

HARTWELL PRIMARY SCHOOL



2024



Respect

Empathy

Co-operation

Integrity

Optimism

HARTWELL PRIMARY 2024 – QUICK GUIDE

The School Day

'Ten to 9, be on time!'

School Times The school day commences at 8:50am with a bag bell.	ALL students are required to be in the classroom for a 9.00am start to the day. Regular and punctual attendance is expected.
10.40am – 11.10am	Morning Recess
12.50pm – 1.50pm	Lunch Time
The school day finishes at 3.30pm with a bag bell.	Teachers are on duty until 3.45pm. After this, students must <u>be accompanied</u> by an adult or attending OSHC if onsite.

Arriving Late / Leaving Early

If your child arrives late or leaves school outside of normal dismissal times, they must be 'Signed In / Signed Out' on the office device **by an accompanying adult**. If you do need to take your child early from school, **please AVOID recess and lunchtimes as the students can be difficult to locate during these times.**

Unwell?

If your child is unwell and needs to be collected from school, you will receive a call from our First Aid staff. We request you collect your child as soon as practically possible. If you are unable to be contacted, we will then attempt to reach the Emergency Contacts we have on file, so it is important this information is up to date. We ask that you communicate any illness/virus/infection that is easily shared (chicken pox, headlice etc) and continue to be vigilant with Covid-19 symptoms.

Absence

At Hartwell we promote 'Everyday Counts' - it is a requirement for all children to attend school. If your child is absent due to sickness, a medical appointment or parent choice you will need to let the school know via SENTRAL. You will receive an alert/notification at 9.30am if your child is not at school. We ask you ensure all absences are accounted for.

Whole School Assembly

School assemblies are held each **Monday morning at 9.05am**. During Monday assembly the children acknowledge the Traditional Owners of the Land, recite the school pledge and sing the Australian National Anthem Advance Australia Fair. Assemblies are for celebrating student achievement and sharing important school information. Certificates and other awards are often presented at Monday assemblies.

Uniform / Hats

The school uniform, school bag, hats, library bags and art smocks are available from Spartan School World.
Phone: 03 7003 4897 **Website:** <https://www.spartanschoolworld.com.au/collections/hartwell-primary-school>
Second Hand Uniform Shop (onsite): Open: 1st and 3rd Friday of every month (not in the school holidays)
Hats are compulsory every day from September to April. (i.e. Term 1 and Term 4).

Canteen

Lunch/snack orders available Tuesdays, Thursdays and Fridays. Orders are made via the QKR app.
 Phone: **0432 393 064**.

Before / After School Care

TeamKids provides Before / After School care, School Holiday and Curriculum Day childcare and recreational activities.
Phone: 0484 300 350
Website: <https://teamkids.com.au>

Instrumental Music Program

Please see further information:
<https://www.hartwellps.vic.edu.au/curriculum/music-performing-arts>

Excursions / Incursions

Excursions and incursions are an important part of our educational program. Prompt payment and permission, including permission to seek medical care, is completed via the Qkr App. It is not the responsibility of the teacher to continually follow up payments and permissions. Please ensure these forms are filled out promptly as we cannot take your child on an excursion without your consent.



Hartwell Primary School aims to provide clear, consistent and professional communications to students, parents and carers, and the wider school community.




We promote 'respect, kindness and understanding' with every communication, written or verbal.

'Up to Date' Information and Emergency Contacts

First things first... check your own contact details. Make sure you have provided current and up to date information.

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

<p>CONTACT US via the School Office</p> <p>Phone: (03) 9889 4012 Email: hartwell.ps@education.vic.gov.au Website: www.hartwellps.vic.edu.au</p>	<p><u>The school office is open from 8.30am – 4.00pm.</u></p> <p>We ask that you save these details in your phone and email contacts for quick and easy access.</p>
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<p>COMMUNICATION VIA OUR HARTWELL Apps:</p> <p>Hartwell Primary School uses the two smart phone / device apps for keeping parents and carers up to date with the daily operation of our school. Please ensure you have both these apps downloaded and readily accessible, as well as notifications enabled.</p> 	
 <p>The Sentral for Parents app is our main method of communicating with our families.</p> <p>The app is primarily used for:</p> <ul style="list-style-type: none"> • reporting student absences • newsfeeds and alerts • booking Parent / Teacher interviews • accessing the newsletters and correspondence 	 <p>QKR is a simple and secure method of making payments.</p> <p>This app is used for:</p> <ul style="list-style-type: none"> • excursions / incursions • lunch orders • annual school contributions • school events such as fundraising

