



HURSTBRIDGE PRIMARY SCHOOL

Imagine, Believe, Achieve



**Parent Handbook
2016**

School Contact Information

Address: 961-989 Heidelberg-Kinglake Road
(Main Road), Hurstbridge, 3099

Phone Number: 9718 2386

Fax Number: 9718 1748

Email: hurstbridge.ps@edumail.vic.gov.au

Website: www.hbridgeps.vic.edu.au

Principal: Phillip Banks

Assistant Principal: Chris Tatnall

Business Manager: Diane Roberts

School Councillors:	NAME	CATEGORY	END DATE	OFFICE
	Ivan Carter	(Parent)	2016	Pres/Treas
	Penni Russon	(Parent)	2017	V President
	John Birthisel	(Parent)	2016	
	Andrew Riemann	(Parent)	2016	
	Sarah Tuke	(Parent)	2016	
	Bettine Roberts	(Community)	2016	
	Martin Ward	(Community)	2016	
	Phillip Banks	(DET)	N/A	Principal
	Chris Tatnall	(DET)	2016	
	Carrie Spriggs	(DET)	2016	
	Lesley Gibson	(DET)	2017	

Parents' Club President Michelle Lemire

Outside School Hours Care (OSHC):
Phone: 9718 1901
Hours: 7:00 – 8:45am / 3:15 – 6:15pm
Coordinator: Cheryl Coffey

Vision Statement

Hurstbridge Primary School strives to provide an environment that develops the whole child where they develop skills to become fully contributing members of society. We encourage our students to become lifelong learners who value themselves, others, learning and their environment and indeed strive to “Imagine, Believe, Achieve.”

Values

Through our values of

Respect; Cooperation; Integrity; Trust; Honesty; Tolerance

we strive to:

- Provide an environment that is safe and secure
- Facilitate effective communications that foster a strong partnership within the school community
- Provide equal opportunity for all members of the school community
- Enhance academic excellence
- Extend students to their individual potential by encouraging, recognising and rewarding achievement and effort
- Develop student qualities and life skills including responsibility, communication, independence, inquiring minds, problem solving and creativity
- Provide an environment where students can share the responsibility for their own learning, behaviour and health
- Prepare students for future learning by building on their strengths and experiences

All members of the school community – students, parents and staff are expected to embrace these values.

The ways in which the values are demonstrated show school community members who:

- Share with others
- Help others
- Are kind
- Care for the property of others
- Use manners
- Have a go
- Take turns

For the students, this produces a school environment that is safe, fair and friendly where they can confidently learn, play and cooperate with each other.

Absences

In the event that your child is to be absent from school, please contact the school or send a note explaining the absence.

Accidents and First Aid

Our 'Sick Bay' is located in the administration area of the school and is staffed throughout the day. The school is only permitted to administer prescribed medication which must be accompanied by detailed instructions.

Assembly

A full school assembly is held in the multi-purpose room each Monday morning. We aim for a 9am start for assembly and parents and friends are always welcome.

Band

At Hurstbridge Primary School, we have a very strong emphasis on our music program. This encompasses classroom lessons, a varied instrumental music program, school choir and our school band.

Bell Times

8:42	Music begins playing	12:35	Lunch Eating (in classrooms)
8:45	Session 1 Begins	12:45	Lunch Recess
9:35	Session 2 Begins	1:35	Session 5 Begins
10:25	Morning Recess	2:25	Session 6 Begins
10:55	Session 3 Begins	3:15	End of School Day
11:45	Session 4 Begins		

Bicycles

Children who ride bicycles to school must ensure that all bikes have secure locks, are walked through the school grounds and are ridden safely between home and school. If these few rules are not obeyed, then the privilege of bringing a bike to school is withdrawn. It is a legal requirement that helmets are always worn. Bicycles can be stored safely in the new bike shed near the rotunda, which is kept locked during the school day.

Booklists

Booklists are sent home at the end of each year outlining classroom requisites for the next year, as well as payments required from parents. All pupil supplies are ordered online with delivery to their private address.

