

November 2025

Family Handbook



Muyan
Primary School



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Muyan
Primary School

Welcome to Muyan Primary School

We are delighted to welcome you to our vibrant school community. At Muyan Primary School (MPS), we believe in fostering a nurturing, inclusive, and engaging environment that inspires students to reach their full potential.

Our Vision and Values

Our Vision: To create and sustain an inclusive and supportive learning community where excellence in learning and wellbeing practices ensures that our students belong, thrive and achieve.

Our Core Values: We RAISE our school community by living out our values of Respect, Achievement, Inclusion, Support and Excellence.



R
Respect



A
Achievement



I
Inclusion



S
Support



E
Excellence



Muyan
Primary School

Our Logo

Muyan (pronounced moo-yun) is a Wurundjeri Woi wurrung language word meaning silver wattle.

Our beautiful school logo was designed for Muyan PS by Nakia Cadd, a Gunditjmara, Yorta Yorta, Dja Dja Wurrung, Bunitj, Boon Wurrung, Taungurung woman who grew up in the Northern suburbs of Melbourne.

'Muyan', meaning Silver Wattle in the Woi Wurrung language of the Wurundjeri people, reflects the school's name and connection to the land it resides on. The logo pays homage to Wurundjeri Elders, past and present.



Purple is the primary colour, which symbolizes kindness and compassion. These are vital characteristics in fostering a safe and inclusive school community. The 'U' in the logo represents people: community, staff, students, and their families.

Each individual bears responsibility for shaping the school community, its values, and environment.

Wattle blooms in July and August. This season is characterized by increased animal activity and enhanced flora. With Muyan Primary School newly established, it embodies the perfect symbol of the school's aspiration to grow and thrive.



