no two students learn at the same rate
- Visit the classroom occasionally to view your child's work (such as open classroom celebrations)
- Talk about/provide a place at home for displaying your child's work (children love to explain their work and benefit from doing so)
- Talk positively about the school

Curriculum:

The curriculum for all year levels at Manor Lakes P-12 College is based on the Victorian Curriculum and is in accordance with the Department of Education and Training (DET) policies and initiatives. The Primary focus is the acquisition of literacy and numeracy, with an integrated approach to curriculum areas such as Humanities, Sciences and Technologies.

Details of the Senior Years curriculum obtained by contacting the College and is also located on the College Website.

The use of technology throughout the College is incorporated into student learning using class devices. **Parents do not need to provide a device.** Detailed information pertaining to the curriculum and homework at each year level will be provided at specified information sessions and via correspondence throughout the school year.

Communication:

If you believe a problem is developing for your child, no matter how small, please talk to your child's class teacher about it as soon as possible. Teachers are available for a few minutes before school begins and this is an opportunity to mention the problem if it is a small one, e.g., "your child was unwell last night but appears better this morning although

please contact me if she isn't up to staying", "my child hasn't ordered a canteen lunch before so can the teacher keep an eye on him at lunchtime", "I can come to the excursion next week if you still require a parent helper" or alternatively, if the issue is a bigger concern, to book a time with the teacher to explain the problem in full.

You may also like to talk to the year level Collaborative Team Facilitator, or an Assistant Principal. Please contact the college on 9741 4202 and the office staff will help direct you to, or arrange an appointment time, with the relevant staff so that sufficient time can be given to the discussion.

College Uniform:

We have a compulsory school uniform policy at Manor Lakes P-12 College.

Please note the following:

- Open toe shoes or high heels are not permitted.
- Pierced earrings must be only studs or sleepers. Other piercings must be removed or covered while at school.
- Shoulder length hair is to be pulled back and tied up. Wide brim sun hats to be worn in terms January to April and August to December (NO HAT Stay in Shade).
- Formal uniform (items with college logo) are to be worn on college excursions or formal events e.g. photo day

Please refer to the following website for uniform guideline.

<https://www.manorlakesp12.vic.edu.au/uniform>

Many items of clothing are lost each year because they are not clearly named. Please label lunch boxes, drink containers, lids, hats, uniforms (including leather school shoes!), school bags. Lost property will be located in the Argyle building, next to sickbay..

Break Times:

The school day is broken up into two x two hour teaching blocks, with a one hour teaching block at the end of the day. Children will have brain food in the middle of each session 1 and 2 at around 10.00am. Brain food during class time are for fruit and vegetables only. Parents may consider packing items such as banana, apple, celery, grapes, carrot sticks or dried fruit. The preference for these foods is they are easy to eat while continuing to read, write, draw, etc.

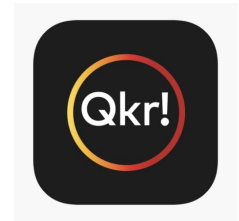
At morning recess children will need something light and healthy as a snack.

At lunchtime the children are supervised for 10 minutes indoors while they eat their lunch. It would be helpful if lunches were kept simple and appropriate and always include a drink. No glass bottles please.

Children should have a filled water bottle at the beginning of each day and will be able to access this throughout the day when required.

College Canteen:

Our college canteen is run by Jude Finer Foods. Primary students are able to order from the school canteen via an application called 'QRK'. This app can be downloaded from the Apple store or Google Play.

**Interviews and Reports:**

At Manor Lakes P-12 College we look forward to open communication between the teacher and parent/guardian. If you wish to speak privately with your child's teacher, times can be arranged before and after school.

Manor Lakes P-12 College uses an online system known as Compass as a primary means of communication between the College and home. New families to the College will be provided with log in details. Parents of current year 1 – 6 students have already been provided with log in details but if parents are unsure of these details please contact the College office for assistance.