Buses

We have several students who catch buses to and from school. These children must meet at the bus shelter after school where the teacher on duty marks off their name. The teacher also sees the children safely onto their buses. Our use of the buses is made possible by the Diamond Valley Secondary College.

Camping Program

Camp is a valuable learning experience for all students. Camps are extremely beneficial to student learning as they help to build self-confidence, problem solving, teamwork and social skills in a setting outside formal school classes. A progressive development of 'away from home' experiences will be implemented Prep – 6 as follows:

Prep	Early morning experience at school (breakfast)
Yr 1	Late evening experience at school (eg. games, dinner)
Yr 2	Sleep over at school
Yr 3/4	Camp of 3 days duration
Yr 5/6	Camp of 4 days duration

Camp experiences are deliberately linked to school curriculum units and provide hands-on opportunities to extend classroom learning.

Canteen

The school Canteen operates on Thursdays and Fridays. A current price list is issued at the beginning of each term. The lunch order must include the child's name and grade, written on the front of a paper bag with the correct amount of money included.

The lunch orders are collected at 12:30pm and then eaten in the classroom.

Car Parking

There is a car park for parents and visitors next to the school. Parking in the staff car park is not permitted.

Choir

Each year children in Grades 3-6 have the opportunity to join the School Choir. Practices are held weekly and the Choir often participates in local community events and school performances.

Code of Cooperation

We believe that Hurstbridge Primary School should be a happy, safe and caring place for children, staff and parents. It should be a

place where children have the right to feel safe and secure and can learn and play without being afraid or worried. They also have the right to respect and dignity. The responsibilities of staff, parents and students are outlined in our Student Engagement Policy.

To ensure people treat one another well, certain expectations are necessary within a general school atmosphere which encourages and acknowledges positive behaviour. The school's Tribes program provides a consistent framework for the behaviour of the staff, students and parents.

Community Involvement

The school invites parents to participate and become involved in school activities. Many opportunities are presented for parents to offer their assistance and expertise in many areas. Current opportunities include:

- School Council and Sub-Committees.
- Classroom programs (eg. hearing reading, literacy groups).
- Parents Group (fundraising); Working Bees; Fun Run etc.
- Assisting with school sports (eg. swimming, athletics, cross country, bike ride etc).

Curriculum



The Victorian Curriculum Foundation to 10 (F-10) sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

From 2017, all Victorian government and Catholic schools are required to use the Victorian Curriculum F-10. In 2016 Hurstbridge will be transitioning from the existing AusVELS to the Victorian Curriculum.

Dismissal Times

The students are dismissed from school at 3:15pm each day. However, on the last day of each term, these times change. For Terms 1, 2 & 3 the dismissal time is 2:15pm (1 hour

before the usual time). On the last day of Term 4 the students are dismissed at 1:15pm after a whole school assembly.

EAGLES Program

EAGLES operates for students from Year 2 to 6. It is designed to provide an extension program for those children who have been identified as high achieving through the school's usual testing regime. The EAGLES groupings are subject to change.

Emergency Contacts

It is essential that home contact information and the names and telephone numbers of emergency contacts is kept up to date. Your assistance in notifying us of any changes in telephone numbers, emergency contacts, addresses, health details etc. is essential.

Exclusions

All children starting school at Prep level must have a school entry immunisation certificate. Any child who is not immunised will be excluded from school if there is an outbreak of an infectious disease. A copy of the DET Infectious Disease Exclusions Table is attached to this manual.

Excursions/Incursions

From time to time, the children are able to attend an excursion (which means travelling away from the school) or an incursion (where the activity is brought to the school).

Extra-Curricula Activities

As well as the core curriculum Hurstbridge offers a range of extra-curricula activities that include:

- Swimming
- Choir
- Instrumental Music
- Life Education
- Bike Education
- Camps
- Band
- Clubs
- Family Life
- Student Leadership

Extreme Weather

The following procedures operate on extreme weather days:

- Students remain indoors if it is raining or the principal considers it unsafe to go outside (eg. high winds);
- If the temperature reaches 34 degrees students remain indoors;
- If a day is declared "Code Red" the school will be closed for that day. There will be several days' notice of any such action.

Head Lice

When reported by a parent or suspected by a member of staff a general note will go home. Please treat your child's hair and then return them to school.

