



MONTAGU BAY PRIMARY SCHOOL INFORMATION BOOKLET 2025

Department for Education,
Children and Young People

WELCOME

Welcome to the Montagu Bay Primary School Community. At our school we work together with families from birth through to the end of Grade 6 to fulfil our Vision to be a collaborative community with collective responsibility for high levels of learning for all. We do this through enacting our Mission of ensuring a supportive environment with well-being prioritised, catering for individuals through engaging and challenging learning experiences while celebrating success. Our programs are designed to:

- Enable all learners to reach their full potential.
- Develop 21st century skills and capabilities including collaborative and cooperative social skills; and
- Promote celebrating diversity and demonstrating compassion for others.

Our school is underpinned by the 3Rs- Respect, Responsibility and Resilience.

We are a progressive school with a staff of lifelong learners who are committed to being at the forefront of their profession. We respond to new research and evidence to ensure our learning programs are the most effective they can be.

We hope you find this information useful, please note that all policy documents referred to are available on our web site.

Enrolment

Over the past ten years student numbers have grown from 145 to the present enrolment of around 315. In 2025 we will have 2 Kindergartens, 2 Preps and 10 classes from Prep to Grade 6. Our Enrolment Policy provides us with guidelines to ensure we maintain a manageable student population and that our local students are not disadvantaged.

Our Facilities and Opportunities

The school has three main buildings which house classrooms, offices, staff facilities, a hall, kitchen, library, and storerooms. We have a terrapin building that is used for Music and launching into Learning. The grounds are well presented and maintained with a range of child friendly play equipment, shade areas, oval and gardens. Students have access to Loose Parts, Library and Maker Space at lunch time. Once a week a Chess Club is offered. Our courts, oval, playgrounds, bike track and scooter areas are enjoyed by our students during school terms and by the community out of school hours. Grade 5 & 6 students have many leadership roles available to them. They are also able to access tuition in band. The school's hall and outdoor facilities are available for use by community members. Anyone wishing to hire facilities should contact the School Office.

Our Staff

In addition to the Principal, our school has about 25 teachers including class teachers, specialist teachers in Music, Physical Education, Japanese, Literacy & Numeracy Intervention and Student Support. The Executive Leadership team is the Principal with two Assistant Principals (AP), and the School Business Manager (SBM). Each AP leads two grade teams. Our Advanced Skills Teachers provide leadership in Literacy, Numeracy and our 0-4 programs, with other teachers stepping up to lead vertical learning teams. Our staff team work together to ensure all of our learners are happy, safe and meeting their full potential through the collective responsibility of these teams.

Teacher Assistants provide classroom support for the learning program. A School Business Manager and an Administration Clerk manage school administration. Four Education Facility Attendants maintain the school buildings and grounds. Our school has a School Psychologist, Social Worker, School Nurse and Speech Pathologist.

School Times

Office: 8:30am- 4:00pm

Kindergarten 9:00am – 2:45pm Monday, Tuesday, Wednesday (half day)
until 12:55pm

Prep – Year 6 School buildings open and Duty of Care commences:
8:30am

Lessons commence	9:00am
Recess	10:45am – 11:15am
Lunch	12:55pm – 1:25pm
Classes dismissed	2:45pm

School Levies

A School Levy is charged for each child to assist in the purchase of books, classroom materials, excursions, and cultural experiences. All stationery, book hire, art and craft and miscellaneous learning aids are provided to students as required during the year. Parents and Carers are requested to pay the annual levy in full or make arrangements to pay in instalments by completing an “Agreement to pay levies by instalment” form.

In 2024 the Kindergarten levy is \$240 and the levy for Prep to Year 6 students is \$330. In cases of financial hardship the Department of Education will pay levies for students approved through the Student Assistance

Scheme. This assistance covers stationery, textbooks, travel, including day excursions and cultural experiences. Application forms, which are treated in the strictest confidence, are available at the school and application is normally made in October for the next school year.

Uniform

It is expected that students dress in school uniform. We discourage the wearing of jewellery, makeup and hair dye. Uniform sales are conducted at the school on a Thursday morning 8:30-9:00am. Items of clothing are available, as well as school emblem cloth badges, school coloured hair accessories and school logo car stickers. Orders can be made via our QKR app or, order forms are available from the School Office for parents and carers unable to come to the Uniform Shop during opening times, to leave at the office. Payments can be made by EFTPOS or cash.

