



# Manor Lakes College

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# Newsletter

Week Ending Friday 31<sup>st</sup> January 2020

<https://www.facebook.com/groups/manorlakesp12college/>

SUPERVISION IN THE YARD BEGINS AT 8:35 AM AND ENDS AT 3:15 PM

## Upcoming Events

Upcoming Events		
Friday 7 <sup>th</sup> February	Grade 3 – 6 Swimming Trials	4/2
	Stewie the Snake Catcher Parent info sessions (Barlee Gym) 9:00am – Grade 3 parents 10.00am – Grade 2 parents 11.30am – Grade 1 parents 12.30pm – supported parents 2.00pm – All parents welcome	

Welcome back to all the Manor Lakes school community for the 2020 year. Our first two days have begun very smoothly with students appearing to settle well into their classes. I have had a number of questions about air conditioning and have written to those questions in this newsletter. The other big 'issue' has been the mobile phone ban and while students are accepting the new policy we are still reminding about expected behaviours. I have attached the Department policy and our school policy. They are similar, but there are elements within the school policy that are to meet our needs.

### Air Conditioners

Given the current weather conditions, and likelihood of warm weather over the next few weeks, I have had a few questions about air conditioning in classrooms.

The Department of Education provides airconditioners in relocatable buildings and special ed buildings. Air conditioning is not supplied to mainstream classrooms. Over the past three years, the Manor Lakes School Council has approved considerable resources to get airconditioning in classrooms. The current situation is:

**Primary** – all classrooms have air conditioning except the Dove building, (Corangamite has air conditioners booked to be installed next week).

The School Council has discussed directing funds from OSHC to putting A/C into the **primary gym**.

### Secondary

The following buildings have air conditioners: Eyre, Hume, George, Cootabarlow, Eppalock.  
The following buildings have some airconditioning: Amadeus (to be fully air conditioned this term), Illawarra, Victoria (north facing rooms currently being installed, Wyara (computer rooms).  
The following buildings have no airconditioning as yet: Macquarie, Mackay, Secondary gym.

**Supported** – All rooms have airconditioning (airconditioners are currently being installed in the Secondary Alliance rooms in Illawarra).

Despite an A/C, a typical classroom will still become very warm by the end of a hot day because of the building styles, the lack of tree shade currently around the school, (parents are encouraged to join in working bees where we attempt to plant out areas every term), and the body heat generated by a class of 25 students and usually a couple of adults.

### **Personal Belongings at School**

I am required to inform the community at the beginning of each school year that private property brought to school by students is not insured by the school or covered by school insurance, and that it is not the responsibility of the Department if that property is lost, stolen or damaged. The school is not responsible for loss and/or damage to personal property that is brought to school.

I point out this is particularly relevant given the Department of Education's policy on mobile phones that are not to be accessed by students during the school day, from 8.45am – 3.00pm.

### **Mobile Phones**

The school community should be aware that the Department of Education has a policy about Student Use of Mobile Phones. The policy is:

#### **Students Using Mobile Phones - DET Policy**

Note that this is a ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006.

#### **Purpose of this policy**

This policy outlines the requirements of the Minister for Education relating to students using mobile phones during school hours.

#### **Definitions**

For the purpose of this policy, a **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network.

#### **Summary – Critical information**

- From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.
- Exceptions to the policy may be applied if certain conditions are met. Exceptions can be granted by the principal, or by a teacher. Exceptions must be documented.
- Where students bring a mobile phone to school, the school must provide secure storage.
- Schools are required to develop a local Students Using Mobile Phones policy, which must include how this Ministerial policy will be implemented.
- Schools will manage non-compliance with their local mobile phone policy in accordance with their existing student engagement policies.

#### **Rationale**

The Victorian Government takes the safe and responsible use of digital technologies, student safety and wellbeing, and the development of social skills and positive behaviour, very seriously. On this basis, the Hon. James Merlino MP, Minister for Education, announced that a new mobile phone policy would take effect from Term 1 2020.

Whilst the Victorian Government acknowledges that we live in a technology-rich world where mobile phones are an important communication tool, research has found that mobile phones can be disruptive in classrooms and open to misuse at school. The unregulated presence of mobile phones in classrooms can undermine students' capacity to think, learn, remember, pay attention and regulate emotion.

