



2017
Community
Information
Term 3

HALLAM PS COMMUNITY INFORMATION

I would like to personally welcome you to Hallam PS for the 2017 school year.

Hallam PS's purpose is to: *"...provide, in partnership with parents, 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 21st century. To achieve this, we strive to ensure a high quality and coherent Foundation to Year 6 learning and development program that will build the capability of every Hallam Primary School student."*

Hallam PS 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
- 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/guardians and staff, with an open mind and a genuine intent to resolve any issue fairly through discussion or negotiation

Core values to be fostered within the Hallam PS community are:

- Learning for success
- Persistence
- Positive partnerships
- Mutual respect
- Trust
- Environmental awareness

Student wellbeing has a significant focus at Hallam PS. Restorative Practices and Assertive Discipline support whole-school processes and procedures for the successful management of students' behaviour. Students are expected to:

- Develop friendships and constructive relationships with others
- Develop effective interpersonal skills and conflict resolution strategies
- Develop resilience, responsibility and independence
- Develop respect for conservation and the environment

- Develop a sense of themselves as a member of the global community
- Develop responsibility for their learning, and expectations of high personal achievement and success.

To achieve these expectations, students need to eat well, sleep well and be attending school regularly. Every student's attendance is rigorously monitored, and absences are followed up with parents/guardians. Hallam PS also operates a Breakfast Club in the hall between 8:30am-8:45am, Monday to Friday, to support students' preparation for the school day.

High expectations of students' behaviour and learning achievements are regarded as a collective responsibility. All staff are required to implement the student management protocols, and to expect that student learning achievements can be more comprehensive than the F-10 Victorian Curriculum learning expectations at each level.

2017 Specialist Programs are Science, *Design Space*, Physical Education, The Arts, Indonesian and Kitchen-Garden. Senior students participate in the Kitchen-Garden program over Semester 1; junior students participate in the Kitchen-Garden program over Semester 2. Each of these programs adds a breadth of experience and opportunity to students' learning.

Involvement in your child's education is strongly encouraged. You can support your child's education by supporting our school's high expectations of student learning, student behaviour, student attendance, student presentation and the completion of home-learning requirements, and through participation in our programs, events and celebrations.

Assistance with learning programs is highly valued, however the DET and the Hallam Primary School Council require that all volunteers provide evidence of a current, satisfactory *Working with Children Check*, and are approved by School Council. School Council also requires that volunteers complete an Induction Program **prior to participation in any school activities as an approved volunteer, and sign a Code of Conduct in relation to the Child Safe Standards.**

As students' wellbeing has a significant focus at Hallam Primary School, if you have any concerns in relation to your child's wellbeing, please don't hesitate to come along and discuss your concerns with your child's class teacher, Mrs Fletcher or Mrs Macfarlane. We trust that you and your child will enjoy your time at Hallam Primary School and we welcome your interest and participation in your child's education, and our school community.

Julie Macfarlane
Principal

2017 HALLAM PRIMARY SCHOOL PERSONNEL

Principal			Mrs Julie Macfarlane
Assistant Principal (Wellbeing)			Mrs Shirley Fletcher
Business Manager			Mrs Dianne Hobart
Business Manager			Ms Penny Moores
Administration Assistant			Mrs Kerry Fenton
Administration Assistant			Mrs Ann Stainsbury
TSS/Local Technician			Mr Vaughn Bascombe
Local Technician			Mr Adam Davidson
Team	Class	Room	Teacher
Prep	00A	07	Ms Louisa Carey (TL)
	Aide		Mrs Zaheda Ebrahim (Aide)
	00B	08	Mrs Jessica Farrar
	Aide		Mrs Denise Sharp (Aide)
	00C	06	Mrs Judi McDonald
1-2	Aide		Mrs Sarah Calderwood (Aide)
	12A	01	Mrs Nadine Dubois-White (TL)
			Ms Jackie Lee (TL)
	12B	02	Ms Lara Monk
	12C	03	Ms Emily Landolfo
	Aide		Mrs Julie Joachim (Aide)
	12D	04	Ms Annie Chhen
	Aide		Ms Carmelita Gomes (Aide)
	12E	05	Ms Sally Alexander
	Aide		Mrs Lynda Morgan (Aide)
3-4	12F	09 (Bldg. B)	Mrs Cheryl King
	Aide		Mrs Melissa Sullivan (Aide)
	34A	14	Mrs Jenny Karwath
			Mrs Meaghan Crawford
	34B	15	Ms Celeste Bussell
	34C	17	Mr King Tangso
	34D	16	Mrs Dianne Burns (TL)
	Aide		Ms Julie Lewis (Aide)
	34E	16	Mrs Robin Lennon
	5-6	56A	11
56B		12	Ms Deb Nield (TL)
Aide			Ms Deanne Ashton-Smith (Aide)
56C		13	Mrs Jenny Bolt
Aide			Mrs Charlotte Cox (Aide)
56D		10	Mr Simon Way
Specialists	56E	10	Ms Robyn Unthank
	Science	Science	Ms Jade Forss (TL)
	Digital Technologies	Design Space	Ms Meg Kingwell
	Physical Ed.	Hall	Mr Rob Coxon
	The Arts	OLC	Mrs Amanda Conder
	Indonesian	OLC	Ms Katherine Lee
	SAKG	Kitchen	Mrs Kathy Van Eck