Sun Safety: During daylight savings students are required to wear a school bucket hat when outdoors for longer than 15 minutes. We are an approved “Sunsmart” school. Students are issued with a hat when they start with us.

We encourage the application of a long-lasting sunscreen before leaving home. Teaching your child to apply this themselves is a great idea if you wish them to re-apply during the day. If your child has known allergies to some sunscreens then please supply the one you would like used in your child’s bag.

Attendance

Every day at school counts, unless your child is unwell please send them to school. However, if your child is unable to attend then please_notify the school as soon as you are aware of this by

Phone: (03) 6244 1897 (answering machine is available out of office hours) or

E-mail:

Montagu.Bay.Primary@decyp.tas.gov.au

Schoolzine:

Absentee Form Tab

The Department of Education keeps records and regularly monitors school attendance of all students. A medical certificate is required if a student is absent for 5 or more consecutive days, and 5 days non-consecutive without explanation

A written note or telephone call from a parent is required before a child will be given permission to leave the school grounds at any time during the day. Parents must sign their child in and out at the school office if they leave school early or if their child arrives at school after 9:00am.

The school maintains a list of emergency contacts for each student. **If a change occurs in the names, address or telephone numbers, or if you wish to alter any instructions, please advise the school office immediately.** At the beginning of each year validation forms are issued to confirm student's details. These forms should be returned to school as soon as possible.

Parking

The lower car park near the Early Years building is used by school staff as well as being available for visitors to the school including parents. Parents can also park in the car park at the rear of the school, in the parking area in the Montagu Bay reserve, under the bridge and in adjacent streets. **The front car park is for the Leadership Team, disability parking, deliveries, and emergency vehicles only, this is not a drop area.** Parents are reminded to take extreme care when parking and driving near our school. All our children are precious. Please help us to keep them safe and comply with parking signs and speed limits.

Medication and Illness

If your child requires regular medical or health care that must be carried out during school hours, a medical action plan must be completed. Parents/carers should be aware that the Department requires a signed authority from parents/carers and in some cases the prescribing doctor, for school staff to administer medications. Forms are available from the school office.

If your child is unwell or sustains an injury through the day, they will be assessed by one of our First Aid officers and you will be notified if necessary. In the case of a medical emergency, children may be taken to a medical centre or public hospital. Public schools in Tasmania do not insure against the cost of medical treatment for injuries sustained at school. Parents/carers may do so if they wish. The cost for any medical treatment remains with parents/carers.

Allergies

As we have children with severe nut and other food allergies in the school parents are encouraged to avoid sending any nut products to school in lunch boxes. This includes, for example: -

Peanuts, cashews, walnuts, hazelnuts, Peanut butter sandwiches, Nutella and peanut oil in margarines. At the start of the school year parents will be advised of any other allergies in each child's class, so that children can be

aware of any issues.

Personal Property

The school cannot accept responsibility for lost or damaged property. Lost property is placed in the “Lost Property” box near the Music Room. It is kept for two weeks and then donated to our Second-Hand Uniform Shop or to a charity. Parents and carers are requested to ensure that all items of students’ clothing, lunch and drink containers and other property are clearly marked with the student’s name. Other personal property at school is addressed in our policy document.

Excursions

All parents can sign a general permission form for students to attend educational excursions of less than one day duration. This permission is included on the enrolment form and updated annually in the student’s validation form. Parents will be notified of any upcoming activities in the school newsletter, via a schoolzine alert, by email or text or by a note sent home.

Communication

A monthly Newsletter is produced and forwarded to each family through email or an APP called Schoolzine. This will be issued on Fridays. Please read the newsletters carefully, as they contain important information. Items for possible inclusion in the Newsletter should reach the school office before 4pm on Wednesday. The school newsletter is available also on the school website <http://education.tas.edu.au/montagubayprimary/> check our Facebook page for updates too: <https://www.facebook.com/montagubayprimaryschool>. Teachers will communicate student learning via the SeeSaw app: weekly from P-6 and fortnightly for Kindergarten. They will also send a term letter sharing the learning focus for your child across learning areas.