At recess and lunchtime, opportunities for students to communicate with each other face-to-face or be involved in physical activity are also valued, rather than students being focused on a mobile phone, particularly when they are using it to engage with social media.

This new policy acknowledges that technology is increasingly affecting how students learn and communicate. Therefore, when a student has been given explicit permission to access and use such devices to enhance learning by the classroom teacher, mobile phones will be permitted for that specific

purpose. For a small number of students with particular health and wellbeing needs, an exception to the policy may also be granted.

This policy will remove a major distraction from our classrooms, so that teachers can teach, and students can learn in a more focused, positive and supported environment.

## Policy

From Term 1 2020, students who choose to bring mobile phones to school must have them switched off and securely stored during school hours.

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met
- can be granted by the principal, or by the teacher, in accordance with this policy and the school's local policy on mobile phones
- must be documented, noting that, to avoid administrative burden on schools, this requirement can be met by including exceptions in documents that schools already regularly develop/use (see table below for suggested ways to document).
- Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

There are three categories of exceptions:

### 1. Learning-related exceptions

#### Specific exception

For specific learning activities (class-based exception)

For students for whom a reasonable adjustment to a learning program is needed because of a disability and/or learning difficulty

#### Suggested documentation

Unit of work, learning sequence

Individual Learning Plan, Individual Education Plan

### 2. Health and wellbeing-related exceptions

#### Specific exception

Students with a health condition

Students who are Young Carers

#### Suggested documentation

Student Health Support Plan

A localised student record

### 3. Exceptions related to managing risk when students are offsite

#### Specific exception

Travelling to and from excursions

Students on excursions and camps

When students are offsite (not on school grounds) and unsupervised with parental permission

Students with a dual enrolment or who need to undertake intercampus travel

#### Suggested documentation

Risk assessment planning documentation

Risk assessment planning documentation

Risk assessment planning documentation

Risk assessment planning documentation

## Exclusions

In the following circumstances, the new mobile phone policy does not apply:

Description	Rationale
<b>Out-of-School-Hours Care (OSHC)</b>	Policy not applicable, as attendance falls outside of school hours.
<b>Out-of-school-hours events</b>	Policy not applicable, as attendance falls outside of school hours.
<b>Travelling to and from school</b>	Policy is not applicable when travel falls outside of school hours.
<b>Wearable devices</b>	All notifications must be switched off.
<b>iPads and all other personal devices</b>	All notifications must be switched off.
<b>Students undertaking workplace learning</b>	The policy is not applicable for students on work

**activities e.g. work experience**

experience. Instead, students are expected to comply with a workplace's policies.

The policy is not applicable for students undertaking VET offsite (as opposed to on school grounds). Instead, students are expected to comply with a TAFE or registered training organisation's policies.

**Students who are undertaking VET**

### **Secure storage**

Mobile phones owned by students are brought to schools at the owner's risk. Where students bring a mobile phone to school, the school must provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so.

The principal is responsible for determining the appropriate arrangements for secure storage.

Examples of secure storage include student lockers that are lockable or a lockable cupboard stored in an administrative office.

### **Enforcement**

Schools will enforce the policy under their existing student engagement policies, for example, through detention or a loss of school-based privileges, where students fail to comply with the local school policy on mobile phones, including if they refuse to relinquish their phones to school staff when asked. Consistent with Ministerial Order 1125, suspensions are to be reserved for serious misuses of a mobile phone in schools (e.g. to cyberbully).

Further information on managing personal items can be found within the Department's [Ban, Search and Seize Harmful Items](#) policy.

Reporting of some incidents involving mobile phones to a relevant authority may be necessary under the Department's [Reporting and Managing Emergencies and Incidents](#) policy.

## **Manor Lakes College Mobile Phones Policy**

### **PURPOSE**

To explain to our school community the Department's and Manor Lakes P-12 College policy requirements and expectations relating to students using mobile phones and other personal mobile devices during school hours.

### **SCOPE**

This policy applies to:

1. All students at Manor Lakes P-12 College and,
2. Students' personal mobile phones and other personal mobile devices brought onto school premises during school hours, including recess and lunchtime.