Compass also allows teachers, parents and students to use the one platform for:

Semester Reports:

Manor Lakes P-12 College provides parents with student reports each semester. Manor Lakes P-12 College reports consistently to the Department of Education (DET) and our families. Student progress will be moderated according to the Victorian Curriculum Standards by professional teaching teams using evidence. Student reports are designed to provide students and parents with a clear and concise picture of a student's levels of attainment against the achievement standards, progress along the learning continuum and achievement of individual learning goals and targets at a point in time. Parents will be notified when Semester Reports are accessible through Compass.

Individual Education Plans (IEP) are provided for students with multiple or high support needs that access the program for students with disabilities (PSD).

As a parent/guardian, you will be able to view your child's achievements and read the teachers feedback comment.

Attendance:

As a parent/guardian, you will be able to view and approve you child's attendance.

Excursions / Incursions:

You will be able to view, approve and pay for excursions and incursions via Compass.

Communicating with Teachers:

You will be able to email through the Compass portal.

Years Prep – 6 Students

For parents of students in years Prep - 6 a formal Parent Teacher Interview will take place twice each year. Student Support Group (SSG) meetings will also be held for Indigenous students and those accessing the Program for Students with Disabilities (PSD). Bookings for scheduled Parent-Teacher interviews will be made through the Compass system.

Parent Involvement:

There are many roles undertaken by parents within the College. Some may hold more than one role, move between roles and perhaps take on a role that they have not had before. Each role is of equal importance.

- Monitoring child's progress –e.g. attending parent information sessions, reading progress reports
- Attending special days and events to watch or help with supervision-e.g. excursions, attending social events, celebrations of learning and open classrooms.
- Fundraising, making materials, covering books.
- Sharing skills-sports coach, craft, lunch time clubs etc.
- Acquiring skills by attending education programs and using curriculum information to assist in supporting students eg: classroom helper, attend college curriculum days
- College Council member, FACES member.

Please contact the school if you would like to become involved in school activities.

NB – All parents and volunteers that assist at the College, require a Working with Children's Check Card. Please direct all enquiries to the Burley Griffin administration office.

Dismissal/Getting Home:

A set routine for going home needs to be established with all students. Prep students will be dismissed directly from their classroom to a parent/arranged carer. Older students need to know either, who is going to pick them up and where the pick-up point is on any given day.

If unforeseen or emergency circumstances occur which necessitate a change in arrangements on a particular day, please contact the College on 9741 4202. Students who are not sure of arrangements or who have not been picked up by 3.15pm will be taken to the office and you will be contacted.

Please notify the College and class teacher of any access restrictions for your child. Please note that College personnel are unable to restrict access to a parent/legal guardian without provision of court/intervention orders.

Before and After School Care/Holiday Care:

Before and After School Care/Holiday care will be conducted through **Big Childcare**. Before School Care commences at 6:30am, and After School Care concludes at 6:30pm. Enrolment form for this program are available at the College office, and all enquiries regarding the program can be made by calling 0421 641 603 or emailing manorlakes@bigchildcare.com. The program is conducted from the College's Barlee Gymnasium (at rear of school). Prep students are taken to their classroom after Before School care and collected from their respective classrooms each day if they are attending After School Care.



School Procedures:

Absences: Regular attendance at school is compulsory by law until the age of 17. It is vital to help the continuity of learning experiences and social adjustment. However, children who are not well should not attend and should be kept in the warmth and comfort of home. The school does not have adequate facilities to cater for sick children and their presence at school is unhealthy and upsetting to them and also to other children.

Parents/Guardians may contact the College Office on 9741 4202 to notify staff of their child's absence. It is a DET requirement that a written explanation of all absences, signed by parents/guardians, be presented to school on the day the student resumes school.

Parents can also approve their child's absences and late arrivals via Compass.

Late Arrival (after 9:00am):

If Prep - 6 students arrive late to school, they must enter via the Burley Griffin office located on Minindee Road. Students will sign in as a late arrival then proceed to their classroom.

