



# **HARTWELL PRIMARY SCHOOL**

## **2024**

### **INFORMATION BOOKLET**



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## PRINCIPAL'S WELCOME

Dear Parents

On behalf of our school community, I would like to welcome you as your children commence their education at Hartwell Primary School, our school celebrates over 100 years in education.

We share with you the excitement and the responsibility of ensuring your children enjoy a happy, secure and successful beginning to formal education. It is indeed a pleasure to work with your children. Hartwell provides a challenging and comprehensive curriculum for each child in a caring and stimulating environment. We aim to facilitate success in learning and encourage children to develop their full potential, academically, emotionally, physically and socially. At Hartwell we encourage the development of confident, articulate and independent learners who demonstrate self-discipline, self-reliance and a pride in themselves and their school.

### **Our school community believes children learn most effectively when:**

- each child's self-esteem is fostered through success
- individual differences, individual learning styles and needs are catered for in the curriculum
- staff, students and parents work together to create a positive learning environment
- learning is child centred and inquiry based
- children are encouraged to experiment, take risks and evaluate as they learn
- children are encouraged to learn in different ways
- high staff morale and enthusiasm is fostered through leadership support and commitment to the professional development of all staff members
- students and teachers work in a collaborative learning environment

We pride ourselves on working with our school community in the provision of a high standard of education. Parents are valued for their support and involvement in our curriculum programs, school activities and membership of groups such as School Council and School Council sub-committees. We welcome your support of the school, as your involvement will strengthen the links between home and school and enhance the educational achievements of the children.

We like to create an open and friendly atmosphere and welcome community input and feedback about our school. If at any time you wish to discuss any aspect of our school, or your child's welfare, please do not hesitate to contact me or your child's teacher for a chat, or to arrange an interview time.

This information book will answer some of your questions. I trust your association with our school will be a happy and valued one.

Kind Regards

**Lisa Banks**  
Principal



## ABOUT OUR SCHOOL

Hartwell Primary School was established in Camberwell in 1922 and is proud of the exceptional educational program provided for children in the local community over the past ninety-nine years. The school enrolment, which has been growing in recent years with young families moving into the area, is currently 605.

At Hartwell Primary School the students enjoy facilities which are not replicated in many primary schools. The classrooms and administration area in the original two story red brick building have been modernised, although the façade of the school remains. It includes spacious and flexible learning areas, literacy, numeracy and computer resource centers, administration and staff facility, and an interview room.

The school has a well-equipped Library, an Art/Craft complex and the Performing Arts Centre – Gymnasium, Music Room, Science Room, Canteen, Toilets and Out of Hours Program facilities. The well-developed grounds have benefited from long term planning and have areas for netball and basketball. We have two synthetic ovals and running track, a synthi-turf soccer / hockey field, a paved courtyard, quiet areas and a continuing emphasis on the provision of shade. Play equipment is provided for both junior and senior students and the front garden has been developed as a passive play space for the Year 6 students. The school community prides itself on maintaining and improving these facilities through cooperative effort.

Hartwell Primary School is a school with a strong commitment to encouraging all students to strive for excellence in a supportive environment, which recognises individual differences and different rates and styles of learning. The school has an outstanding reputation for providing core skills in Literacy and Mathematics, as well as a broad education including an emphasis on Visual Art, Music and Physical Education. In recent years the school has achieved at or above the level expected for schools from similar socio-economic areas, in all strands of English and Mathematics. The extensive curriculum provided is based on The Victorian Curriculum and is complemented by specialist staff in Art / Craft, Music / Performing Arts, Physical Education, Science, ICT, Library, Italian, Mandarin and Reading Recovery.

The school's learning program places an emphasis on the incorporation of Information and Communication Technology skills across all aspects of school life. All classrooms have banks of both iPads and laptops, and there are thirty two interactive whiteboards/promethean panels in classrooms across the school. Strong Literacy and Numeracy Programs (Victorian Curriculum) are incorporated in each Prep - Year 6 class with a wide range of resources and professional development opportunities enhancing the school's literacy and numeracy programs.

Students are encouraged to participate in literary, artistic, music, sporting, swimming and problem solving events beyond the school and have had a high success rate in these. We regularly celebrate successes in Inter-School Cross Country and Athletics Sports together with participation by the Drum Band, Choirs, and String Ensembles in community events. In 2023 the whole school participated in our school production, *Seussical the Musical*. This is a bi-annual event with preparation for the 2025 production currently underway.



The school has introduced many supportive Student Wellbeing initiatives. These are further enhanced through provision of student leadership opportunities, particularly in the senior years where all Year 6 students have a formal leadership role.

Parents play a key role in the school, working closely with classroom and specialist teachers to support their children's learning both within the school and at home. A class representative scheme facilitates communication and parent involvement within classrooms. Parents are also involved in the more formal structures of School Council, its sub committees and the Parents' Association. The school benefits from the experience and skills of parents and links with the local community. Communication with the community occurs via the school website, a weekly newsletter, regular Principal-Parent morning teas, class notices, information evenings, parent teacher interviews and Parent Education Programs, including our parent innovative 'Parent Walk Throughs.'

