

# Harrietville Primary School

## Family Information Booklet



Learning with CARE

165 Great Alpine Road

Harrietville, 3741

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# 2025

## School Organisation

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<b>Principal:</b>	Samantha Pellegrini
<b>School Council President:</b>	Eleanor Pierce
<b>Business Manager:</b>	Nicole Walsh
<b>Teachers:</b>	Anna Reid (F – Year 3) Samantha Pellegrini (Year 4 – 6)

### SCHOOL HOURS

8:45am	Supervision of students commences
9:00am	School commences
11:00am – 11:40am	Morning Recess
1:00pm – 1:50pm	Lunch
3:15pm	Dismissal

### 2025

Term 1:	28 January (teachers)/29 January (students) to 4 April
Term 2:	22 April to 4 July
Term 3:	21 July to 19 September
Term 4:	6 October to 19 December

### CURRICULUM DAYS 2025 (Pupil Free days)

Schools are permitted four pupil free days per year, for curriculum development, reporting and assessment. In addition to the initial planning day held at the start of the year, three other pupil free days will be held throughout the year for staff professional development and report writing.

Dates:	28 January	9 June
	3 November	28 November

### PRE-PREP TRANSITION PROGRAM

In support of school readiness, the school offers a head start Pre-Prep transition program. This program is in place to enhance Literacy awareness for students beginning school the following year. In November, we offer a weekly Literacy immersion session (Tuesday 9-11am) to provide children with a head start, prior to commencing school next year. The program does not replace Kindergarten but does extend the school experience and lay the foundations for learning in the school setting through a focus on language, reading listening, interacting and understanding.

### FOUNDATION (PREP) – WEDNESDAY REST DAYS

Full days at school are a big change from kindergarten or childcare. Until the end of February, and unless there are extraordinary circumstances, families are encouraged to keep their child at home on Wednesdays during this period.

### SCHOOL ENTRY AGE

Students must turn five years of age by April 30<sup>th</sup> for enrolment at a State Primary School. Parents are required to provide evidence of date of birth.

## Welcome to Harrietville Primary School

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Harrietville Primary School was established on the 1st July in 1866 and features the original timber building, providing students with a link with the past. Our school is proudly on Dhudhuroa country.



The school has an enrolment of 32 Foundation to Year 6 children from 21 families. Strong professional and educational links with surrounding schools, including Wandiligong Primary School, as part of the Alpine Cluster, enhance the delivery of education to all students.

Community involvement is encouraged within the school, with information regarding the school made available through the school newsletter and School Stream. Events such as the annual Art & Pizza night and Christmas concert are well supported by the wider community and provide the opportunity to showcase the work of the school.

The school's primary aim is to provide a cooperative, safe, caring and stimulating learning environment, in which each child is able to reach his or her full potential socially, academically and intellectually. Student leadership is a major focus within the school, with all senior students taking responsibility for the delivery of a whole school fitness program, in addition to other responsibilities.

### ***Our philosophy***

Every member of the school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity.

### ***Our vision***

Harrietville Primary School's vision is to develop **respect** within children who **engage** in their learning, aspire to **achieve** their personal goals and become connected members of the **community**.

### ***Our mission***

Harrietville Primary School's mission is to provide our students with access to a broad range of learning opportunities that respond to the diversity of their individual needs and abilities.

### ***Our values***

Harrietville Primary School is guided by values held by the school and its community:  
**Community** – connecting to country, in relationships, with community and the world  
**Achieve** – aspiring to attain goals and acquire new skills and knowledge  
**Respect** – for self, others, learning and property with empathy and inclusion  
**Engage** – in learning by thinking and questioning, experiencing and endeavouring

## Curriculum Profile

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In 2025, the school will be organised into two classes: Foundation to Year 3 and Years 4 to 6. The school recognises students as individuals and the importance of catering for individual needs and differences. Identified learning goals and strategies are targeted within each student's Individual Learning Plan which is developed at the beginning of the year and reviewed regularly. Small class sizes ensure students receive personalised and focussed teaching within the classroom, with additional support available to students who may require this. Our agreed practice includes a written Learning Intention and Success Criteria which indicates what learning tasks students will complete to be successful in attaining the goal for that lesson.

### LITERACY

Literacy at Harrietteville Primary School is guided by a whole school instructional model. This enables us to be personalised, precise and professional in our teaching of your child. We explicitly teach reading and viewing, writing (including genres, spelling, grammar, comprehension and handwriting) and speaking and listening. Literacy is integrated into all other curriculum areas.



