



2025

# Beginning Prep Information



## Hallam Primary School – Overview for 2025 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:

- Fairness
- Growth Mindset
- Respect
- Teamwork

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 DE policies 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)*
- 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

## 2025 Prep Teaching and Support Team

<b>Principal</b>	Mrs Julie Macfarlane	Administration
<b>Assistant Principal-Wellbeing</b>	Mrs Shirley Fletcher	Administration
<b>Business Manager</b>	Ms Penny Moores	Administration
Technical Support Services	Mr Vaughn Bascombe	Administration
Administration Assistant	Mrs Kerry Fenton	Administration
Administration Assistant (Tuesday-Thursday)	Mrs Jessica Barbar	Administration
<b>Prep-Year 2-Learning Specialist/Teacher</b>	Ms Louisa Carey	
<b>Prep Teacher-Team Leader</b>	Mrs Jessica Farrar	00A Room 7
Prep Teacher	Mrs Biljana Vanovac	00B Room 8
Prep Teacher	Ms Meg Kingwell	00C Room 6
Education Support (Aide)	Mrs Denise Sharp	
Education Support (Aide)	Mrs Zaheda Ebrahim	
Education Support (Aide)	Ms Charlotte Cox	
Education Support (Aide)	Ms Param Bindra	
Education Support-Multicultural Education Aide	Mrs Razia Mouradi	
Physical Education Program Specialist	Mrs Eliza Britten	
Performance Arts Program Specialist	Mrs Amanda Conder	
Visual Arts Program Specialist	Mrs Cheryl King	
STEM Program Specialist	Ms Robyn Unthank	
Stephanie Alexander Garden Specialist	Ms Deanne Ashton-Smith	
Stephanie Alexander Kitchen Specialist	Mrs Kathy Van Eck	

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

## 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.

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 30<sup>th</sup> January 2025**.

Further advice regarding the arrangements for the first day of school will be provided in 2025.

When dropping students off at school, parents/carers should leave students with a reassuring farewell. Most children settle quickly into school on the first day, however if your child is upset, lingering will only make it more difficult.

At the end of the day, 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 this 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 notify the school via Compass, or send a written note or medical certificate when they return, explaining the absence. A written explanation is required by the Department of Education. 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://www2.education.vic.gov.au/pal/attendance/policy>

## 2025 School Calendar

Please take note of the following dates for the 2025 school year. Term breaks, Pupil Free Days and Public Holidays when students are not required to attend school are highlighted in red.

### TERM 1 2025

<b>Thursday 23 January</b>	Program payments can be made – - via Compass (preferred) - online via BPAY - over the phone via credit card (call the school on 9703 1536) - in person at the school office	
<b>Monday 27 January</b>	<b>Australia Day Public Holiday (Hallam PS is closed)</b>	
<b>Tuesday 28 January</b> <b>Wednesday 29 January</b>	<b>Pupil Free Days</b>	<b>Students do not attend school</b>
<b>Tuesday 28 January</b> <b>Wednesday 29 January</b>	Program payments can be made – - via Compass (preferred) - online via BPAY - over the phone via credit card (call the school on 9703 1536) - in person at the school office	
<b>Thursday 30 January</b>	<b>Prep students commence</b> <b>8:45am – 3:30pm</b>	
<b>Wednesday 5 February</b> <b>Wednesday 12 February</b> <b>Wednesday 19 February</b> <b>Wednesday 26 February</b>	Prep Parent-Teacher interviews	Students do not attend school, except at their allocated interview time. Times will be advised once school commences in 2025.
<b>Preps attend full time 8:45am – 3:30pm daily from Monday 3 March 2025</b>		
<b>Friday 7 March</b>	<b>Pupil Free Day –</b> <b>Staff Professional Development</b>	<b>Students do not attend school</b>
<b>Monday 10 March</b>	<b>Labour Day</b> <b>Public Holiday</b>	<b>Students do not attend school</b>
<b>Friday 4 April</b>	End Term 1	2:30pm dismissal
<b>Autumn Break and Easter 5 April 2025 – 21 April 2025</b>		
<b>TERM 2</b>		
<b>Tuesday 22 April</b>	Start Term 2	8:45am – 3:30pm
<b>Friday 25 April</b>	<b>ANZAC Day</b> <b>Public Holiday</b>	<b>Students do not attend school</b>
<b>Monday 9 June</b>	<b>King’s Birthday</b> <b>Public Holiday</b>	<b>Students do not attend school</b>
<b>Friday 4 July</b>	End Term 2	2:30pm dismissal
<b>Winter Break 5 July 2025 – 20 July 2025</b>		
<b>TERM 3</b>		
<b>Monday 21 July</b>	Start Term 3	8:45am – 3:30pm
<b>Friday 19 September</b>	End Term 3	2:30pm dismissal
<b>Spring Break 20 September 2025 – 5 October 2025</b>		
<b>TERM 4</b>		
<b>Monday 6 October</b>	Start Term 4	8:45am – 3:30pm
<b>Monday 3 November</b>	<b>Pupil Free Day –</b> <b>Assessment and Reporting</b>	<b>Students do not attend school</b>
<b>Tuesday 4 November</b>	<b>Melbourne Cup Day</b> <b>Public Holiday</b>	<b>Students do not attend school</b>
<b>Thursday 18 December</b>	Final day for all students	3:30pm dismissal
<b>Friday 19 December</b>	<b>Pupil Free Day -</b> <b>2026 Planning</b>	<b>Students do not attend school</b>
<b>Summer Break 20 December 2025 – 28 January 2026</b>		

