

**The Ela Murray  
International School**

**School Information  
for Parents 2017**





## Introduction

The Ela Murray International School is a non-profit, private, co-educational day school. The school is owned and operated by the International Education Agency of PNG Ltd. The governance of the school rests with a Board composed of parents and professional staff. One of the members is also part of the IEA Board of Governors.

We currently operate on two sites. At Ela Beach we provide Toddlers and Pre-school programs. The Murray site runs from Prep to Grade Eight. Grades 7 and 8 are run as a secondary school program.

A large number of our pupils are from Papua New Guinea, and the rest are expatriates from all over the world.

This school has its origins in the European School established in 1911 (later to become known as the Ela Beach International School) and the Murray Barracks Primary 'A' School established in 1966. In 2000, these two leading international schools were amalgamated to become The Ela Murray International School. Now as one school, we continue the tradition of providing quality international standard education for the expatriate and local community in Port Moresby.

We are a member school of the International Education Agency of Papua New Guinea. The Agency is responsible for twenty private schools operating throughout Papua New Guinea. The school implements the International Education Agency (IEA) curriculum which is typical of that found in most western countries and reflects an outcomes-based approach. The curriculum is available on the school website [www.elamurray.com](http://www.elamurray.com).

Our staff consists of local teachers as well as expatriate teachers. Our expatriates come from around the world. All our local teachers are qualified and have received an extra year's training (TIPS) with the IEA Centre for Professional Development (CPD). There is a Director of Education and Curriculum Advisors who train the TIPS teachers. During that year they will also practise their teaching in the IEA schools for further training experience. At different times throughout the year, TIPS teachers complete placements in our school. Once they have finished that year, they are ready to work in IEA schools.

During Professional Development days or meeting times, we can also request support from the CPD advisors. The IEA also supports us in setting our school budget and Principal and Deputy Principal training. The IEA also conducts a four-yearly school review. A rigorous process has been set up where each school needs to go through a school review to ensure that the standards are maintained within the system.



## Vision Statement

The Ela Murray International School strives for excellence in the development of minds and souls to enable them to contribute effectively to their culture and to their communities.

Embracing the principles of quality education, the school aims to develop student potential and produce future leaders in all areas.

A successful education at The Ela Murray International School will result in students who can follow their dreams.

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Our vision is characterised by a bilum... each part of the bilum has an important story to tell.

The horizontal weaves tell the story of the learning outcomes we strive for.

The vertical weaves tell the story of the dimensions that enable us to allow our children to learn and lead.

The inside of the bilum holds the treasure; the approaches we use to ensure every child is motivated, engaged, excited and can follow their dreams.

## Our Five Key Outcomes

The IEA Key Outcomes provide the broad focus for all learning activity in IEA schools. The key outcomes outlined below provide the broad focus for all learning activity in IEA schools. The IEA Key Outcomes must become integral components of the curriculum, instruction, assessment, and the culture of the learning organisation.

### **The IEA key outcomes are that each child will ...**

#### **... be self-directing**

One who is self-confident, has high self-esteem and personal integrity with a positive vision for self and the future.

#### **... communicate effectively**

One who confidently conveys and receives information, instruction, ideas and feelings appropriately and effectively in a range of different cultural, language and social contexts.

#### **... behave ethically**

One who exhibits appropriate morals, manners and virtues in a range of social and cultural settings and a sense of their own spirituality.

#### **... work collaboratively**

One who develops good relationships with others and works in cooperative ways to achieve common goals.

#### **... analyse and solve problems**

One who accesses a range of information sources appropriate to the resolution of complex issues and applies strategies with accuracy and thoroughness.



## Our Learning Definition

At TEMIS we see learning as:

A life-long journey by which the learner makes connections that develop new and existing knowledge, skills and understanding.