An Out of School Hours Program, offering Before School Care, After School Care and Vacation Care is well supported.

At Hartwell we expect the children to learn and grow in self-confidence as a result of:

- Becoming independent and self-motivated learners
- Achieving a solid grounding in Literacy, Numeracy and Learning Technologies
- Acquiring decision making, problem solving and critical thinking skills
- Learning the value of working as part of a team in a collaborative learning environment
- Showing inclusion and respect for others

A continuing challenge in the years ahead will be to manage the school enrolment at or close to its current level, to ensure that our excellent programs and open spaces are available for the children.

The school's future direction lies in the provision of a progressive, engaging and challenging curriculum that reflects the growing importance of inquiry learning and computer literacy and provides for personalised learning through proven sound educational methodology and best current practice.



**PRINCIPAL:** Lisa Banks

**ASSISTANT PRINCIPALS:** Adrian O'Connor & Susie Dalton

**SCHOOL COUNCIL PRESIDENT:** Mia Campbell



## ORGANISATION OF THE SCHOOL YEAR

### TERM DATES 2024

#### Term 1:

**Tuesday 30<sup>th</sup> January to Thursday 28<sup>th</sup> March**  
**(Monday 29<sup>th</sup> January is a Curriculum Day)**

Tuesday 30<sup>th</sup> January - Grades 1 - 6 students commence school.

#### Prep 2024 Students

Please refer to the 'Getting Ready for Prep Calendar', provided in the Prep Information Pack for the school commencement date.

#### Term 2:

**Monday 15<sup>th</sup> April to Friday 28<sup>th</sup> June**

#### Term 3:

**Monday 15<sup>th</sup> July to Friday 20<sup>th</sup> September**

#### Term 4:

**Monday 7<sup>th</sup> October to Friday 20<sup>th</sup> December**

### TERM DATES 2025

#### Term 1:

**Wednesday 29<sup>th</sup> January to Friday 4<sup>th</sup> April**  
**(Tuesday 28<sup>th</sup> January is a Curriculum Day)**

#### Term 2:

**Monday 22<sup>nd</sup> April to Friday 4<sup>th</sup> July**

#### Term 3:

**Monday 21<sup>st</sup> July to Friday 19<sup>th</sup> September**

#### Term 4:

**Monday 6<sup>th</sup> October to Friday 19<sup>th</sup> December**

### Contact Phone Numbers



|                       |                |                   |
|-----------------------|----------------|-------------------|
| School Office         | (03) 9889 4012 | 8:30 am – 4:00 pm |
| Before School Program | 1300 035 000   | 7:00 am – 8.45 am |
| After School Program  | 1300 035 000   | 3:30 pm – 6:15 pm |
| Holiday Program       | 1300 035 000   | 7.00 am – 6.15 pm |
| The Green Canteen     | 0432 393 064   | 8.45 am – 2.15 pm |

Email: [hartwell.ps@education.gov.au](mailto:hartwell.ps@education.gov.au)

### School Hours

**The school day commences at 8:50am** with a bag bell, and a 9.00am start to the day. Regular and punctual attendance is appreciated.

- **Morning Recess** 10:40am – 11:10am
- **Lunch Recess** 12.50pm – 1.50pm
- **Usual dismissal time** 3:30pm
- **Lunch at school is eaten indoors between 12.50pm – 1.00pm, under teacher supervision.**
- **Preps will start eating lunch earlier during first term.**



Teachers supervise the playground before school from 8:45am – 9:00am each day and where possible, children should arrive from 8:45am. The playground is also supervised after school until 3:45pm.

**The Before School Program** starts at 7.00am operates for students who need to come to school before 8:45am.

**After School Program** operates for students who are unable to go home by 3:45pm and concludes at 6.15pm.





## TRANSITION FROM KINDER TO SCHOOL

For many families and children transitioning to 'big' school is an exciting milestone in your child's life. We implement a strong program, that we call 'Ready, Set, Go' and aim to assist every step of the way!

**FEARS ABOUT SCHOOL** - It is natural for children to experience some fears about school, e.g.

Who is going to help me?

What if I get lost?

What if I can't find the toilet?

Who is going to meet me after school?

Discuss any fears before the first day. Be positive and acknowledge the concern. Be reassuring and do all you can to make your child happy and confident about entering the school world. Talk to your home group teacher if you need any further support, it is always helpful to know how to help our youngest students.



There are a few things to consider that we believe will assist with a positive start to school...

