

Harrietville Primary School

Parent Information Book



Learning with CARE

165 Great Alpine Road
Harrietville, 3741

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2019

School Organisation

Principal:	Samantha Pellegrini
School Council President:	Pene Cook
Business Manager:	Kristie Corbett
Teachers:	Jan Fenn (F – Year 2) Samantha Pellegrini (Year 3 – 6)

SCHOOL HOURS

8:30am	Supervision of students commences
9:00am	School commences
11:00am – 11:30am	Morning Recess
1:00pm – 1:45pm	Lunch
3:15pm	Dismissal

2019

Term 1:	29 January (teachers)/30 January (students) to 5 April
Term 2:	23 April to 28 June
Term 3:	15 July to 20 September
Term 4:	7 October to 20 December

CURRICULUM DAYS 2019 (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:	29 January	7 June
	4 November	22 November

PRE PREP PROGRAM

In support of school readiness, the school offers a “Head Start” Pre Prep 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)

Full days at school are a big change from kindergarten or childcare. Until the end of February, and unless there are extraordinary circumstances, parents 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 30th for enrolment at a State Primary School. Parents are required to provide evidence of date of birth.

Welcome to Harrietville Primary School

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.

The school has an enrolment of 23 Foundation to Year 6 children from 16 families. Strong professional and educational links with Bright P-12 College, Porepunkah Primary School and the Wandiligong Primary Schools, 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 the local 'Harrietville Times'. 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

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, in order to become valued members of the community.

Our values

Harrietville Primary, as a small rural school, recognises the importance of shared values with both the school and local community. The values of our school are based around the primary value of RESPECT and are embedded in daily learning. This is demonstrated through: honesty, compassion, tolerance, acceptance and inclusion of others, caring for property and environment, persistence, confidence, resilience and personal organisation.

Curriculum Profile

In 2018, the school will be organised into two classes: Foundation to Year 2 and Years 3-6. 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 according to the Hume Region Literacy Strategy. 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 strategies including:

- Words Their Way spelling
- Writer's Notebooks
- Reader's Workshops

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

Curriculum Profile

NUMERACY

Numeracy at Harrietville Primary School is according to the Hume Region Numeracy Strategy. Essential components of an effective Numeracy Lesson:

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 a number of online tools at Harrietville Primary School to complement and apply numeracy learning this includes a school-wide subscription to Mathletics.

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:

German

Information and Communication Technology (ICT)

Music/Drama

Science

Instrumental music (with Joe Davis)

Art (every fortnight through the MACC vans with Jo Briscomb)

Library (every fortnight through the MARC van with Anthony Lawler)

Design / Technology (including cooking)

Permaculture education



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, cricket, netball and football. In Terms 1 and 4, a qualified Austswim instructor provides swimming lessons in the Chalet Pool, held as a rotation of activities that includes Tennis coaching and games. In Term 3, parent involvement is welcomed in the school's Foundation – Year 6, Downhill Skiing program on Mt Hotham, in which

all students are encouraged to participate. The school also provides after-school sporting activities twice a week through the Australian Sports Commissions' 'Sporting Schools' program.

In addition to the school's own programs, students also participate in a number of 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 Infant Sports day (Foundation – 2) and annual camps, sporting days that include inter-school swimming, cross country running, athletics, football and netball and harmony days (Year 3 – 6).

General Information

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 by phone or by note.

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.

BEHAVIOUR

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

BOUNCE BACK!

Bounce Back! is the Student Wellbeing and Resilience Program at our school. The aim of the program is to encourage resilience and confidence in students.

CHILD SAFE STANDARDS

Harrieville Primary School has always set high standards and expectations to ensure our school is a safe, happy and productive environment. During 2016, the new Child Safe Standards were released 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. 870](#))

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

Standard 1 – strategies to embed an organisational culture of child safety, including through effective leadership arrangements

Standard 2 – Develop, implement and review a child safe policy or statement of commitment to child safety

Standard 3 – Review current code of conduct so that it establishes clear expectations for appropriate behaviour with children

Standard 4 – Implement appropriate screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

Standard 5 – Continue to develop and implement processes for responding to and reporting suspected child abuse in line with DET

Standard 6 – Implement recommended strategies to identify and reduce or remove risks of child abuse

Standard 7 – Further develop strategies to promote the participation and empowerment of children.

In complying with the child safe standards, Harrieville Primary School includes the following principles as part of each standard:

- promoting the cultural safety of Aboriginal and Torres Strait Islander children

- promoting the cultural safety of children from culturally and/or linguistically diverse backgrounds
- promoting the safety of vulnerable children and children with a disability make reasonable efforts to accommodate all students

COMMUNICATION

Newsletters are emailed on a fortnightly basis by email to communicate with parents, upcoming events and general information about the school. At other times parents may be sent home reminder notes 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.

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 form is sent home. This is for you to give written permission for teaching staff to take your child outside the playground on short excursions around Harrietville, e.g. swimming, tennis, or walks.

For excursions beyond Harrietville, a separate permission form needs to be completed for each excursion as, usually, private 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. All drivers on school excursions must have zero blood alcohol level.

To assist with organisation, all excursion notes need to be returned promptly and should be handed to your child's teacher. Money owed for excursions can be paid directly using your personal BPay number which will be provided on your first invoice. If paying by cash or cheque, please send any money in a sealed envelope with your child's name on the front to the office.

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

General Information

FACILITIES

Extensive refurbishments have provided the school with comprehensive facilities which include three large classrooms (one of which is devoted to ICT) a kitchen and office area. Information technology is a school priority and all classrooms are fitted with interactive white boards. Computer, Netbook and iPad access is at a ratio greater than the state average, 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 Permaculture garden. Where possible, the school attempts to minimise our impact on the environment through education and good practice. In addition to the installed 4.2kW solar power system, the school also has a comprehensive recycling program that includes soft plastics and composting.



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.

As an option, lunches may be ordered from Bella's Café on a Thursday. All orders are to be placed directly with Bella's Café, 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.

General Information

NUT MINIMISATION POLICY

Anaphylaxis is a serious condition which affects students within our school community. As such, Harrietville 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 CONTRIBUTIONS

Due to the high cost of funding children's education, it is necessary to have an overall levy of \$250 a year per child. This alleviates the problem of paying small amounts for each item. This levy covers the cost of pencils, textas, pens, textbooks, stationary, most day excursions, library and art vans, computers, art supplies and library books. Parents can choose to pay \$250 at the start of the year or \$150 in the first week of Term 1 and two payments of \$50 in the first week of terms 2 and 3. Children do not need to bring their own pencils, textas, pens etc, as these are on each table and are shared amongst all children.

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 May, students in grades 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. 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. If a formal interview is required, please contact us before 8.30am or after 3.15pm to arrange a suitable time.

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.

General Information

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.

STUDENT WELFARE

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