Learners will demonstrate understanding by –

- Communicating the relevance of their learning effectively to others
- Explaining the relevance of their learning
- Describing how their learning connects to or conflicts with prior learning
- Generalising and applying their learning effectively to new situations
- Reflecting on their own and others' learning
- Asking questions to extend learning
- Creating meaningful solutions

## Our School Rules

During 2016, as a whole school we reviewed and revised our school rules. Following considerable discussion amongst staff and students, we revised our school rules to better reflect how we believe we should be operating at The Ela Murray International School. Our revised TEMIS School Rules are as follows:

At TEMIS:

- We are learners
- We are responsible
- We are respectful
- We are safe

Through exploration of different contexts, students and teachers have created a School Rules Matrix to guide how we operate in different contexts e.g classroom, swimming pool etc. , with the general intention of ensuring that everyone is kept safe, happy and learning as best possible.

At the start of each school year, all classes will explore the rules and what they look like, as part of the first Inquiry topic of the year.

## School Administration



Principal	Neal Mather
Deputy Principal – Murray Site	Helen Mortimer
Deputy Principal – Murray Site	Pending appointment
Deputy Principal – Early Learning Centre	Kerry Honey
Staff/Student Support(Acting Deputy)	Caroline Moeder
Administration Manager	Boio Davana
Administrative Officer	Melinda Loi
Administrative Officer (ELC)	Deborah Inau
Receptionist	Angela Auri
School Nurse	Rebecca Aua
Library Technician	Moira Orere
Driver/Foreman	Henry Papu
Drivers	Horrace Niniga, Damian Auri, Walo Ila, Edward Dawanincura, Synod Tamarua, Vali Daniel
Print Technician	Horrace Niniga
IT Officers	Rodinah Serepa, Robert Rogo, Maryanne Naua, Olive Memban
Business Manager	Pending appointment
Finance Officers	Brenda Inau, Susan Komet, Jessica Pavoso

## Teaching staff

### *Specialist teachers*

Physical Education	Noah Mampene
Language Other Than English (French)	Sandrine Eveille
Local Language and Culture	Sharon Luluaki
Music	Joseph Mea, Noah Mampene
The Arts	Eileen Bayagau



### *Classroom teachers*

Mary Kawamura	Science, Mathematics Grade 7, 8
Gaye MacPherson	English, SOSE Grade 7, 8
Tony Healy	Grade 6 class teacher
Margaret O’Sullivan	Grade 6 class teacher
Upu Ravu	Grade 5 class teacher
Leanne Terina	Grade 5 class teacher
Ben Kemp	Grade 5 class teacher
Catherine Greenbank	Grade 4 class teacher
Nasolyn Stevens	Grade 4 class teacher
Vanessa Ignas	Grade 3 class teacher
Colleen Gabriel	Grade 3 class teacher
Kaire Kemung	Grade 3 class teacher
Rolland Isaiah	Grade 2 class teacher
Jaisree Padmanabhan	Grade 2 class teacher
Leonie Langa	Grade 1 class teacher
Rosemary Kariha	Grade 1 class teacher
Yvonne Bacca	Grade 1 class teacher
Julieanne Ngaso	Prep class teacher
Wendy Edwards	Prep class teacher
Scott Summerton	Prep class teacher
Nadia Vitaharo	Relief teacher
Sharon Kalana	Relief teacher
George Moabi	Relief teacher
Sharon Luluaki	Relief teacher



### *Early Learning Centre Teachers*

Kerry Honey	Deputy Principal
Herman Binie	Transition/ Reception class teacher
Eunice Malo	Transition/ Reception class teacher
Helen Tiran	Transition/ Reception class teacher
Rebecca Maniako	Transition/ Reception class teacher
Scholastica Moabi	Toddlers class teacher
Begal Nia	Toddlers class teacher
Emma Akuila	Relief teacher
Elias Benjamin	Relief teacher

Please be aware that teachers have regular meetings.

At the Murray site, this includes general staff meetings on Tuesdays and planning meetings on Thursdays.

At the ELC individual teachers meet with the Deputy Principal regularly throughout the week and as a group each Wednesday, Thursday and Friday for planning meetings, staff meetings and professional development.



