

2017



# Beginning Prep Information



## Hallam Primary School – Overview for 2017 Prep Parents/Carers

Hallam Primary School's learning and teaching programs support and promote the principles and practice of Australian democracy, including a commitment to elected government, the rule of law, equal rights for all before the law, freedom of religion, freedom of speech and association, and the values of openness and tolerance.

Hallam Primary School fosters a culture of child safety; school policies and procedures demonstrate zero tolerance of child abuse within all school environments and outside of school hours. The Principal and Assistant Principal lead the development of a culture of child safety by implementing strategies to protect all children from child abuse, and effectively responding to any allegations or incidents of child abuse.

The school's core values are:

learning for success	persistence
positive partnerships	mutual respect
trust	environmental awareness

As a school community, we endeavour to apply these values in our everyday operations and interactions with each other and in the development of our programs and policies.

**Our Vision** is to provide, in partnership with parents/carers, a supportive and engaging learning environment that promotes the development of global learners with the necessary skills, knowledge and values to respond effectively to the demands of the 21<sup>st</sup> century.

**Our Mission** is to ensure a high-quality and coherent Foundation to Year 6 learning and development program to build the capability of every Hallam PS student.

**Key responsibilities** are to implement DET policy on school education for all primary school age students, and manage and drive continuous improvement in the delivery of primary education at Hallam PS.

## Hallam Primary School Service Standards

Hallam Primary School is committed to progressive school improvement that furthers:

- the preparation of global citizens equipped for success in the 21st century
- a safe, inclusive and respectful community
- a culture of high expectations
- a *growth mindset* and *mindfulness*
- the development of the whole child, including the capacity for critical and creative thinking and expression
- the effective acquisition of English literacy and numeracy skills
- an ICT-rich learning environment that supports *STEM* subjects
- a balanced pedagogical approach combining explicit teaching and inquiry learning
- broad, balanced and responsive curriculum
- the collection and analysis of student learning achievement information to inform the activation of differentiated learning programs and teaching practice
- authentic feedback mechanisms to improve student learning and professional practice

- consideration of current educational research and professional development and its relevance to the progressive improvement of student learning, pedagogical practice and leadership at Hallam PS
- pedagogical innovation and exploration leading to the alignment of high-quality professional practice
- respectful engagement between students, parents/carers and staff, with an open mind and a genuine intent to resolve any issue fairly through discussion or negotiation

## 2017 Prep Teaching and Support Team

Principal	Mrs Julie Macfarlane	Administration
Assistant Principal-Wellbeing	Mrs Shirley Fletcher	Administration
Prep Teacher – Prep Team Leader	Ms Louisa Carey	00A Room 7
Teacher Aide/Community (0.6)	Mrs Zaheda Ebrahim	
Prep Teacher	Mrs Jessica Farrar	00B Room 8
Teacher Aide (0.4)	Mrs Denise Sharp	
Prep Teacher	Mrs Judi McDonald	00C Room 6
Teacher Aide (0.5)	Mrs Sarah Calderwood	
Science Specialist - Team Leader	Ms Jade Forss	
Design & Digital Technologies Specialist	Ms Meg Kingwell	
Physical Education Specialist	Mrs Eliza Britten	
Arts Specialist	Mrs Amanda Conder	
LOTE Indonesian Specialist	Ms Katherine Lee	
Stephanie Alexander Garden Specialist (Terms 3 & 4)	Mr Ross Caughey	SAKG Garden
Stephanie Alexander Kitchen Specialist (Terms 3 & 4)	Mrs Kathy Van Eck	SAGK Kitchen
Business Manager	Mrs Dianne Hobart	Administration
Business Manager	Ms Penny Moores	Administration
Administration Assistant	Mrs Kerry Fenton	Administration
Administration Assistant (0.4)	Mrs Ann Stainsbury	Administration



Figure 1: Ms Carey with kindergarten visitors in Hallam PS's Stephanie Alexander Garden

## School Times

All students are expected to be at school by 8:45, ready to line up at 8:55am. Being punctual ensures that students have an organised start to their day and participate in clinical instruction sessions from the commencement of the morning session.