### **DEFINITIONS**

**A mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. "For the purpose of this policy, "mobile phone" refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone such as smart watches and tablets."

**Mobile device** refers to any device with access to a telecommunication system, with or without a physical connection to a network. This does NOT include the school approved laptop.

### **POLICY**

Manor lakes P-12 College understands that students may bring a personal mobile phone to school, particularly if they are travelling independently to and from school.

At Manor Lakes P-12 College:

- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (please see secure storage).
- Exceptions to this policy may be applied if certain conditions are met (see below for further information)

- When emergencies occur, parents or carers should reach their child by calling the school's office.

### **Personal mobile phone use**

In accordance with the Department's [Mobile Phones Policy](#) issued by the Minister for Education, personal mobile phones must not be used at Manor Lakes P-12 College during school hours, including lunchtime and recess, unless an exception has been granted.

Only a Head of School or a member of the Principal team may grant an exception. Where an exception has been made, the student must use their mobile phone for the purpose for which the exception was granted, and in a safe, ethical and responsible manner.

### **Secure storage**

Mobile devices owned by students at Manor Lakes P-12 College are considered valuable items and are brought to school at the owner's (student's or parent/carers) risk. Students are encouraged not to bring a mobile phone to school unless there is a compelling reason to do so. Please note that Manor Lakes P-12 College does not have accident insurance for accidental property damage or theft. Students and their parents/carers are encouraged to obtain appropriate insurance for valuable items. Refer to the Manor Lakes P-12 College AND/OR the Department's [Personal Goods policy](#).

Where students bring a mobile phone to school, Manor Lakes P-12 College will provide secure storage. Secure storage is storage that cannot be readily accessed by those without permission to do so. At Manor Lakes P-12 College, secondary students are required to store their phones in their personal locker or can hand devices into the school administration office at Burley Griffin or Victoria to be placed in a lockable cupboard. Primary students are required to hand their phone to the administration office at Burley Griffin, the phone will be stored in a lockable cupboard for the day to be collected when the student goes home. Supported students in Dallaroo and Echo are to hand their phone to the senior teacher's office in Dallaroo, the phone will be stored in a lockable cupboard for the day to be collected when the student goes home.

### **Enforcement**

Students who use their personal mobile phones inappropriately at Manor Lakes P-12 College may be issued with consequences consistent with our school's existing wellbeing policies.

At Manor Lakes P-12 College inappropriate use of mobile phones is **any use during school hours**, unless an exception has been granted, and particularly the use of a mobile phone or device:

- that in any way that disrupts the learning of others
- to send inappropriate, harassing or threatening messages or phone calls
- to engage in inappropriate social media use including cyber bullying
- to capture video or images of people **or recordings**, including students, teachers and members of the school community without their permission
- to capture video, images **or recordings** in the school toilets, changing rooms, swimming pools and gyms
- during exams and assessments

### **Actions for mobile phone/device use during school hours:**

If at any time an unapproved device is sighted by staff during school hours and an exemption has not been granted the following process will be enacted:

1. The phone will be handed to the staff member who will take it to either to the Burley Griffin or Victoria Administration Building
2. If student refuses, parents will be contacted to support the school with the school council approved policies and procedures
3. Office staff will put it in a labelled envelope/zip lock bag to be stored in a locked cupboard
4. A compass post will be made by office staff that the school has possession of the device and made visible to parents

5. Parents will be encouraged to collect the device from the relevant administration building OR to make contact with a Head of School OR Principal Team member to give verbal permission for the device to be handed back to the student at the end of the school day.
6. If student needs the phone/device for travel home from school, and parents have not made contact with the school, they must request for a Head of School or Principal Team member to contact home for verbal permission.
7. If contact cannot be made, parents or carers can contact the school the following day to organise collection

## Exceptions

Exceptions to the policy:

- may be applied during school hours if certain conditions are met, specifically,
  - Health and wellbeing-related exceptions; and
  - Exceptions related to managing risk when students are offsite.
- must be granted by the principal, in collaboration with the teacher for that class, in accordance with the Department's [Mobile Phones Policy](#).