## Supporting Your Child's Learning

At TEMIS we acknowledge the valuable role parents play in the education of their children. As a parent, you are your child's most enduring teacher. One of the best ways you can help your children learn is to talk with them about things they are really interested in. Adults and friends can help children learn by:

- giving them lots of time and opportunity for play
- listening to them
- answering their questions (even when they are endless)
- talking with them about things they want to talk about
- looking at books together
- valuing the steps they take in their learning journey, no matter how small
- letting your children see you as a learner
- showing that you value learning
- reading and telling stories
- encouraging their imagination and creative play
- encouraging them to question
- providing them with different experiences
- sharing their excitement about learning and discovering
- joining in their play when invited
- giving them lots of encouragement, understanding, affection and acceptance
- making sure they have a balanced diet, plenty of exercise and adequate sleep
- having high expectations – of conduct as well as achievement
- helping set achievable goals and clear guidelines for behaviour
- praising specifically – e.g. “that is a well written sentence”, rather than simply saying, “well done”.
- make sure they attend their classes

### **and most importantly ...**

- spend time with them



## Parents as Partners

We see education as a partnership between home and school with parents and teachers sharing a common vision. This forms a powerful combination. Parents are invited to take an interest and active part in their children's education.

### *How Parents Can Contribute to a Positive School Environment*

As a parent you can make a better school when you ...

- make an effort to understand what the school is trying to do
- see the school as *your* school and encourage your children to see it the same way
- if possible, participate on committees and attend school meetings and functions
- welcome new parents and help them feel they belong
- support a broad and balanced curriculum
- encourage your children to cooperate fully, to join in all school activities and to take pride in the buildings, the grounds and the school community as a whole
- always be positive about your school when talking to others. If you have a problem, or are unhappy about something, please tell us
- go to school activities – open days, plays, concerts, celebrations etc.
- show your children that you have confidence in the school and their teachers
- join the Parent Group



## General Information

**Absences** Regular attendance is very important. Students should only be absent from school if they are ill, or by prior arrangement with the Principal. If students are required to leave school for any reason, a request should be made by phone or in writing in advance, seeking permission from the Principal. Where a child is absent, teachers require a letter on the child's return, or an e-mail, stating why the child is, or was, absent. All absences need to be explained in writing.

**Accidents and Illness** Our role is to promote good health practices. If your child becomes ill, you will be contacted immediately to collect him/her. If your child contracts one of the many contagious childhood diseases such as chicken pox, mumps, head lice or conjunctivitis, please keep them at home, then let us know, so that we can give you information regarding treatment and incubation periods. Malaria is endemic to PNG. We regularly spray to reduce the mosquito population. Children are encouraged to wear insect repellent to school. Also, for your child's health and safety, s/he is required to wear a school hat and shoes, at all times outside on the Murray site.

School is not the place for a sick child. Please make other care arrangements on days when your child is not well. Do not send a child to school with a temperature or any infectious disease, e.g. conjunctivitis. Someone will notify you if your child becomes ill at school. We are only able to provide temporary care for a sick child. Parents are expected to collect their child from school if they are ill. We recommend that children are fever free and medication free for 12 hours before sending them back into school.

Please see **Medication** below for information regarding the administering of medication.

In the event of a serious accident the following procedure will be in place:

- The school will contact parents.
- If the parents are unavailable, the school will contact the emergency contact person nominated on your enrolment form.
- If the school is unable to contact the parent or emergency contact, the school will contact the nearest doctor or the doctor listed on the child's file. The school will take all necessary steps to ensure the wellbeing of your child. To help us, it is imperative that the school is supplied with the name and phone/mobile numbers of parents and an emergency contact person. Preferably someone who is nearby and available.
- If necessary an ambulance will be summoned. The school has EMS Ambulance cover.



## After School Activities Program

This program is designed to introduce students to a range of sports and special interest areas. The activities focus on participation, new experiences and achievement. All activities are conducted by fully qualified TEMIS teachers, Classroom Assistants or externally hired specialist instructors.

The program is designed for students in Prep to Grade 8, and is scheduled on various afternoons from 3:00 pm to 4:00 - 4:30 pm starting in Week 4 of Term 1 and Week 3 of Terms 2 – 4.

Brothers and sisters should not be waiting for their siblings to be finished unless supervised by yourself or another responsible adult. Failure to pick up children on time on a regular basis can result in your child being excluded from the activity.

Activities incur a fee in order to purchase materials or pay for the services of an external specialist. Examples may include:

- Sports – Niukick AFL football, water polo, cricket, basketball, swimming, tennis, tee-ball, badminton, soccer and hockey.
- The Arts – art/craft, choir, drama, music (guitar, piano, drums, strings), various ensemble groups and band.
- Clubs – Chess, computer.

