



# 2024 Community Information

Hallam Primary School  
24 Harmer Road  
Hallam VIC 3803  
<https://hallam-ps.vic.edu.au>

## HALLAM PRIMARY SCHOOL COMMUNITY INFORMATION

Welcome to Hallam Primary School for the 2024 school year.

Hallam Primary School acknowledges the Bunurong people of the Kulin Nation, the Traditional Owners of the land where we come to learn and work. Our school is in the culturally diverse community of Hallam in the City of Casey, a south-eastern suburb of Melbourne, and is consistently identified as a multi-cultural school with a high level of disadvantage.

Hallam Primary School fosters the values of *Fairness, Growth, Respect* and *Teamwork*. School personnel are strongly motivated to do their best for every child. Discrimination, or any form of harassment, bullying, violence, aggression or threatening behaviour, is unacceptable and will not be tolerated in this school. Everyone has the right to differing opinions and views and to raise concerns as long as this is managed respectfully.

The purpose of Hallam Primary School is to provide a safe, orderly and inclusive learning environment where students can engage in the development of knowledge, skills and interests that enable them to thrive within the broader community. Hallam Primary School has high expectations in relation to regular attendance at school with absenteeism closely monitored by class teachers. The school provides a coherent, high-quality Foundation to Year 6 learning program, incorporating explicit instruction, experiential learning and inquiry, designed to prepare students for the next phase of their education.

Hallam Primary School implements the Orton Gillingham approach and the Fountas and Pinnell program to support English literacy skills, with a more developmental focus implemented in Mathematics. MAPPEN curriculum units provide scope to engage students in socially relevant programs, while the ICT-rich learning environment promotes digital learning from Foundation to Year 6. The school provides specialist programs in STEM (Science, Coding, Robotics, VR, CAD, 3D printing), Physical Education, The Arts (Visual and Performance) and LOTE (Auslan), and offers participation in the Stephanie Alexander Kitchen Garden program, camps, excursions and events.

Student wellbeing is an established focus at Hallam Primary School with teaching staff, support staff and Allied Health personnel working collaboratively to optimise students' learning. Hallam Primary School caters for students' wellbeing through the implementation of whole school programs that support inclusion, engagement and behaviour management. The Assistant Principal's role is comprehensively allocated to student wellbeing, supporting efficient coordination of resources.

There is a commitment by all staff to improving learning and teaching. Staff work collaboratively, develop learning partnerships and take collective responsibility for students' wellbeing and academic progress.

Hallam Primary School Council continues to budget for annual investment in the school's curriculum programs, particularly literacy and numeracy resources, and digital resources supporting equity of access to contemporary devices for all students.

Involvement in your child's education is strongly encouraged. You can support your child's education by respecting our school's high expectations of student learning, student behaviour, student punctuality and attendance, student presentation and the completion of home reading/learning requirements. These expectations support your child to prepare for a successful future.

**Julie Macfarlane** DipTeach (Primary), BA (Monash), GradDipEdAdmin, MEd (Melbourne)  
**Principal**

2024 HALLAM PRIMARY SCHOOL PERSONNEL

Principal	<b>Mrs Julie Macfarlane</b>
Assistant Principal (Wellbeing & Inclusion)	<b>Mrs Shirley Fletcher</b>
Business Manager	<b>Ms Penny Moores</b>
Administration Assistant	<b>Mrs Kerry Fenton</b>
Administration Assistant	<b>Ms Jessica Robinson T/W/Th</b>
TSS/Technician	<b>Mr Vaughn Bascombe</b>
	<b>Mrs Kit Lee</b>

Team	Program	Room	Provider
Wellbeing & Inclusion	Speech	C2	Mrs Majella Booker M/T/W
	Psychology	C3	Mrs Nicole Sanders M
	Psychology	C3	Mr Jonathan Parker F
	OT		Mrs Joyce Chan
	CNN Speech Pathologist		TBA
	CNN Psychologist		TBA
	Art Therapy-Creative Space		Ms Melissa Gurtler T (Fortnightly)
	Inclusion Teacher C1		Ms Robyn Unthank M/T/W
Breakfast Club-Hall		Mrs Charlotte Cox M-F	

Team

Learning Specialist P-2	Class	Room	Staff Member
Prep Team	00A	07	<b>Ms Louisa Carey (Team Leader)</b>
	00B	08	Ms Biljana Vanovac
	00C	09	Ms Annie Chhen
	00D	06	Ms Sara Ong
	ES-Student Learning Needs		Mrs Zaheda Ebrahim
	ES-Student Learning Needs		Mrs Denise Sharp
	ES-Student Learning Needs		Mrs Charlotte Cox