Session	Start	End
<b>Classroom Session:</b>	<b>9:00am</b>	<b>11:00am</b>
Snack is eaten in classrooms. <i>(P-2 students usually start earlier.)</i>	<b>10:55am</b>	
All litter must be placed in the classroom bins.		
<b>Morning Recess:</b>	<b>11:00am</b>	<b>11:30am</b>
<b>Classroom Session:</b>	<b>11:30am</b>	<b>1:30pm</b>
<b>Supervised Lunch:</b>	<b>1.30pm</b>	<b>1:40pm</b>
Lunch is eaten in classrooms. <i>(P-2 students usually start earlier.)</i>		
All litter must be placed in the classroom bins.		
<b>Lunch recess:</b>	<b>1:40pm</b>	<b>2:30pm</b>
<b>Classroom Session:</b>	<b>2:30pm</b>	<b>3:30pm</b>
<b>Dismissal</b>	<b>3:30pm</b>	

### School hours are from 8:45am until 3.30pm.

Students who arrive after the 9:00am bell are required to go, with their parent/carer, to the Administration Office where a Late Pass must be issued.

## 2017 Term Dates/Holidays

### TERM 1:

Monday 30 January	PUPIL FREE DAY	Staff Induction
Tuesday 31 January	PREP-YEAR 6 COMMENCE 8:45am - 3:30pm	Prep Classrooms
<b>Wednesday 1 February</b>	<b>PREPS DO NOT ATTEND</b>	<b>Home Visits</b>
<b>Wednesday 8 February</b>	<b>PREPS DO NOT ATTEND</b>	<b>Home Visits</b>
<b>Wednesday 15 February</b>	<b>PREPS DO NOT ATTEND</b>	<b>Home Visits</b>
<b>Wednesday 22 February</b>	<b>PREPS DO NOT ATTEND</b>	<b>Home Visits</b>

**PREPS ATTEND FULL TIME 8:45AM-3:30PM DAILY FROM MONDAY 27 FEBRUARY 2017**

Monday 13 March	PUBLIC HOLIDAY	Labour Day
Friday 31 March	END TERM 1	2:30pm Dismissal

**AUTUMN BREAK: 1.04.2017 - 17.04.2017**

### TERM 2:

Tuesday 18 April	START TERM 2 8:45AM - 3:30PM	
Tuesday 25 April	PUBLIC HOLIDAY	ANZAC Day
Friday 26 May	PUPIL FREE DAY	Students do not attend
Monday 12 June	PUBLIC HOLIDAY	Queen's Birthday
Friday 30 June	END TERM 2	2:30pm Dismissal

**WINTER BREAK: 1.07.2017 - 16.07.2017**

### TERM 3:

Monday 17 July  
Friday 22 September

START TERM 3 8:45AM - 3:30PM  
END TERM 3

2:30pm Dismissal

SPRING BREAK: 23.09.2017 - 08.10.2017

### TERM 4:

Monday 9 October  
Monday 6 November  
Tuesday 7 November  
Thursday 21 December  
Friday 22 December

START TERM 4 8:45AM - 3:30PM  
PUPIL FREE DAY  
PUBLIC HOLIDAY  
FINAL DAY FOR PREP-YEAR 6 STUDENTS  
PUPIL FREE DAY - END TERM 4

Students do not attend  
Melbourne Cup Day

SUMMER BREAK 23.12.2017 – 28.01.2018

## 2017 Important Dates

### PREP-YEAR 6 BOOKLIST PAYMENTS

Can be paid at the Administration Office before the end of Term 4 2016

or

Tuesday 24 January 2017, Wednesday 25 January 2017, Friday 27 January 2017  
between 9:00am- 4:00pm

### SCHOOL PHOTOS

Monday 1 May 2017

## Other Requirements

In addition to the requisites detailed in the School Booklist your child will require:

- Suitable footwear for physical education **\*\*Thongs and open-toed shoes are NOT to be worn at school.**
- A spare change of uniform (named trackpants or shorts, socks and underwear in a plastic bag.) This can remain in the bag unless required.

## Preps - 'Getting to Know You' Interview



The Prep "Getting to Know You" Interview enables valuable information to be gained prior to the beginning of primary school. This information allows us to make informed decisions about the educational program required for your child. Tasks include such things as drawing a picture, cutting with scissors and letter and number recognition, etc. **If your child hasn't attended one of these interviews, please contact the school to book an appointment.**

## Preps - Preparing for School

The following things will assist your child to be happy and confident at school. Ensure your child can...