## Animals at School

Animals are not to be brought on to school premises, even if they are restrained. Children may bring pets to school to show for news providing the parent brings the pet directly to the classroom and it is taken home again straight after the viewing. Permission needs to be given by the Principal prior to any classroom visit. Students are not to handle pets in the classroom.

## Arrival at School

The school is open for students from 7:30 am. Students are not to enter the school grounds before this time. Students go straight to their classroom from 7:30 am. Please ensure your child arrives at school before 8:00 am when formal lessons start.

## Assemblies

Prep to Grade 8 on the Murray site meet most Friday mornings to share events and class presentations. All parents and community members are welcome to attend.

## Assessment and Reporting

Formal parent interviews are held twice a year in Terms One and Three at the Murray site. Formal written reports are sent out twice a year in Terms Two and Four. Parents may be requested to attend interviews and to respond to reports and surveys throughout the year.

## Birthdays

Children often wish to celebrate their birthday by bringing something to school to share with friends e.g. cupcakes. Please check with the class teacher to see what is acceptable, particularly in relation to allergies and convenience of distribution. Please remember we have a 'no nut' policy.



Book Club	<p>Scholastic Australia Book Club forms are sent home regularly for parents who wish to purchase books for their children. We encourage the children to be enthusiastic about books and reading. Through the Book Club, the children are given the opportunity to purchase books at their level. There is no obligation to purchase.</p> <p>Please do not order through the school and then pay with a credit card online. The school will advise as to the currency valuation at that time.</p>
Canteen	<p>The Canteen on the Murray site is open at recess and lunch. We urge parents to be involved in their child's food selection by using order bags for Morning Tea and Lunch. Orders need to be lodged prior to school starting at 8:00 a.m. Money should be placed in a closed envelope or paper bag with the order. Do not place money into the basket. There are also daily specials available. A price list is sent home once a term, or can be picked up from the front office. Prices are reviewed regularly and are subject to change.</p>
Class Placement	<p>Children are placed in classes at the end of each year for the following year. We aim to ensure there is a good balance within the class of different nationalities, gender and abilities. Consideration is given to friendship groups as well as maximum learning opportunities for the individual students. At the beginning of the year, once the class lists have been reviewed to take into account unexpected leavers and arrivals, new lists will be published some days before the opening of the school.</p>
Communication	<p>Communication is essential as teachers, parents and children work together to enhance learning. If you are on the Internet, we would appreciate your e-mail address for an efficient method of communicating. However, our communication is only effective if it is read by the parents. We aim to maintain the successful communication process through:</p> <ul style="list-style-type: none"><li>• Daily planners</li><li>• Weekly newsletters</li><li>• Curriculum outlines each term</li><li>• Formal and informal reporting to parents</li><li>• School and social functions</li><li>• Parents Group meetings</li><li>• Board Meetings</li></ul>
Craft Market	<p>On the last Saturday of each month the school coordinates the Ela Beach Craft Market at Ela Beach. Sellers provide a wide range of traditional and contemporary goods. The school and wider community join together to enjoy this sociable, commercial activity.</p> <p>The December Craft Market is held the Saturday after school closes for the year.</p>
Departure from School	<p>School finishes at 2:30 pm and we appreciate your efforts to pick up your child promptly from the classroom at that time. All students must be signed out by the adult who collects them. Students not picked up by 2:50 pm are taken to the school office. We appreciate your co-operation in ensuring your child is</p>



collected from the classroom as the teachers are required to attend meetings after school.

If there is an emergency and you are late to collect your child, please contact the school office. Children can become anxious when parents are late or they are unclear about their afternoon arrangements.

If someone other than the usual adult is going to pick up your child, please inform the teacher or the School Office in writing.

Children who are not picked up by the normal collection times, will be placed in special care at an additional cost. The charge per child will be K50 per hour. There is no pro-rata payment possible. If children remain in care after 17.00, the fee will change to a flat rate of K2 per minute.

Fees will be billed on a weekly basis and failure to pay could lead to cancellation of your child's enrolment.