- Encourage your child to learn their full name, address, and telephone number.
- Foster confidence by giving your child simple duties around the home, e.g. setting the table, teaching left, right and quantities, putting away toys and materials after use.
- Where practical, walk your child to and from school using the school crossings.
- Warn your child **NOT TO ACCEPT** rides from strangers.
- Select suitable stories, radio, T.V. and video programs. Try to read a story with your child every day.
- Admire the work your child does. Show an interest in your child's account of daily activities.
- Teach your child to tie their shoelaces.
- Clearly name all articles in his/her possession, especially removable clothing such as jackets and jumpers, hats etc.
- Supply easy to eat, nutritious lunches. Help your child to ensure they can distinguish between morning tea and lunch.
- Gradually encourage independence by allowing children to hang up their own coats and bags.
- If your child brings home a playmate, please don't accept their assurance that his/her parent has approved. Please telephone the child's parent.
- Be patient and understanding when your child comes home tired and irritable.
- Ensure that your child has adequate rest. A tired child cannot learn effectively. Many Prep children go to bed at 7:30pm, but the need for sleep varies with each individual child.
- Remember the "average" child exists only in statistics. Mentally, physically, and socially, children develop at quite widely different rates and until they mature to a particular stage certain tasks and behaviours are just not possible for them.
- Teach your child to flush the toilet after use and thoroughly wash hands. Boys need to be aware of and be able to use the urinal. Children could carry a handkerchief or a small packet of tissues and know how to use them.
- Encourage your child to leave you for a few hours without being upset.
- You can help by not allowing dangerous or valuable items to be brought to school.
- Be positive.



- Everyone connected to our school can help students be safe.
- We have zero tolerance for any abuse of students.
- We already have policies and processes in place to protect the care, safety and welfare of students. These are being strengthened to ensure a zero tolerance approach to child abuse. As policies are ratified at school council, they will be made available to you through the newsletter and on our web page.
- There are clear boundaries about how adults in our school community interact with the students at Hartwell. These are set out in our school's Child Safe Code of Conduct.

## Developing the Whole Child

At Hartwell Primary School we are committed to developing the 'whole child' - emotionally, socially, AND academically.

In order to achieve this we develop and implement a teaching and learning program that includes:

- Restorative Practices
- Social Skills
- Resilience
- Respectful Relationships

The skills the children develop are:

- **self-awareness/emotional intelligence:** to recognise and manage emotions.
- **social awareness:** to develop care and empathy for others.
- **responsible decision making:** to show understanding and applying decision making skills.
- **self-management:** to handle challenging situations effectively; take increasing responsibility for their own health and physical wellbeing
- **relationship skills:** to establish positive and respectful relationships with peers and trusted adults.







## WORKING TOGETHER Students – Parents – Teachers

### BUILDING A PARTNERSHIP

At Hartwell we believe the key to a child's success is by building a strong network of support between the school, family and community.

*Good parent-school partnerships are **one of the best ways to support children's learning, development and wellbeing**. And these partnerships have benefits for you as an educator and for parents too.*

**Children** whose parents are involved in school:

- *perform better at school*
- *settle better into school programs*
- *feel valued and important because their parents are taking an interest in their lives*
- *develop positive social skills by watching parents and school staff interact respectfully*
- *have better social, physical and emotional wellbeing.*

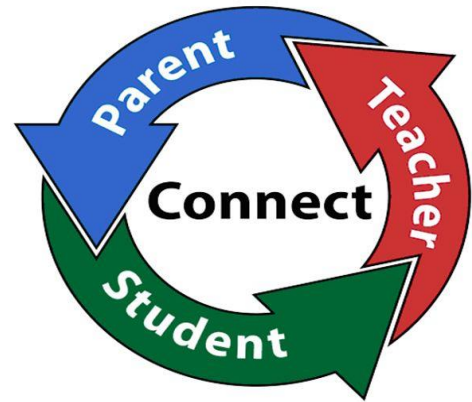
### PARENT/TEACHER DISCUSSIONS

Discussions with your child's classroom teacher are often necessary, but we ask that you telephone the school office or email to make an appointment for an interview at a mutually suitable time for the classroom teacher and the parent. It is often inconvenient for a teacher to have an interview with a parent without prior notice, particularly before school when teachers are preparing for the day.

### SHARING STUDENT PROGRESS

Each school year students receive a formal school report in Term 2 and Term 4. We schedule formal Parent/Teacher meetings in Term 1 and 3 with a view to providing continuous reporting and sharing information about academic progress, wellbeing and social and emotional growth.

In Years 5 and 6, student led conferences take place to encourage the children to take ownership of their education and construct shared learning goals.



### PARENTAL SUPPORT - BE INVOLVED

**Parents** who are involved at school:

- *can share their child's strengths and interests with staff and suggest learning opportunities to build on these*
- *feel empowered to raise concerns and negotiate solutions with staff*
- *experience less stress, because they know they can work with staff on concerns about their child's learning or development.*

*Parents are members of the **community** too. Through parental involvement, the school gets to know the community better. This means the school is more likely to offer services that are relevant to the community and that improve community wellbeing.*

### CLASS PARENT REPRESENTATIVES

A Class Representative Scheme operates in each grade. The "class rep" parent acts as a contact person between the teacher and parents for various activities when assistance is needed for excursions and other class activities. They are an important part of our school's communication network and for each class two parents act as a link.

- ❖ between parents in the class
- ❖ school and parents
- ❖ teacher and parents



## WORKING TOGETHER Students – Parents – Teachers

### PARENTAL SUPPORT - BE INVOLVED SCHOOL COUNCIL

The Hartwell School Council comprises of eight parents, four teachers and the Principal, half of whom are elected for two-year terms at the start of each year.