SAKG
Breakfast Club

Garden
Hall

Mr Ross Caughey
Ms Aphivanh Poeung

**Therapists & Service
Providers**

Speech Pathologist
Psychologist
Occupational Therapist

Mrs Majella Booker
Mr Jonathan Parker
Mrs Joyce Chan

SSS

Speech Pathologist
Psychologist
Social Worker
Teacher for Hearing Impaired

Mr Jiang Tan
Mrs Caroline Mawdsley
Ms Noosha D’Cruze
Ms Christina Monk

2017 TERM DATES/PUBLIC HOLIDAYS

TERM 1:

Monday 30 January	PUPIL FREE DAY	Staff Induction
Tuesday 31 January	PREP-YEAR 6 COMMENCE	8:45am-3:30pm
Wednesday 1 February	PREPS DO NOT ATTEND	Home Visits
Wednesday 8 February	PREPS DO NOT ATTEND	Home Visits
Wednesday 15 February	PREPS DO NOT ATTEND	Home Visits
Wednesday 22 February	PREPS DO NOT ATTEND	Home Visits
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	PUPIL FREE
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	START TERM 3	8:45AM - 3:30PM
Friday 22 September	END TERM 3	2:30pm Dismissal
SPRING BREAK: 23.09.2017 - 08.10.2017		

TERM 4:

Monday 9 October	START TERM 4	8:45AM - 3:30PM
Monday 6 November	PUPIL FREE DAY	PUPIL FREE
Tuesday 7 November	PUBLIC HOLIDAY	Melbourne Cup Day
Thursday 21 December	FINAL DAY P-6 STUDENTS	3:30pm Dismissal
Friday 22 December	PUPIL FREE DAY - END TERM 4	PUPIL FREE
SUMMER BREAK 23.12.2017 – 28.01.2018		

SCHOOL TIMES

Breakfast Club opens at 8:30am each morning

Session	Start	End
Classroom Session	9:00am	11:00am
A fruit break is taken at 10:00am in classrooms. All litter must be placed in classroom bins.		
Morning Recess	11:00am	11:30am
Classroom Session	11:30am	1:30pm
A fruit break is taken at 12:30pm in classrooms. All litter must be placed in classroom bins.		
Supervised Lunch	1.30pm	1:40pm
Lunch is eaten in classrooms. (<i>P-2 students usually start earlier.</i>) All litter must be placed in the classroom bins.		
Lunch recess	1:40pm	2:30pm
Classroom Session	2:30pm	3:30pm
Dismissal	3:30pm	



Child Safety

POLICY AND PROCEDURES

RATIONALE:

Hallam Primary School is, and always has been, committed to child safety within and beyond the school environs. This requires that Hallam Primary School develop, implement, monitor and evaluate risk management strategies to ensure child safety in all school environments.

AIMS:

- Identify the school's child safety risks
- Identify any risk mitigation measures and internal controls
- Assess and rate the school's child safety risks given the existing controls in place, taking into account the likelihood of risk, and the likely consequence of the risk
- If the risk is more than the "acceptable level", identify further risk management strategies through additional controls or prevention, detection or mitigation strategies and then reassess the risk
- To ensure Hallam Primary School processes and practices respond to the recommendations of the Betrayal of Trust inquiry by enacting Ministerial Order No. 870, address Child Safe Standards and meet the requirements for VRQA registration

IMPLEMENTATION:

Hallam Primary School has a zero tolerance of child abuse. Child abuse includes physical violence, sexual offences, serious emotional or psychological abuse and serious neglect.

All people over eighteen, engaged in or recruited for child-related work, including volunteers, are required to hold a current Working with Children Check and/or VIT teacher registration and to provide a copy as evidence for Hallam Primary School's records. This is consistent with the Department of Education and Training Employment process and Hallam Primary School's Working with Children Check Policy.

Hallam Primary School personnel are expected to rigorously implement the following school policies:

- Child Safety-Staff Policy
- Hallam Primary School-Code of Conduct
- Mandatory Reporting Policy
- Excursions & Activities Policy
- Anti-Bullying Policy
- Discipline Policy

and to ensure new teachers are effectively inducted.

The Child Safety-Staff policy and Mandatory Reporting policy articulate legislative requirements for staff, and advice on when and how to make reports. The Child Safety-Staff Policy will be included in the Staff Handbook provided to all staff. The induction process for volunteers will include guidance on how to respond if they have concerns about a child's safety. Any allegations of abuse and/or safety concerns, and any subsequent school investigations, will be documented and securely stored.

Hallam Primary School requires that teaching staff ensure the appropriate supervision of all classes, excursions, camps and school environs. This is consistent with the Hallam Primary School Excursions & Activities policy, which articulates expectations and risk management strategies, and aligns with DET policies and procedures.

Hallam Primary School is committed to cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability by making appropriate accommodations

Key staff will be identified within the school that have knowledge of child safety issues and will act as the key contact point for others who have questions or concerns or want to report an allegation of child abuse. These key staff are the Principal, Assistant Principal-Wellbeing and members of the Leadership Team.

LINKS:

- Education and Training Reform Act 2006
- Child Safe Standards – Managing The Risk Of Child Abuse In Schools
- Ministerial Order No. 870

Safe School Coalition

- Alannah and Madeline Foundation
- E Smart Schools

EVALUATION:

This policy will be reviewed bi-annually or more often if necessary due to changes in regulations or circumstances

Approved By	School Council
Approval Date	18 August 2016
Date Reviewed	June 2016
Responsible for Review	Principal
Next Review Date	January 2017
References	<p>Related Hallam Primary School Policies:</p> <ul style="list-style-type: none"> • Child Safety-Staff Policy • Hallam Primary School-Code of Conduct • Mandatory Reporting Policy • Excursions & Activities Policy • Anti-Bullying Policy • Discipline Policy <p>Related legislation: <i>Children, Youth and Families Act 2005</i> <i>Crimes Act 1958</i> <i>Education and Training Reform Act 2006</i> <i>Victorian Institute of Teaching Act 2001</i></p> <p>Other resources: Daniel Morcombe Child Safety Curriculum: Government schools, see: FUSE (Edumail password is required before</p>

	<p>searching Daniel Morcombe Child Safety Curriculum)</p> <p>Department of Health and Human Services: Child Protection Child FIRST Victoria Police Sexual Offences and Child Abuse Investigation Teams (SOCIT)</p> <p>Department of Justice and Regulation: Failure to disclose offence Failure to protect offence Grooming offence</p>
--	--

GENERAL INFORMATION

An Absolute Must! If your child arrives home during school hours please notify the school immediately on (03) 9703 1536.