Muyan
Primary School

Our Team

Principal: Neil O'Sullivan

Assistant Principal: Caitlin Pappin

Contact Us

Address: 268 Wallara Waters Boulevard, Wallan 3756

Email: muyan.ps@education.vic.gov.au

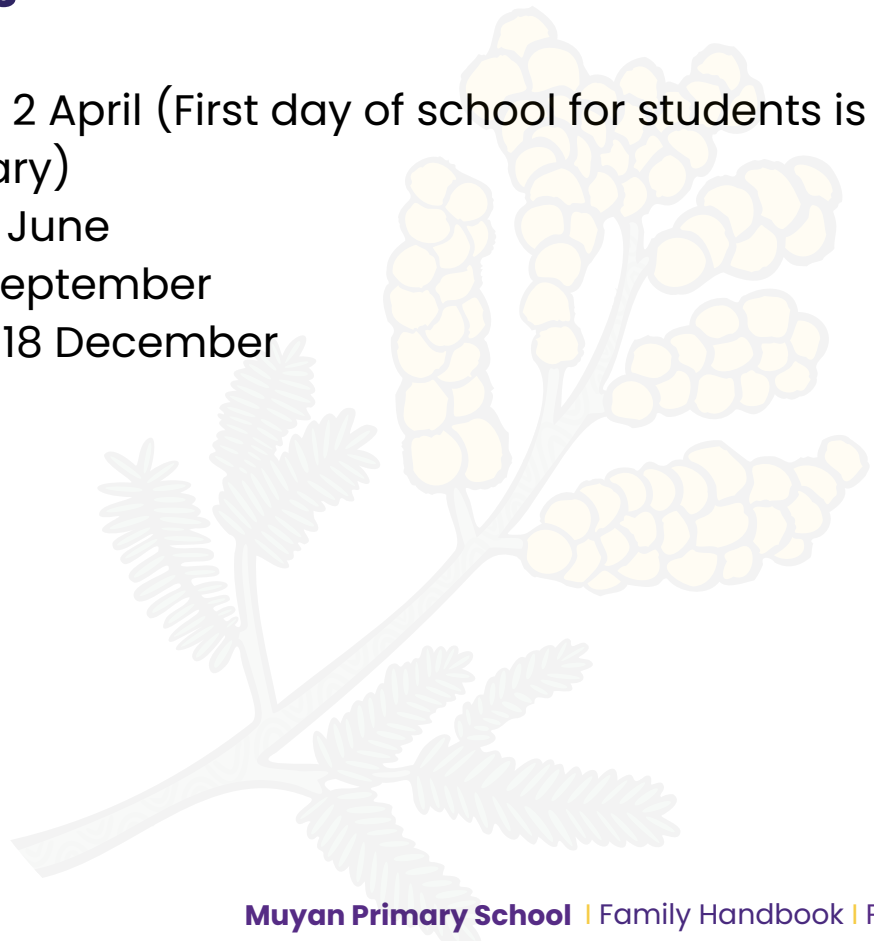
2026 Term Dates

Term 1: 27 January – 2 April (First day of school for students is Thursday 29th January)

Term 2: 20 April – 26 June

Term 3: 13 July – 18 September

Term 4: 5 October – 18 December





Daily Timetable

8:20 am	Gates Open	11:20 pm	Session 3
8:30 am	Classroom Doors Open	12:20 pm	Session 4
8:40 am	Session 1	1:20 pm	2nd Outside Break
9:40 am	Session 2	1:50 pm	In class Eating Time
10:40 am	1st Outside Break	2:00 pm	Session 5
11:10 am	In Class Eating Time	3:00 pm	Dismissal



School Uniform

Students are expected to wear the school uniform with pride. Our uniform includes polo shirts, dresses, jackets and hats in our school colours of purple, black, and white.

Our uniform supplier is Academy uniforms

Our uniform can be purchased from [Academy Uniforms](#) located at 71 Potter St Craigieburn. Uniform can also be purchased online through academyuniforms.com.au.

Uniform consists of:

- Polo shirt long and short sleeve
- Windcheater
- Jacket – softshell
- Dress
- Hat – bucket
- Beanie
- Satchel/book bag
- School bag

All these items have the school logo and are only available from Academy Uniforms. They are also compulsory items for all students.



School Uniform (continued)

All other items pants, skirts and shorts are plain black in colour and are available from a variety of department stores. School shoes or runners are the required footwear with white or black socks.

School hats must be worn from September through to April of each school year. Hats with our school logo are compulsory.

The Academy school bags come with a lifetime guarantee and we recommend that students use the bag as a way of showing pride in our school.

Student Book Packs

Student book packs will be available to purchase via an external supplier and delivered directly to the school for your child's use in 2026. These packs will include exercise books and other required stationery. We will endeavour to keep the cost of these packs to a minimum. The items on the book lists can also be purchased from retail stores such as Big W.



Attendance

School is a place where children discover new ideas, develop positive life skills, and grow strong peer connections. Attending every day helps them reach their full potential. Even arriving late or missing just one day can have a lasting impact over time.

If your child will be away, please let us know as soon as possible. Absences can be reported via the Compass app or by contacting the school office directly. Together, we can make sure every child makes the most of their learning opportunities.

Communication with Families

We value strong positive communication with families. Compass updates, Facebook, Instagram and our website will keep you informed and engaged.

Website: <http://muyanps.vic.gov.au>

Facebook: Muyan Primary School

Instagram: muyan_primaryschool





Communication with Families (continued)

Our preferred methods of family communication are:

- Compass Portal email directly with teachers
- Email via our school address muyan.ps@education.vic.gov.au
- Phone call to administration

Our staff will acknowledge correspondence within two business days for routine matters of receiving the communication. Staff will return communications via Compass, email or phone between the hours of 8:20 am and 5:00 pm.

In Person Meetings

Muyan PS understands that meeting to discuss your child's progress and achievements are a valuable part of the school experience for all involved. Throughout the year there will be formal opportunities to meet your child's teacher in the form of Parent/Teacher Interviews, these will be communicated through our Events page on our website with bookings available on Compass.

If you would like to meet with your child's teacher or a member of leadership, you can request a meeting by emailing your child's teacher via Compass, emailing your request to the school's email address or calling the school.