Our literacy teaching program includes:

Words Their Way spelling  
6+1 Traits of Writing

Reader's/Writer's Workshops  
Writer's Notebooks

A literacy lesson includes:

**Whole Class** – the teacher reads/writes to or with the class

**Explicit Teaching Group** – students selected for instruction according to their needs. A workshop used to reinforce the learning intention.

**Independent Practice** – sustained independent reading/writing and practice according to learning intention.

**Whole Class Reflection**

We use online tools at Harrietteville Primary School to complement and apply literacy learning including a school-wide subscription to Reading Eggs.

### NUMERACY

Numeracy at Harrietteville Primary School is guided by a whole school instructional model. Essential components of an effective Numeracy Lesson include:

**Number Fluency** – individualised practice time for strategies

**Whole Class Mini Lesson** – explicit teaching that is teacher directed

**Independent / Group Learning** – differentiated tools are used to match the numeracy tasks to student need. These may be hands-on, problem solving, using devices, written responses or practical applications.

**Whole Class Reflection** – use student oral and written reflection to connect numeracy learning.

We use online tools at Harrietteville Primary School to complement and apply numeracy learning including a school-wide subscription to Mathletics.

## Curriculum Profile

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### SPECIALIST CURRICULUM

Provision of a rich and engaging curriculum is a priority and in addition to the core subjects, students receive weekly, specialist teaching in the following:

Bush School  
German with Frau Ciolli  
Dhudhuroa with Mica Corscadden  
DigiTech & Health with Mr Pellegrini  
Tutoring & PE with Mrs Biggs  
Science with Ms Nichol  
Music workshops and lessons with Joe Davis  
Art MACC van (every fortnight – Leah)  
Library MARC van (every fortnight – Mr Lawler)



Physical Fitness is an important aspect of the school's curriculum and students experience and develop skills in a wide range of sports including athletics, soccer, cricket, netball and football. The school runs a Swimming/Tennis program in Term 1 and 4 as well as a Ski Program in Term 3. Student leaders exercise their Voice and Agency by leading a Fitness Program that focuses on fun, fitness, participation and good sportsmanship.

In addition to the school's own programs, students also participate in several Inter-School Sports and Cluster Days with the Bright, Wandiligong and Porepunkah schools. This allows students the opportunity to extend their social links with the wider school community and provides a smooth transition to secondary school. Among the regular Cluster events are the annual Year 3/4 and Year 5/6 camps, sporting days that include inter-school swimming, cross country running, athletics, winter sports as well as other group events including the Student Voice Forum.



### ABORIGINAL PERSPECTIVES and BUSH SCHOOL

Bush and outdoor learning provides many rich opportunities to make connections to knowledge about country. By connecting with stories about the community and its first peoples, many understandings of the land, plants and animals can be revealed. We are fortunate to run an Aboriginal Language (Dhudhuroa) Program, teaching about language and culture as well as going to various bush sites for Bush School each week.



## General Information

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### **ABSENCES**

While we understand that absenteeism due to illness or family holidays is unavoidable, we do ask that parents please try to avoid unnecessary student absence where possible. In the event that your child is absent from school, please communicate with the school through Compass or via telephone/email.

### **ANAPHYLAXIS or ASTHMA**

Students with severe allergies or asthma are required to have a current Action Plan which needs to be completed by a doctor and reviewed on an annual basis.

### **ART & PIZZA**

This event, held in late October celebrates everything "Arts" including Dance, Drama, Visual, Musical and Language. After a picnic of pizza, students showcase their creativity.

### **ASSEMBLY**

Each Monday morning, we have an assembly to do an Acknowledgement to Country, sing the Australian anthem, discuss the week's activities and celebrate birthdays and other achievements.

### **BEHAVIOUR**

Our Behaviour Management Policy focuses on rewarding good behaviour. It also provides clear consequences for serious or repeated incidences of unacceptable behaviour.

### **BUDDY PROGRAM**

The Buddy Program is part of the Student Wellbeing and Resilience Program at our school. The aim of the program is to buddy each student with another to foster confidence in students as well as a sense of belonging and connectedness.

### **CHILD SAFE STANDARDS**

Harrietteville Primary School has always set high standards and expectations to ensure our school is a safe, happy and productive environment. New Child Safe Standards came into force on 1 July 2022 after an amendment to the *Child Wellbeing and Safety Act 2005* (Vic) was passed by the Victorian Parliament in June 2021 and upon self-reflection as a school, we are in a great place with a lot of the work we have done and continue to do. We hope this information helps you and the wider community become more familiar with the Standards, what your role is within the community and how we as a school continue to work towards these standards. (Extracted from [Ministerial Order No. 1359](#))

To create and maintain a child safe organisation, Harrietteville Primary School will be implementing, reviewing and improving each of the 11 standards as below:

**Standard 1: Culturally safe environments** – Establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

**Standard 2: Leadership, governance and culture** – Ensure that child safety and wellbeing are embedded in school leadership, governance and culture.