Attendance: Your child is expected to be at school by 8:45am. Students arriving after the 9:00am bell must be signed in by a parent/guardian at the Administration Office, and will be marked as 'LATE'. *Please support your child's learning by getting them to school punctually.*

If your child is too unwell to attend school, please ensure that you notify the class teacher, in writing, when they return to school. **The school closely monitors attendance.** The class teacher/Assistant Principal may call you and/or request a Medical Certificate for your child's absence/s.

If your child has to leave school for any reason, you are required to call at the office to complete the '**SIGN IN/OUT**' procedure, prior to collecting your child from class. **Teachers are not permitted to release any student without a release slip.**

In the interests of safety **no student is permitted to go home alone during school hours.** Most importantly.

Access to the school roof: Members of the community are **NOT PERMITTED** on the roof of the school buildings under any circumstances. **To do so is TRESPASS.** Only approved contractors are permitted to access the school's roof for a specific purpose and with the authorisation of the School Council/Principal.

As a consequence of Work Safe regulations, the retrieval of items from the roof of the school's buildings will only be undertaken by a School Council approved contractor. Where a student's personal property is thrown on the roof, urgent retrieval may be organised at a cost to the parent/guardian. *Parents/Guardians are asked to discuss these matters with their children.*

Access to the Staff Carpark: Members of the community are **NOT PERMITTED** to enter the Staff Carpark under any circumstances, without authorisation. **To do so is TRESPASS.** Unauthorised access to the Staff Carpark may result in the issue of a **Trespass Notice and subsequent police charges.**

Accidents: The Department does not provide personal accident insurance for students. Parents are generally responsible for paying the cost of medical treatment for injured students, including any transport costs. Most medical costs should be refundable through Medicare, and if you are a member of an ambulance or health insurance fund, you may also be able to claim transport and other expenses from the fund.

The Department of Education does not hold accident insurance for school students.

Reasonably low cost accident insurance policies are available from the commercial insurance sector. These cover a range of medical expenses not covered by Medicare.

Insurers that may offer Individual Accident Insurance Policies for Students:

EBM Insurance Brokers Pty Ltd

EBM Insurance Brokers Pty Ltd

105 Outram Street

West Perth WA 6005

Phone Free Call: 1300 783878

It is essential that our database of addresses and phone numbers (home, work and mobile phone) is up-to-date at all times.

Note: Please notify the office immediately if any of your personal information changes.

You are required to call at the Administration Office prior to collecting your child. **Where an injury requires urgent medical attention an ambulance will be called.**

Art Smocks: To protect clothing, all students need an Art Smock. (An old shirt with the sleeves cut short is quite suitable.)

Asbestos Management: Asbestos-containing materials were used extensively in building construction, equipment and fittings in the past, including parts of Hallam PS. Continuous redevelopment of the buildings has seen ongoing asbestos removal. Hallam PS has an *Asbestos Management Plan* in response to the Victorian Occupational Health and Safety (Asbestos) Regulations 2003. Relevant documentation is located in the Principal's Office and Administration Office.

Assemblies: School assemblies will be held in the Hall on **Friday afternoons at 3:00pm.** **Assemblies are usually hosted by School Captains and Vice Captains.**

Assembly Presentations by Term:

Term 1	Term 2	Term 3	Term 4
5/6 Team	3/4 Team	1/2 Team	Prep Team

Assertive Discipline/Restorative Practices: Student Engagement Policy

Hallam Primary School is committed to developing an educational environment that values diversity, is friendly, safe and supportive, and where students are able to take full advantage of the educational opportunities offered to them. The *Student Engagement Policy* at Hallam Primary School has been formulated within, and is consistent with, DET guidelines and regulations.

Hallam Primary School draws upon **Restorative Practices** and **Canter's Model of Assertive Discipline** as the basis for its whole school behaviour management procedures. At the commencement of each year, teachers negotiate a set of rules with their class, including consequences and rewards that are consistent with the whole school policy.

A copy of the *Class Contract* is sent home for discussion between student and parent/s, to be signed by both the student and parent/s before being returned to the class teacher. Parents and teachers are expected to assist students to learn to appreciate their rights, and the rights of others, by teaching them how to behave responsibly, clarifying behavioural expectations outlined by the school and classroom rules, and counselling students in problem solving and more acceptable responses to challenging situations.

Hallam Primary School has a philosophy of more frequently and consistently acknowledging students who are choosing responsible behaviours, than applying consequences for students who are choosing to misbehave. This is achieved by both formal and informal strategies to assist our students to learn the benefits of behaving responsibly. These strategies enable us to continually celebrate the high standard of cooperative behaviour that our students demonstrate. Some of the positive recognition strategies include:

- Verbal encouragement
- Classroom recognition and incentives
- Specialist Awards
- Yard Behaviour Awards
- Whole school assembly acknowledgements
- Worker of the Week Nominations/Awards
- Sports Awards
- Student Leadership opportunities
- Student Leadership Team

While it is the philosophy of Hallam Primary School to adopt a positive approach to behaviour management, students *will* experience logical consequences if they choose inappropriate or irresponsible behaviour that violates or infringes the rights of others. Procedures for dealing with inappropriate behaviour are usually sequential in nature and reflect the severity, or frequency of misdemeanours.