### Early Learning Centre

Our Early Learning Centre (ELC) at Ela Beach was opened in July 1999. They can be contacted on 321 4304, 7348 1293 or 7685 2346. A Parent Information Booklet is available for the ELC – either from the main office at the Murray site or at the ELC.

Age requirements for the **Preschool** are as follows:

Rokroks	1 April 2015 – 31 March 2016	2 after 31 March
Dolphins	1 April 2014 – 31 March 2015	2 before 31 March
Reception	1 April 2013 - 31 March 2014	3 before 31 March
Transition	1 April 2012 - 31 March 2013	4 before 31 March

### Enrolment Age

Prep is the first formal year of primary/elementary school. It is equivalent to Year 1 in many countries.

Minimum age requirements for the Murray Site are as follows:

Prep	1 April 2011 – 31 March 2012	5 before 31 March
Grade 1	1 April 2010 – 31 March 2011	6 before 31 March
Grade 2	1 April 2009 – 31 March 2010	7 before 31 March
Grade 3	1 April 2008 – 31 March 2009	8 before 31 March
Grade 4	1 April 2007 – 31 March 2008	9 before 31 March
Grade 5	1 April 2006 – 31 March 2007	10 before 31 March
Grade 6	1 April 2005 – 31 March 2006	11 before 31 March
Grade 7	1 April 2004 – 31 March 2005	12 before 31 March
Grade 8	1 April 2003 – 31 March 2004	13 before 31 March



Excursions	Excursions are important educational activities which enrich and broaden children's experiences. They can be used for part of a unit of work, as a springboard or motivating factor or as the culmination of that unit. All children are expected to attend excursions. Excursions may take place either at school or away from school with the approval of the Principal and consent of parents.
First Aid	First Aid equipment is in the school office. This equipment is maintained for the treatment of minor injuries or accidents, which may occur whilst students are engaged in school activities. Students will be treated either by our school nurse or by a member of staff who has received first aid training. If an accident requiring a doctor happens, initial first aid treatment may be given, and parents contacted immediately.
Grooming	Children are asked to wear full school uniform and be neatly groomed. Hair below the shoulder must be tied back. We feel it is important at a young age to develop a pride in appearance and the concept of appropriateness of dress and appearance to suit the occasion.
House System	<p>The four houses are <b>Lahara (Green)</b>, <b>Laurabada (Yellow)</b>, <b>Mirigini (Red)</b> and <b>Davetari (Blue)</b>. Children are allocated houses on enrolment and represent their house in sporting and classroom activities. The houses are named after the four winds that blow across Port Moresby:</p> <p><i>Davetari</i> – southerly wind, blows from the ocean during the day (also called Lahudiho)</p> <p><i>Mirigini</i> – northerly wind, blows from the mountains in the evening</p> <p><i>Lahara</i> – south-westerly wind between December and March</p> <p><i>Laurabada</i> – south-easterly wind between April and November</p>
Insurance	Insurance cover is provided for all students at the school. This cover applies to injuries or accidents which occur whilst students are in school or attending school functions. Claims should be submitted to the school after treatment, including a full report and receipts.
Lost Property	Personal property must be carefully labelled on the inside of all items. Labelled lost property will be returned. Other lost property, not claimed, is stored in the lost property cupboard outside the staff room. All efforts will be taken to return named items to their owner, however the school takes no responsibility for lost property.
Lunch	Food and drink for morning snack and lunch is essential. We expect our children to be bringing in healthy foods. The school does not allow children to leave the grounds. It is important for children to interact and socialise in their breaks. Refrigerators are provided for storage of lunches during the day. Filtered bore water is available at school when the town supply is off.
Medication	The school must be made aware of all medication that needs to be administered, whether for a short term medical condition or long term conditions e.g. asthma. All medication must be given to the office, so please do not put medication in your child's bag or lunch box. The exception to this is with children who self-manage inhalers or carry Epi-pens for allergic reactions. A detailed management plan from a doctor or specialist must be given to the School Office in the case of ongoing conditions. Other medication will only be



administered if it has been prescribed by a doctor, the dosage is clear and a permission form has been filled out at the office.