School Council determines the school's broad direction and is responsible for promoting interest in the school, developing and maintaining the buildings and grounds, providing sound financial management and accountability and reporting achievements and aspirations to the school community.



### FUNDRAISING and SOCIAL SERVICE

Hartwell Primary School is growing, improving and learning at a rapid rate and we are looking to gain the support and participation from new, enthusiastic and willing parents to contribute, assist and generally be a part of the School community. Below are our objectives:-

- ❖ To organise fundraising and social events for the school community
- ❖ To provide opportunities for parents to meet, particularly new parents
- ❖ Encouraging parents to offer suggestions for contribution in a variety of different areas
- ❖ Establishing, cultivating and fostering friendships between Hartwell parents
- ❖ To support the School Council and other committees such as Fete.
- ❖ To provide support and “pastoral care” when needed in our school community

### SCHOOL FETE

A School Fete is held every second year (alternating with the School Concert). This year is a fete year.

### PARENTAL SUPPORT - BE AWARE

As parents you can also assist the school by observing these few simple suggestions:

- ❖ Clearly name all your children's belongings.
- ❖ *Ensure your child has a good night's sleep by going to bed on time.*
- ❖ Send your child to school each day, clean, well equipped and on time.
- ❖ Keep cars clear of gateways and school crossings.
- ❖ Encourage children to report home before going to a friend's place or off to play. Insist you know
- ❖ Exactly where your child is and ensure the parent of any child playing at your house is notified.
- ❖ *Follow the traffic rules around the school to assist with the flow of traffic and to maintain safety especially during drop off and pick up times.*

### PETS

Whilst we all love animals - please do not bring pets, particularly dogs, into the school ground.

Some children have had frightening experiences and can very easily be intimidated by unfamiliar animals. If you are planning to bring a pet to school for news time, please consult with the class teacher a few days beforehand. Remember, some children are allergic to cats/dogs etc.

### WORKING WITH CHILDREN CHECK

- ❖ All parents/guardians & carers require a WWCC if you wish to volunteer in any capacity at the school.
- ❖ Please click on the link below for more information and to submit an application.

<http://www.workingwithchildren.vic.gov.au/>



Working with  
Children Check



## WELCOME TO SCHOOL - PREP

**A STAGGERED START** - At the beginning of the year our Preps transition to school with a timetable that enables them to begin school with confidence. Preps do not attend school each Wednesday until around Labour Day. This allows us to organise a time where the teachers will begin to get to know each child personally and academically.

### CLOTHING and PERSONAL ITEMS

- ❖ Your child's name needs to be on all articles of clothing, especially articles that may be removed e.g. bomber jackets, windcheaters, hats, lunch boxes and drink bottles.
- ❖ Show your child where the name tag is, and how to fold up a coat to be placed into their bag or locker. School bags need to be labelled. In addition, consider having some identifying feature e.g. red ribbon, attached sticker etc. to make it easier for your prep child to identify his/her bag.
- ❖ A plastic raincoat and hat folded in your child's school bag is a good idea for sudden downpours.
- ❖ Teach your child how to manage his/her clothing e.g. buttons, zips, socks, Velcro/ shoelaces etc. (Spare uniforms are kept at school in case of an occasional accident requiring a change of clothes. If this happens to your child, please wash and iron the clothes before returning them promptly to your child's classroom teacher. Any *good quality* clothing may be donated to the school for this purpose.)

### MEDICAL NEEDS

We recognise that some students will begin school with medical needs. During the transition program and information evening we ask that you alert us to the medical needs of your child. Just before your child begins Prep we will arrange a 10-15 minute meeting with the home group teacher in order for these needs to be discussed and appropriate management plans to be put in place.

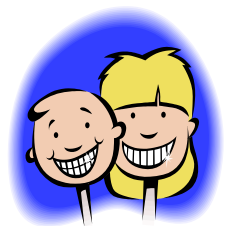
### PERSONAL REQUIREMENTS

The following personal items are required by each Prep child and again must be clearly named.

- ❖ Snack/Lunch Box and Drink Bottle – all clearly named
- ❖ Smock/old shirt/overall (raglan, long sleeves, with elastic at neck and cuffs).
- ❖ Large school-bag.
- ❖ Shorts/tracksuit for Perceptual Motor Programme (P.M.P.) and Physical Education.
- ❖ A sun hat during hot weather for when children are out of doors – from September to April.
- ❖ One (1) drawstring bag (14" x 12") 35cm x 30cm, for carrying library books.

### PREP BUDDIES

At the commencement of the school year each Prep child is teamed up with a senior student, usually a Year Five or Six child. The friendship encourages support and guidance for the new student should any problem arise. Throughout the year, there are many opportunities for the children to share time together.





## SCHOOL UNIFORM and PERSONAL ITEMS

### SCHOOL UNIFORM

Our school colours are navy blue, light blue and red. Tops are light blue (with a red emblem), while shorts, trousers and jackets (with a white emblem) are navy. The school uniform, school bag, hats, library bags and art smocks are available from: [Spartan School World - Hartwell Primary School](#)

Students are expected to dress neatly in a clean uniform and can select from the following items. *(Please note jeans, open toed sandals and thongs are not permitted.)*

#### Summer:



Checked summer dress  
Bike shorts or lightweight bootlegs or navy skorts with light blue short sleeve polo shirt.  
Navy basketball shorts or zip pocket shorts with light blue short sleeve polo shirt.