Please note that meetings without a prior booking will not be accommodated.



Compass Platform

Compass is our School Management System and point of communication between school and home. Through the Compass Parent Portal you can access up-to-date information about the school and your child's progress. Some of the features of the parent portal include:

- Viewing Semester Reports
- Booking Parent Teacher Conferences
- Consenting and paying for school events
- Adding attendance information
- Viewing school news items and relevant information
- Email communication with your child's teachers

Login credentials are required to access the Compass Parent Portal, you will receive your independent login information in 2026 via email.





Eating Times and Processes

Muyan PS is thrilled to announce that we are part of the Food Bank School Breakfast Clubs Program. On set days of the week all students will be invited to attend Breakfast Club before school starts (further information will be emailed via Compass in early 2026).

We understand the benefits of eating at regular intervals throughout the day. Students will be required to have a packed lunch each day for school.

Throughout the day, students will be given time to eat. Our eating process is as follows:

- Brain food (fruit/ vegetables snack) time will be allocated in the classrooms at 9:40 am and 12:20 pm.
- Morning recess eating time - 11:10am -11:20am
- Lunch eating time 1:50pm - 2:00pm

Morning recess and Lunch eating times are allocated after outside play sessions and take place in the classrooms. This will support students to eat the contents of their lunchboxes without feeling they may miss outside play. Younger children will be provided ample time to consume their food.

We ask that foods requiring reheating not be brought to school as we can not accommodate heating lunches due to health and safety risks.



Curriculum

Our curriculum covers Literacy, Numeracy, Physical Education, the Arts, Performing Arts and Science/Humanities. We aim to cater to diverse student needs and foster a love of learning. In 2026 MPS will not run a language program, however we will be consulting with the community to identify a preferred language program to commence in 2027.

Our Literacy Program

Reading and writing are the foundations of all learning, which is why we take a comprehensive, research-based approach to literacy instruction. We explicitly teach students both how to read and how to write by developing essential skills in each area.

Reading Instruction

We teach students how to read by developing six essential components:

Phonemic Awareness (Sounds They Hear)

Students learn to identify and manipulate the individual sounds they hear in spoken words. This auditory skill helps children understand that words are made up of separate sounds, which is crucial for reading success.



Reading Instruction (continued)

Phonics (Decoding)

We teach students the relationship between letters and sounds, giving them the tools to decode unfamiliar words independently. Students learn systematic strategies to sound out words and recognize common spelling patterns.

Fluency (Reading Rate and Expression)

Students develop their reading rate, accuracy, and expression through guided practice and repeated reading. Fluent readers can focus their attention on understanding the text rather than struggling with individual words.

Background Knowledge of Topics We build students' knowledge across science, social studies, and other subjects, recognizing that what children know about the world directly impacts their reading comprehension. Rich content knowledge helps students make connections and understand what they read.

Vocabulary (Word Meanings)

Students expand their word knowledge through direct instruction and exposure to rich texts. We teach both the meanings of new words and strategies for figuring out unfamiliar vocabulary while reading.

Comprehension (Understanding the Meaning of Text)

We explicitly teach students strategies for understanding the meaning of text, including making predictions, asking questions, making connections, and summarizing. Students learn to think critically about what they read across different types of texts.



Writing Instruction

We teach students how to write by developing six parallel components:

Phonemic Awareness (Breaking Words into Sounds and Syllables)

Students learn to break down words they hear into individual sounds and syllables, which helps them spell words accurately when writing. This skill bridges the connection between spoken and written language.

Phonics (Encoding)

Students learn to represent sounds with correct spellings, moving from hearing sounds to writing them down. This encoding process is the reverse of decoding and helps students become confident spellers.

Transcribing (Letter Formation and Conventions)

We teach students to correctly form letters and use proper spacing and punctuation. These foundational skills ensure that students can clearly communicate their ideas in writing.

Fluency (Building Automaticity)

Students develop automatic recall of spelling patterns and writing conventions so they can focus their mental energy on expressing their ideas rather than struggling with basic writing mechanics.