#### Newsletters

The school newsletter is available online or given to one member of your family every Thursday (Friday at the ELC). Parents are encouraged to read it carefully. Each issue contains a wealth of information that allows parents to keep up to date with school management, student achievements, school news and current educational issues. Parents' contributions are welcome. All items need to be submitted by Tuesday lunchtime.

#### Nuts and Nut Products

Families of children who suffer from anaphylaxis provide the school with a management plan in case of an emergency. Staff undergo regular training and refresher sessions in the use of epinephrine injectors (commonly known as Epi-pens).

However, the only way to prevent this type of reaction is to avoid all contact with allergy-causing foods. The safety of our children is paramount at The Elam Murray International School. Therefore our school, on both sites, is a Nut-free zone! We expect all our families to be supportive of this and to not provide snacks etc. that contain nuts in any form. Please help us by adhering to the following food allergy safety guidelines:

1. Please keep nuts and nut products (such as Peanut Butter and Nutella) for consumption at home
2. Please read labels carefully and restrict those foods that were manufactured in a factory that processes nuts
3. When sending in baked goods for celebrations or Cake Stalls, please be careful about the ingredients or decorations used

Please remember, the safest way to reduce allergy risks in our school is to take the time to read ingredient labels carefully. Foods brought into TEMIS are checked by staff. If there are items that we feel may cause an allergic reaction, they will be returned to you. If a child's lunch needs to be replaced, you will be advised and replacement food requested.

#### Parent Concerns

Parents are welcome in our school and we do our best to keep everything as organised as possible. If there is a concern you would like to raise, please be respectful to all our employees in the school while they try to sort out any problem that may have occurred.

In the first instance, classroom concerns should be addressed to the classroom teacher, then to the Team Leader and finally the Deputy Principal if deemed necessary.

Administrative concerns should be raised at the Office.

#### Parent Group

The Parent Group is a support body which involves parents, teachers and students in developing a strong common purpose to encourage individuals to develop their potential and contribute to the school. There is a strong sense of collegiality i.e. the sense of working together professionally as a community.

#### Parking

A large parking area on Gabaka St, enables parents to drop off and pick up children away from traffic. Please note this parking area is on a public road



and is a public parking area. The safety and security of your vehicle and its contents remains your responsibility. Security Guards monitor access to the school, but not the security of vehicles.

The Staff Entrance and Car Park is located at the rear of the school, off Boroko Drive. This entrance is for delivery and staff cars only. In the interests of child safety, parents and children are asked not to arrive by this entrance.

**Photos** Class and individual photos are taken annually. There is no obligation to purchase the photos. Parents will be informed at the appropriate time.

Photos are also taken regularly to document school and class events. These photos may be used for school and IEA publications.

**Responsibility for ICT** Students are expected to abide by the IT use procedures within the school. No computer games should be brought into school and played on any of the school computers. Older students will be asked to sign an agreement that promotes responsible use of IT equipment in our school.

**School fees** School fees need to be paid before the students can start the term. Please read the School Fee Policy 2017 carefully on pages 17 – 18. When fees are not paid, the school has the right to take the students out of their classes and they will lose their space in the school.

**School hours**

7.30 am	School gates open – students go to classrooms
8.00 am	Classes commence
10.00 am	Recess
10.25 am	Classes resume
12.25 pm	Lunch
1.10pm	Classes resume
2.30pm	Classes end

Students are to be picked up promptly at 2:30 pm from the classrooms

**School bus** Limited transport to and from school is available. The term rate is available from the office. The bus runs have scheduled routes and do not cover all areas of Port Moresby.

A shuttle bus service may operate between sites before and after school. Please contact our Administration Manager, Mrs Boio Davana ([bdavana@temis.iea.ac.pg](mailto:bdavana@temis.iea.ac.pg)) at the School Office if you wish to use these services. Our school buses are organised by our Administration Officer, **please do not pay the Finance Office before a place on the bus has been confirmed.**

**School supplies** All standard school supplies (exercise books, paper, pencils etc) are provided. Occasionally, students may be asked to purchase items not provided by the school.

**Security** Twenty-four hour security, including guard dog patrols is provided. Security Guards are visible and actively patrol the school grounds. Unauthorised



persons are not permitted in the school grounds. Parents and community members are asked to help protect our school by reporting any suspicious activity to the office. The school holds the right to question any person on the premises if there is a concern.