- Go to the toilet independently
- Interact positively with other children
- Share toys and games
- Take turns
- Say their name and their address
- Do up their own buttons and zips
- Do up their own shoe laces
- Be washed/showered, dressed, eat a healthy breakfast, clean their teeth and arrive at school by 8:45am every day
- Recognise their own name on belongings
- Manage their belongings
- Eat their lunch in an appropriate sequence...sandwich, fruit, cake
- Wipe up spilled water, paste etc....
- Pack away their own things after use
- Speak with a quiet voice indoors
- Understand and carry out an instruction
- Take a short message correctly
- Sit quietly for a short time
- Play safely on playground equipment
- Remain in the school grounds

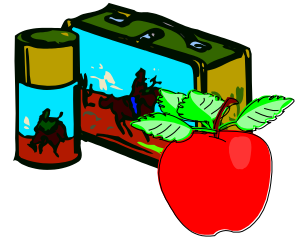
## Preps - Commencing School

Information about your child's teacher and classroom will be mailed during the holidays. This information will also be displayed in the front foyer of the Administration Area, and on each Prep classroom.

Prep students attending school for the first time in 2017 will begin on **Tuesday 31 January 2017**. **Prep students and their parents/carers should arrive at the classrooms at 8:45am. Preps will attend school on Monday, Tuesday, Thursday and Friday during February, until the week beginning Monday 27 February 2017, when they will attend every day.**

Parents/Carers are requested to take their child to their classroom, via the side door, where the class teacher will meet you. Once you have assisted your child to settle by locating their personal locker box, friends, games, etc. in their classroom, please leave your child with a reassuring farewell. The majority of children settle quickly into school on the first day, however if your child is upset, lingering will only make it more difficult for both. Your child is safe and secure with their class teacher and will settle into the class routine. Parents/Carers are welcome to come to the Staff Room for a cup of tea before leaving the school.

Your child will require two pieces of fruit for fruit breaks during mid-morning sessions, a snack and a drink for morning recess and lunch and a drink. **At dismissal times, students will be dismissed into the care of parents/carers from the undercover area.** Please do not come to the classroom door. Please be punctual at all times and contact the Administration Office on 9703 1536 if you are delayed.



**Where a parent/carer is unable to collect their child, a designated person may collect a child. A 'designated person' must be authorised, in writing by the child's parent, to collect them.**

**NOTE: Prep students do not attend on Wednesdays until the week beginning Monday 27 February 2017. During February, Teachers will make one appointment for a Home Visit with each student in their class.**

Unless your child has a serious problem or disability, please leave it for a few days to discuss your child with the teacher. By that time, the teacher will know your child a little better. Please remember to make an appointment to discuss your child's progress with the teacher. During class time is not appropriate as a teacher's first responsibility during these times is to their students.

## How Can Parent/Carers Help?

**There are a number of things you can do at home that will help your child at school.**

- Encourage your child to communicate in English words and sentences.
- If your family speaks another language in the home, encourage communication in the home language as well as English.
- Discuss things that are happening around them.
- Foster an interest in Mathematics by encouraging your child to talk about shapes, colours and numbers in the environment.
- Encourage them to help with measuring when you're cooking.
- Encourage them to count the fruit in a bowl, the knives and forks needed to set the table, etc.



- Model an enjoyment of reading.
- Show that you value reading by making time to read to/with them.
- When children bring home a homemade storybook please respond positively.
- Use newspapers and magazines to find information.
- Show that it's necessary to be able to read signs, labels etc. for daily living.
- Encourage your child with the work he/she tries to do.
- Don't compare your child with others; every child learns at a different rate.
- When you read with your child at home, encourage them to read for understanding. (Ask them to tell you what the stories are about, talk about how they feel about the story and ask them to predict what will happen next).
- When children are able to read by themselves they will still enjoy listening to stories.
- Talk to your child about classroom and playground rules so they know what is expected of them.

- Talk to your child positively about school, new friends, games played, etc.
- Foster responsibility by giving your child simple jobs to do at home.
- Encourage your child to go directly to and from school and not to visit friends without permission.
- Make sure your child knows their way home from school, and that they know how to cross the road safely.
- Ensure your child has sufficient sleep with bedtime no later than 8:00pm.
- Ensure your child's use of technologies is monitored; 30 minutes on a computer or iPad is more than enough each day.
- Set aside a quiet time each night (maybe only a few minutes) where you can be available to talk to your child.