Staged Response: When breaches of school rules occur, a staged response will be implemented and documented, and depending on the severity, may include:

- Discussion, with the understanding that everyone has the right to be listened to
- Counselling for individuals in order to modify inappropriate behaviour
- Consultation with Team Leaders/Managers/Assistant Principal/Principal, as necessary
- Restorative 'circle time' with all concerned and/or
- Application of a whole school hierarchy of consequences as deemed appropriate:
 - Time out
 - Detention
 - Suspension – playground, in-house, external
 - Expulsion
- Parent contact and Student Support Group meetings
- Individual behaviour management agreements and plans for students who continually behave irresponsibly or inappropriately
- Explicit teaching of appropriate behaviours to relevant students (groups, whole class, whole school)
- Withdrawal from an activity, class, camp or excursion due to inappropriate behaviour and provision of an alternative educational setting within the school
- Interventions: Principal/Assistant Principal, Guidance Officer, outsourced Psychology services (Growing Minds In-School Psychological Services), external agencies
- Suspension and Expulsion: for serious disciplinary measures Hallam Primary School follows the DET, ***“Engaging Schools are Effective Schools: Student Engagement Policy Guidelines 2009”*** developed in response to Ministerial Order No. 184

If a student repeatedly chooses to misbehave, or if they experience a higher level of consequence, such as referral to 'Time Out'/detention/playground suspension, a formal record of this will be documented, filed and parents will be notified. **Parents will be expected to acknowledge the behaviour and consequence by signing and returning the**

documentation. In some cases it may be necessary to seek extra assistance from the Principal/Assistant Principal/Guidance Officer to work with parents to support their child's development of appropriate and responsible behaviour.

Strategies:

- At the commencement of each school year, teachers will establish a set of classroom rules for their own classes that are consistent with the school rules
- Students and parents/guardians will be expected to acknowledge their understanding of the rules by signing a Classroom Contract.
- School and class rules will be displayed prominently around the school
- A set of consequences will be used to implement a consistent approach to those who choose to disobey school or class rules
- Bullying, including cyberbullying, is seen as a serious breach of the Student Engagement Policy and will not be tolerated in any form
- Students will be made aware of the provisions of the Racial and Religious Tolerance Act 2001 which makes it unlawful for students to vilify other students on the grounds of race or religion.

Three teaching staff are rostered for duty in the school grounds from 8:45am - 9:00am and 3:30pm - 3:45pm daily, to ensure the safe arrival/departure of students.

In the event of a student not being collected after school, the Department of Health and Human Services and Police may be requested to attend the school.

Bikes: Students should be instructed about current road laws and safety precautions by their parents. Students must, by law, wear safety helmets when riding to and from school. **Students must walk their bikes/scooters in the school grounds.** Bikes/scooters are stored in the shed, which is kept locked during the day. Students not wearing a helmet will not be permitted to leave the school with their bike.

Book Club: Students can participate in the Ashton Scholastic Book Club through the year. The Book Club co-ordinator/s will distribute order forms and information, and then facilitate the ordering and distribution of orders to students. Please ensure that orders are clearly completed, including your child's name, class and order, and the exact money is enclosed with the order inside an envelope marked, "**Book Club**".

Breakfast Club: Breakfast Club operates every morning from 8:30am in our Hall, and is co-ordinated by Ms Vanh Poeung. A teacher is also rostered to Breakfast Club between 8:45am-9:00am, for the purpose of supervision, and to assist with preparation/pack up. All Hallam PS students are welcome to come to the Hall to have a bowl of cereal with fruit/milk, baked beans on toast or toast with jam or vegemite, even if they have already had some breakfast at home. A healthy breakfast provides students with a great start to a busy day of learning and playing with friends.

Camping Program: Camp Mill Valley Ranch is being offered to Years 3-4 students from 18.10.2017 to 20.10.2017. Students whose behaviour poses a risk in relation to their own or other students' safety may not be permitted to attend camp.

Cash Management: Please note that money is processed daily. Teachers collect all monies (enclosed in envelopes) **before 9:30am** each morning. Please check your child's bag for payment receipts.

Closed Circuit TV Surveillance: Hallam PS has extensive CCTV surveillance around the buildings/grounds, in the corridors of the main buildings and in the Administration area. CCTV surveillance supports the safety and security of students and staff, and has been installed on the advice of the DET for this purpose. CCTV surveillance footage may be provided to police to assist with the identification of vandals.

Curriculum: The F-10 Victorian Curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The F-10 Victorian Curriculum incorporates the Australian Curriculum and reflects Victorian priorities and standards.

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> • Dance • Drama • Media Arts • Music • Visual Arts • Visual Communication Design English Health and Physical Education The Humanities <ul style="list-style-type: none"> • Civics and Citizenship • Economics and Business • Geography • History Languages Mathematics Science Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies 	Critical and Creative Thinking Ethical Intercultural Personal and Social

Curriculum: MAPPEN/UnitHero

School Council has approved the use of the MAPPEN/ UnitHero suite of 32 primary school integrated units of inquiry. Each Concept is explored developmentally from Foundation to Year 6. Units are explored in a two-year cyclic structure. The Hallam PS curriculum is displayed in the school’s foyer.

