



Melrose

EDUCATING HEARTS & MINDS

PRIMARY  
SCHOOL



# ENROLMENT PACK

MELROSE PRIMARY SCHOOL

25 Silva Dve

Wodonga VIC 3690

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*Know Yourself*  
*Choose Yourself*  
*Give of Yourself*

Dear Parents and Carers,

Thank you for expressing interest in enrolling your child at Melrose Primary School.

My name is Ben Slocombe and I am extremely proud to be the Principal of Melrose Primary School. I lead an exceptionally dedicated staff who prioritise the needs of all students.

Melrose Primary School is an innovative design with all classrooms under one roof surrounding a central library, art room and multipurpose room. The grounds are expansive with an oval, three playgrounds and a range of courts and quiet play areas with many trees, gardens and lawned areas. We also provide activities and social support programs at break times allowing the students to have a range of options to develop their social and emotional play.

At Melrose, we value all parents/carers as partners in learning. All decision making at the school is built upon shared values and beliefs to ensure that all stakeholders in the school community have input. A dedicated section within this pack has more information about the school's values and beliefs.

Our mission at Melrose is **"Educating Hearts and Minds"**. We recognise that developing the social, emotional and academic skills of children is of equal importance. Building strong, trusting relationships is our priority and by ensuring that our amazing teachers are provided with opportunities to collaborate around research based, high quality teaching and learning experiences we maximise the potential of every Melrose Child.

We have an extensive wellbeing program that includes a psychologist that we employ 2 days a week, a full-time Primary Welfare Officer and three principal class members that are available to support staff and families.

We are proud of our Behavioural Education Model and capacity to support the welfare of children and families and are committed to our strategic improvement goals:

- Improvement of outcomes for students in Numeracy and Literacy
- Engagement in learning and the
- Development of leadership.

The leadership team are always available to answer any questions you may have.

I look forward to hearing from you soon.

Ben Slocombe  
Principal  
Melrose Primary School







# LEARNING COMMUNITY VALUES & BEHAVIOUR MATRIX

	EXCELLENCE Striving for highest personal achievement in all pursuits.	MOTIVATION Being proactive, productive & persisting at personal goals.	THINKING Showing the ability to reason, reflect and problem solve.	EMPATHY Displaying concern for the wellbeing of others and acting with compassion.	COURAGE Having the strength to stand up for what is right and make strong choices.
SCHOOL COUNCIL	Constructive promotion of Melrose Primary School and it's staff and students	Learn and develop knowledge to be supportive	Confidentiality is important and adhered to	Respectfully listen to and share with others	Trust
SCHOOL GROUNDS	Meeting Child Safe Standards	Follow school processes at all times	Visitors sign in and out using Passtab and wear an identification lanyard	Think of the whole school	Trust in Melrose Primary School Policies & Procedures
SCHOOL EVENT	Celebrate all who participate	Get involved and have a go	Whole school community	Respond with emotional intelligence: Know Yourself, Choose Yourself & Give of Yourself.	Make choices with consideration for all parties
SUPPORTING LEARNING	Celebrate achievements	Support learning at home and in school	Reflect on ways to support the progress of individuals and the collective	Support learning at home and in school	Work in partnership with Melrose Primary School staff
COMMUNICATION	Clearly share thoughts to better yourself and others	Productively and proactively share Melrose Primary School goals	Share solutions to support Melrose Primary School students	Demonstrate your concern for others	Verbalise strong decisions in the interests of all

## OUR MOTTO IS EDUCATING HEARTS & MINDS

OUR VISION IS TO BUILD STRONG LEADERSHIP TEAMS WHO WORK COLLABORATIVELY TO BUILD COMMUNITY ENGAGEMENT, PROVIDE EXCELLENCE IN TEACHING & LEARNING & BUILD A POSITIVE CLIMATE FOR LEARNING.

Excellence - Motivation - Thinking - Empathy - Courage



**Emotional Intelligence** is understanding our own and others' emotions, using thoughts and actions to make strong choices so we can get along and help create a better world.

### KNOW YOURSELF

- Recognising and naming your own and others emotions
- Describing how others are feeling (eg. facial expressions, sounds, body language)
- Linking thoughts, feelings and actions (TFA cycle)
- Recognising and describing your own patterns of thinking and behaviour

### CHOOSE YOURSELF

- Expressing emotions appropriately to the situation and time
- Regulating emotions and shifting mood
- Using consequential thinking to make strong choices
- Choosing thoughts, feelings and actions to create new patterns of behaviour
- Use positive self talk to overcome challenges
- Being your best self

### GIVE OF YOURSELF

- Showing empathy and compassion for others
- Compromising, cooperating and problem-solving to get along with others
- Having the courage to be an active bystander
- Valuing the rights and opinions of others
- Showing care and concern for the greater good and the world around you





*Melrose Primary School*

# CURRICULUM

## LITERACY

At Melrose Primary School, we use evidence based teaching approaches to maximise student learning outcomes. In our learning environments, you will see the use of the gradual release teaching approach which supports the needs of our students and allows them to have greater control of their learning. We utilise the Victorian Curriculum to guide our planning of engaging learning experiences.