Reporting to Parents

Processes for reporting to parents are set out in the policy published by the Department for Education, Children and Young People (DECYP). Montagu Bay Primary reporting processes are based on this policy including a brief progress report in Term 1, a comprehensive report mid-year with a parent/teacher meeting, the opportunity for a check-in during Term 3 and a summary report at the end of the year. Appointments are available with your child’s teacher throughout the year at mutually convenient times.

Kindergarten reporting timeline is different. Parent teacher is in June and a summative report at the end of the year.

Parent Involvement

Parents/carers may like to be involved in school life through a parent help system, whereby parents or carers, relatives and friends come to assist students and teachers as required. This may include:

- Taking part in class activities or excursions
- Helping with library maintenance
- Being a Member of the School Association
- Attending school functions, such as sporting events, assemblies, meetings, etc.
- Undertaking fundraising activities
- Participating in working bees
- Coaching sports teams

Parents wanting to help in the classroom must apply for a Working with Vulnerable Children Card. We need to see the actual card at the office when you sign in. The school may receive a hefty fine if we have not checked. We give the volunteer a lanyard or clip for you to wear whilst in class.

The process for registration is found at the [Department of Justice Working with Children Registration page](#). You can submit the registration form online (conditions apply), but to complete the process you will need to **attend in person a Service Tasmania shop** to:

- ☐ Verify your identity
- ☐ Have your photo taken
- ☐ Pay the application fee shown on your "Application Receipt"

School Association

The Montagu Bay Primary School Association is an elected body consisting of parents, teachers, community members and the Principal. The Association meets regularly during the year.

Launching Into Learning (LiL)

In 2025 the school will continue to provide a Launching into Learning Program for birth to 4-year-olds. The program will commence early in Term 1.

Pre-Kinder Sessions

A Pre-Kinder session is available weekly for children who are old enough to

attend Kindergarten in the following year and commences in 4th Term. This is only for students who will attend our school.

Library

The school's well-equipped library lends books to students and parents, as well as providing a research and reference centre. Parents and carers are requested to ensure students return all books lent to them. As well as student and teacher resources, our Library also contains a substantial Parent Collection with books on a variety of parenting topics. Lost books incur a replacement charge.

Health, Physical Education and Sport

Each class has regular physical education and health lessons. Students are encouraged to wear suitable clothing, i.e., track pants/shorts and joggers on P E days. The grade 3-6 students participate in school athletic, swimming, and cross-country carnivals. The school sends teams to represent the school at inter-school carnivals.

Our senior students lead all classes for fitness twice a week.

Each year students in Years 3 to 5 take part in a Swimming and Water Safety Program over a two-week period. This is partly funded by Government and the levy contribution. Our School Nurse delivers age appropriate, curriculum aligned programs to support students in understanding the growing up process. We also deliver the Respectful Relationships Curriculum [Respectful Relationships Education - The Department for Education, Children and Young People Tasmania \(decyp.tas.gov.au\)](https://decyp.tas.gov.au/Respectful-Relationships-Education)

We are a Move Well, Eat Well School and encourage healthy lunch boxes and water in drink bottles. Classes have a "snack attack" during the morning of fruit or vegetables. We have a Part Way is Ok walk to school twice a week.

Music and the Arts

Music is a major part of the school's program. Apart from general class lessons, provision is made for extension and performance of skills in the playing of instruments such as recorder, guitar, flute, clarinet, saxophone and choirs. Throughout the year several visiting artists, performers and presenters provide a wide range of cultural experiences.

Scholastic Book Club

Every 6 weeks or so, Scholastic supply age-specific book catalogues that are distributed to classes. Children can take these catalogues home and then any order forms are returned to school. The books are very good quality and cover a wide range of abilities and interests. Montagu Bay Primary receives 20% of all sales, as a commission, and this money is put towards supporting the literacy needs of all students in the school.

Before/After School Hours and Kindergarten Care

Bookings are made through the Outside School Hours Care staff on 0438 325 885 or by direct contact with the Clarence City Council on 6217 9610 for booking in your children before 8:30am and after 3:00pm.