Homework

The quantity and type of homework set at Hurstbridge P.S. is guided by the Homework Policy developed at the school and according to DET guidelines. Please refer to this policy for guidance in this matter. For the P-2 students, homework should not exceed 30 minutes per night. For the grades 3 to 6 students, it should be 30 to 45 minutes per night.

As part of the school's review, the Homework Policy will be reviewed in 2016.

House System

At Hurstbridge P.S. we have 4 houses:- Allwood (blue), Ferguson (green), Hurst (red) and Wurundjeri (yellow).

Students are placed in a house upon enrolment and then represent that house in sports and other activities that gain points. At the end of each year the winning house will receive the "House Shield".

Instrumental Music Program

Hurstbridge Primary School enjoys an enviable reputation for the quality, depth and breadth of our music program. The Instrumental Music program provides additional enrichment experiences for children's individual musical interests and skills, allowing participation in choirs, bands and ensembles.

This program is a private arrangement between the providers and the parents and is conducted during school time.

Interschool Sport

Interschool sport is an important component of the curriculum at Hurstbridge Primary School. The children in Grades 5 and 6 are involved in interschool sport in the Nillumbik District. Summer sports are rounders, softball, bat tennis and cricket. Winter sports are football, soccer and netball. All children are encouraged to participate and thoroughly enjoy the opportunity to compete with other schools.

Junior School Council

Each year, a Junior School Council is formed with representatives from grades 2 to 6 plus School Captains and teachers. The Junior School Councillors discuss issues which they feel are important to the school and organise activities to support a range of social services. The children elect the Junior School Council in February of each year. There is one representative and an emergency from each room.

The Junior School Council also makes presentations to school council.

Late Passes/Early Leavers

We encourage punctuality as an important life skill at Hurstbridge Primary School. Students who arrive in the company of their parents after the 8:45am start bell should come to the office to fill in the 'Late Book' and collect a Late Pass which is then handed to their classroom teacher.

Sometimes it is necessary for parents to collect a child during school hours and it is very important that parents fill in the Early Leavers Book at the office before collecting children.

Any parent wishing to collect a child from the classroom must be directed to the office where they will sign the Early Leaver's Book and the staff will call the child to the office.

Lost Property

All bags, clothing and other property should be clearly marked with the owner's name. All lost property should be placed in the lost property cupboard, located opposite the Outside School Hours Care room.

Lunch Arrangements

Lunch is eaten in classrooms between 12.35 and 12:45 pm.

Mobile Phones

Mobile Phones are beneficial modern day communication tools. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed. Students who bring mobile phones to school must ensure that they are switched off and remain in the class teacher's possession until the end of the school day.

Other electronic and/or expensive equipment should be left at home as the school can take

no responsibility for any items that are misplaced, lost or damaged

Newsletter

The school newsletter is published every second Thursday and contains many interesting and informative articles.

This is available via hard copy or email. Please let the office know of your preferred format.

Out Of School Hours Care (OSHC)

Our OSHC program operates before and after school each day. The hours of operation are 7:00am until 8:45am and then 3:15pm until 6:15pm each day. Please contact the OSHC coordinator to arrange an enrolment. The number of the OSHC program is 9718 1901.

The program has fun and engaging programs with breakfast in the morning and snacks in the afternoon.

Parents' Group

The school is very pleased to have an active Parents' Group. New members are enthusiastically welcomed and can become involved and support a wide range of school activities.

For information on how to participate please contact the office and they will put you in touch with the Parents Group.

Pupil-Free Days

DET sets aside four days a year for teachers' professional development, curriculum planning and reporting to parents. Children do not attend school on these days and parents are notified well in advance of such days. The Pupil Free Days for 2016 are January 27 (Planning) & 28 (Numeracy), and June 22nd (Three Way Conferences) and a fourth day which is to be advised at a later date.

Pupil of the Week (Achiever Awards)

Each week, a Pupil of the Week is chosen for each classroom and specialist area. Parents are notified when their children are to receive an award, so they can come to assembly to see them presented.

Reporting To Parents

Written Reports

Your children will receive a written report twice per year – in June and December.