#### Winter:



Winter tunic with light blue long sleeve cotton t-shirt. Navy bootleg pants or navy track pants with light blue long sleeve polo shirt.  
Navy bomber jacket, navy windcheater, or navy hooded windcheater.

**Yrs. 5 & 6:** **Please note:** There are special items for students in Years 5 and 6. Year 6 graduating hoodies, navy polo shirts and sports tops.

**Hats:** Hats are compulsory every day from September to April. Navy bucket hats are available to order from the Spartan Skoolworld.

**Footwear:** Children may wear any type of footwear provided that their toes are protected from injury. Acceptable types of footwear include T-bar sandals, runners, and pull-on boots. There is no colour requirement for footwear.



### SECOND HAND UNIFORM

Second hand uniform is available throughout the year. Our second hand store is open each week to support our families.

### PERSONAL REQUIREMENTS

All students are required to bring the following personal items and we ask these are clearly named.

- ❖ Hartwell Large school-bag.
- ❖ Snack/Lunch Box and Drink Bottle – all clearly named
- ❖ Smock/old shirt/overall (raglan, long sleeves, with elastic at neck and cuffs).
- ❖ Shorts/tracksuit for Perceptual Motor Programme (P.M.P.) and Physical Education.
- ❖ A sun hat during children are out of doors – Terms 1 and 4.
- ❖ One (1) drawstring bag (14" x 12") 35cm x 30cm, for carrying library books.

### TAKE HOME BOOK BAGS (FOLIOS)

Take home book bags (navy with school logo) are available for purchase and are used from Prep to Year 2.

Your child will be provided with books to be 'read' at home. The children usually call these "folios".

### MOBILE DEVICES – PHONES & WATCHES

As defined by the Department of Education students at Hartwell **are not** permitted to use personal mobile devices during school hours. This includes mobile phones and smart watches that are digitally connected. All items are stored safely and should only be used for the student to travel outside of school.





## SCHOOL ORGANISATION

### ABSENCE

When children are absent from school, you are required to **notify the school of your child's absences via the 'Sentral for Parents' app.**

You will be notified via SMS by 10.30am on the day if your child is not at school and no absence has been recorded, please ensure that you have notified the school of your child's absence. Please visit our website, or contact the school office, for details on how to download the **Sentral for Parents app.**

It is preferred that family holidays be taken in the term breaks, rather than children being absent from school because of family holidays.



### EMERGENCIES

Each child at the school must have Emergency Contacts which enable teachers to contact parents/guardians quickly in the case of an emergency.

We ask that you store the school phone number in your mobile: (03) 9889 4012.

**It is imperative that the emergency information is correct and up to date.**

Should you change your place of employment, telephone number or address, please inform the school immediately.

In the case of severe injury, it is the policy of the school, to make the child as comfortable as possible, contact the parents or the emergency number, or if necessary call an ambulance.

The school playground is supervised by staff from 8:45am – 9:00am and from 3:30pm – 3:45pm each school day.

### ARRIVING LATE / LEAVING SCHOOL EARLY

If your child arrives at school after 9am, or is to leave school outside normal dismissal times, the 'Sign In / Sign Out' device **must be completed by the accompanying adult.**

Written / verbal notification to the class teacher must be given by the parent / guardian if the child is to be collected by anyone other than the parent / guardian.

The 'Sign In / Sign Out' device is located at reception in the main building. Children will not be permitted to leave the school grounds during school hours without an accompanying adult.

*We do not feel it is safe to have children walking home alone, at times when others are not around.*

### ASSEMBLIES

School assemblies are held each Monday morning. During Monday assembly the children acknowledge the Traditional Owners of the Land, recite the school pledge and the Australian National Anthem Advance Australia Fair. Assemblies are for celebrating student achievement and sharing necessary school information. Certificates and other awards are often presented at Monday assemblies.

#### SCHOOL PLEDGE:

*"I'm proud of my country Australia  
I value peace and freedom  
I will protect our environment  
And try to keep our school and community  
A friendly, cooperative and caring place."*

The Year 6 children lead the assembly and report sports results and any other activities that are relevant for the children. There are student performances at many of the assemblies.

Parents are welcome to remain at school for these assemblies. They usually last approximately 15-20 minutes.

Most weeks each Year Level will hold a community assembly. This assembly is pertinent to the Year level and is often led by the students.



## SCHOOL ORGANISATION



### COMMUNICATION – Newsletters/Year Level Information

Parents/carers receive a newsletter. Our newsletters share information at a whole school level, year level and information from our specialist programs. Parents/carers will also receive information for school activities such as excursions and incursions. In order to be sustainable all communication is sent via the Sentral for Parents App.

### CAMPS

School Camps are held for students in a variety of settings.