Team	Class	Room	Staff Member
Learning Specialist P-2 1-2 Team			<b>Mrs Jackie Lee (Team Leader)</b>
	12A	01	Ms Paige Dang
	12B	04	Ms Nicole Towler
	12C	05	Mrs Eliza Britten M/T/W
			Mrs Nadine Dubois-White M/Th/F
	12D	Mod5 18	Mr Jordan Jameson
	12E	Mod5 19	Ms Amy Kong
	Multi-cultural Education Aide		Mrs Razia Mouradi
	ES-Student Learning Needs		Mrs Kathryn Sands
	ES-Student Learning Needs		Ms Ruth Noronha

Team	Class	Room	Staff Member
	34A	14	<b>Mr Rob Coxon (Team Leader)</b>
	34B	15	Ms Yasmine Basel
	34C	16	Mr Simon Way
	34D	17	Ms Jasmine Hibbert

Learning Specialist 3-6	ES-Student Learning Needs		Mrs Melissa Sullivan
3-4 Team	<b>Class</b>	<b>Room</b>	<b>Staff Member</b>
	56A	10	Mr King Tangso
	56B	11	<b>Ms Deb Nield (Team Leader)</b>
	56C	12	Mr Joshua Kippen
	56D	13	Ms Sarah Pearce-Edwards
	ES-Student Learning Needs		Ms Carmelita Gomes
	ES-Student Learning Needs		Mrs Deanne Ashton-Smith
Team	<b>Class</b>	<b>Room</b>	<b>Staff Member</b>
Learning Specialist 3-6	<b>Arts (Visual)</b>	<b>STEAM</b>	<b>Mrs Cheryl King (Team Leader)</b>
5-6 Team	Arts (Perform)	Mod4	Mrs Amanda Conder M/T/W/Th
	Phys. Ed.	Hall	Mr Brendan McCarthy
	STEM	STEAM	Mrs Jade Way M/T/W
			Mrs Jessica Farrar M/Th/F
	SAKG	Kitchen	Mrs Kathy Van Eck T/W/Th
	SAKG	Garden	Mrs Deanne Ashton-Smith T
Team	<b>Class</b>	<b>Room</b>	<b>Staff Member</b>
Programs	<b>TLI Teacher (Numeracy)</b>	<b>CS</b>	<b>Mrs Celeste Mui (Team Leader)</b>
	TLI Teacher (Literacy)	03	Mrs Suzanne Carmody M/T/W
	F&P LLI Program	BER	Mrs Meaghan Crawford M/T/W
	MacqLit Program	BER	Mrs Sarah Calderwood
	MiniLit Program	STEAM	Mrs Lynda Morgan
SAKG	<b>Class</b>	<b>Room</b>	<b>Provider</b>
	Playgroup	Hall	<b>54 Reasons/Save the Children-Small Talk</b>
			Yasaman Rezaei/Jo Longo
	ES-Student Learning Needs		Zaheda Ebrahim T
Team	MEA		Razia Mouradi T

**2024 TERM DATES/HOLIDAYS**

Monday 22 January 2024	Principal Resumes	
Tuesday 23 January 2024	Administration Office: End-of-Year (2023) Procedures	
Wednesday 24 January 2024	Administration Office Open: Parent Payments	8:30am-4:00pm
Thursday 25 January 2024	Administration Office Open: Parent Payments	8:30am-4:00pm
Friday 26 January 2024	AUSTRALIA DAY Holiday	HALLAM PS CLOSED

**TERM 1:**

Monday 29 January ATTEND	CURRICULUM DAY	STUDENTS DO NOT
Tuesday 30 January ATTEND	PROFESS.PRACTICE DAY	STUDENTS DO NOT
Wednesday 31 January <i>Wednesday 31 February</i>	YEARS 1-6 COMMENCE <i>PREPS DO NOT ATTEND</i>	8:45am-3:30pm <i>Prep P-T Interviews</i>
Thursday 1 February <i>Wednesday 07 February</i>	PREPS COMMENCE <i>PREPS DO NOT ATTEND</i>	8:45am-3:30pm <i>Prep P-T Interviews</i>
<i>Wednesday 14 February</i>	<i>PREPS DO NOT ATTEND</i>	<i>Prep P-T Interviews</i>
<i>Wednesday 21 February</i>	<i>PREPS DO NOT ATTEND</i>	<i>Prep P-T Interviews</i>
<i>Wednesday 28 February</i>	<i>PREPS DO NOT ATTEND</i>	<i>Prep P-T Interviews</i>
<b>PREPS ATTEND FULL TIME 8:45AM-3:30PM DAILY FROM MONDAY 4 MARCH 2024</b>		
Monday 11 March	LABOUR DAY Holiday	HALLAM PS CLOSED
Thursday 28 March	END TERM 1	DISMISSAL 2:30pm