Writing Instruction (continued)

Background Knowledge (Topics and Written Language Structure)

Through our Knowledge Rich curriculum, students develop deep understanding of the topics they write about while also learning the structures of different types of writing. This comprehensive approach helps them organize and develop their ideas effectively across various writing genres.

Vocabulary (Words and Their Meanings)

Our Knowledge Rich curriculum naturally exposes students to sophisticated academic vocabulary within meaningful contexts. Students learn to use precise and varied vocabulary in their writing, expanding their ability to express complex ideas and emotions clearly and effectively.

Written Expression (The Ultimate Goal!)

All of these skills come together to help students communicate their thoughts, ideas, and creativity through writing. Students learn to write for different purposes and audiences, developing their unique voice as writers.



Our Mathematics Program

We are committed to creating positive mathematical experiences that build confidence and enthusiasm for mathematics. Every student deserves to see themselves as capable of mathematical thinking, and our evidence-based approach ensures students develop both the skills and mindset needed for lifelong mathematical success.

At Muyan Primary School, we believe:

Every student can learn mathematics

We maintain high expectations for all learners and provide the support each child needs to succeed.

Mistakes and effort promote brain growth

We celebrate mistakes as learning opportunities and recognize that effort leads to mathematical understanding.

Conceptual understanding comes first

Students learn why mathematical strategies work, not just how to use them.

Making connections deepens learning

We help students see relationships between mathematical ideas and connect mathematics to the real world.



Our Mathematics Program (continued)

Fluency and problem-solving work together

Students develop both automatic recall of number facts and strong problem-solving skills.

Challenges help us grow

We encourage students to embrace mathematical challenges and persist through difficult problems.

Our mathematics program follows research-proven instructional methods that systematically build student proficiency across four key areas:

- Problem-Solving:
- Students learn to approach mathematical challenges with confidence and multiple strategies
- Fluency:
- Students develop automatic recall and efficient computational methods
- Understanding:
- Students build deep conceptual knowledge of mathematical ideas



Knowledge Rich Humanities Curriculum

At Muyan Primary School, we use a Knowledge Rich curriculum approach to teach the humanities subjects from the Victorian Curriculum, including History, Geography, Civics and Citizenship, and Economics and Business. This approach ensures that students develop a broad and deep understanding of the world around them by systematically building their knowledge across cultures, time periods, and global perspectives. Rather than focusing solely on generic skills, our Knowledge Rich curriculum deliberately exposes students to rich content that expands their cultural literacy, vocabulary, and ability to make meaningful connections between past and present, local and global events.

Our humanities program recognizes that knowledge is the foundation for critical thinking and informed citizenship. Through carefully sequenced units that build on each other, students develop not only factual knowledge about important historical events, geographical features, and civic processes, but also the analytical skills needed to evaluate sources, understand different perspectives, and engage thoughtfully with complex social issues. This comprehensive approach prepares our students to be knowledgeable, empathetic global citizens who can contribute meaningfully to their communities and understand their place in the wider world.



Specialist Subjects

At Muyan Primary School, we enhance our core curriculum with three specialist subjects that support the whole child's development:

- Physical Education (PE)
- Science
- Performing Arts
- Visual Arts

These specialist programs are taught by dedicated teachers who bring expertise and passion to their subject areas, providing students with rich learning experiences that complement and extend their classroom learning. Our specialist subjects ensure that students develop physical literacy, scientific inquiry skills, and creative expression while discovering their individual talents and interests.

Each specialist subject plays a vital role in developing well-rounded learners who are prepared for future success. Physical Education builds students' physical skills, teamwork abilities, and understanding of health and fitness, while our Science program fosters curiosity, critical thinking, and hands-on investigation skills through exciting experiments and discoveries. Performing Arts allows students to explore their creativity through music, drama, and movement, building confidence, communication skills, and cultural appreciation. Together these specialist subjects create a dynamic and engaging school experience that helps every student discover their strengths and develop a lifelong love of learning.