Early Leaver (before 3:pm):

If you wish to collect your child during the day, including break times, **you must sign your child out using the Compass Kiosk facility** located in the Burley Griffin Administration office located on Minindee Road.

First Aid:

Minor ailments and injuries are treated at the school and a sick bay is available if necessary in the Burley Griffin Administration building.

In the case of a serious accident or illness we will notify parents, but if an emergency situation arises we will take prompt action to ensure the best interests of your child are protected and their needs are met. This includes contacting an ambulance in an emergency; the cost of which is the responsibility of the parent and is expensive without ambulance cover.

It is imperative with any illness or injury that all **"Emergency Information"** (address phone numbers, contact persons, etc) recorded at the school is up to date and accurate at all times. A "Notification of Updated Details" form is available from the office.

If this information changes please notify the school immediately

It is College Policy to notify you of any injury to the head, even if minor. In many cases after first aid treatment is administered, you may decide if your child is well enough to remain at school. Alternatively, you may decide to collect your child. Teachers may also administer minor treatments during class time and by the Active Supervision teachers during recess times.

Medication:

MEDICATION CANNOT BE ADMINISTERED WITHOUT WRITTEN PERMISSION/INFORMATION

Some students require daily medication. Qualified First Aid personnel at the College office will administer all medications. If it is necessary for your child to take medication at school, please sign a permission to administer medication form, label the medicine with your child's name, the correct dosage and the time the medication is to be given. Please forward it to the office. Under no circumstances are students permitted to carry or administer their own medication during the day. If possible, medication should be administered at home rather than school. For short term medication, please consider if it is possible to administer at home or if not, whether your child is well enough to be attending school.

Your Child's Safety:

Children are not permitted in any building without supervision and permission, i.e. before school, after school or at recess times. All students are made aware of the areas that are out of bounds within the college grounds and those areas that are designated for particular year levels, e.g. P-2 and 3-6 playgrounds, primary and secondary basketball courts, etc. Being in the wrong area can contribute to unnecessary injury and incidents.

For infectious diseases [Chicken Pox, Measles, Scarlet Fever, Rubella, Whooping Cough, Mumps, School Sores, etc] an exclusion table is on file at the school. Should you have any queries please feel free to contact the College.

Safety – Driving: In the interests of your child's safety please observe the following points:

- Be aware of the dangers of turning and pulling out from the kerb at arrival and dismissal times when so many children are outside the college grounds.
- At all times, please park where it is safe and legal and be prepared to walk a short distance to meet your child.
- Never allow a child to exit a vehicle on the road side or from a double parked or moving vehicle.
- Please cross roads only at the supervised crossings.

Toilets:

Students are encouraged to use the toilets during break times. If they require a toilet break during class time, children will be accompanied by a classmate when they use the toilets.

Extreme Weather:

If the weather is extreme (wet, hot, stormy) for the children to be outside during break times, an announcement will be made prior to the commencement of the break or if during the break, for them to return to their classroom, where teachers will share supervision of the children.

Sun Smart – “No Hat, Stay in Shade”

The following practice will be implemented at Manor Lakes P-12 College: During Terms 1 and 4 students are to wear a hat at all times when outside, ie. Morning recesses, Lunch recesses and P.E. sessions. Students without hats will be required to remain in a covered area i.e. – NO HAT, STAY IN SHADE. Hats can be purchased from our uniform shop. Please ensure that your child’s name is clearly written on your child’s hat. Hats without names are unable to be returned to classes.

Bikes and Scooters:

Two fenced, uncovered bike areas are available for students at Manor Lakes P-12 College. Both are locked at 8:50am and unlocked at 3:00pm; however it is strongly recommended that all bikes/scooters are chained and locked within the bike cage. All children must wear a helmet. **Bikes and scooters are not to be ridden within the school grounds.** Children are to wheel their bikes and scooters through the yard.