Students participate in rich Literacy experiences including daily independent reading practice using just right books. Our classroom libraries across the school feature non-fiction and fiction texts. Students at Melrose also participate in regular writing practice where they are developing their writing craft and a love of writing.

## NUMERACY

At Melrose we provide a numeracy curriculum that engages students and inspires a love of mathematics. We do this by developing open-ended and hands on tasks that challenge our students thinking, whilst also building their capabilities at a level appropriate to each individual child. We encourage students to use materials to guide them to solve numeracy problems and support a collaborative environment where students are learning with and from each other.

Melrose mathematicians are enthusiastic about numeracy and work to understand their own abilities to further develop their skills. At Melrose we see how integral a comprehensive numeracy understanding is and value the importance of equipping our students with the knowledge they need to guide their future careers and pathways.

## DISCOVERY

Discovery at Melrose is learning about the 5P's. **People, Places** and **Processes** of the **Past** and **Present**.

Discovery is a broad subject which gives students from Foundation to Year 6 an opportunity to explore many different areas of the Victorian Curriculum. These areas include; geography, history, science, the arts, civics and citizenship, culture, environmental sustainability and digital technology.

Through Discovery, we encourage students at Melrose to see themselves as explorers, scientists, historians, researchers, creators and thinkers who actively contribute to the community, care for the environment and respect different cultures and beliefs.

## EQ - EMOTIONAL INTELLIGENCE

Emotional Intelligence (EQ) is the ability to use emotions effectively and productively. Current research in education and psychology confirms the benefits of teaching social and emotional skills in schools, including clear links between emotional intelligence and academic achievement.

The Melrose EQ curriculum is made up of 3 Pillars: **Know Yourself** (understanding our own and others' emotions), **Choose Yourself** (making strong choices to be your best self) and **Give of Yourself** (helping to create a better world through kindness and empathy). EQ language guided by the PITW Philosophy develops students who are independent, self-managing, self-motivated, lifelong learners and problem solvers.





*Melrose Primary School*

# SPECIALIST SUBJECTS



## Physical Education

Physical Education (PE) at Melrose Primary School focuses not only on teaching the fundamental motor skills, but also the importance of how physical activity can affect student's emotional and physical health. Teaching students that physical activity can alter their mood and brighten their day, all whilst having fun with their peers, is a focal point of all PE lessons.

At Melrose, we recognise the value of students not only participating in school PE sessions, but the pride and joy that comes with representing Melrose at sport outside of the school. As well as the whole school Cross Country, Athletics Carnival and Swimming Program, students have the opportunity to compete in inter-school sport including the Wodonga Winter Sports Carnival, Athletics, Cross Country, Kanga Cricket, Rugby League, League Tag and the Victorian State Team Trials in numerous sports.

## Art

Visual Art is a valued learning area of the curriculum at Melrose Primary School, with students from Foundation to Year 6 taking part in specialist run sessions each week. The Visual Art program is designed to encourage children to be creative, innovative and successful learners, in a safe and supportive environment. Activities are designed to support and build upon the students' skills and knowledge and their appreciation of art. Tasks are usually open-ended, so students can work to the best of their ability and be proud of what they achieve.



## LOTE - AUSLAN

Auslan involves communicating without speaking. To develop this, we act out the meaning of words either in small groups or individually. Students demonstrate scenes using stories, videos and books as prompts. They are involved in many activities that teach them to show expression with their faces or bodies, they demonstrate emotions through actions or stances, and depict the movements of living things eg. a cat stalking a bird. In this process students learn the Auslan sign for the words.





*Melrose Primary School*

# FOUNDATION STUDENTS

## When to enrol in Primary School

To start primary school, your child will need to turn five years old by 30 April in the year that they start school. Your child must be at school in the year that they turn six years of age. This is the compulsory school starting age.

It's good to plan ahead: **Melrose Primary School** starts taking enrolments, the year before your child is due to start school.