Computers: Computers are an integral part of the daily classroom learning program. Students, staff and members of the community are bound by the Hallam PS Acceptable Use Protocols if using the school's ICT equipment.

Students and their parent/s must sign their acceptance of the protocols at the commencement of the school year, or when parents are involved in using the school's equipment. **Until the school receives the signed protocols from students and/or parents/guardians, access to the school’s ICT equipment will not be permitted.** Breaches may incur the loss of privileges in relation to the use of the school’s ICT equipment and/or other disciplinary action. **Cyberbullying will not be tolerated under any circumstances.**

Note: To protect our valuable ICT resources, external drives/disks/USBs are NOT PERMITTED to be used in any of our computers.



In 2017 all students attend the new Design Space with Ms Kingwell to work on coding, robotics, ‘Design Thinking’ and 3D printing.

Curriculum Days: Four Pupil Free days have been approved by School Council for 2017:

Monday 30 January 2017-Staff Induction/Professional Development Day

Friday 26 May 2017- Moderation/Report Writing Day

Monday 6 November 2017- Moderation/Report Writing Day

Friday 22 December 2017-2017 Team Planning /Professional Development Day

Crossing Supervision: Hallam PS students and their siblings/families are expected to use the crossings appropriately. There have been several near misses with cars when students, often crossing with their parents, have ignored using the crossing and when drivers have driven through the crossing against the STOP sign.

Designated Waiting Area: Parents/Guardians and older siblings are requested to wait **at the front of the school.**

**VISITORS ARE NOT PERMITTED TO ACCESS/USE THE STUDENTS' TOILETS
UNDER ANY CIRCUMSTANCES**

Access to the undercover area between the buildings is not permitted during school hours if it is required for use by teachers. Access to internal areas of the school during school hours, other than the Administration Office, or where a parent is already signed in to assist in a classroom, is not authorised. Parents/Guardians and siblings must wait outside.

Detention: Detentions are scheduled on a **Tuesday or Thursday afternoon from 3:30pm to 4:00pm.** Written advice will be provided to parents/guardians the day prior to the detention. A parent/guardian is responsible for collecting their child from the Administration Office at 4:00pm.

Dogs: **Dogs are not permitted within the grounds of Hallam Primary School at any time.** This is necessary for the safety and hygiene of students, staff and visitors to the school. **School grounds are not public areas** and therefore, the walking or exercising of dogs in the grounds is prohibited.

Emergency Contact Information: Information should be provided to the Administration Office *immediately* any change to your residential/employment address or telephone number occurs, as illness or accidents can occur at any time. When possible, parents will be contacted before medical attention is sought.

Enrolment: Proof of Birth in the form of a Passport or Birth Certificate, and a School Entry Immunisation Certificate must be submitted to the school as a pre-requisite to enrolment.

Evaluation and Reporting: **Parents are expected to attend Student-Parent-Teacher meetings held twice each year** to discuss your child's learning achievements.

Exclusion from School: Schedule 7 Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009). In this Schedule, medical certificate means a certificate from a registered medical practitioner.

'Patient'	Includes carrier
'Contact'	Means child of school age or preschool age living in the same house as the patient
'School'	Includes any preschool centre, kindergarten, primary school or secondary school.

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until a medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded

Condition	Exclusion of cases	Exclusion of contacts
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV) infection	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received normal human immunoglobulin within 6 days of exposure, they may return to the facility
Meningitis (bacteria, other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy

Condition	Exclusion of cases	Exclusion of contacts
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis (whooping cough)*	Exclude for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash	Not excluded
<i>Salmonella</i> or <i>Shigella</i> infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe acute respiratory syndrome (SARS)	Exclude until a medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Tuberculosis	Exclude until a medical certificate is received from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary

Condition	Exclusion of cases	Exclusion of contacts
Verotoxin-producing <i>E. coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

*** Vaccine-preventable disease**

Excursions: Notice of excursions is given in advance and permission slips are included with each notice. The permission slips must be completed and signed by the custodial parent/guardian, and both the **permission slip and money must be received at the school by 9:30am on the specified date for your child to be able to attend.** Money will be accepted daily. Don't forget to use your CSEF funds to pay for excursions!

Money sent AFTER the due time/date cannot be accepted. Without written permission for an excursion, students are not able to attend. Compulsory school uniform is to be worn on excursions except where otherwise stated by the teacher in charge.

Facilities: Extensive playgrounds surround the buildings offering pleasant grassed areas or asphalted game areas. School Council employs professional cleaning, maintenance and mowing contractors. Your Voluntary Contribution assists with grounds maintenance, rather than your family being rostered on for Working Bees.

Fundraising: Locally raised funds are an essential part of providing the quality programs for all students at Hallam PS. We ask that the school community actively support fundraising projects. For further information please contact the Administration Office.

'Hallam Happenings': A school newsletter called 'Hallam Happenings' is published fortnightly to keep parents informed of the school's activities and coming events. 'Hallam Happenings' is available online at <http://www.hallam-ps.vic.edu.au> Hard copies are available at the Administration Office.

Health: Children who are well are expected to attend school every day from 8:45am. This develops a positive work ethic and a sense of responsibility. Your assistance and encouragement is essential

When a child is not well, please keep them at home. We are only equipped to deal with minor cuts and scratches! A child who is ill cannot be expected to cope with the day's activities at school. When returning to school, a note/medical certificate is required to explain the absence to the class teacher. **Reasons for absences are required by law and are entered on the Administration's student attendance database.**

Students who arrive after the 9:00am bell will be recorded as 'LATE'. Parents may be contacted by the Principal, the Assistant Principal or the class teacher to explain their child's absence/s. **Student absenteeism is closely monitored and may be referred to the**

Department of Health and Human Services and/or the Department of Education for further action.