Wellbeing & inclusion

At Muyan Primary School, every child is supported to feel valued, and empowered to reach their full potential. Our comprehensive approach to Wellbeing and Inclusion ensures all students can thrive in a nurturing environment where differences are celebrated, wellbeing is prioritized, and every student thrives.

Our structured Social and Emotional Learning (SEL) curriculum explicitly teaches students essential skills to understand themselves, connect with others, and navigate challenges with resilience. Through programs such as The Resilience Project, lessons support students to develop self-awareness, emotional regulation, and empathy while building strong foundations for mental health and wellbeing.

Together, we create an inclusive community where every child at Muyan Primary School can flourish, develop strong relationships, and build confidence to face future challenges with resilience and optimism.



Inclusion



Homework and Home Reading Expectations

Muyan Primary School values the role families play in supporting their child's education. Homework is an opportunity to share in the learning and celebrate achievements.

Weekly, students will bring home a Decodable reader that is targeted to the letters and sounds they are currently learning. It is an expectation that children read at least five nights per week for at least 10 minutes.

This repeated practice will build on the skills that are being taught in class. Students who have established decoding skills will be supported to bring home texts that will strengthen their fluency and comprehension of what they are reading.

Students and families will also be encouraged to practice Number Facts as part of weekly homework expectations.

Number Facts are the building blocks for more complex maths skills and practising these leads to fluency (automaticity) when engaging in algebra and problem solving.



Enrolment Information

MPS welcomes enrolments for students in Foundation to Year 6.

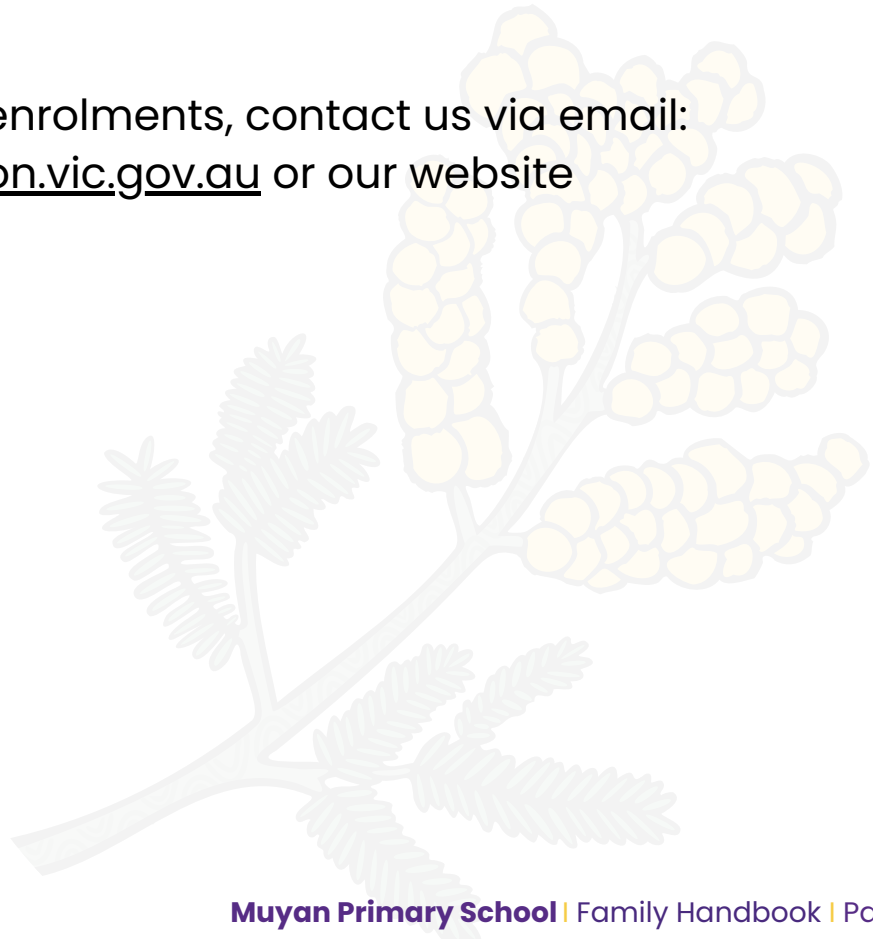
All students who live in our school zone are guaranteed a place. You can view the 2026 school zones at findmyschool.vic.gov.au