**EASTER & AUTUMN BREAK: 29 MARCH 2024-14 APRIL 2024****TERM 2:**

Monday 15 April ATTEND	CURRICULUM DAY	STUDENTS DO NOT
Tuesday 16 April	PREP-6 RESUME	8:45am-3:30pm
Thursday 25 April	ANZAC DAY Holiday	HALLAM PS CLOSED
Monday 10 June	KING'S BIRTHDAY Holiday	HALLAM PS CLOSED
Friday 28 June	END TERM 2	DISMISSAL 2:30pm

**WINTER BREAK: 29 JUNE 2024-14 JULY 2024****TERM 3:**

Monday 15 July	PREP-6 RESUME	8:45am-3:30pm
Friday 20 September	END TERM 3	DISMISSAL 2:30pm

**SPRING BREAK: 21 SEPTEMBER 2024-6 OCTOBER 2024****TERM 4:**

Monday 7 October	PREP-6 RESUME	8:45am-3:30pm
Monday 4 November ATTEND	REPORTING DAY	STUDENTS DO NOT
Tuesday 5 November	MELBOURNE CUP Holiday	HALLAM PS CLOSED
Thursday 19 December	FINAL DAY-ALL STUDENTS	DISMISSAL 3:30pm
Wednesday 20 December ATTEND	2025 PLANNING DAY	STUDENTS DO NOT

**SUMMER BREAK: 21 DECEMBER 2024-29 JANUARY 2025**

## SCHOOL TIMES

Students are expected to be at school by 8:45am.

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

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

**Assemblies:** Assemblies are held in the Hall on **Friday afternoons at 2:35pm**. Assemblies are usually hosted by Student Leaders.

**Assertive Discipline/Restorative Practices:** Hallam Primary School is committed to developing an educational environment that values diversity, is inclusive, safe and supportive, and where students can take full advantage of the educational opportunities offered to them. The Hallam Primary School *Student Engagement Policy* has been developed 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 whole school behaviour management procedures. At the commencement of each year, teachers negotiate a set of acceptable behaviours with their class, including consequences and rewards 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 society, the school and the class, 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 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 policy requirements.
  - The ***Equal Opportunity Act 2010 (Vic)*** prohibits discrimination based on protected attributes (characteristics) including race, religion, disability, sex, age, gender identity and sexual orientation.
  - The ***Charter of Human Rights and Responsibilities Act 2006 (Vic)***, which requires public authorities, including government schools and their employees, to act compatibly with human rights and to consider human rights when making decisions and delivering services. Charter decisions in schools include decisions around enrolment, attendance, responding to behaviour concerns (including preventing the escalation of behaviours), the making of adjustments for students with disabilities, preventing and responding to bullying, use of restrictive practices including restraint, and decisions to suspend or expel a student. Rights protected by the Charter include the protection of families and children (including promoting the best interests of the child), the right to equality, and cultural and religious rights.
  - The ***Disability Standards for Education 2005***, which clarify and make more explicit the obligations on schools and the rights of students under the Disability Discrimination

Act 1992 (Cth). The standards cover enrolment, participation, curriculum development, student support services, and harassment and victimisation.

The ***Education and Training Reform Act 2006 (Vic)***, which states that all Victorians, irrespective of the education and training institution they attend, where they live or their social or economic status, should have access to a high-quality education that:

- realises their learning potential and maximises their education and training achievement promotes enthusiasm for lifelong learning
- allows parents to take an active part in their child's education and training.

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 and students will establish a set of classroom expectations for their own class that are consistent with the school rules
- Students and parents/guardians will be expected to acknowledge their understanding of these expectations by signing a Classroom Contract
- School and class expectations 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 expectations
- 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.