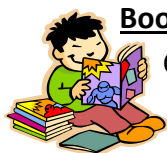


**Attendance: Students are expected to be at school every day during the term, unless they are ill.** Children and young people who regularly attend school, and complete Year 12 or an equivalent qualification, have better health outcomes, better employment outcomes, and higher incomes across their lives.

- Regular, on-time attendance is essential.
- Please allow extra time for travel to school in the mornings to avoid a disruptive late arrival.
- A late arrival means your child could miss out on important instructions given by the teacher or they may be too late to hand in monies/notices, etc., and may increase anxiety.
- Staff closely monitor attendance and keep the Assistant Principal and Principal informed.
- A parent/carer is required to provide an explanation for their child's absence from the school.
- Birthdays, shopping, meeting family/friends at the airport are unauthorised absences.
- The principal determines if an excuse is reasonable in terms of the parent/carer meeting their legal obligations.

**Please note that new Attendance Guidelines came into effect on 1 March 2014.**

**Breakfast Club:** A Breakfast Club operates in the Hall from 8:30am-8:45am Monday to Friday. Students can select from a range of options including toast, cereal, fruit and baked beans. All students attending Breakfast Club are required to remain in the Hall until 8:45am when teachers begin duty outside.



**Book Collection and Borrowing:** Library books may be borrowed each week from the Book Collection. Books must be returned to school each week. It is advisable to keep books in a plastic bag. This helps prevent damage from leaking drink bottles, squashed fruit, etc. Damaged books will need to be replaced by parents/carers.

**Children should NOT be at school too early:** Parents/Carers are reminded that Yard Duty and First Aid teachers are rostered on from 8.45am. Prior to 8:45am, staff are arriving at school, attending meetings, preparing for the day and undertaking administrative tasks. They are not out in the school grounds, when a student could get into difficulties or be injured.

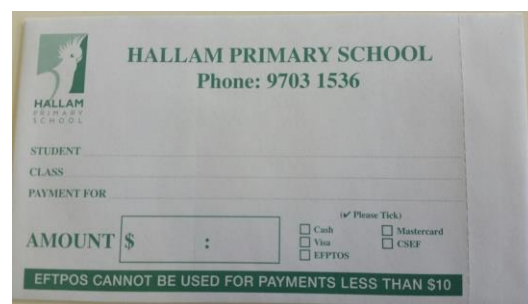


**CSEF (Camps, Sports and Excursions Fund):** Parents/Carers who hold a current Centrelink Health Care Card or Pensioner Concession Card are eligible to apply for CSEF. Funds are paid directly to schools and can be used for students to attend camps, sports and excursions. Please speak to staff in the school office for further information.



**Information and Computer Technologies (ICT):** Classrooms are equipped with an interactive screen and computers for student use. Computers support literacy, numeracy and other curriculum areas. Students can have access based on a signed parental permission. Access to our network requires students and parents/carers signing the Hallam PS Internet Protocol. Fees may be charged for students' access to some online learning programs, such as Mathletics and Reading Eggs. For hygiene reasons, each student requires a personal headset to use with computers.

**Notices and Excursions:** Activities, events and excursions ARE an important and integral part of our curriculum. Please consider carefully when notices arrive home for you to sign, and support your child's attendance at activities, events and excursions. A Hallam PS envelope will accompany notices home and monies should be returned in this, with your child's details clearly filled out.



HALLAM PRIMARY SCHOOL  
Phone: 9703 1536

STUDENT \_\_\_\_\_  
CLASS \_\_\_\_\_  
PAYMENT FOR \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_ : \_\_\_\_\_

(<sup>if</sup> Please Tick)  
 Cash  Mastercard  
 Visa  CSEF  
 EFTPOS

EFTPOS CANNOT BE USED FOR PAYMENTS LESS THAN \$10

**All notices have a DUE TIME and DATE** so that bookings can be finalised. **Payments brought after the due time and date cannot be accepted.** Money will be returned home and the child will be unable to participate in the activity.

**Money is only accepted on MONDAYS, TUESDAYS, WEDNESDAYS and THURSDAYS.** Money must be given to the class teacher so it is able to be sent to the office in the class cash book before 9:30am.

**Personal Items:** Many items are 'lost' every day at school. Please ensure ALL of your child's items are CLEARLY NAMED so that we are able to return them promptly. Un-named items are placed in Lost Property, housed near the Administration Office.

**Physical Education:** Appropriate shoes (runners) are needed so students can participate safely in physical activities. Hats must be worn during Terms 1 and 4. A drink bottle of WATER is also required during PE sessions.