Required documents for enrolment:

- Completed Enrolment Form
- Copy of your child's birth certificate or passport
- Immunisation History Statement from Medicare
- Visa if applicable
- Proof of residential address (e.g. Rental agreements, utility bill, rates notice)

For assistance with enrolments, contact us via email:

muyan.ps@education.vic.gov.au or our website





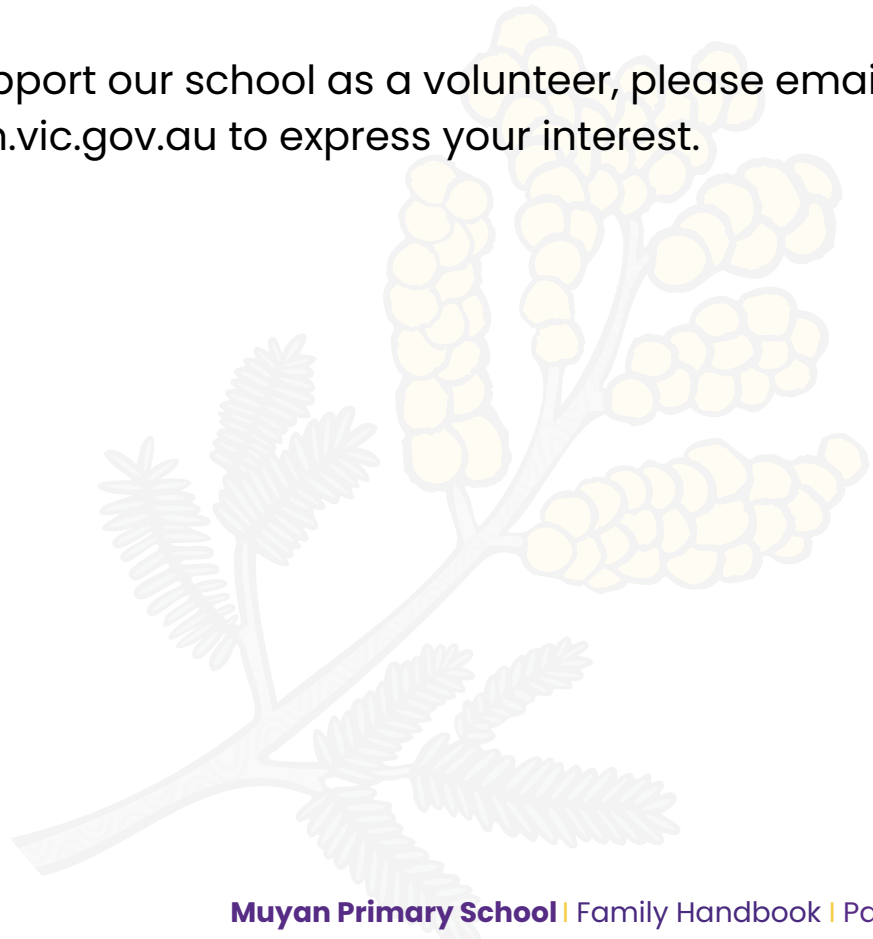
Volunteering and Involvement

MPS welcomes parents, carers, and community members to support our school in a variety of areas, this could include but not limited to:

- supporting the learning program directly in the classroom
- creating resources through laminating
- volunteering to help with special events such as Sports days
- organising resources

All volunteers will require a current Working with Children Check (WWWC), this is available free to those engaging in volunteer work with children.

If you would like to support our school as a volunteer, please email muyan.ps@education.vic.gov.au to express your interest.





Visitors to Muyan Primary School

Muyan PS aims to serve as a welcoming hub for the Wallara Waters community.

