



2021

Beginning Prep Information



Hallam Primary School – Overview for 2021 Prep Parents/Carers

Welcome to Prep at Hallam Primary School. This booklet provides you with information about the Prep (Foundation) year. We look forward to sharing this year with you. If you have any questions or concerns, 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	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 a rapidly changing, complex world.

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

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

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 future
- a safe, inclusive and respectful community
- a culture of high expectations
- the development of a *growth mindset* and *mindfulness*
- the development of the whole child, including the capacity for inclusiveness and collaboration, critical thinking and complex problem solving, creativity and expression, and interdisciplinary understanding
- the effective acquisition of English literacy and numeracy skills
- an ICT-rich learning environment that supports *STEM (Science, Technology, Engineering and Maths)*
- 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

2021 Prep Teaching and Support Team

Principal	Mrs Julie Macfarlane	Administration
Assistant Principal-Wellbeing	Mrs Shirley Fletcher	Administration
Business Manager	Ms Penny Moores	Administration
Administration Assistant	Mrs Kerry Fenton	Administration
Prep Teacher-Prep Team Leader	Ms Louisa Carey	00B Room 7
Prep Teacher	Ms Stephanie Vawser	00A Room 6
Prep Teacher	Ms Meg Kingwell	00C Room 8
Prep Teacher	Ms Annie Chhen	00D Room 9
Teacher Aide	Mrs Zaheda Ebrahim	
Teacher Aide	Mrs Denise Sharp	
Physical Education Specialist – Specialist Team Leader	Mr Simon Way	Hall
Arts Specialist	Mrs Amanda Conder	Arts Room
STEM (Science Technology Engineering & Maths) Specialist	Mrs Dianne Burns	STEM Centre
Technical Support Services	Mr Vaughn Bascombe	Administration
Stephanie Alexander Garden Specialist	Ms Deanne Ashton-Smith	SAKG Garden
Stephanie Alexander Kitchen Specialist	Mrs Kathy Van Eck	SAKG Kitchen

School Times

All students are expected to be at school by 8:45am, ready to line up at 8:55am. Being punctual ensures that students have an organised start to their day and participate in clinical instruction from the commencement of the morning session. Students who arrive after the 9:00am bell are required to go to the Administration Office. An explanation for the late arrival is required and a Late Pass will be issued. This is a requirement of the Department of Education.



The school timetable is as follows:

Session	Start	End
Classroom session	9:00am	11:00am
<i>Snack eaten in classrooms</i>	10:50am	
Morning recess – outside play	11:00am	11:30am
Classroom session	11:30am	1:30pm
Supervised lunch in the classroom <i>* Students will be given additional time to eat their lunch at the beginning of the year</i>	1:30pm	1:40pm
Lunch recess – outside play	1:40pm	2:30pm
Classroom session	2:30pm	3:30pm
Dismissal	3:30pm	

Student drop off / early pick ups

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. Students arriving at school prior to 8:45am are unsupervised in the school grounds.

Appointments should be made outside of school hours. If students need to be picked up early from school for an appointment, it is advisable to avoid coming during the recess or lunch break as students are playing outside.

Commencing School

Information about your child's teacher and classroom is outlined in the letter included in this transition pack. Prep students will attend school for the first time on **Thursday 28th January 2021**.

Subject to the impact of COVID after the summer holidays, parents should be able to bring their child into their classroom on the first day, as per following routine -

- Parents/carers should bring students into the Prep corridor and assist them to find their tub with their name/photograph on it. School hats can be placed in the tub and bags/drink bottles in the space underneath.
- Parents/carers can then enter the classroom and students can participate in the activities that have been set up. Parents/carers should leave students 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.
- At 3:30pm, students will be dismissed into the care of parents/carers. Please be punctual at all times and contact the Administration Office on 9703 1536 if you are delayed.

Prep students do not attend on Wednesdays in February. This gives students a day to rest mid-week while they transition to attending school.

Please remember to make an appointment with the teacher if there are things you would like to discuss. The teacher's first responsibility when students are lining up or during class time is to their students. They are not able to discuss individual student progress or specific needs with parents during these times.