- **First Aid:** Trained First Aid staff are rostered for duty in the school's Sick Bay to administer First Aid to students/staff. Based on the advice of the First Aid person, a student may be sent home.

If a student becomes ill or there is an accident in the school grounds the student will be taken to the teacher on duty or to the Administration Office, accompanied by another student. If the accident is serious the student will not be moved; an ambulance will be called and parents notified.

Note: Ambulance cover is strongly recommended. In an emergency, the ambulance service will be used and parents are obliged to cover any costs incurred.

- **Medication:** Medication to be taken during school hours is the responsibility of the parent/guardian. Parents must, if time and/or dosage is critical, come to the school to administer the medication themselves. If a parent/guardian is unable to administer medication, written authority for supervision of the self-administration of medication may be provided to the class teacher by the parent/guardian. **Appropriate forms are available from the Administration Office.**

Medication is stored in the office. Students required to self-administer medication are supervised by the Principal or another senior staff member.

Note: No student is permitted to bring any form of medication to school without their parent's written authority.

- **Asthma:** Asthmatic students are expected to carry personal hand-held, metered-dose, aerosol 'puffers' at all times and to self-administer medication as required. Emergency Management procedures will be prominently displayed in all teaching areas and current information is filed in the Sick Bay. **Ambulance assistance, if required, will not be delayed. Parents should complete and regularly update an Emergency Action Plan for Sick Bay records.**
- **Anaphylaxis:** Parents of students who may experience anaphylaxis **must provide the school with an Anaphylaxis Management Plan, signed by their child's doctor, and the appropriate EpiPen** for use in an emergency situation. All staff have been made aware of the Anaphylaxis Management Guidelines and receive training in the use of an EpiPen.

It is imperative that any disability is disclosed so that class teachers are aware of special consideration your child may need.

(This information is confidential of course)

Home Learning: The school community recognises Home Learning as an important aspect of every student's education. Parents should support requests for students to undertake Home Learning activities by discussing work requirements with their child, setting aside an appropriate time after school each day for tasks to be undertaken, and ensuring that students take responsibility for submitting completed activities to their class teacher.

Home Learning is designed to:

- engage individual learners in the further exploration of current curriculum investigations
- enrich the individual's learning by stimulating creative/alternative solutions to problems
- provide opportunities for students research and engage in the global community
- foster positive after-school learning experiences which enhance the individual's attitude to education
- instil a belief in the individual that learning can be fun and challenging
- promote the individual's confidence, self esteem and pride in their achievements
- involve other family members in sharing the learning experiences

Home Visits: At the commencement of the school year, Prep teachers arrange to visit Prep students and parents at home. This provides a special opportunity for teachers and parents to meet and to share information that enhances our understanding of your child.

House Competition: All students are members of School House Teams. House points may be allocated within classes, for yard duty, sports, etc. Co-operation is to be encouraged above competition. Family members usually belong to the same House.

Information Evenings: Information Evenings are conducted during Term 1 each year.

Immunisation Certificates: Parents are required to provide their child's immunisation certificate when enrolling their child for Prep. **Immunisation Certificates may be obtained from Medicare.** If your child is transferring into Hallam PS, the Immunisation Certificate should be sent with transfer documentation from the previous school.

Leaving School during School Hours: If you wish your child to leave school early (for a dental appointment, etc.) it will be necessary to report to the Administration Office and complete the '**SIGN IN/OUT**' procedure before collecting your child from the classroom. We do this in the interest of student security and safety. If your child will arrive after the start of school, a responsible adult is required to sign your child into the school at the Administration Office before the child goes to their classroom.

Note: No student is permitted to leave the school grounds at any time other than normal dismissal times.

Library Bag: All students should have a bag in which to keep their Library books in order to protect these valuable resources. A plastic bag, or a drawstring bag, made from durable, washable material, would be suitable.

Lunches: Research indicates that there is a strong link between good nutrition and student learning and behaviour. All students require a **healthy breakfast - juice, toast, cereal, milk and fruit** - to enable them to concentrate on what is happening in the classroom during the day. Without good nutrition, students become lethargic and lose concentration. Hallam PS operates a Breakfast Club in the Hall between 8:30-8:45am daily.



All students need two pieces of fruit, to be eaten during scheduled 'Fruit Breaks' in the first two learning sessions and a healthy morning snack from home, as lunch is not until 1:30pm.

Playlunch and lunch might include one or two rounds of sandwiches, extra fruit, celery or carrot sticks, water or long life milk drinks.

At various times during the week, free fruit is provided to students thanks to the Hallam PS School Council and the generosity of *Montague Fresh* of Narre Warren North.

Sweet, sticky foods and sweetened drinks are not to be provided as they do not provide adequate nutrition for busy students. Fizzy drinks are not to be provided as they often explode in a sticky mess when the top of the drink flask or container is removed. If lunch is brought to school by a parent, during school hours, the student's name and room number should be written on the outside and is should be handed to the Administration Office.

Note: Under no circumstances are glass containers permitted at school.

Students are supervised while they eat their lunch in the classroom between 1.30pm-1.40pm. Unless written notification has been given to indicate that the student will be eating at home after being collected by the parent/guardian, no student will be permitted to leave the school grounds.

If a student forgets his/her lunch the class teacher/aide will provide the student with a sandwich from the supply in the Staffroom refrigerator. A cheese, jam or vegemite sandwich is available. Parents will be sent notification and requested to reimburse the school \$2.00.

Note: No student is permitted to leave the school grounds to purchase items at the shop.