**School Times:** We encourage students to be at school by 8:45am. School concludes at 3:30pm, and students are dismissed from their classrooms. We do ask parents/carers to remain outside. Students will be escorted out.

**School Volunteers:** If you are interested in becoming an Approved School Volunteer, you should apply for a Working with Children Check (Volunteer). School Volunteer Briefings will be conducted in March for parents/carers and the wider school community.

**SHARE Books:** should be read to a parent/carer each night and returned to school every day. SHARE books must be kept in the SHARE folder when not being read. Damaged SHARE books will incur a \$10 replacement cost, and lost Colour Words will incur a \$5 replacement cost. Notices to and from school are sent via the SHARE folder.

**Student Banking:** If you would like your child to have a student banking account, please speak with Mrs Fenton at the Administration Office. Student banking is completed at the school on a Friday.

**Student Wellbeing:** If you have any Student Wellbeing concerns, please contact your child's Class Teacher, the Team Leader, Shirley Fletcher, Assistant Principal/Wellbeing or Julie Macfarlane, Principal, on 9703 1536 to discuss your concerns or make an appointment to discuss your concerns.

**Website:** Information regarding school programs and notices is available on the school website at <http://hallam-ps.vic.edu.au>. It is important that you check the website regularly to access newsletters and notices. Most of the website can be translated by selecting the appropriate language through Google Translate on the Home Page.

**Whole School Assemblies (Fridays 3:00pm):** Whole school assemblies are held in the Hall on Friday afternoons at 3:00pm. Parents/Carers are invited to attend assemblies. Please enter via the front door and be seated by 3:00pm.



### **Healthy Foods at School**

A solid breakfast of a quality cereal, toast, yoghurt, milk, juice and/or fruit is a great way to begin learning. Hallam PS is a healthy eating school, and we encourage our families to ensure their children have breakfast every day, and bring healthy foods for snack and lunch.

Lunch needs to be a substantial sandwich or wrap with fruit/vegetable sticks/cheese/yoghurt and a bottle of water. Please keep bags of chips/sweet slices/cakes/biscuits etc. for special times or as an extra with a sandwich. We have a strict 'no-sharing food' policy at HPS, as some of our students have severe allergies to food colourings, preservatives, additives, nuts and sugar.

**Lollies found at school will be confiscated and returned to the student/parent/carer at the end of the school day.**

#### **Try these tips:**

- Think about what your child likes to eat at home and try to translate that into a lunch box option.
- Try cutting up some carrot sticks or putting in a handful of cherry tomatoes, celery, cucumber, lettuce, avocado etc.



- Consider apples (sturdy and hard to squash), and also think about cutting softer fruit up and putting it into a smaller container for protection. Berries and kiwi fruit survive very well this way.
- Dairy can be hard to include, particularly in hot weather. If you can't safely get yoghurt into the lunch box, a cheese stick could be an option or make sure you offer dairy when he/she comes home from school.
- Last night's leftovers in a container with a small spoon can make a welcome change.
- Try putting together a small picnic in the lunch box - slices of tomato, ham, grated carrot, grated cheese and some bread and butter - so your child can build their own sandwich.
- Homemade pikelets, mini quiches, vegie slices are great snacks - easy to make ahead of time, they're filling and don't require any extra toppings.

## Dental Health

**It is vital that students brush their teeth every day before school.**

- For healthy teeth, food and drinks should be free of added sugar whenever possible.
- Tooth decay is a diet related disease. Sugars in the food and drinks you consume mix with the bacteria in the plaque on your teeth and produce acids. These acids attack the outer layers of the tooth (tooth enamel).
- Consuming sweet food and drink between meals is a major cause of tooth decay; this is because there is no between-meal period for teeth to undergo recovery. The more often sweet foods and drinks are consumed, the higher the risk of tooth decay.

### What you can do to help maintain healthy teeth:

- Limit sweet drinks, including fruit juices (even if diluted, fruit juice contains natural sugars which can lead to tooth decay).
- Choose fresh fruit over dried fruit, as dried fruit will leave a sticky residue on your teeth and can contribute to tooth decay.
- Drink fluoridated tap water and plain milk instead of soft drinks, juice or cordial.
- Brushing your teeth and cleaning between your teeth is important because it removes plaque. If the plaque isn't removed, it builds up and can cause tooth decay and gum disease. You should brush your teeth at least twice a day.