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 Families, Fairness and Housing (DFFH) and Victoria Police may be requested to attend the school.**

**Bikes: Students must, by law, wear safety helmets when riding to and from school.** Students should be instructed about current road laws and safety precautions by their parents. **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. The parent will be contacted.**

**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, then facilitate the ordering and distribution of orders to students. Please ensure that orders are fully 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 the Hall and is co-ordinated by Mrs Charlotte Cox. A teacher is also rostered to Breakfast Club between 8:30 am-8:45am, for the purpose of supervision, and to assist with preparation/pack up. All Hallam



Primary School students are welcome even if they have already had breakfast at home. A healthy breakfast provides students with a great start to a busy day of learning.

**Camping Program:** In 2023, students will be offered a modified camp experience. Further information will be made available during the year. 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 Primary School 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. CCTV surveillance footage may be provided to police to assist with investigations.

**Compass:** Compass will provide the School Management Software from 2023 and will be progressively expanded at the school and school community levels. Parents/Guardians will be requested to download the Compass app. For more information about Compass, please visit the following link: <https://www.compass.education/guide>

**Covid-19:** Students and staff at Hallam Primary School will continue to practise regular hand hygiene routines and, where possible, social distancing. Learning and teaching spaces are ventilated and have air purifiers, and hand sanitiser is available. Masks continue to be recommended indoors but are not mandated. Parents are required to collect their child if they are symptomatic. **RAT testing by the student/parent and resting at home continues to be strongly recommended if a student has Covid-19 symptoms.**

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

**MAPPEN:** The MAPPEN 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. Hallam Primary School also has access to *inquisitive* curriculum resources.

**Computers:** Computers are an integral part of the daily classroom learning program. Students, staff and members of the community are bound by the Hallam Primary School 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. **Until the school receives the signed protocols from students and their 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 with any of our computers.**

**All students attend the STEAM Centre to work on coding, robotics, 'Design Thinking' and 3D printing with Mrs Jade Way and Mrs Jessica Farrar.**

**Crossing Supervision:** Hallam Primary School students and their siblings/families are expected to use the supervised school crossing. There have been several near misses when students, often crossing with their parents, have ignored the rules, 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.**

**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.

**Entry to the School:** Students attending Breakfast Club can enter the Hall from 8:30am. General entry is from 8:45am.

**Enrolment:** **Proof of Birth in the form of a Passport or Birth Certificate,** and a **School Entry Immunisation Certificate issued only by the Australian Immunisation Register** must be

submitted to the school as a pre-requisite to enrolment. Proof of residential address within the school's zone may also be required.

**Evaluation and Reporting:** Parents are invited to attend Student-Parent-Teacher Conferences held twice each year to discuss their child's learning achievements. These are offered on site and virtually.

**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

Condition	Exclusion of cases	Exclusion of contacts
<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
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	Exclude until well	Not excluded

Condition	Exclusion of cases	Exclusion of contacts
meningococcal meningitis)		
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
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

Condition	Exclusion of cases	Exclusion of contacts
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
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. 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 maintenance and mowing contractors. Your Voluntary Contribution assists with grounds maintenance, rather than families being rostered for Working Bees.

**Fundraising:** Locally raised funds are an essential part of providing the quality programs for all students at Hallam Primary School. 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>

**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. A SMS message is sent to advise a parent if their child is marked as not attending.

**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 Families, Fairness and Housing** 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 a staff member.

**Note: No student is permitted to bring any form of medication to school without written parental 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 are required to 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.
- **Diabetes:** Parents of students with diabetes must provide the school with a Diabetes Management Plan, prepared by their child's doctor or Diabetes Educator, as well as their auto-injector/syringes, insulin, emergency kit, test strips and blood glucose monitor. Trained, volunteer staff are available to administer insulin during school hours, if required.

**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:** Home Learning as an important aspect of every student's education. Parents are requested to support students to undertake Home Learning activities by discussing home learning 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 student's 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

**House Competition:** All students are members of School House Teams. Family members usually belong to the same House.

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

**Late Arrival at School:** If your child arrives after 9:00am, a parent needs to accompany them to the Administration Office where **you will need to sign your child/ren in on the Compass Kiosk.**

- **Select Student Late Arrival; Child's Name; Reason for Late Arrival; Name of Parent signing the child/ren in.**

**Leaving School Before 3:30pm:** If you need to pick up your child before 3:30pm, a parent needs to come to the Administration Office prior to 3:10pm, as pick up time is a peak time for office staff. **You can then sign your child/ren out on the Compass Kiosk.**

- **Select Parent Pick-Up; Child's Name; Reason for Departure; Name of Parent collecting child.**
- **Office staff are unable to have children waiting unaccompanied in reception, so please allow enough time for the children to be called up to reception upon your arrival.**

**Note: No student is permitted to leave the school grounds unsupervised at any time during school hours.**

**Library:** Students should have a bag in which to keep books selected from the school's Literature Collection, in order to protect these valuable resources. A plastic bag, or a drawstring bag, made from durable, washable material, would be suitable. Vandalised/damaged books requiring replacement will be invoiced to the parent.