Personal Property:

Please note: Any personal property brought to school from home, including sports equipment, electronic games or mobile phones is NOT covered under Department of Education Insurance. It is important therefore that items brought to school at personal risk are restricted. In the case of Bikes and Scooters, Manor Lakes College highly recommends that students bring a chain or combination lock to ensure the security of their bike or scooter.

Assemblies:

Students will participate in school assemblies throughout the year. Parents are welcome to attend school assemblies to hear items of information and to celebrate the children’s learning. Assembly dates will be published in the College Newsletter. At each assembly individual students will be presented with an award for academic excellence and effort and following school values.

Newsletter:

The College newsletter will be emailed to parents/guardians who have “signed up” via the College website <http://www.manorlakesp12.vic.edu.au> “STAY IN TOUCH” tab. We encourage all parents/guardians to sign up to receive the newsletter electronically. Alternatively, a hard copy can be obtained from the Administration Office Foyer. The newsletter is a vital means of communication between home and school, and we urge all community members to take the time to read it.

Communication Bag:

Children in the years Prep-2 will receive a communication bag as part of their school requisites for the purpose of transporting notices, important correspondence and the take home books to and from home.

School Banking:

A school bank account is purely voluntary for Primary aged students. If you wish your child to take part in school banking through the Commonwealth Bank, simply complete & return the application form to school when issued and a bankbook will be provided to your child. This bankbook should be returned to school on the 2020 designated banking morning (to be advised) with the money inside the special pocket/pouch. The bankbook is usually returned to your child on the same day.



STATEMENT OF COMMITMENT TO CHILD SAFETY

Manor Lakes P-12 College is committed to the safety and wellbeing of all children and young people. This will be a primary focus of our care and decision making. The College is committed to providing a child safe environment where children and young people are safe and feel safe to have their voice heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with complex and multiple needs.

Every person involved in Manor Lakes College P-12 has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

State schools have a moral and legal responsibility to create nurturing environments where children and young people are respected, their voices are heard and they are safe and feel safe. This legislative requirement falls under the Victorian Child Safe Standards as set out in Ministerial Order No. 870.

In its planning, decision-making and operation Manor Lakes P-12 College will;

Uphold the priority of safety and wellbeing in children and young people by:

- implementing policies and practices that demonstrate compliance with legislative requirements and cooperation with governments, the police and human services agencies.
- committing to provide regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- taking a preventative, proactive and participatory approach to child safety
- ensuring that all students have the right to a thorough and systematic education in all aspects of personal safety, in partnership with their parents/guardians/caregivers

In its planning, decision-making and operation Manor Lakes P-12 College will;

Empower families, children, young people and staff to have a voice and raise concerns by:

- valuing and empowering children to participate in decisions which affect their lives
- fostering a culture of openness that supports all persons to safely disclose risks of harm to children
- working in partnership with families and the community to ensure that they are engaged in decision-making processes, particularly those that have an impact on child safety and protection.
- ensuring that staff, parents/guardians/caregivers, volunteers, contractors, and students feel free to raise concerns about child safety, knowing these will be taken seriously by college leadership.
- respecting diversity in cultures and child rearing practices while keeping child safety paramount

In its planning, decision-making and operation Manor Lakes P-12 College will;

Implement rigorous risk management and employment practices by:

- providing written guidance on appropriate conduct and behaviour towards children
- engaging only the most suitable people to work with children and ensure high quality staff and volunteer supervision and professional development
- ensuring children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues
- ensuring that all persons involved in situations where harm is suspected or disclosed must be treated with sensitivity, dignity and respect.
- committing to provide regular opportunities to clarify and confirm policy and procedures in relation to child safety and young people's protection and wellbeing. This will include annual training in the principles and intent of the Child Safety Policy and Child Safety Code of Conduct, and staff responsibilities to report concerns.
- reporting suspected abuse, neglect or mistreatment promptly to the appropriate authorities
- sharing information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- maintaining appropriate confidentiality, with information being provided to those who have a right or a need to be informed, either legally or pastorally.
- committing to continuously reviewing and improving our systems to protect children from abuse.