For more information regarding enrolment contact the school on **60591955** or click on the Department of Education link: <https://www.education.vic.gov.au/about/educationstate/Pages/ourschool-enrol.aspx>

**A copy of our Enrolment form is enclosed in this pack, and once completed needs to be returned to the school office, along with a copy of your child's birth and immunisation certificates.**

## Transition Process

At Melrose, our Foundation Transition Program commences early in Term 2, the year before children start school.

We pride ourselves on our commitment to working alongside pre-schools and early-childhood settings to develop a program that allows us to get to know our future students and give them insight into what teaching and learning looks like at Melrose Primary School.

Our dedicated team of Foundation teachers visit local pre-schools and early childhood settings to meet the children prior to the commencement of our "at school" transition program.

Participating in our 4 session transition to school program and activities in Term 4 will help you and your child get a better understanding of what school will be like at Melrose.

Our program also provides scope for students to establish relationships with other children and to meet their teacher for the following year. We understand the range of emotions students and their families may have about starting school. Our transition program is designed to ease any anxieties and support a seamless transition into Foundation for your child.

We look forward to meeting you and your child and developing a strong partnership between home and school.

## Investigations

**Investigations** is the name given to the structured play based learning program undertaken in our Foundation classrooms at Melrose.

Through this program students are given the opportunity to explore open ended activities that link to their current classroom learning and align with the Victorian Curriculum.

Our Investigation stations, also known as "play invitations" are designed to engage and inspire our students to become motivated, thoughtful, courageous and empathetic learners who strive for academic excellence.

At Melrose, we are driven by our philosophy of **"Educating Hearts and Minds"** and believe that providing our students with opportunities to engage in play-based learning assists in their holistic development.



# WELLBEING AND SUPPORT TEAM



## Primary Welfare Officer

Henry Huon



Provides  
Support and  
referral for  
students with a  
disability

## School Psychologist

Matt  
Taylor



Provides short  
term Triage  
Counselling  
whilst parents  
access private  
support outside  
school

## Defence School Transition Aide

Tracey  
Bradbury



Provides support  
to Defence  
students and their  
families  
transitioning into  
Melrose and the  
broader  
community

## Dogs Connect Program

Daisy



Provides a calm,  
happy  
environment  
and emotional  
support to  
students and  
staff



# MELROSE SCHOOL UNIFORM

## Summer Uniform

Jade Polo Shirt  
Summer Dress  
Navy skorts or shorts  
Navy Broad Brimmed Hat  
White Sport socks

## Winter Uniform

Jade Polo Shirt (short or long sleeved)  
Jade Windcheater  
Navy track pants or Ponti Pants  
Jade / Navy bomber jacket  
White Sport socks



## STATE SCHOOL RELIEF UNIFORM ASSISTANCE

### Who's eligible?

Any student who is attending a Victorian Government school is eligible for State Schools' Relief support.

**Schools can submit an application** to State Schools' Relief when they believe that there is need to support a student whose family/carers are facing difficulty in providing the appropriate uniform, footwear and/or educational items for school.

Situations include, but are not limited to:

- Health issues resulting in serious financial difficulties
- House fires where school clothing is lost
- Independent living and/or homelessness
- Natural disasters
- Serious financial difficulty

**If you would like to be considered for this assistance, please contact the school office on 0260 591955.**

## MELROSE SCHOOL UNIFORM POLICY

Click on the link below to read  
the School Uniform Policy  
<https://melroseps.vic.edu.au/wp-content/uploads/Policies/Uniform-Policy-2018.pdf>



## UNIFORM SUPPLIER BELEZA SCHOOL UNIFORMS

Wodonga Store  
94 High Street Wodonga  
VIC 3690  
Ph : 02 6056 9402







BEFORE SCHOOL - AFTER SCHOOL - VACATION CARE

## MELROSE PRIMARY SCHOOL

**TheirCare, your quality out  
of school hours care provider**

**TheirCare** provides a stimulating and safe environment for all children and an environment where children come and enjoy their time in the program. During sessions, children develop life skills, friendships, confidence and creativity through play.

**Melrose Primary School** has partnered with **TheirCare** to provide quality care, flexibility and commitment to deliver on our promise to the school community.