**Lunches:** Research indicates 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 during the day. Without good nutrition, students become lethargic and lose concentration. Hallam Primary School operates a Breakfast Club in the Hall between 8:30-8:45am daily.



Students require at least two pieces of fruit, to be eaten during scheduled 'Fruit Breaks' in the first two learning sessions as well as a healthy morning snack. Playlunch/Snack and lunch might include one or two rounds of sandwiches, extra fruit, carrot sticks, water or long-life milk.

**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.** 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 attempt to contact the family/will provide the student with a sandwich from a supply in the Staffroom refrigerator. A cheese, jam or vegemite sandwich is available. Parents will be sent a 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 & Wearable Devices:** Students' mobile and wearable devices must be signed in at the Administration Office upon arrival at school and signed out after dismissal. Mobile phones/smart watches with photographic and recording capabilities are not permitted to be used for these purposes within the school environs.

**Note: This is a Ministerial policy formally issued by the Minister for Education under section 5.2.1(2)(b) of the Education and Training Reform Act 2006 (Vic).**



**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:** Under the guidance of class teachers, parents are welcome to assist within our school. Prior to parents/guardians becoming approved volunteers, parents/guardians are required to obtain a satisfactory **Working with Children Check** and to participate in a **Volunteers Induction** session on such matters as:

- Child Safe Standards
- confidentiality when working with students.

- appropriate techniques e.g., reading cue sources, etc.
- appropriate expectations with regard to the quality/quantity of students' work.

**Names of Volunteers who have successfully completed this process will be submitted for School Council approval.** The Principal may politely refuse 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.**

**Parent Payments:**

The Parent Payments policy outlines the ways in which schools can request financial contributions from parents and that all students have access to the curriculum.

- Schools must provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the requirements of the curriculum.
- Schools may request parents make voluntary financial contributions towards the cost of schooling under two categories: *Curriculum Contributions* and *Other Contributions*.
- Schools may invite parents to purchase optional Extra-Curricular Items and Activities on a user-pays basis.
- Schools may invite parents to supply or purchase their own educational items for their child to use and to own.

**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 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.

**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 Warning Notice being issued.**

**Photographs:** School photos are scheduled for **Monday 15 May 2023**. Students must wear compulsory school uniform and be well-presented for photographs. Student Leadership Team members are also photographed.

**Note: Taking photographs of students, other than your own child, is not permitted.**

**Physical Education and Health, including Sport:** Every student is expected to participate in the Physical Education Program. Sporting activities are intended to develop the student's physical fitness, confidence, motor 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 Inter-School and District Competitions. **Students whose behaviour constitutes a management risk will not be permitted to participate in representative Hallam Primary School teams competing away from Hallam Primary School.**

**Playgroup:** Playgroup operates in the **Hallam Primary School hall from 9-10:30am on Tuesday mornings during the term.** Mums/Dads/Carers are welcome to come along with their infant/toddler to meet with other parents from the Hallam Primary School community and to encourage children to be involved in creative play through painting, puzzles, plasticine, etc. Please contact the office for more information.

**Private Property:** Members of the school community are advised that **Government schools are not public places and there is no general right for the public to enter school land at any time.** Hallam Primary School is the property of the Department of Education and Training (DET). **Unauthorised entry may be regarded as trespass.**

**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 Primary School 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.

**SHARE Reading:** SHARE is a 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 opportunity to practise swimming at a local pool to increase water confidence and basic stroke technique. Parents will be advised of the venue on the permission notice sent home with your child. Parents are responsible for payment of entry and transport.

**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. 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. 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 or Assistant 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 can 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 Community Liaison Officer at the Regional Office. In most cases a Senior Education Improvement Leader (SEIL) 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 Primary School uniform items are available from **Primary School Wear, Unit 2, 10 Southlink, Dandenong South 3175.**

Students are able to select from an inclusive 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 excursions, social service or other specified purposes in which 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 during school hours (including parents/guardians) **are required to report to the Administration Office. Under no circumstances are parents/guardians, volunteers or contractors permitted to enter the school without registering at the Administration Office.**

**Visitors are required 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 sign out.**

**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 Primary School.

**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.