Parents are provided with family identify cards. Please show these as you come through the gate and carry them with you **at all times**. Visitors are expected to sign in and carry their visitor pass on them.

**Social Media** We ask you to be respectful and supportive of the school at all times in your comments, if you share any news or events on social media. Be mindful, also, of protecting your children’s privacy. Please do not post pictures of other children without their parent’s permission.

If you have an issue, placing it on social media is not the solution and we advise you to see someone in the school who can deal with your concern.

**Staff Development Days** The IEA allocates seven days for professional development sessions in all IEA schools. Staff Development Days are allocated in the school calendar. These days are student-free days. This training is supported by the IEA Professional Development Team and/or other consultants and our own staff.

**School Drop-ins** Parents are welcome in our school. When dropping children off in the mornings, take the time to have a look around the classroom or talk to your child about his/her learning. Lessons start at 8:00 am: please make sure that after this time you do not disturb the teacher or the class.

If your child has forgotten a lunch bag or a bag, please drop these at the Office.

If you wish to see a lesson in action, please communicate this to the individual teacher, and make an appointment.

**Uniform** The school uniform shop is located in our school. The opening times etc. are determined by the company who runs this. At the beginning of the year, they will be open before the school starts every day, but they will have a different schedule once school is up and running. You can also order online.

Please ask the office for further information.

**Valuables at school** There are occasions when children may bring items from home – for example, for a news talk or theme work.

Toys, jewellery or other special items are strictly for home use only. We are unable to accept responsibility for items damaged or lost.

Students should not bring any valuable electronic items into school. If these items are brought in, please be aware we are unable to accept responsibility for items damaged or lost.

Any items brought to school should be clearly labelled with the student’s name.



## School Fee Policy 2017

1. For new enrolments, the School Fee Policy is given to parents with the enrolment application form. For existing parents, the School Fee Policy for the coming year is distributed late in the current year when school fees have been confirmed.
2. Parent's/guardian's signature on the enrolment form indicates that this policy has been read and accepted. TEMIS is funded almost completely by school fees. You will appreciate the need to adhere strictly to this policy to enable us to meet our financial and budgetary commitments.
3. All payments, including fees for the ELC, should be made at the Finance Office at the Murray site. The school office is open during the holidays and staff will be happy to provide any information you may require in relation to this fee policy. **For security reasons, we do not accept cash. Due to high transaction fees we do not accept credit cards or Eftpos payments.** Payment of school fees is to be made by personal, company, or bank cheque. Direct deposit to the school account is also an option. Please provide details to the Finance Office when making a direct deposit so that payment is credited to your child/ren.
4. We are happy to accept cheques in payment of school fees from your employer. **However, at all times, it is the parents' responsibility to ensure that the fees are paid before the student commences. Placements cannot be held unless the full fee is paid.**
5. **The fees due are to be paid in full, before the child commences class each term.**
  - i. At the start of each term, no student is to be admitted to the school, if school fees are outstanding from any prior year.
  - ii. At the start of each term, no student is to be admitted to school, if school fees are outstanding from any prior term in the current year.
6. **In the case of families commencing later in the year, please be aware that the only way to guarantee a placement at the Ela Murray International School is to pay the term fee.** Places cannot be held without payment being made.
7. There are **four** terms in the school year. Students starting at any point during the first half of term will be charged a full term's fee. Students starting at any point during the second half of term will be charged half the full fee for the term.
8. **Annual fee:** A 10% discount will apply where the fee is paid for the year for full time education only, at either the Murray or ELC site. This applies to students arriving within the first five weeks of the school year. With respect to the ELC, the annual fee discount applies only to these children who attend ELC on a full time basis (five days).