Operation Times		Fees	Out of Pocket	^Average
Before School Care	7:00am-8:50am	\$14.50	\$3.41 - \$14.50	\$3.41
After School Care	3:20pm-6:00pm	\$17.50	\$4.11 - \$17.50	\$4.11
Holiday Program	8:00am-6:00pm	\$50.00	\$11.75 - \$50.00	\$11.75
Pupil Free Day	8:00am-6:00pm	\$50.00	\$11.75 - \$50.00	\$11.75
Casual/cancellation Fee	Within 48 hours	\$5.00	\$5.00	
Cancellation fee	Same day	Full Session Fee	See BSC / ASC	

**TheirCare support is available during office hours if required on 1300 072 410**

\*Standard fees excluding incursion/excursion costs

^Based on ABS published average family income for the suburb the school is located

To enrol, book or cancel sessions, please use our website :

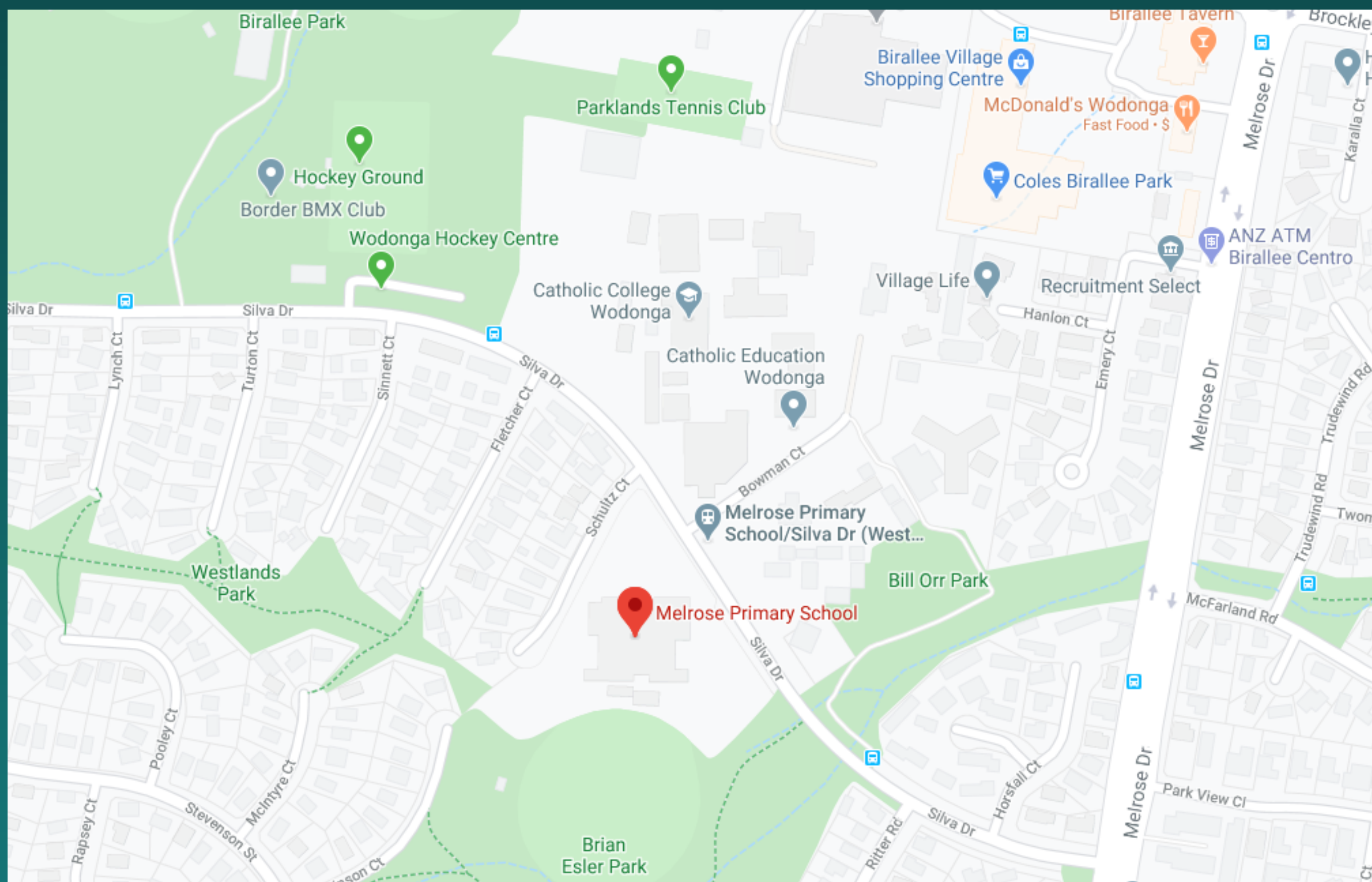
[www.theircare.com.au](http://www.theircare.com.au)

or give us a call on the Service Mobile : **0447 010 424**





Where you can find us :



How you can contact us :

Phone : 02 6059 1955

Email : [melrose.ps@education.vic.gov.au](mailto:melrose.ps@education.vic.gov.au)

Web: [www.melroseps.vic.edu.au](http://www.melroseps.vic.edu.au)