The three categories of exceptions allowed under the Department's [Mobile Phones Policy](#) are:

### 1. Learning-related exceptions

Specific exception	Documentation
For specific learning activities (class-based exception)	Unit of work, learning sequence
For students for whom a reasonable adjustment to a learning program is needed because of a disability or learning difficulty	Individual Learning Plan, Individual Education Plan

### 2. Health and wellbeing-related exceptions

Specific exception	Documentation
Students with a health condition	Student Health Support Plan
Students who are Young Carers	A localised student record

### 3. Exceptions related to managing risk when students are offsite

Specific exception	Documentation
Travelling to and from excursions	Risk assessment planning documentation
Students on excursions and camps	Risk assessment planning documentation
When students are offsite (not on school grounds) and unsupervised with parental permission	Risk assessment planning documentation
Students with a dual enrolment or who need to undertake intercampus travel	Risk assessment planning documentation

Where an exception is granted, the student can only use the mobile phone for the purpose for which it was granted.

## **Camps, excursions and extracurricular activities**

Manor Lakes P-12 College will provide students and their parents and carers with information about items that can or cannot be brought to camps, excursions, special activities and events, including personal mobile phones.

## **Exclusions**

This policy does not apply to:

- Out-of-School-Hours Care (OSHC)
- Out-of-school-hours events
- Travelling to and from school
- Students undertaking workplace learning activities, e.g. work experience
- Students who are undertaking VET at an off site location

## **RELATED POLICIES AND RESOURCES**

- [Mobile Phones – Department Policy](#)
- [the below are optional references to Department policy ]
- [Ban, Search and Seize Harmful Items](#)
- [Personal Goods – Department policy](#)

## **REVIEW PERIOD**

This policy was last updated on 18/10/2019 and is scheduled for review on Oct/2022.

## **Practical Implementation of the Policy**

Manor Lakes College's management of this policy requires students to not be seen with a mobile phone and associated items, eg headphones, wearable devices with notifications activated. Students are encouraged to do one of the following:

- Not bring their phone to school.
- If secondary, lock their phone in their locker.
- Hand their phone in for safe storage at the office, Secondary students at the Victoria Administration, Primary and Secondary at the main Administration Centre in Burley Griffin

If a student does access a phone, or doesn't have notifications switched of their iPad or wearable device, the item will be placed in safe storage for the remainder of the day, parents will be notified to inform them they can collect the device or give permission for the device to be handed back to a student at the end of the school day.

## **Prep 2020**

As we approach our last day of Term 4, we would like to wish you and your children a wonderful Christmas and holiday break. We are looking forward to getting to know you further in 2020.

Please be mindful of the following important Term 1 Dates:

**Thursday 30<sup>th</sup> Jan** – Prep Assessment Interviews  
(Grade 1-6 students begin school today)

**Friday 31<sup>st</sup> Jan** – Prep Assessment Interviews

Go to [www.schoolinterviews.com.au](http://www.schoolinterviews.com.au) and enter the code **kyb8r**

Remember to select your Prep Teacher's name

Remember to book for 2 interviews: English Interviews and Maths Interviews

### **Monday 3<sup>rd</sup> February**

Prep 2020 students First Day of School  
8:50-1:00pm

### **Tuesday 4<sup>th</sup> February**

Prep 2020 students Second Day of School  
8:50-1:00pm

### **Wednesday 5<sup>th</sup> February**

NO SCHOOL FOR PREP STUDENTS  
(Assessment Interviews will take place)

### **From Thursday 6<sup>th</sup> February onwards**

Normal school hours 8:50-3:00pm

**\* For Wednesdays during February – no school for Prep students**

We hope you enjoy your holiday break with your families,

**Natalie and Kim**

*Primary Co-Principals*

## **Notifying the School of Absences**

Please remember to call the school on 9741 4202 or email [manor.lakes.p12@edumail.vic.gov.au](mailto:manor.lakes.p12@edumail.vic.gov.au) or log your child's absence electronically via Compass, if your child is going to be away or late for school so your child's absence can be recorded correctly.

Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and well-being of children and will fulfil your legal responsibility.

This system also promotes daily school attendance. Going to school every day is the single most important part of your child's education, they learn new things every day – missing school puts them behind.