Attendance

- Students are expected to be at school every day during the term, unless they are ill.
- 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 misses out on settling into the daily routine with the rest of the class and can increase student anxiety.
- Staff are required to closely monitor attendance and keep the Assistant Principal and Principal informed of regular late arrivals and absences. If your child is absent, please send a written note or medical certificate when they return, explaining the absence. The principal determines if an explanation is reasonable in terms of the parent/carer meeting their legal obligations.

Department of Education Attendance Policy:

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged from 6-17 years unless an exemption has been granted. Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction. Schools must maintain attendance records, identify and follow up unexplained absences, and develop policies to support and maintain attendance.

Further information regarding the Department of Education Attendance Policy can be found at <https://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendance.aspx>

2021 School Calendar

Please take note of the following dates for the 2021 school year. Term breaks, Pupil Free Days and Public Holidays when students are not required to attend school are highlighted in red.

TERM 1

Wednesday 21 January	Booklist payments can be made at the administration office 9:00am and 4:00pm	
Thursday 22 January	Students will be able to attend school for a short visit to meet their teacher and view their classroom.	
Friday 23 January		
Wednesday 27 January	Pupil Free Day - Staff Professional Development	Students do not attend school
Thursday 28 January	Students commence 8:45am – 3:30pm	Preps attend school in their classrooms
Wednesday 3 February	Prep Parent-Teacher interviews	Students do not attend school, except at during their allocated interview time. Times will be advised once school commences in 2021.
Wednesday 10 February		
Wednesday 17 February		
Wednesday 24 February		
Preps attend full time 8:45am – 3:30pm daily from Monday 1 March 2021		
Monday 8 March	Public Holiday Labour Day	Students do not attend school
Thursday 1 April	End Term 1	2:30pm dismissal
Autumn Break and Easter 2 April 2021 - 18 April 2021		

TERM 2

Monday 19 April	Start Term 2	8:45am – 3:30pm
Monday 14 June	Queen's Birthday Public Holiday	Students do not attend school
Friday 25 June	End Term 2	2:30pm dismissal
Winter Break 26 June 2021 – 11 July 2021		

TERM 3

Monday 12 July	Start Term 3	8:45am – 3:30pm
Friday 17 September	End Term 3	2:30pm dismissal
Spring Break 18 September 2021 – 3 October 2021		

TERM 4

Monday 4 October	Start Term 4	8:45am – 3:30pm
Monday 1 November	Pupil Free Day – Report Writing	Students do not attend school
Tuesday 2 November	Public Holiday Melbourne Cup Day	Students do not attend school
Thursday 16 December	Final day for all students	3:30pm dismissal
Friday 17 December	Pupil Free Day - 2022 Planning	Students do not attend school
Summer Break 18 December 2021 – 27 January 2022		

Curriculum

All programs are based on the Victorian Curriculum F-10. Information about the curriculum can be found at <https://victoriancurriculum.vcaa.vic.edu.au> .

Prep students are taught and assessed on the following areas:

English	Mathematics	Health and Physical Education
- Reading and Viewing - Writing - Speaking and Listening	- Number and Algebra - Measurement and Geometry - Statistics and Probability	- Movement and Physical Activity - Personal, Social and Community Health
The Arts	Technologies	Science
- Dance - Drama - Music - Visual Arts - Media Arts	- Design and Technologies - Digital Technologies	- Science Understanding - Science Inquiry Skills
Personal and Social Capabilities	Language other than English (LOTE) Auslan	
- Self-Awareness and Management - Social Awareness and Management	- Communicating - Understanding	

Orton-Gillingham approach for English

The Orton-Gillingham approach is used to introduce students to the speech sounds made by the 70 phonograms of the English language. This assists them to decode words when reading and to sound out words when writing.

Units of Inquiry

Hallam Primary School uses MAPPEN to plan, deliver and assess our Units of Inquiry. These units are based around eight concepts that students will explore developmentally from Prep to Year Six, and incorporate the expectations of the F-10 Victorian Curriculum. This means that while all of the students will be exploring the same concept at the same time, a developmental approach ensures that content is not repeated, but is instead 'scaffolded' to match the maturity and readiness of students at each level.