Contacting Your Child's Teacher/s and School Staff

Class teachers are the first point of contact for parents and carers in relation to a student's academic progress and wellbeing. You are welcome to contact your class teacher or specialist teacher via the school office, either by phone or email.

We aim to respond within 48hours but of course will be in contact earlier if the correspondence is urgent. Please remember that teachers are usually unable to talk during school hours, however they will attempt to return the call or email as soon as practically possible.

Fundraising / Supporting our School.

Hartwell Primary School is always seeking to gain support and participation from enthusiastic and willing parents to assist with organising fundraising and social events and generally be a part of the school community. Throughout the year, parent support is also required for classroom activities and excursions. Assistance will be requested via a Google Form or other school communications channels.

Student Responsibilities



Mobile Devices – Phones & Watches

As defined by the Department of Education, students **ARE NOT PERMITTED** to use or have access to personal digital devices during school hours.

At Hartwell this includes mobile phones and smart watches. If these items are at school, phones will be stored securely during the school day and smartwatches must be on 'school mode'.

Parents are NOT to contact their child via the device for ANY reason during the school day but instead use the school phone number for support.

If your child needs a digital device for a medical reason, please contact the class teacher to arrange a management plan.

Personal Property

Parents are advised that as the Department of Education does not provide insurance cover for the student's personal possessions (e.g. jewellery, etc) valuable items **should not be brought into school**.

Parent Responsibilities

Read and Respond to School Communications

Please take the time to read the newsletters, email and school information. They are first line of communication for our community. Please respond in a timely manner with permissions, information and in particular providing any medical equipment/information for your child.

Medication

Anaphylaxis/Allergies/Asthma: all medications must be onsite with an in-date management plan. We will contact you should we need further information or if the medication is due to expire.

If your child requires any other **prescribed medication at school**, you will need to complete a Medication Form (available on the website or at the school office).

Traffic Around the School

We ask our community to be very aware of the busy roads around the school in the morning and afternoon. We have two systems that have been developed with Vic Roads and Boroondara Council to promote safe travel to and from school but also to support our Hartwell neighbours during these times.

Our traffic flow map is on our website with suggested routes for walking to school. We have three Crossing Supervisors: Highfield Road /Milverton Street, Toorak Road/Oberwyl Road and on Oberwyl Road opposite Gate 3 (Prep Learning Community).

We ask that you support the children and ensure they reach school safely. If you are driving, please slow down and allow children/parents to cross at junction points.

Cycling To and From to School

Parents/carers are responsible for their children travelling to and from school. Before allowing your child to ride to school (independently or with adult supervision) we ask you to consider their cycling experience, ability to perceive hazards, the traffic conditions and the distances involved (our roads are very busy!).

Currently at Hartwell, only the students in **Grades 5 and 6** who ride bikes to school have the option to leave them onsite in the bike racks. At times we may have capacity to accommodate other year levels (arrange this via your class teacher), but on the whole due to limited bike rack space we ask that the parents of students in other year levels take the wheels home.

We do our best to ensure that bikes are not tampered with during the school day, but as with other personal property, the Department of Education is not liable for any damage that may happen.