**Standard 3: Child and student empowerment** – Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

## General Information

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**Standard 4: Family engagement** – Families and communities are informed and involved in promoting child safety and wellbeing.

**Standard 5: Diversity and equity** – Equity is upheld and diverse needs are respected in policy and practice.

**Standard 6: Suitable staff and volunteers** – People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

**Standard 7: Child-focused complaints processes** – Ensure that processes for complaints and concerns are child focused.

**Standard 8: Child safety knowledge, skills and awareness** – Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

**Standard 9: Physical and online environments** – Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

**Standard 10: Review of child safety practices** - Implementation of the Child Safe Standards is regularly reviewed and improved.

**Standard 11: Implementation of child safety practices** – Policies and procedures that document how schools are safe for children, young people and students.

Our child safety and wellbeing policies outline the measures and strategies we have in place to support, promote and maintain the safety and wellbeing of our students:

- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child safety Responding and Reporting Obligations Policy and Procedure
- Complaints Policy
- Student Wellbeing and Engagement Policy
- Bullying Prevention Policy
- Volunteers Policy
- Visitors Policy
- Digital Learning Policy

As valuable partners in promoting and maintaining child safety and wellbeing at our school, we welcome and encourage your feedback. If you have any suggestions, comments or questions in relation to our child safe policies and practices, please contact the principal.

### **COMMUNICATION**

The Compass app is our school communication tool to publish notices and newsletters, digitise forms, manage absentees and permission notes. Photos will be posted to our private/closed Facebook page (Harrieville Primary School Noticeboard). At other times parents may receive reminder emails or even texts. Parents wishing to discuss school related matters are welcome to contact the teachers at any time within school hours.

### **EMERGENCY PROCEDURES**

The school has an Emergency Management Plan and practice evacuations are held periodically. We maintain a current Phone Tree in order to contact parents during emergencies. Please help us by providing notification of any changes.

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### EXCURSIONS

School excursions are an integral part of the Harrietville Primary School curriculum and all children are expected to participate in these valuable learning experiences. Early in every school year, a blanket permission consent is required for you to permit staff to take your child outside the school site on short excursions around the township of Harrietville, e.g. Bush School, swimming, tennis, or walks. For excursions beyond Harrietville, a separate permission consent needs to be completed for each excursion where the school bus and cars are utilised. The Department of Education regulations state that children are only transported in comprehensively insured, privately registered vehicles. Parents are asked to help share transport when possible and all drivers must have zero blood alcohol level.

To assist with organisation, all excursion consents need to be completed promptly on Compass. Money owed for excursions can be paid directly using Compass or your personal BPay number (provided on your first invoice).

Every attempt is made to keep the costs of excursions to an absolute minimum. Where possible, the cost of most day excursions are covered by parent contributions with the exception of the ski program, overnight excursions and camps which require additional payments by parents.

### FACILITIES

Extensive refurbishments have provided the school with comprehensive facilities which include three large classrooms (one of which is devoted to an Early Learning kindergarten) and an admin area. Information Technology is a school priority and all classrooms are fitted with 75" interactive screens. Computer, Netbook and iPad access is at a 1:1 ratio, providing students with the opportunity to develop skills that support the production of multi-media presentations of their learning. The school grounds include landscaped and grass areas, sandpit, an adventure playground, a covered, multi-use sports court, down ball court/rebound wall and a Bush Tucker garden. Where possible, the school attempts to minimise our impact on the environment through education and good practice. In addition to the installed 4.6kW solar power system, the school also has a comprehensive recycling program that includes a worm farm.



### IMMUNISATION

Under the Health Act, all children are required to present an immunisation certificate when enrolling in a Primary School. The certificate states whether a child has been immunised against diphtheria, tetanus, polio, measles and mumps. A certificate from a local council Health Inspector is required.

### LUNCH, RECESS & DRINKS

Children should bring a healthy snack that includes fresh fruit for recess, a healthy lunch and a drink. Water is available from the drinking taps but children are encouraged to have a water bottle to use in the classroom, particularly during the summer months.

All food should be sent in a secure but easy to open lunch box, clearly marked with your child's name. Drinks should be sent in plastic or metal containers only.

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### **LUNCH ORDERS**

As an option, lunches may be ordered from the Snowline Hotel on a Friday. All orders are to be placed directly with the Snowline Hotel, who will deliver the lunch orders at the appropriate time. Please note that lollies or fizzy drinks should not be ordered or brought to school.