In 2021, Prep students will undertake the following Units of Inquiry -

Term 1 – Identity 'Shaping our Identity'

Term 2 – Change 'Our Changing World'

Term 3 – Discovery 'The Bridge and Beyond'

Term 4 – Connections 'Great and Small'

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 and sunscreen should be provided in your child's bag for their daily personal use. A drink bottle of water is also required during PE sessions.

A copy of the timetable for Specialist sessions for each class will be provided in February.

Home Reading

Parents/Carers play an important role in their child's literacy acquisition. Students should read their SHARE book to a parent/carer each night and return it to school every day. SHARE books must be kept in the green satchel when not being read. Students will be unable to bring new books home until they have returned borrowed books. Students will also be given a set of high-frequency words to learn to support their reading skills. Further information about these programs will be provided once students commence school.

Show and Tell

All students will be given a day for Show and Tell. They can bring an item to talk about, such as a small toy, book or photograph, or share some news about a recent experience or event. If students are unable to participate in Show and Tell on the day they are scheduled, they will be unable to participate that week. Show and Tell allocations for students will be discussed further during the interviews in February.

Library Books

Picture story books may be borrowed each week from the Library and must be returned the following week. Teachers will inform parents/carers of the day that students will be borrowing. Students should transport books in the library bag provided at the start of the year. This helps prevent damage from leaking drink bottles and food in the school bag. Students will be unable to borrow new books until they have returned borrowed books.

Prep Interviews - November

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.

Prep Interviews - February

When students are not attending school on Wednesdays in February, teachers will host interviews for students and their parent/carer. Information regarding booking these is included in this transition pack. Please return the booking form to the school office and teachers will advise you of the time of your interview once school commences in 2021. Families are only required to attend an interview on one Wednesday in February. During this interview, teachers will undertake the English Online Interview with each student. This is an assessment mandated by the Department of Education for all Prep students in Victoria. Teachers will also discuss the Home Reading program and curriculum with parents/carers and will be available to discuss any other queries about the Prep year.

Child Safe Standards

Hallam Primary School is committed to the safety and wellbeing of children and young people. Our school community recognises the importance of, and responsibility for, ensuring our school is a safe, supportive and enriching environment that respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive through their learning and development. The Child Safe Standards are compulsory standards for all organisations that provide services to children. The VRQA and DET are responsible for ensuring that schools are compliant with the Child Safe Standards. Hallam Primary School was reviewed in 2019 and demonstrated compliance with the Standards. Our website contains further information regarding our Child Safe Policies and Child Safe Code of Conduct.

Parents/carers are advised, and should be aware, of their responsibilities in relation to the Child Safe Standards and to refrain from taking photos that include other children or approaching students in the playground. You are asked to respect the privacy of others and the requirements in relation to the Child Safe Standards at Hallam Primary School

Student Wellbeing

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

Helping your child

PREPARING FOR SCHOOL

There are a number of things you can do to assist your child to be happy and confident at school. Please assist them to practise the following skills over the holidays in preparation school -

- Go to the toilet independently and then wash hands. Boys should have an awareness of how to use a urinal.
- Use a tissue to wipe their nose
- Cough into their elbow
- Share toys and games and take turns
- Say their name and their address
- Dress themselves independently including doing up buttons, zips and shoelaces
- Recognise their own name on belongings
- Write their own name using a capital letter at the start and lowercase letters for the remainder of their name
- Use scissors safely and correctly and practise cutting straight lines
- Manage their belongings, including packing and carrying their own school bag
- Open the zips or clasps on their lunchbox, practise opening packets and eating in an appropriate sequence e.g. sandwich before fruit
- Wipe up spilled water
- Pack things away after use
- Understand and carry out an instruction
- Sit quietly for a short time
- Play safely on playground equipment
- Wear a hat to play outside

It is important that children have sufficient sleep to make the most of their learning at school. Bedtime should be no later than 8:00pm. It is helpful to establish this routine before school begins.