Year 2 – Camp Day Activities

Year 3 - Phillip Island/Forest Edge

Year 4 - Phillip Island/Forest Edge

Year 5 – The Summit, Trafalgar East

Year 6 – Canberra



### SCHOOL PRODUCTION

Every second year students participate in the school production which allows the children to perform publicly in the Arts area of the curriculum.

Parents are advised of the production details through the newsletters or notices, which are distributed by the classroom teacher. The next school production will be held in 2025.

### EXCURSIONS and INCURSIONS

Excursions and Incursions are an important part of our educational program. They provide new experiences for children which assist in language development and provide a broader understanding of the world.

Preparation for excursions and incursions is carried out in the classroom, and follow-up activities occur after the event. Excursion venues are selected with the children's age and interest level in mind. Usually excursions relate to units of work being covered in class. Each time your child leaves school on an excursion or incursions, we need your permission.

Payment and a permission form, including permission to seek medical care, will be available on the Qkr App for each excursion/incursion. Please ensure that these forms are filled out promptly as we cannot take your child on an excursion without your consent. Some of the classroom incursions will be covered by the general local excursions/incursions forms that you sign at the start of the year.

***It is a School Council policy that all buses used on excursions have seatbelts.***







## SCHOOL ORGANISATION

### OUTSIDE SCHOOL HOURS PROGRAM

The program outsourced to TeamKids, provides Before School (BSP), After School (ASP), School Holiday and Curriculum Day childcare and recreational activities for children attending Hartwell Primary School.

Venue: Hartwell Primary School,  
Performing Arts Centre

Opening Hrs: 7.00am – 8.45am School Days  
3.30pm – 6.15pm School Days  
7.00am – 6.15pm  
Curriculum Days and School Holidays

You can find more information by clicking this link:

<https://teamkids.com.au>

### SWIMMING

Prep to Year Four children attend an intensive swimming program at YMCA Ashburton Pool & Recreation Centre over a period of eight – ten days during the year. Qualified swimming instructors are involved in this program.

Parents are required to assist the children to dress, at the end of the lessons.

Teachers will organise parent helper rosters for this program. All parent helpers **must** have a current Working with Children Check.



### THE GREEN CANTEEN



The Green Canteen provides a nutritious, diverse and ethical range of wholefood through their lunch order service. The two chefs operating the Tuckshop have extensive experience in a busy environment and have designed a menu to be appealing to children, while maintaining a strong adherence to the following core values:-

- All menu items will be free from artificial colours, flavours and preservatives.
- The use of environmentally friendly packaging wherever possible.
- To limit the amount of pre-packaged food available by preparing the majority of items in our on-site kitchen by our qualified chefs.
- Extending our vision of a healthy lifestyle by offering nutritious, fresh and tasty take-home meals that can be ordered by parents and collected from the canteen before and after school.

Lunch orders are delivered to each classroom at the start of lunch. All orders are made through the Qkr app which is available for your mobile phone / tablet / computer. Please visit our website for details on how to download the app and FAQs. If you need to speak with the Green Canteen, please telephone 0432 393 064.



## HEALTH and WELLBEING

***Regular attendance helps school work, socialisation and develops independence.*** Continual absences disadvantage a child's development at school however, your child's health is very important, and if HE/SHE IS ILL THEN HE/SHE SHOULD NOT ATTEND SCHOOL.

If your child is going to be away you need to notify us via the **Sentral for Parents** app (our preferred option). If you have not notified us of your child's absence by 10.30am on the day of the absence you will receive a text message from us which you will then need to action.

### IF YOUR CHILD IS ILL AT SCHOOL

***Parents are requested to notify the school if:***

- your child has contracted an infectious disease such as head lice and chicken pox;
- there is to be a long absence due to illness;
- a child needs to take his/her medication (normally kept in sick bay) on an excursion;
- your child has a more serious condition

***Information must be provided by the parent for:***

- emergency procedures if the parent cannot be contacted;
- doctor and specialist's name and phone number;
- details of medication particularly if your child requires an epipen;
- any other relevant medical information.



### **COVID 19 – We continue to implement the following to support COVIDSafe practices:**

*COVIDsafe principles for sick bay include;*

- Following prescribed hygiene practises.
- Students are encouraged to stay home if they receive a positive test.

### **FIRST AID OFFICERS**

We are fortunate that we employ two First Aid Officers throughout the week from 10am to 3pm daily. Should your child become ill, or be injured at school, your child's teacher or the First Aid Officer will contact one of the parents or nominated friends and ask that they arrange for the child to be picked up. Should we NOT be able to contact any of these persons we would take what action we considered appropriate in the circumstances. This may involve seeking qualified medical attention in more serious cases or calling an ambulance in an emergency.

Please communicate any changes to email addresses and phone numbers to the office immediately.



## HEALTH and WELLBEING



### HOW LONG TO KEEP YOUR CHILD AT HOME

**Chicken Pox** – exclude until all blisters have dried.

**Conjunctivitis** - exclude until discharge from eyes has ceased.

**Impetigo** (school sores) – Impetigo is a rapidly spreading, highly contagious skin infection that frequently occurs in children's settings.