Mobile phones: Any student bringing a mobile phone to school must sign it in at the Administration Office upon arrival at school and sign it out after dismissal. Mobile phones with photographic and recording capabilities are not permitted to be used for these purposes within the school environs.



Non-Smoking Environment: All Victorian State Schools are non-smoking environments. Smoking is banned within four metres of an entrance to all primary and secondary schools in Victoria, and within the school buildings and grounds. A similar ban, applying to the entrances and grounds of Victorian childcare centres and kindergartens, is also in place.

Parent Involvement: Parents are welcome to assist within our school, under the guidance of class teachers. Prior to parents/guardians becoming approved volunteers, parents/guardians are required to participate in a **Volunteers Induction** session on such matters as:

- confidentiality when working with students.
 - appropriate techniques e.g., reading cue sources, etc.
 - appropriate expectations with regard to the quality/quantity of students' work.
- and to obtain a satisfactory **Working with Children Check**.

Names of Volunteers who have successfully completed this process will be submitted for School Council approval. The Principal may politely refuse to use any volunteer should it be deemed necessary.

Note: In supervisory roles where student safety may potentially be at risk, parents are requested not to bring younger children or toddlers.

Parents may wish to become involved in the school decision-making processes. All School Council meetings are open to members of the school community. For further details of how you can make a contribution, please speak with the Principal.

Parent Group: The Parent Group functions as a Working Party of the School Council and actively supports fundraising activities, assisting with the general welfare of the school and other matters. Volunteers are always welcome to assist with activities. Please speak with Mrs Fenton at the office.

Parking: Parents are requested to take extreme care when parking in the vicinity of the school at the commencement/conclusion of the school day. Short-term parking to drop off/pick up students is available in Harmer and Frawley Roads. Both roads are extremely busy roads and your co-operation is sought to ensure that parking is undertaken safely. Parents should observe school crossing regulations, speed limits and parking limit signs. If students and parents need to cross the road, they are required to cross the road at the school crossing/s.

Note: Parking or picking up/dropping off students in the Staff/Kindergarten Carpark is not permitted. Unauthorised access may lead to a staff/student injury or a Trespass Notice being issued.

Photographs: School photos are scheduled for **Monday 1 May 2017**. Students must wear compulsory school uniform and be well-groomed for photographs. The school arranges school photographs annually. Students must wear compulsory school uniform and be well groomed for photographs. Year 6, House Captains and Student Leadership Team members are also photographed.

Parents are welcome to take photos of their own children at school events however, photos of other students may constitute a breach of privacy. **At Hallam PS, taking photographs of students, other than your own child, is not permitted.**

Physical Education and Health, including Sport: Every student, who is able, is expected to participate in the Physical Education Program. Sporting activities are intended to develop the student's confidence, ability and attitudes. Some sporting activities may be of a competitive nature, but most encourage team participation, co-operation and good sportsmanship. During **Terms 1 and 4, all students are required to wear a hat for outdoor Health and Physical Education activities as a part of the Student Dress Code approved by School Council.**

Note: A signed note must be provided if students are not to participate in the program for any reason.

During the year, opportunities are provided for senior students to participate in Athletics Sports, Inter-School Sports and District Team Competitions. Swimming instruction is offered to all students at Hallam PS. Parents are responsible for the payment of costs, which include admission to the pool, professional coaches employed by the pool, and transport. **Students whose behaviour constitutes a management risk will not be permitted to participate in representative Hallam PS teams competing away from Hallam PS.**

Playgroup: Playgroup operates in the Hallam PS hall from 9-11am every Tuesday morning during the term. **Take advantage of the opportunity to bring your younger children to play, learn and have fun with their peers. Mums/Dads/Carers are welcome to come along with**

their infant/toddler to meet with other parents from the Hallam PS community and to encourage children to be involved in creative play through painting, puzzles, plasticine... **New families welcome.** Please contact the office for more information.

Private Property: Members of the school community are advised that **the school is not public property but is the property of the Department of Education and Training (DET). Unauthorised entry may be regarded as trespass.**

School Banking: School banking is available with the Commonwealth Bank at Hallam PS. To open a student account, please speak with Mrs Fenton at the Administration Office. If your child already has an account, the bank book and deposit money should be brought to class every Friday. Books will be returned on Friday or the following Monday after deposits are processed.

School Council: The School Council is the body responsible to the community and State for the general policy direction and conduct of the school. It is through the Council that the local community may participate in decision-making at the school level. The Principal is the Executive Officer of the School Council. The Hallam PS Council consists of 9 members, representative of the Department of Education and the local community.



Council is the elected body responsible for the school's *Strategic Plan*, including a statement of the school's aims, values and general principles and an overview of the arrangements to achieve them. The Council also oversees financial management and allocates resources to achieve *Strategic Plan* and policy objectives. The maintenance of the school's facilities is a major responsibility.

School Council operates as an important link between the school and the general community. The Council represents the community and shares a common concern and responsibility with parents and teachers for the education of all students. It is essential that mutual understanding, trust and respect are fostered between students, parents and teachers to the benefit of all concerned with the school.

The School Council election process is completed prior to the end of March each year. Council meets once a month/or at least twice per term in the evening. If you would like further information on the Council, please contact the Principal on (03) 9703 1536.

Student Personal Stationery Requisites: The *Education and Training Reform Act 2006* ensures the provision of free instruction in the standard curriculum program. School councils can request payments from parents for student materials and services charges and for voluntary financial contributions.

