**SCHOOL TIMES**  
**Start of school day**  
- The first bell goes at *8.45 am* and classes start at *8.50 am.*  
**Morning Tea**  
- *10.45 – 11.05 am*  
**Lunch**  
- *12.50 – 1.35 am*  
**End of school day**  
- *2.45 pm*

**SCHOOL EQUIPMENT**  
*The required pack can be purchased at enrolment for a cost of $13.00*

<table>
<thead>
<tr>
<th>Beginner Pack</th>
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<th>Post Beginner &amp; Junior or Senior School Preparation Pack</th>
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<td>Beginner Pack +</td>
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<td>1 small exercise book – Science</td>
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<td>1 display style folder</td>
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<tr>
<td>Students also need a <strong>school bag</strong> to carry their equipment to and from school.</td>
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**MONEY**  
$13 - purchase of stationery  
$2 - student identity card  
$100 – materials levy for students who are not of refugee background

**MORNING TEA AND LUNCH**  
Students need to bring a healthy morning tea and lunch to school, or they can buy healthy food from the school tuckshop. The tuckshop is open at morning tea and lunch time.
SCHOOL CLOTHES
Students do not have to wear a uniform at Milpera, but they must wear neat, modest clothing to school. They should wear flat closed-in shoes that are *suitable* and *safe* for
- playing sports
- doing science experiments.

Neck chains and long ear-rings are not safe for school activities and students should not wear them to school.
HOMEWORK
Homework is an important part of education in Australia and Milpera students need to develop good homework habits to prepare for high school learning in Australia. This means students must do homework 5 nights a week. To do homework and study well, students need a quiet place at home where they can work. Students who do well at school are the students who do these things regularly:
- Complete written work set by teachers;
- Learn and read thing set by teachers;
- Organize worksheets from the day in their ring binder
- Revise and practice things learned during the day at school;
- Read books in English at their level
- Read books in their own language.

HOMEWORK HELP
Students who need assistance with their homework, or need a quiet place to work can attend Homework Help in Room 8 at Milpera before school (8.15 – 8.40 am) if they wish. Milpera teachers and teacher aides will help students at this time.

STUDENT ABSENCES
Milpera is responsible for the well being and safety of all students during school hours. It is important that parents or caregivers contact the school on any occasion where a student is absent or needs to be absent. Parents can phone the school on 3270 3222 or can send a written message in English or home language.
If your child needs to leave school early for any reason the school must also be contacted by phone or written letter.

BILINGUAL HELP
There are many bilingual staff members at Milpera. When you phone you may ask for them by name or you may use TIS (Translating and Interpreting Service) on 13 14 50.

STUDENT BEHAVIOUR
All school rules at Milpera are there so that:
- Everyone is safe at all times
- Everyone can know that they are a respected and valued member of the school
- Everyone can learn to the best of their ability
- The things we have are cared for and used well

RESPECT FOR ALL
Students of Milpera come from diverse cultural backgrounds. In order to be able to achieve the best learning environment for our students, all members of the Milpera community respect and value each person’s culture and religious beliefs. Racism and discrimination are not tolerated at our school.

SAFETY
Milpera does not allow smoking on school grounds. Smoking is NOT allowed in any government buildings in Australia. If your child has an addiction to smoking we can assist with referrals to our school nurse. Please let us know if we can be of assistance.

CARING FOR THINGS
Students should not bring valuable things or large sums of money to school. Even though we expect everyone in the school to be honest, we cannot guarantee that money or valuable things like cameras, electronic dictionaries or mobile phones will be secure.
PUBLIC TRANSPORT –
Chelmer train station and the Great Circle Line bus stop are an easy walk from the school.

CIRCLE LINE BUS

Note: CityPrest route connections are shown in brackets. Route 598/599 services are normally operated with wheelchair-accessible buses fitted with bike racks.
CROSSING OXLEY ROAD

Oxley Road is busy and crossing it can be dangerous. A Crossing supervisor supervises the pedestrian crossing before and after school.

It is very important that students follow the directions of the Crossing Supervisor. **Wait** for the Crossing Supervisor to stop the cars and blow the whistle before you cross.

RULES ABOUT BUS AND TRAIN TICKETS

School bus and train tickets must be used only for travelling to and from school from Monday to Friday. It must not be used on holidays, weekends or public holidays.

Other members of the family must not borrow the ticket. Other students must not borrow the ticket.

If students lose their bus or train pass, they will need to pay $12.30 for a replacement.

If students do not follow these rules, the bus or train pass will be taken away, and parents or guardians will have to pay for the student to travel to and from school.
SAFE TRAVEL

Keep yourself and your friends safe. This means:

On the station:
- Stay behind the yellow lines;
- DON’T run or push.
- DON’T play games.

On the bus:
- Have your ticket ready
- Get on the bus quickly and quietly;
- Sit on a seat quietly
- Stand up for older people and offer them your seat;
- Talk quietly to your friends;
- Keep your bag with you;
- Be considerate of other passengers;
- DON’T run up and down the carriages.

On the train:
- Sit on a seat;
- Stand up for older people and offer them your seat;
- Talk quietly to your friends;
- Keep your bag with you;
- Be considerate of other passengers;
- DON’T run up and down the carriages.