We ask that all visitors report to the administration building on arrival, where a member of our admin staff will support you with any enquiries you may have. If you need to access the school site for any reason you will be asked to sign in as a visitor and may be asked to show your Working With Children Check (WWWC)

Families may enter the school grounds from 8:20am until 8:30am to drop off children at their classroom door and meet their child/ren on the school site from 3:00pm at dismissal.

Please refer to our Visitors Policy available on our website as we value respectful and courteous interaction with all of our school community.

Phone and Smart Watch Process

All Victorian Government schools have a no phones policy. All devices capable of communication with another device such as, mobile phones, smart watches or tablet style devices must be handed into the school administration building at the start of the day. These devices will be stored securely in a locked space and can be collected after the dismissal bell.



Photo Day

Our School photo day will be held on Thursday March 5th, 2026.

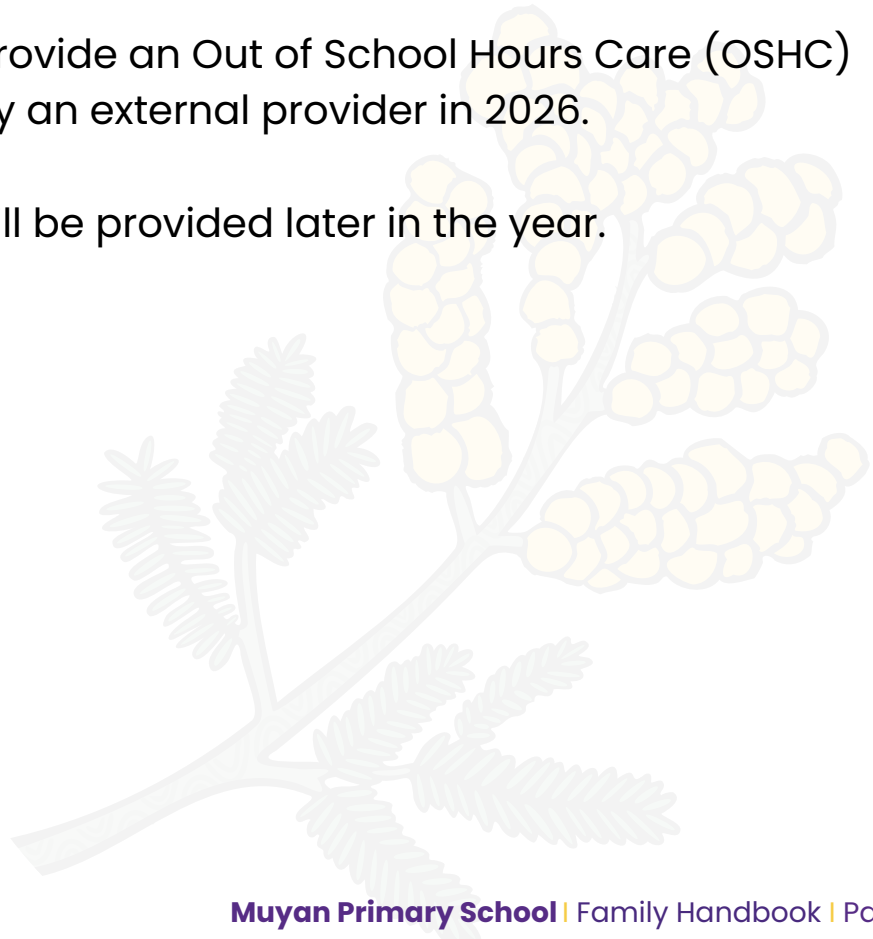
Our photo supplier is Arthur Reed Photos – ARP. You will have the ability to preview your child's photos prior to ordering.

ARP online ordering system is fully online and all orders will be delivered directly to your home.

Out of School Hours Care

At MPS we intend to provide an Out of School Hours Care (OSHC) program facilitated by an external provider in 2026.

Further information will be provided later in the year.



**We look forward to
welcoming your
family to Muyan PS.**



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Primary School