Children are excluded from school until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

**Diarrhoea** - exclude until there has not been any loose bowel motion for 24 hours.

**Measles** - until at least fourteen (14) days after the onset of symptoms.

**Head Lice** - can be a common occurrence especially in the junior school. Please remember to check your children's hair regularly. Health regulations require that where a child has head lice, that child should not return to school until the day after appropriate treatment has started. Please note, this refers only to those children who have live head lice and does not refer to head lice eggs.

**Please notify the school if your child has head lice as this enables us to ask all parents to check their child's hair.**

**Whooping Cough** – exclude until 21 days after the onset of the cough or after 5 days of antibiotic treatment have been completed.

**Streptococcal Infection** (including Scarlet Fever) - until a medical certificate of recovery is produced.

**Ringworm and Scabies** - until a medical certificate is produced to show your child is receiving treatment.

**Slapped Cheek Virus** - Erythema Infectiosum, is caused by Human Parvovirus B19, which generally causes a mild illness, with little or no fever but a striking redness of the cheek, (hence the name 'Slapped Cheek Virus') followed one to four days later by a lace-like rash on the face and body which fades but may recur over several weeks on exposure to heat.

*There is no specific treatment for the infection.*

Several groups of people may be at risk from the effects of the infection:

- ❖ people with impaired immunity or chronic blood disorders
- ❖ non immune women who are pregnant are at risk of potentially serious outcomes, and should if possible avoid contact with infectious cases.

The infection is spread by contact with infected respiratory secretions, with an incubation period of 1 – 2 weeks and cases are most infectious **BEFORE** the onset of the rash and probably not infectious after a rash appears.

Students with Parvovirus Infection are not required to be excluded from school unless advised by their G.P. Pregnant women who have been in contact with the virus infection should consult their doctor supervising the pregnancy for advice.

Contacts i.e. children of school age living in the same house as the patient, need not be excluded from school.

**GENERALLY, A CHILD SHOULD NOT RETURN TO SCHOOL AFTER A LONG ILLNESS UNTIL ADVISED BY A DOCTOR.**



## HEALTH and WELLBEING



### MEDICATION

If your child requires medication during school hours, a medication consent form is available via the School Website (*Our School>School Documentation>Medication Authority Form*) or from the office and must be completed. Medication should be supplied in original box / bottle and labelled with your child's name.

**No medication will be administered without a parent's written consent. Medication should not be left with children.** Our Medication Policy is also available on our website and is aligned with Department of Education Guidelines.



### ALLERGY AWARE

Hartwell Primary School is an 'Allergy Aware School'. This means some students in our school have severe allergies (anaphylaxis) and are at risk of life threatening emergencies. We have students who are allergic to all types of nuts, egg and dairy products, bee stings, pollen and fruit.

We have a written policy (available on our website) and have guidelines for staff and parents that support us in our organisation and management of our students' medical needs. Students with allergies have alerts displayed throughout the school in order to ensure all staff are aware of their allergy. We ensure that when students participate in an excursion or camp experience the appropriate medical equipment and management plans (for camps) are completed.

Our staff are trained twice per year on Anaphylaxis Management as per the Education Department Guidelines.

***In order for our school to be allergy aware we ask the following:***

- That allergy products; (especially nuts) are minimised in food brought to school.
- That parents support the school by ensuring all the correct medication(s) are at school all of the time in the correct storage bag, with an up to date Management Plan and that ongoing conversations about changes in treatment or student needs are communicated to the home group teacher.
- To be aware that students with allergies will not be given any food (this includes birthday treats, lollies etc.) that are brought into school without parental permission. We ask that parents of children with allergies provide a treat box suitable for their child so they can participate in the celebration.
- We recognise that each student's medical needs are individual and promote a parent /school partnership to ensure the wellbeing of the children at school.



## HEALTH and WELLBEING

**SAFETY AT SCHOOL** - At Hartwell we have developed a number of policies and procedures to support the safety of our students, staff and community.

These policies include:

- Anaphylaxis Policy
- Asthma Policy
- Attendance Policy
- Bullying Prevention Policy
- Child Safe Policy
- Complaint Resolution Policy
- Curriculum Framework Policy
- Digital Devices Policy (including Mobile Phones)
- First Aid Policy
- Medication Policy
- Medication Authority Form
- Parent Payments Policy
- Privacy Policy
- Refunds Policy
- Student Engagement Policy

*All these can be found on the school website.*







## HARTWELL PRIMARY - SCHOOL WIDE POSITIVE BEHAVIOUR SYSTEM

We have developed a clear guide of expectations at school (see attached). These help the children, staff and parents understand how to respect each other and the school property.