Use of technologies should also be monitored and limited; 30 minutes of screen time is more than enough at home each day.

Schools are busy places during drop off and pick up times. While students are not permitted to exit the school grounds during the day, it is important that they have an awareness of safe behaviours around roads and traffic. Please assist your child to practise crossing the road safely. It is essential that parents model use of the school crossing before and after school.

DURING THE PREP YEAR

There are a number of ways you can assist your child to consolidate skills they are learning at school, including -

- Encouraging your child to communicate in English words and sentences if another language is spoken at home
- Encouraging your child to develop responsibility by giving them simple jobs to do at home
- Reading to and with your child and discussing the story
- Assisting your child to practise holding a book and turning the pages
- Encouraging your child to use pens and pencils to write and draw
- Assisting your child to practise counting small amounts e.g. cutlery when setting the table
- Encouraging your child to practise identifying numerals in the environment e.g. on signs or packaging
- Encouraging children to assist with measuring when cooking

Further information and instructional videos regarding supporting the development of your child's numeracy skills can be found at the DET Numeracy Portal –

<http://numeracyguidedet.global2.vic.edu.au/numeracy-at-home/>

<https://numeracyguidedet.global2.vic.edu.au/numeracy-at-home-birth-to-level-2/>

Uniform

Students must wear school uniform every day. A wide-brimmed, bottle green hat must be worn in Terms 1 and 4. Hats are left in locker tubs at school 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 while outside.

Our School Council has approved the Hallam Primary School Uniform Policy, as follows. It can be found on our school website. **Please note that students must wear black, closed in shoes.**

Uniform Policy

Rationale:

School Councils have the authority to develop and implement dress codes for their students as outlined in legislation relating to dress codes.

Aims:

To promote equality amongst all students.

To provide durable clothing that is cost effective and practical for our school environment.

To further develop a sense of pride in, and identification with, Hallam PS.

To maintain and enhance the positive image of Hallam PS in the community.

Implementation:

After consultation with the school community, student focus groups and the Student Leadership Team, School Council has developed a Dress Code that we believe:

- Promotes students' sense of identity with, and pride in, the school
- Allows all students to feel equal
- Enhances individual student safety and group security
- Ensures that students' appearance reflects the expectations of their community
- Prevents bullying and reduces competition between students on the basis of clothing
- Strengthens the spirit of community within the school
- Enhances the profile, image or identity of the school and its students within the wider community
- Prepares students for the expectations of workplaces
- Encourages students to present themselves appropriately for a particular role and develop pride in their appearance.

The Dress Code applies during school hours, while travelling to and from school, and when students are on school excursions.

- Girls – school dress (PSW) or tartan school pinafore/skirt/, bottle green skorts/shorts/bicycle shorts, trousers/track pants, windcheater/jacket (no hoods) and gold polo. Year 6 uniform optional.

- Boys – bottle green shorts, trousers/track pants, windcheater/jacket (no hoods) and gold polo. Year 6 uniform optional.
- Shoes – black lace up/Velcro/T-bars or dark coloured runners or sneakers. White runners are acceptable. Fluoro colours, glitter, flashing lights or bright colours on shoes are not permitted.
- Headbands, scrunchies and ribbons are to be white, yellow or bottle green. Tights are to be bottle green only. Leggings for under dresses/tunic can be bottle green or black. Socks are to be black or white.
- A watch and one pair of plain stud earrings or sleepers worn in the ears are the only acceptable jewellery.
- Extreme hair colours (e.g: green, pink or purple rinses) and/or extreme hairstyles (e.g: spikes, shaved shapes or Mohawks) are not permitted.
- Nail polish and cosmetics are not to be worn at school.
- Bottle green, broad-brimmed hats, consistent with our SunSmart policy, must be worn outside in Terms 1 and 4. Hats are not to be worn inside. Religious headwear must be in bottle green, yellow, white or black.
- Schools will uphold Human Rights, Equal Opportunity and Anti-Discrimination legislation when determining the Dress Code.
- Admin staff will co-ordinate the operation of a second hand uniform shop for good quality second hand uniforms.
- The student Dress Code, including details of uniform items and places of purchase, will be published in the newsletter at the start of each year.
- School Council requires the Principal be responsible for implementation of the Dress Code in a manner consistent with the Student Engagement Policy. Uniform infringements will be given to students not wearing the approved uniform.
- Arrangements can be made to supply uniforms via State Schools Relief for families experiencing economic hardship.
- Parents seeking exemptions to the Dress Code due to religious beliefs, ethnic or cultural background, student disability, health condition or economic hardship must apply in writing to the School Council for consideration.