## Curriculum

All programs are based on the Victorian Curriculum F–10 Version 2.0. Information about the curriculum can be found at <https://f10.vcaa.vic.edu.au/>

Prep students are taught and assessed on the following areas:

<b>English</b>	<b>Mathematics</b>	<b>Health and Physical Education</b>
<ul style="list-style-type: none"> <li>- Reading and Viewing</li> <li>- Writing</li> <li>- Speaking and Listening</li> </ul>	<ul style="list-style-type: none"> <li>- Number</li> <li>- Algebra</li> <li>- Measurement</li> <li>- Geometry</li> <li>- Statistics and Probability</li> </ul>	<ul style="list-style-type: none"> <li>- Movement and Physical Activity</li> <li>- Personal, Social and Community Health</li> </ul>
<b>The Arts</b>	<b>Technologies</b>	<b>The Humanities</b>
<ul style="list-style-type: none"> <li>- Dance</li> <li>- Drama</li> <li>- Music</li> <li>- Visual Arts</li> <li>- Media Arts</li> </ul>	<ul style="list-style-type: none"> <li>- Design and Technologies</li> <li>- Digital Technologies</li> </ul>	<ul style="list-style-type: none"> <li>- Geography</li> <li>- History</li> </ul>
<b>Personal and Social Capability</b>	<b>Language other than English (LOTE) Auslan</b>	<b>Science</b>
<b>Critical and Creating Thinking</b>	<b>Ethical Capability</b>	<b>Intercultural Capability</b>

### 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 Program Specialist sessions for each class will be provided in February.

## Home Reading

Parents/Carers play an important role in their child's literacy acquisition. Once students begin to take books home, they should read it to a parent/carer and return it to school the following day. 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. Further information about this program 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 on which they are scheduled, they will be unable to participate that week. Show and Tell allocations for students will be discussed during the interviews in February.

## Library Books

Picture story books may be borrowed each week from the school's Library collection and must be returned the following week. Teachers will inform parents/carers of the day that students can borrow. 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 2024**

The Prep "Getting to Know You" Interview enabled valuable information to be gained prior to the beginning of primary school. This information assists us to make informed decisions about the educational program required for your child. Tasks included things such 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 2025**

When students are not attending school on Wednesdays in February, teachers will host interviews for students and their parent/carer. Information regarding bookings for these appointments via the Compass app will be provided when school commences. Families are only required to attend an interview on one Wednesday in February. During this interview, teachers will undertake some assessments to assist with planning. 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, inclusive 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 DE are responsible for ensuring that schools are compliant with the Child Safe Standards. During the 2024 school review, Hallam Primary School demonstrated compliance with the required Standards. Our website contains further information regarding our Child Safe Policies and Child Safe Code of Conduct. Hallam Primary School is again scheduled for review in 2027.

