

2018



Beginning Prep Information



Hallam Primary School – Overview for 2018 Prep Parents/Carers

Welcome to Prep at Hallam Primary School. This booklet provides you with information about the Prep year. We look forward to sharing this year with you. If you ever have a question or concern, please talk to your child's teacher.

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
positive partnerships
trust

persistence
mutual respect
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 21st century.

Our Mission is to ensure a high-quality and coherent Prep 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

2018 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	Ms Jade Forss	00C Room 6
Teacher Aide (0.5)	Mrs Sarah Calderwood	
Prep Teacher (Term 1 Only)	Mrs Judi McDonald	
Science Specialist	TBA	
Design & Digital Technologies Specialist	Ms Meg Kingwell	
Physical Education Specialist	Mr Rob Coxon	
Arts Specialist	Mrs Amanda Conder	
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	Ms Penny Moores	Administration
Business Manager (0.4)	Mrs Dianne Hobart	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
Classroom Session:	9:00am	11:00am
Snack is eaten in classrooms. <i>(P-2 students usually start earlier.)</i>	10:55am	
All litter must be placed in the classroom bins.		
Morning Recess:	11:00am	11:30am
Classroom Session:	11:30am	1:30pm
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	

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.

2018 Term Dates/Holidays

TERM 1:

Monday 29 January	PUPIL FREE DAY	Staff Induction
Tuesday 30 January	PUPIL FREE DAY	Staff Induction
Wednesday 31 January	PREPS DO NOT ATTEND	Home Visits
Thursday 1 st February	PREPS COMMENCE 8:45am – 3:30pm	Prep Classrooms
Wednesday 7 February	PREPS DO NOT ATTEND	Home Visits
Wednesday 14 February	PREPS DO NOT ATTEND	Home Visits
Wednesday 21 February	PREPS DO NOT ATTEND	Home Visits
Wednesday 28 February	PREPS DO NOT ATTEND	Home Visits

PREPS ATTEND FULL TIME 8:45AM-3:30PM DAILY FROM MONDAY 5 MARCH 2018

Monday 12 March	PUBLIC HOLIDAY	Labour Day
Thursday 29 March	END TERM 1	3:30pm Dismissal

EASTER & AUTUMN BREAK: 30.03.2018 - 15.04.2018

TERM 2:

Monday 16 April	START TERM 2 8:45AM - 3:30PM	
Wednesday 25 April	PUBLIC HOLIDAY	ANZAC Day
Monday 11 June	PUBLIC HOLIDAY	Queen's Birthday
Friday 29 June	END TERM 2	2:30pm Dismissal

WINTER BREAK: 30.06.2018 - 15.07.2018

TERM 3:

Monday 16 July	START TERM 3 8:45AM - 3:30PM	
Friday 21 September	END TERM 3	2:30pm Dismissal

SPRING BREAK: 22.09.2018 - 07.10.2018

TERM 4:

Monday 8 October	START TERM 4 8:45AM - 3:30PM	
Tuesday 6 November	PUBLIC HOLIDAY	Melbourne Cup Day
Thursday 20 December	FINAL DAY FOR PREP-YEAR 6 STUDENTS	3:30pm Dismissal
Friday 21 December	PUPIL FREE DAY - END TERM 4	

SUMMER BREAK 22.12.2018 – 28.01.2019

2018 Important Dates

PREP-YEAR 6 BOOKLIST PAYMENTS

Can be paid at the Administration Office before the end of Term 4 2017

or

**Tuesday 23 January 2018, Wednesday 24 January 2018, Thursday 25 January 2018
between 9:00am- 4:00pm**

SCHOOL PHOTOS

Monday 7 May 2018

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 last week of Term 4.

Prep students attending school for the first time in 2018 will begin on **Thursday 1st February 2018**. **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 5 March 2018, 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.

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. We ask parents and carers to remain outside to avoid congestion in

the corridor. 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 5 March 2018. 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.
- 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.
- Birthdays, shopping, meeting family/friends at the airport are unauthorised absences.
- If your child is away, please send a note or medical certificate when they return, explaining the absence. The principal determines if an excuse is reasonable in terms of the parent/carer meeting their legal obligations.

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.



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.

Communication with teachers: If you need to speak to your child's teacher, please arrange an appointment before or after school. Teachers are unable to discuss issues with you once classes have started as their first responsibility is with their students.

Communication with school: Please notify the office if your address or contact phone numbers change. It is important that teachers are able to contact a parent or carer during the day in the event of an accident or illness at school.

Newsletter – A fortnightly newsletter, Hallam Happenings, is available via the Hallam PS website and provides comprehensive information about school news and events.

Assembly – A whole school assembly is held every Friday at 3:00pm in the Hall. The assembly includes notes and reports from the Principal, staff and Student Leadership Team (SLT). Parents and carers are invited to attend assemblies. Please enter via the front door and be seated by 3:00pm.

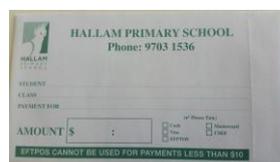
CSEF (Camps, Sports and Excursions Fund): Parents/Carers who hold a current Centrelink Health Care Card or Pensioner Concession Card are eligible to apply for CSEF. Funds are paid directly to schools and can be used for students to attend camps, sports and excursions. Parents just tick the CSEF box on the HPS envelope when required. 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 Athletics and

Reading Eggs. For hygiene reasons, each student requires a personal headset to use with computers.

Notices and Excursions: Students will have opportunities to participate in a variety of activities to enhance the curriculum. These are important and integral part of our curriculum. Please consider when notices arrive home for you to sign, and support your attendance. A Hallam PS envelope will accompany notices home and monies should be returned in this, with your child's details clearly filled out.



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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.

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. If you do find items are missing, please check the Lost Property box in the corridor near the Administration Office.

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

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. Volunteers must then be approved by the School Council.

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 \$12 replacement cost, and lost Colour Words will incur a \$5 replacement cost. In Prep, 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.

Uniform: Students must wear a bottle green wide brimmed hat in Terms 1 and 4. Hats are left in locker tubs to ensure they are available for use at school. Often if students wear them home, they are forgotten and students are then required to remain under shade when outside.

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.



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 into a lunch box option.
- Try cutting up some carrot sticks or putting in a handful of cherry tomatoes, celery, cucumber, lettuce, 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.
- 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.



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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.