School uniform provider

- PSW HAMPTON PARK
 - UNIT 2
 - 10-12 STH LINK
 - DANDENONG SOUTH
 - VIC 3175 tel: 8768 7490
- Uniform without the school logo is permitted and is available from: K-MART, TARGET, BIG W, BEST & LESS, Myer, Dandenong Market, etc.

Approved By	Hallam Primary School Council
Date Reviewed	June 2019
Responsible for Review	Assistant Principal
Next Review Date	June 2023
Reference:	https://www.education.vic.gov.au/school/parents/secondary/Pages/uniforms.aspx

Change of Clothes

It is advisable to keep a spare change of uniform (named trackpants or shorts, socks and underwear) in a plastic bag in your child's school bag. This can remain in the bag unless required and makes it easy for students to change and continue working at school if accidents occur.

Communication

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 during lining-up time or once classes have commenced as they have a Duty of Care to the supervision of 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 – The *Hallam Happenings* is sent home with the eldest child in the family on Thursdays on a fortnightly basis. The newsletter is also available via the Hallam PS website. It provides comprehensive information about school news and events.

Assembly - A whole school assembly may be held on Fridays at 3:00pm in the Hall, pending further clarification of the Covid-19 situation in 2021. The assembly would include notes and reports from the Principal, staff and Student Leadership Team (SLT). Parents and carers may be invited to attend assemblies, with entry via the front door, to be seated by 3:00pm.

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.

School Sign: Information regarding events is displayed on the LED sign at the front of the school.

Payments at school

Students will have opportunities to participate in a variety of activities to enhance their learning at school. At other times, special events and fundraising activities will be scheduled. A Hallam PS envelope will accompany notices home and monies should be returned in this, with your child's details clearly filled out. Notices and money should be sent to and from school via the green SHARE Reading satchel

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

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 should tick the CSEF box on the HPS envelope when payment for one of these activities is required. Please speak to staff in the school office for further information.

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 Administration Office.

Please ensure students do not bring items of value to school. Teachers are unable to take responsibility for these items and these cannot be replaced as they are not insured by the school.

Information and Communication Technologies

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.

Breakfast Club

A Breakfast Club operates in the Kitchen from 8:30am-8:45am Monday to Friday. Students can select from a range of options including toast, cereal, fruit and baked beans.

School Lunches and Snacks

A solid breakfast of a quality cereal, toast, yoghurt, milk, juice and/or fruit is a great way to begin learning. We encourage our families to ensure their children have breakfast every day, and bring healthy foods for snack and lunch. Staff are unable to heat up food for student lunches. We have a strict 'no-sharing food' policy, as some of our students have severe allergies or follow particular diets. Students eat their lunches in the classroom and are given additional time to eat at the start of the year while they settle into the routines.

Snack ideas	Lunch ideas	
<ul style="list-style-type: none">- cut up fruit- vegetable sticks- cherry tomatoes- cheese- yoghurt	<ul style="list-style-type: none">- sandwich- wrap- mini quiches- vegetable slices	

Students require a drink bottle filled with water at school. Water is good for hydration and easily cleaned up if spilt. Juices and cordial should not be sent in drink bottles.

Celebrations at School

Birthdays and other special events will be acknowledged and celebrated in the classroom. Students are not able to bring any food including cakes, lollies or chocolates to school to share to celebrate their birthday as many students have food allergies or intolerances or follow specific diets.