Parents are responsible for the purchase of personal stationery items appropriate for their child's year level requirements, and replacement items as required, during the year. Teachers provide information about specific personal stationery requirements. Parents may purchase these items through the school supplier or through a supplier of their own choice; however it is essential that items meet the specifications of those on the booklist. Please contact the office if you require further information.

Note: Items specified on the booklist are appropriate to your child's year level requirements.

School (Curriculum Materials and Resources) Contribution: For some years, the School Council has requested a voluntary School Contribution from parents. **The voluntary financial contribution is currently \$45.00 per student.** This funding assists with grounds beautification works.

SHARE Reading: SHARE is a reading program that acknowledges the vital part that parents/guardians play in their child's learning. It emphasises reading enjoyment and communication between parents and teachers. SHARE advocates the use of a variety of books, both fiction and non-fiction.

Swimming: Students will be offered an intensive swimming program during the year. Qualified instructors conduct programs and students are placed in small groups, according to their ability. The program aims to increase water confidence and safety and includes floating and basic stroke technique. Parents will be advised of the venue on the permission notice that is sent home with your child.

Together We Can Work It Out: Hallam Primary School staff are highly qualified professionals who are committed to your child's education, care and wellbeing. We want to work in partnership with parents and care givers. That means keeping you informed about what we do and why we do it. Similarly we hope you will let us know when we are doing things well and alert us to any concerns you may have. Research shows us that a constructive relationship between school and parent has positive benefits for each student.

This relationship, for a variety of reasons, can become strained. If this happens we hope you will have confidence in our ability to deal with the matter in a professional and caring manner. Remember that teachers are continually making decisions about what is best for a large number of children with diverse needs, abilities and personalities.

Concerns can often be the result of a misunderstanding. Many issues can be resolved by talking to the Class Teacher or Team Leader/Manager. Responding to parent concerns is part of their job. Arrange a time with the staff member when they are free of classroom or other duties and they can listen to what you have to say. Good communication from everyone keeps misunderstandings to a minimum.

At times there may be issues that are best discussed with the Principal. Make an appointment to meet at a time that is convenient to you both. A meeting is more productive where:

- Notice is given in advance about your concerns, allowing the Principal to seek out background information.
- A few notes about your concerns are brought to the meeting.
- Advice about who will be attending the meeting is given.

When attending a meeting you are able to bring an advocate such as a family member, relative or support person. Prior to the conclusion of a meeting relevant follow-up action will be discussed and there may need to be a follow-up phone call or further meetings.

If after discussion with the class teacher or Principal you remain unhappy with the outcome, you can take the matter to the Education Department Regional Office. Please ask for the relevant contact details from the Principal or Administration Office. In most cases a Senior Education Officer will look into the issues and work with you and the Principal to try to reach a mutually satisfactory resolution.

Everybody has rights:

- You have the right to expect that your concerns will be listened to respectfully and taken seriously.
- Your school has the right to expect that you approach any discussions or negotiations with an open mind and a genuine intent to resolve the issue fairly.
- The children in our care have the right to expect a safe and supportive environment and that at all time their welfare will be the highest priority of parents and schools.

Uniform: School Council has approved a compulsory uniform at Hallam Primary School. School uniform colours are bottle green and gold. Items of uniform are on display in the foyer. Hallam PS uniform items are available from **Primary School Wear, Unit 2, 10 Southlink, Dandenong South 3175.**

Students are able to select from a wide range of uniform items based on individual preference. Bike pants worn under dresses must be bottle green. Shoes should be well-fitted black, leather with flat heels, or sneakers. For safety reasons, **open-toed shoes, elevated shoes and thongs are not permitted.** Jewellery is not to be worn apart from a watch and, for students with pierced ears, a pair of simple studs or sleepers. Students are not to wear makeup and hair should be groomed appropriate to a school setting.

Note: All students are required to wear the compulsory uniform as detailed in the Student Dress Code. Sanctions apply where students are found 'out of uniform' without a satisfactory written explanation for a parent/guardian.

Some second-hand uniform items are available at the school for \$5:00 per item. Please ask Mrs Fenton at the Administration Office about second-hand uniform.

Valuables: The Department of Education and Early Childhood Development, which includes Hallam Primary School, does not hold insurance nor does it accept responsibility for private property brought to school by students, staff and visitors. This can include jewellery, mobile phones, calculators, toys, sporting equipment and cars parked on school premises. Students, Staff and visitors are advised against bringing any unnecessary or valuable items to school.

Money should only be brought to school for School Banking, excursions, social service or other specified purposes in which the your child may be involved, from time to time. **Money should be placed in an envelope clearly marked with the student's name, grade level and purpose on the front.**

Visitors' Register: All contractors and volunteers accessing our school (including parents/guardians) **are required to report to the office and sign the 'SIGN IN/OUT' register,** prior to being given access.

Under no circumstances are parents/guardians, volunteers or contractors permitted to enter the school without registering at the Administration Office. Visitors are required to carry their sign in slip for the duration of their visit at Hallam PS and to comply with all legal, and health and safety requirements, governing the school. On completion of the visit, visitors are required to return to the Administration Office to return the slip and sign out of the school. People at the school without a slip will be challenged.

Wet Day/Extreme Heat Arrangements: On days when it is too wet/hot for students to go outside at recess and lunchtime, they are kept inside under teacher supervision. Learning

activities appropriate to the conditions are provided. Students are not dismissed any earlier at the end of the day.

During extreme heat, classrooms are cooled to maintain appropriate comfort levels for staff and students. School Council has invested a considerable amount of money to install a clean, safe form of cooling at Hallam PS.

Farewell for Year 6 Students: A Farewell Evening will be held for all Year 6 students and their parents in December. The 56 Team is responsible for the organisation of all details.