Parents/carers are advised, and should be aware, of their responsibilities in relation to the Child Safe Standards and 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, Jessica Farrar, Prep Team Leader, Louisa Carey, Prep-Year 2 Learning Specialist, Shirley Fletcher, Assistant Principal/Wellbeing or Julie Macfarlane, Principal, on 9703 1536 to discuss your concerns.

# Helping your child

## PREPARING FOR SCHOOL

There are several things you can do to assist your child to be independent, happy and confident at school. Please assist them to practise the following skills over the holidays in preparation for commencing 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 paper in 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/short list of instructions (1-3)
- 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 several 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
- 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
- Encouraging your child to develop responsibility by giving them simple jobs to do at home

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

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



# 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 Student Dress Code Policy, as follows. It can be found on our school website. **Please note that students must wear black, closed in shoes. Jumpers and windcheaters should not have hoods.**



HALLAM  
PRIMARY  
SCHOOL

## Help for non-English speakers

If you need help to understand the information in this policy, please contact Admin 9703 1536.

## PURPOSE

The purpose of the Student Dress Code is to outline Hallam PS requirements for student dress and appearance and to provide information about uniform purchase and support, dress code implementation and exemption processes.

This dress code has been developed by the Hallam PS School Council in close consultation with our school community to ensure that it respects the rights of individual students whilst reflecting the values and interests of our community.

The Student Dress Code aims to:

- foster a sense of community and belonging and encourages students to develop pride in their appearance
- support Hallam PS commitment to ensuring that our students feel equal and are dressed safely and appropriately for school activities
- reduce student competition on the basis of clothing
- enhance the profile and identity of the school and its students within the wider community.

## SCOPE

Students are expected to comply with this Student Dress Code while traveling to and from school, during school hours and when attending school activities.

## UNIFORM AND APPEARANCE

- Bottle green shorts, PSW skorts, trousers/track pants, windcheater/jacket (no hoods) and gold or bottle green long sleeved/short sleeved polo. School dress (PSW) or tartan school pinafore/skirt (PSW). Year 6 uniform is 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/leggings are to be bottle green or black. Socks are to be white/plain colours.
- 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 from August 1 to April 30 when the UV rating is climbing. Hats are not to be worn inside. Religious headwear must be in plain bottle green, yellow, white, or black with no glittery sequins etc.

<https://hallam-ps.vic.edu.au/about-us/#policies>

## IMPLEMENTATION

Hallam PS will ensure that this Student Dress Code is communicated to all families and students through our website, information handbooks and fortnightly newsletter, Hallam Happenings. We will assist students who may be experiencing difficulties complying with this policy where possible.

If a student is out of school uniform or otherwise breaches the Student Dress Code on a recurring basis, a note will be provided to the student and parents by the classroom teacher. If non-compliance with the dress code becomes a continued occurrence, the Principal will be informed and a phone call home may be required. In this event, the school will continue to work with the student and family to support compliance.

Measures taken by Hallam PS to address concerns about student non-compliance with the Student Dress Code will also be addressed in accordance with our Student Wellbeing and Engagement Policy.

## EXEMPTIONS TO STUDENT DRESS CODE

We acknowledge that there might be instances where the enforcement of this dress code could impact students differently.

Students and their parents or carers may apply either in writing or in person to the Principal for an exemption to this Student Dress Code if:

- an aspect of this code prevents the student from complying with a requirement of their religious, ethnic or cultural beliefs or background
- the student has a particular disability or health condition that requires a departure from the dress code
- the student or their parents/carers can demonstrate particular financial hardship that prevents them from complying with the dress code.

When the Principal receives a request for an exemption, they will:

- consider the grounds for the exemption request
- explain the process to the student and/or their parents/carers
- encourage the student and/or their parents/carers to support their application with evidence.

The Principal or delegate will then try to negotiate a resolution that is acceptable to all parties. If an exemption is not allowed, then written reasons will be provided to the student and/or their parents or carers.

## CONCERNS ABOUT THIS STUDENT DRESS CODE

Hallam PS welcomes feedback from the school community in relation to this Student Dress Code. If you have a concern or complaint about the Student Dress Code, further information about raising a concern or complaint is available in our school's *Parent Complaint Policy*, available on our website.