FURTHER INFORMATION

You can find more information on the school website www.hartwellps.vic.edu.au

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School Office: 9889 4012

The Green Canteen: 0432 393 064

OSCH (TeamKids): 0484 300 350

Email: hartwell.ps@education.vic.gov.au

Website: www.hartwellps.vic.edu.au

HARTWELL PRIMARY SCHOOL STAFF	Principal Team	
	Principal	Lisa Banks
	Assistant Principals	Adrian O'Connor / Susie Dalton
	Prep	
	OPW	Freya Willis (Team Leader)
	OPC	Rose Cincotta
	OPG	Jane Guthrie/Pauline Miritis
	OPT	Sharni Timms
	Year 1	
	J1K	Stacey Kujawa (Team Leader)/Tori Knight
	J1W	Maggie Wilson
	J1B	Bea Kroyherr
	J1M	Bella Moar
	Year 2	
	J2R	Georgie Ridder (Team Leader)
J2B	Eliza Black	
J2O	Lauren Opie	
Year 3		
M3C	Kim Chen (Team Leader)	
M3G	Charley Gayfer	
M3R	Caroline Ross-Williams/Sarah Nettlefold	
<i>Learning Support: Louise Kostiuik</i>		
Year 4		
M4M	Demi McLaren (Team Leader)	
M4W	Harriet McDonald-Ranga/Kate White	
M4S	Rob Speakman	
Year 5		
S5D	Megan Donnelly (Team Leader)	
S5B	Anabelle Barker	
S5K	Ben King	
S5L	Zoe Lin	
Year 6		
S6D	Emily Dimstas (Team Leader)	
S6B	Emily Batskos	
S6O	Gretchen O'Donnell	
S6W	Emma Warrington	
Specialist Teachers		
Physical Education	Jo Bayes (Team Leader) Sian Naulls	
Visual Arts	Jude Insole & Pal Di'Angelo	
L.O.T.E	Pal Di'Angelo (Italian) Lily Luo (Mandarin)	
Music & Performing Arts	Jos Markerink & Audrey Klein	
Science	Georgie Howarth & Katrina Hall	
Library Technician	Michele Ritchie	
Tutor Learning Program	Liz Crain & Louie Kostiuik	
Integration Aides		
Nick Holdsworth	Victoria Bonica	
Mariana Tinoco-lafelice	Jacinta O'Neill	
Lynn Jack		
Teacher Aides		
Hayden Smith	Georgie Nancarrow	
Administration Team		
Shiranee Jansz	Fiona Miller	
Pam Smith	Julia Reger-Martin	
First Aid		
Julia Reger-Martin	Karin Butt	

KEY DATES	TERM 1	Saturday 24/2 Monday 26/2 26/2 – 01/3 4 – 8 March Monday 11/3 13/3 – 25/3 Wednesday 20/3 Thursday 21/3 28/3	Movie Night! Preps Full Time Information Evenings Year 6 Canberra Camp Labour Day Holiday NAPLAN Years 3 and 5 Class and Student Photo Day Sibling, Graduation and Group Photos Last Day of Term 1: Finish 2.30pm
	TERM 2	Monday 15/4 Thursday 25/5 Friday 26/5 29/4 – 9/5 1/5 – 3/5 13/5 – 23/5 27/5 – 6/6 Monday 10/6 11/6 – 20/6 28/6	First Day of Term 2 ANZAC DAY – School Closed Curriculum Day (student free day) Year 2 Swimming Program Year 5 Camp 'The Summit' Year 1 Swimming Program Year 4 Swimming Program King's Birthday Holiday Year 3 Swimming Program Last Day of Term 2: Finish 2.30pm
	TERM 3	Monday 15/7 16/7 5/8 – 15/8 30/8 6/9 19/9 – 20/9 20/9	Curriculum Day (student free day) Students return to school. Prep Swimming Program Ready, Set, Go 1 (new Preps 2025) Ready, Set, Go 2 (new Preps 2025) Year 2 Camp Activities Last Day of Term 3: Finish 2.30pm
	TERM 4	Monday 7/10 14 – 16 October 16 – 16 October 5/11 8/11 Saturday 16/11 20/11 27/11 4/12 6/12 19/12 20/12	First Day of Term 4 Year 4 Camp 'Forest Edge' Year 3 Camp 'Forest Edge' Melbourne Cup Holiday Ready, Set, Go 3 (new Preps 2025) Hartwell's 'Great Fete' Ready, Set, Go 4 (new Preps 2025) Ready, Set, Go 5 (new Preps 2025) Prep 2025 Information Night Curriculum Day (student free day) Year 6 Graduation Last Day of Term 4: Finish 1.30pm

HARTWELL APPS



For these Apps, go to Apple 'app store' or Android 'play store' and download.

You will be asked to select Hartwell.