This service is available from 7:30-8:30am and 2:45-6:00pm.
Kinder Care is available from 12:55pm-2:45pm on Wednesdays

Montagu Bay Primary school hours are from 8:30am through to 2:45pm.

It is important that parents do not bring children to school before school hours because there is no supervision of students at that time. Similarly, it is important parents either collect their children at the end of the school day or take alternative arrangements so that students are not left unsupervised at the end of the school day. Please let us know if you're running late.

Unsupervised students may engage in dangerous play or put themselves in dangerous locations such as car parks being used by buses and cars during school drop off/pick up. **Parents** are responsible for their child outside of school hours unless they have accessed school-based childcare during these times.

HOW PARENTS MAY HELP

Many parents/carers look for ways to help their children do well at school. Here are a few hints:

- Help children feel good about themselves and their learning. Encourage every effort. Praise rather than criticise. Avoid comparing them to others.
- Talk regularly to your child's teacher. We also want what is best for your children and we know that if we work together outcomes will be maximised.
- Read to them from the earliest age. There is no better way to create a love of books and desire to read.

- Encourage the students to write regularly in a variety of ways – letters, diaries, factual accounts, imaginative stories, etc.
- With younger children especially, try to cultivate a sense of number, size, length, height, width, volume, area, weight and time in everyday life. Join with them in estimating, counting, calculating and so on.
- Encourage children to be physically active.
- Take time to discuss everyday happenings. Encourage questions and show how answers can be found. Ask them what the best thing is that happened each day, focus on the positives.
- Regularly give your children one of the most precious gifts you can – your **TIME**.

INSTALLING SZapp



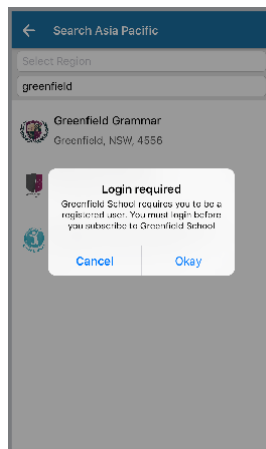
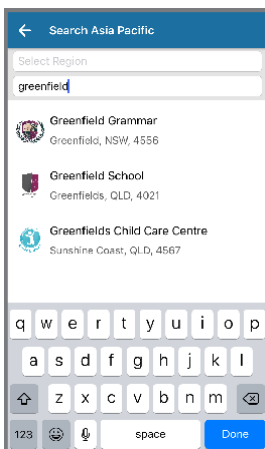
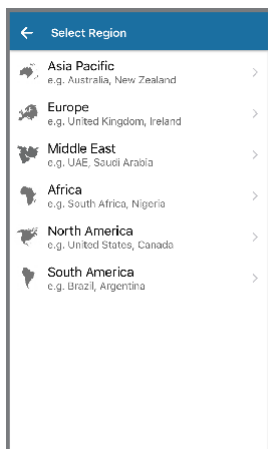
Apple devices:

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 ORGANISATION

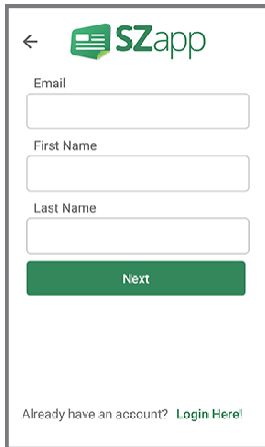
Select your organisation's region.

Search for and select your organisation.

For any further information see:
<http://www.schoolzineplus.com/szapp>

2. REGISTER A USER

Before you can add your school, you will need to register.



← **SZapp**

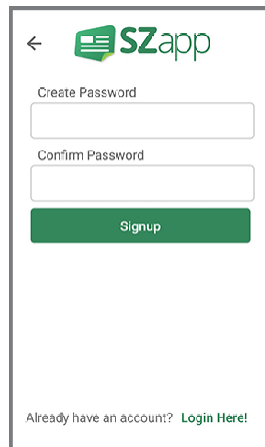
Email

First Name

Last Name

Next

Already have an account? [Login Here!](#)