## FURTHER INFORMATION AND RESOURCES

- Hallam PS Sunsmart Policy
- Hallam PS Parent Complaint Policy
- Hallam PS Student Wellbeing and Engagement Policy
- Department of Education and Training [Student Dress Code](#)
- Department of Education and Training [Student Engagement policies and guidelines](#).

- 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.

The School Council has considered affordability in the development of this dress code. However, if you are facing difficulty meeting uniform costs the [Help with school costs and fees](#) page provides advice on support offered by the Victorian Government. If your child is starting prep or year 7 and is eligible to receive support via the [Camps, Sports and Excursions Fund](#), you may be eligible to access the Affordable School Uniform (ASU) program.

Please contact Admin 9703 1536 to discuss support that we may be able to provide.

#### **General appearance**

While at school, travelling to or from school or participating in school activities, students must comply with the following:

- Uniforms must be clean and in good repair
- Uniforms should be clearly marked with the owner's name
- Additional layers of clothing may be worn underneath the uniform for added warmth, provided these undergarments are completely hidden
- Studs, sleepers and watches are the only acceptable jewellery

#### **Health and safety**

Shoulder length or longer hair is to be tied back to help restrict the spread of lice and for student safety.

Jewellery, nails, hair accessories and similar items that interfere with students' ability to engage with school activities safely and fully are not permitted.

School uniform hats must be worn outside from mid-August to 30 April and on any other day prescribed by the school. School uniform hats may also be worn outside of this time period, by parent or student choice. Hats are not to be worn inside.

Students are permitted to wear sunglasses during outdoor activities. Sunglasses should be close-fitting, wrap-around that meet the Australian Standards 1067 and cover as much of the eye area as possible.

### **POLICY REVIEW AND APPROVAL**

Policy last reviewed	October 2024
Consultation	School Council/ Oct 2024
Approved by	School Council
Next scheduled review date	October 2027



# Hallam Primary School Uniform

School Council's preferred uniform provider is PSW

1 / 9-11 South Link Dandenong South 3175 Ph 9768 0343

## SHOES

Shoes must be plain black or white only and cover the toes -

			
plain black runners	plain white runners	black school shoes	black school shoes

No colour on runners, sandals or open toed shoes -

			
no coloured runners	no coloured stripes	no coloured stripes	no open toed shoes

## HAT

Bottle green, wide brim hat -

		
bottle green, wide brim	no bucket hats	no legionnaires hats

# CLOTHING

Bottle green and gold, items **do not** need to have the school logo -

   gold polo t-shirt long or short sleeves	  green tracksuit pants	    green shorts or PSW skort (Target skort is not acceptable)	  school dress <b>Only available at PSW</b>
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  tunic / detachable skirt <b>Only available at PSW</b>	  green windcheater	  green jacket (no hood)	  black leggings can be worn under the dress
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  yellow t-shirt without a collar	  windcheaters with hoods	  skirts	  green gingham school dress
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## 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 can contact a parent or carer at any time during the day in the event of an accident or illness at school.

**Compass:** Please download the Compass app to receive notifications about school events, submit absence notes and make payments online.

**Newsletter:** The *Hallam Happenings* is available via the Hallam PS website. It provides comprehensive information about school news and events.

**Website:** Information regarding school programs and notices is available on the school website at:

<http://hallam-ps.vic.edu.au>.

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.

## Events / Activities Payments

Students will have opportunities to participate in a variety of activities to enhance their learning at and beyond school. At other times, special events and fundraising activities will be scheduled. Notices and permission forms can be accessed via the Compass app. Payments can also be made on Compass or at the school office.

**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, and students will then 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 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 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. Hallam Primary School is unable to take responsibility for these items as they are not covered by insurance.

## Information and Communication Technologies


Classrooms are equipped with an interactive screen and have iPads for student use. These devices support literacy, numeracy and other curriculum areas. Students can have access based on signed parental consent. Access to our network requires students and parents/carers signing the Hallam Primary School Internet Protocol. Fees may be charged for students' access to some online learning programs, such as Mathseeds and Reading Eggs. For hygiene reasons, each student requires a personal headset to use with computers.

## 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, etc.

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

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.