### **MEDICATION**

A medical form is filled in at the start of each school year. Please notify the school of any changes. If a child needs to take medication during the school day, a written statement from parents is required and medication handed to the teacher-in-charge on arrival at school.

### **NUT MINIMISATION POLICY**

Anaphylaxis is a serious condition which affects students within our school community. As such, Harrieville Primary School has adopted a nut minimisation policy and asks that parents please avoid sending nuts or foods that contain nuts (e.g. Nut bars, Peanut butter, Nutella, Satay, etc.) to school.

### **PARENTS & FRIENDS**

An active Parents and Friends Association provides an important forum for the community and supports the school in many areas including fundraising, improving facilities, financing school priorities set by School Council and fostering social links. All parents are encouraged to participate.

### **PARENT PAYMENT POLICY**

Legislative requirements provide that all instruction in the standard curriculum areas be delivered free to students in government schools. The *Essential Education Items* charged by Harrieville Primary School relate only to items that are *essential to support* the course instruction to the standard curriculum and items or activities that the school deems to be compulsory to support high level of education offered to all students at the school.

### **REPORTING TO PARENTS**

Each curriculum area is taught and assessed according to the Victorian Curriculum standards set out by the Victorian Department of Education. During March, students in Years 3 and 5 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN) and a report is issued to families in September regarding their child's performance. School performance reports for all students are sent out in June and December, which reflect how your child is progressing according to the Victorian Curriculum standards, providing a teacher judgement (assigned as a score) against the achievement standards of the curriculum and including an indication of progress from the last time the curriculum area was reported on, using a five-point scale. Parent-teacher interviews are held during Term 2 however parents are encouraged to visit the school to discuss their child's progress regularly throughout the year and can request a meeting at any other time.

### **RESPECTFUL RELATIONSHIPS – Statement of Commitment**

We commit to action that promotes gender equity & respectful relationships.

We will model respectful relationships between peers and all members of the school community.

We will speak out about sexism, gender inequity and gender stereotypes.

We will provide a safe, inclusive and supportive environment.

We will provide a structural and cultural environment that promotes gender equity.

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### **SCHOOL COUNCIL**

School Council is responsible, within the framework of overall state policy guidelines, for the School Strategic Plan and the school's educational goals and priorities. It is also responsible for the planning, maintenance and upgrading of buildings and grounds, budget approval and the accounting of all school raised monies and community participation in the school. School Council is structured to represent the joint interests and responsibilities of teachers and parents for the education of children. Our council consists of 10 members in total: 7 parent members, 2 Department of Education members including the Principal and 1 community member.

### **SCHOOL UNIFORM**

All children should be comfortably dressed in school uniform, appropriate to the weather which may be ordered through the school office. The Parents and Friends Association has devised a school uniform list available upon request. Please ensure all clothing is clearly labelled with your child's name.

*Please note: Wearing thongs and sandals to school is banned for safety reasons.*

All children are required to observe the SUNSMART policy and wear a navy wide-brimmed hat when outside, with the exception of the period between May to September or whenever UV levels reach 3 and above. Sunscreen is kept at the school and is available for all to use.

### **SKI PROGRAM**

In Term 3, we facilitate a parent-run Ski Program each Wednesday in August. The program is for the whole school cohort (Prep to Year 6) and usually entails 5 ski days (weather dependent). This program relies on parent attendance (compulsory for students in the junior room) to assist either at base or on the slopes.

### **STUDENT WELLBEING**

The school's Student Engagement and Wellbeing Policy acknowledges and supports the rights of all students, staff and parents/guardians to make their responsibilities clear.

### **SWIMMING/TENNIS PROGRAM**

In Terms 1 and 4, we run a Swimming/Tennis Program over 5 Mondays. Parents drop students at the Feathertop Chalet at 9:00am to participate in 5 rotations: AUSTSWIM accredited Swimming & Water Safety lessons; Tennis coaching; Foosball/Gaga ball; Reading and Activities. Staff walk students back to school in time for Recess.

### **WORKING WITH CHILDREN CHECK**

Harrieville Primary School values the many volunteers that assist in our classrooms, with sports events/camps/excursions/school concerts or other events and programs. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, we ask that you obtain a Working With Children Check (free of charge). Applications are accessed online at: <https://www.workingwithchildren.vic.gov.au/individuals/applicants>

**A copy of all our Policies and Procedures are available from the office upon request or can be accessed on the school website ([www.harrievilleps.vic.edu.au](http://www.harrievilleps.vic.edu.au))**