### SCHOOL GUIDELINES

*For the welfare of all students, the following rules apply ...*

- (a) Children are not permitted to leave the school during school hours without an accompanying parent or guardian.
- (b) Please advise the teacher and the school office if someone new is picking up your child from school.
- (c) Explanatory notes are required following any absence from school.
- (d) Please notify the school of all absences via the Sentral for Parents app.
- (e) **Punctuality each morning is very important** for both classroom organisation and the child's personal training i.e. be inside the school grounds by 8:50am ready for the "bag bell", which allows children to put bags etc. in classrooms.
- (f) No Medication is to be kept in children's bags or lunch boxes.  
Medication must be handed to the classroom teacher, office or First Aid Officer in a labelled container with the name of the student, the dose and times clearly explained, and it will be administered by the First Aid Officer or a designated member of staff. A Medication Authority Form must accompany this (can be located on the school website or from the Office).
- (g) Mobile Phones & Smart Watches are to be placed on 'school mode' and **must be stored with teachers during the day.**
- (h) Toys / Personal Items - Teachers cannot be responsible for children's toys/personal items which come to school. Please name your child's toys, books and personal items.
- (i) We have a "No Hat, No Play" policy in Terms 1 and 4. Children without hats will be required to play in shaded areas, as per our 'Sunsmart Policy'.

In the interests of everyone's safety the following are NOT allowed:-

- ❖ children fighting or being rough with one another at any time;
- ❖ sticks in hands, dangerous toys, toy guns, swords or knives;
- ❖ whistles, chewing gum;
- ❖ skateboards, scooters or bikes (except for students in Grades 5 and 6 who may ride bikes to school when they have completed the 'Bicycle Education' program.)



# HARTWELL PRIMARY SCHOOL WIDE POSITIVE BEHAVIOUR EXPECTATIONS



**EQUAL IS**  
everyone getting the same thing.  
**FAIR IS**  
they need in order to  
be **SUCCESSFUL**  
+ + + + +  
We will always try to be *fair*

**SAFE**  
**SAFETY**

**RESPONSIBLE**



**INCLUSIVE**



**LEARNING**  
**Time**

We keep our hands and feet to ourselves.  
We respect other's personal space.  
We use equipment safely.

We are on time for our learning – right place, right time.  
We use our manners.  
We strive for our Personal Best.

We help and support each other  
We allow teachers to teach and students to learn.  
We listen and speak respectfully.

**Inside**  
(Learning spaces, toilets, hallways and shared areas)

We take care and look out for others.  
We move calmly, quietly and purposefully.

We only go to the toilets and drink taps when we need to.  
We take care of school property  
We wash our hands.

We respect other's privacy.

**Outside**  
(playground areas, local areas, play equipment)

We are sun- smart.  
We stick to the boundaries.  
We share spaces respectfully.

We are problem solvers.  
We keep the areas clean.  
We look after school equipment.

We play fairly.  
We use kind and appropriate language.  
We look after others.

**Learning in the Digital World**

We only access appropriate sites.

We look after the ICT equipment.

We think before we post.

# HARTWELL PRIMARY SCHOOL WIDE POSITIVE BEHAVIOUR EXPECTATIONS

## Hartwell 小学生行为准则



**EQUAL IS**  
everyone getting what  
they need in order to  
be **SUCCESSFUL**  
We will do our job **four**

平等是每个  
人得到一样  
的。

公平是让每  
个人得到他  
们所需的，  
并由此每个人都能取得成功。

我们尽力做到公平。



**SAFE**  
注意安全



**RESPONSIBLE**

有责任感

**INCLUSIVE**  
包容他人



**Time**

学习时间

We keep our hands and feet to ourselves.  
我们管好我们的手脚。  
We respect other's personal space.  
我们尊重他人的空间。  
We use equipment safely.  
我们安全使用设备。

We are on time for our learning  
- right place, right time.  
学习时，我们准时准点。  
We use our manners.  
我们有礼貌。  
We strive for our Personal Best.  
我们努力做到个人最好。

We help and support each other  
我们帮助并支持彼此。  
We allow teachers to teach and students to learn.  
我们协助老师的教学及  
同学的学习。  
We listen and speak respectfully.  
我们倾听和诉说。

**Inside**

(Learning spaces, toilets,  
hallways and shared areas)

在室内

We take care and look out for others.  
我们关心并照顾他人。  
We move calmly, quietly and  
purposefully.  
我们从容，安静，有  
目的的行动。

We only go to the toilets and drink taps  
when we need to.  
我们只在需要时使用  
厕所或去喝水。  
We take care of school property  
我们照看学校的物品。  
We wash our hands.  
我们勤洗手。

We respect other's privacy.  
我们尊重他人的隐私。

**Outside**

(playground areas, local areas,  
play equipment)

在室外

We are sun-smart.  
我们保护自己不受太阳  
伤害。  
We stick to the boundaries.  
我们不越界。  
We share spaces respectfully.  
我们共同分享空间。

We are problem solvers.  
我们是问题解决者。  
We keep the areas clean.  
我们保持整洁。  
We look after school equipment.  
我们照看学校的设备。

We play fairly.  
我们公平的玩耍。  
We use kind and appropriate language.  
我们使用礼貌，适当的  
语言。  
We look after others.  
我们照顾他人。



电脑时间

We only access appropriate sites.  
我们仅访问合适我们的  
网址。

We look after the ICT equipment.  
我们照看学校的电子设  
备。

We think before we post.  
在网络上发表言论前，  
我们先思考。





# 9-minute walking bubble for Hartwell Primary School

Short distance parking options