If you are concerned that your child is home for reasons not related to illness or family commitments, and you would like someone at the college to assist you, please do not hesitate to ring the college.

The Manor Lakes College Attendance Policy which outlines the school's processes and procedures for monitoring, recording and following-up of student absences is available on our website <https://www.manorlakesp12.vic.edu.au/policies>

## **Smith Family Scholarships**

**The Smith Family Learning for Life Scholarship program helps create better futures for children at Manor Lakes College by providing:**

- Financial assistance to help families afford the cost of their child's education;
- Access to Smith Family educational programs to help children get the most out of their school years



### **Eligibility Criteria:**

- In possession of a Health Care Card or Pension Concession Card



- Have regular school attendance (80% and above)

**For more information, contact Tsering or Marcelle:**

Tsering (Primary Leading Teacher- Student Wellbeing): Ph- 03 9741 4202  
Marcelle (TSF) Ph- 0408 266 867

## 2020 School Photos

School photo dates for next year have been booked in:

**Tuesday 5<sup>th</sup> May** – Secondary Portraits  
**Wednesday 6<sup>th</sup> May** – Primary Portraits & Class Photos  
**Friday 8<sup>th</sup> May** – Sibling & Absentee Portraits



# CITY WEST TAEKWONDO

## POINT COOK

C/- Seabrook Primary School Gym  
 Point Cook Road, Point Cook  
**T: 9748 8833 M: 0402 314 900**  
 Instructor: Zack Markovski - 3<sup>rd</sup> Dan



## HOPPERS CROSSING

Club Headquarters  
 111 Elm Park Drive, Hoppers Crossing  
**T: 9748 8833 M: 0419 411 211**  
 Head Instructor: Frank De Pasquale - 7<sup>th</sup> Dan



## MANOR LAKES\*

C/- Manor Lakes College Gym  
 Minindee Road, Manor Lakes  
**T: 9748 8833 M: 0419 598 874**  
 Instructor: Anthony D'Rosario - 4<sup>th</sup> Dan



### **Mini Stars Program - Kids (5-7yrs)**

*Gives confidence to kids..... our exclusive Mini Stars Program starts at 5yrs old and is suitable for young children. This structured program promotes valuable life lessons from early childhood as well as encourages discipline in a fun and friendly learning environment.*

### **Juniors Taekwondo Program - Kids (8-13yrs)**

*Where leadership is promoted and rewarded..... our Juniors Program focuses largely on student growth and development. We pride ourselves on developing kids to their full potential through positive interaction, engagement and practice. Many of our Juniors are recognised for their distinctive leadership qualities and are rewarded with leadership roles at school and within local community.*



## SOUTH SUDANESE HOMEWORK CLUB @ MANOR LAKES

NEW



Do you need help with your homework? This homework club will be supporting children of South Sudanese background that are attending primary school between grade 3 to grade 6.

**Where:** Manor Lakes Community Learning Centre

**When:** Thursdays

**Time:** 3pm—5pm

**Cost:** FREE

**Age group:** Grade 3 - Grade 6

**Contact:** Poly

**Phone:** 0434 178 753

**Email:** [poly.kiyaga@wyndhamcec.org.au](mailto:poly.kiyaga@wyndhamcec.org.au)

**Website:** [www.wyndhamcec.org.au](http://www.wyndhamcec.org.au)

# WATERFEST

ALLY ELEY  
DANIELLA MEDDIS  
DJ STARTUP + MORE

FREE SAUSAGE SIZZLE,  
MOONLIGHT CINEMA SCREENING: SPONGE BOB  
FAIRY FLOSS & SNOW CONES  
GIANT SLIP N SLIDE  
GAMES

FRIDAY 7TH FEBRUARY  
7:30PM - 10:30PM  
WERRIBEE OUTDOOR POOL  
ENTRY \$10  
AGES 8 AND ABOVE  
(8-11YRS OLD MUST HAVE PARENT/GUARDIAN)

PARADOX *freeza* **FNE** wyndhamcity Youth Services

SAFE AND SECURE EVENT. SMOKE, DRUG AND ALCOHOL FREE  
NO PASS OUTS MANAGEMENT RESERVES THE RIGHT TO REFUSE ENTRY.