9. The **2017** school fees are:

	<b>2017 fee</b>	<b>Annual fee discounted</b>	<b>Term fee</b>
<b>Early Learning Centre</b>	K 33,575	K 30,215	K 8,394
<b>Prep - Grade 6</b>	K 50,228	K 45,201	K 12,557
<b>Grade 7 &amp; 8</b>	K 54,818	K 49,335	K 13,705

10. **Family Discounts:** Where a family has more than two children attending school, whether at the Murray or ELC site, a 5% fee discount **may** apply for the third child and subsequent children, based on full-time enrolment. This is at the discretion of the Principal. With respect to the ELC, this only applies to those children who attend ELC on a full-time basis (5 days).
11. If a family is unable to pay school fees by the designated time, students will cease attending school. Fees will continue to be charged from the time students are withdrawn until they return to school. If these and



any other outstanding fees are not paid, placements will not be held. If re-enrolment takes place, it is contingent upon space being available and fees are due from the time of re-enrolment. These must be paid in full, in advance.

**12. Refund of school fees:** Unless otherwise determined by the School Board, refund of school fees will be made for:

#### **Annual Fee Payment**

If an annual fee is paid and a student leaves the school during the year, the fee charge will be changed to termly fees.

- i. If a student leaves at any point during the first half of a term, the fee for the second half of the term will be refunded.
- ii. If a student leaves at any point during the second half of term, there will be no refund of fees for the remainder of that term.
- iii. The equivalent term fees for any subsequent terms will be refunded.

#### **Term Fee Payment**

When a student leaves during the course of a term, the following applies:

- i. If a student leaves at any point during the first half of a term, the fee for the second half of the term will be refunded.
- ii. If a student leaves at any point during the second half of a term, there will be no refund of fees for the remainder of that term.

Changes to ELC days can only happen in Week 5 or at the end of the term. There will not be a refund if the student doesn't want to use the days requested.

**13.** Refunds cannot be made for casual absences, such as sickness, holidays, periods of suspension or absence related to non-payment of fees. The school must be notified in advance of a student leaving for refunds to apply. Placements cannot be held unless the full fee is paid for the period of an absence. ELC days cannot be 'made up' or changed due to absences or public holidays.

**14.** Refunds are only made to the paying body.



## Uniform



The school uniform is compulsory for students from Prep to Grade 8. ELC students should wear play clothes appropriate for a busy day.

The uniform can only be purchased from our current official school supplier.

### *Girls' Uniform – Prep to Grade 6*

Sky blue, monogrammed, cotton, unisex shirt. Navy blue shorts or skirt. Short, plain, white socks and black runners/trainers. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Girls' Uniform – Grade 7 and 8*

White, monogrammed, cotton, unisex shirt. Navy blue shorts or skirt. Short, plain, white socks and black runners/trainers. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Girls' PE Uniform – Prep to Grade 6*

Two toned, dark blue, monogrammed, polo shirt. Navy blue unisex shorts. Short, plain, white socks and black runners/trainers. TEMIS swimmers and TEMIS swimming cap. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Girls' PE Uniform – Prep Grade 7 and 8*

Two toned, light blue, monogrammed, polo shirt. Navy blue unisex shorts. Short, plain, white socks and black runners/trainers. TEMIS swimmers and TEMIS swimming cap. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Boys' Uniform – Prep to Grade 6*

Sky blue, monogrammed, cotton, unisex shirt and navy blue shorts. Short, plain, white socks and black runners/trainers. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Boys' Uniform – Grade 7 and 8*

White, monogrammed, cotton, unisex shirt and navy blue shorts. Short, plain, white socks and black runners/trainers. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Boys' PE Uniform – Prep to Grade 6*

Two toned, dark blue, monogrammed, polo shirt. Navy blue, unisex shorts. Short, plain, white socks and black runners/trainers. TEMIS swimmers and TEMIS swimming cap. Navy blue, wide brimmed, slouch hat or school monogrammed cap.



### *Boys' PE Uniform – Grade 7 and 8*

Two toned, light blue, monogrammed, polo shirt. Navy blue, unisex shorts. Short, plain, white socks and black runners/trainers. TEMIS swimmers and TEMIS swimming cap. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Girls' and Boys' Sports Uniform*

House colour, monogrammed, polo shirt. Navy blue, unisex shorts. Short, plain, white socks and black runners/trainers. Navy blue, wide brimmed, slouch hat or school monogrammed cap.

### *Girls' and Boys' Standard Items*

School Bag: navy blue backpack with school logo (optional)

A high standard of dress is required at all times.

Jewellery is considered inappropriate at school.

It is the school's uniform and sun safe policy that the school hat is worn at all times when outside the classroom.