← **SZapp**

Create Password

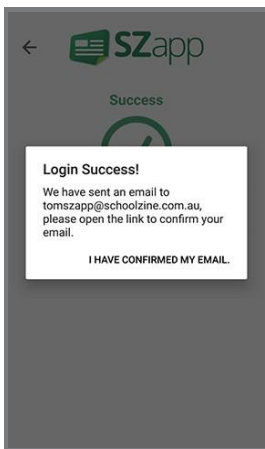
Confirm Password

Signup

Already have an account? [Login Here!](#)

3. REGISTER A USER

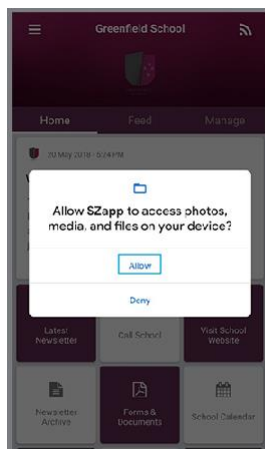
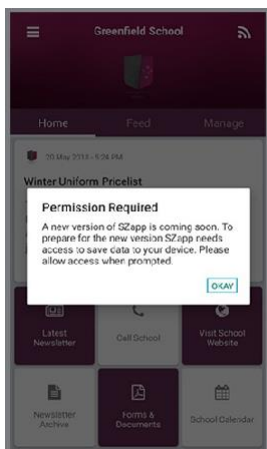
Enter your email and name and then create a password.



4. CONFIRMING YOUR EMAIL ADDRESS

Once registered you will be sent an email to confirm your email address. Open your .mail program and click/tap the URL to confirm. Upon completion, you will then be shown a confirmation screen.

For any further information see:
<http://www.schoolzineplus.com/szapp>

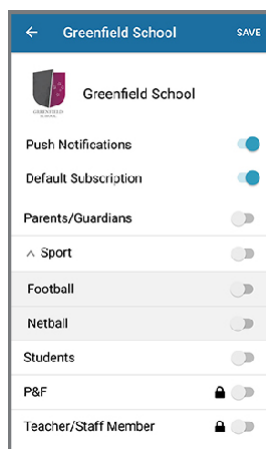
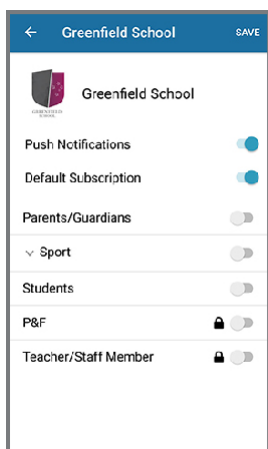


5. ALLOWING PERMISSIONS

Upon installation of the update, you will be asked to allow access to storage on your device. This is required to ensure that SZapp can access the necessary files to store crucial data on your device.

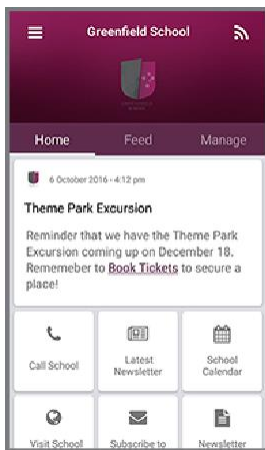
Please click the affirmative options on each pop-up.

Note: The pop-up message you see may differ depending on your device.



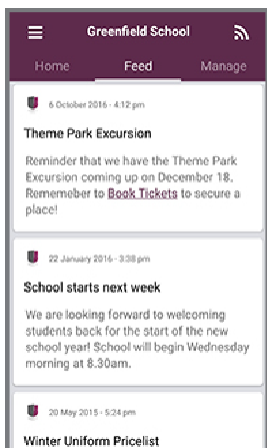
6. MANAGING NOTIFICATIONS

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



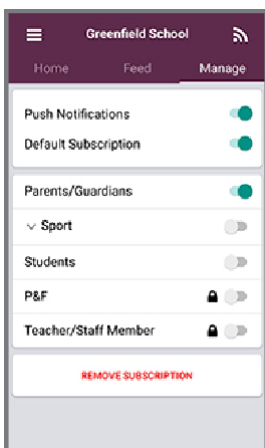
HOME

The Home tab displays the most the most recent news item and links to important school information and tools



FEED

The Feed tab shows a summary view of all news items which you have subscribed to.



MANAGE

Manage tab allows you to customise what information shows in your news feed and what push notifications you will receive.