Parent/Teacher Interviews

There are two formal occasions when parents can meet with the teachers;

- During mid Term 1 when parents and teachers can discuss the student's needs and formulate the learning plan;
- During the last week of term 2 when the parents, students and teachers have their "3-Way Interviews". (Please note the format and timing of the second interview is currently under review).

It must be noted that parents can arrange a meeting with their child's teacher at any time throughout the year. We would strongly encourage parents to make an appointment if they have any concerns about their child.

Participation in Wider School or Community Events

Our school is a very important part of the Hurstbridge Community. We are involved in local events including the school fete, Wattle Festival, Fun Run, school picnic etc.

We encourage all parents and students to join in and participate within our school community.

Rubbish and Recycling

We strongly encourage paper recycling at Hurstbridge Primary School. Visy collects our paper recycling from the large blue bin outside the main gates on a needs basis. We also encourage "rubbish-free" lunches to be brought to school.

Hurstbridge Primary is a Waste Wise school. This means that teachers are expected to be very conscious of all the Waste Wise requirements and to educate children in the principles of Reduce, Recycle and Reuse. A teacher will be responsible each year for coordinating the Waste Wise program – including the recycling bins, compost bins and compost collections. The school has won awards for Waste Wise and Keep Australia Beautiful and it is an extremely important part of the school ethos and culture.

School Banking

A school banking service is provided by the Bendigo Bank in Hurstbridge. Please see the office for the necessary paperwork. Banking day is each Tuesday.

School Council

School Council meets at least eight times a year. There are 15 members of School Council - 7 parent representatives, the School Principal who is the Executive Officer, and 4 other persons who are employed by the Department of Education and Training (DET) and are usually teachers at the school. The remaining 3 are community members. In essence, School Council is responsible for the approval of education policies, the school budget and employment of certain staff such as the Out of School Hours program.

School Council elections are held in February/March each year. Look out for nomination forms to join with the principal, teachers and other parents in providing guidance and oversight for your child's school.

School Crossings

There is a school crossing at the front of the school (Heidelberg-Kinglake Road). The crossing is supervised between 8.15am and 9.00am and 3.00pm and 4.00pm each school day. Children and parents are encouraged to use this crossing and obey all safety signals. A member of the teaching staff supervises the crossing at the pick-up/drop off area.

School Photographs

School photographs will be taken on March 21st this year.

Student Leadership Programs

At Hurstbridge, we have several student leadership programs that enable students to have their say in the school and develop their leadership skills. They are:

- School and House Captains;
- Junior School Council;
- Peer Mediators;
- Buddy Program.

Sunsmart Policy

Hurstbridge Primary School has a Sunsmart Policy which operates in Terms 1 and 4. All staff and children are required to wear a school hat and sunscreen, which can be kept at school. Children must wear a Sunsmart school hat whenever outside. If the student

does not have a hat, then he/she will be asked to move to the shade sail area for their own protection. On days of extreme heat the children will be kept inside and an inclement weather timetable will be put into operation. The school has many shaded areas and has installed shade cloth sails over the play equipment and courtyard to assist with sun protection.

Term Dates

2016		2017	
Term 1	Jan 27 – March 24	Term 1	Jan 30 – March 31
2	April 11 – June 24	2	April 18 – June 30
3	July 11 – Sept 16	3	July 17 – Sept 22
4	Oct 3 – Dec 20	4	Oct 9 – Dec 22

***Please note:** The first day for all students in 2016 is **Friday, January 29th**

Transitions

Kindergarten to Prep

Hurstbridge Primary School conducts orientation sessions for pre-school children and their parents to heighten their awareness and encourage familiarity with the school. These sessions include:

- Pre-Prep Program. This is six 1 hour sessions conducted before and after the September/October holidays;
- Transition Program. The children work in the classrooms in smaller groups to become familiar with the school routines during November.
- The Prep staff liaises closely with the kindergarten teachers to ensure that the school has the information necessary to make the transition as smooth as possible.

Within the School

Transitions within the school are also very important and at Hurstbridge we have taken the following steps to prepare the children for their next year level:

- The physical distance that children need to move from year to year is minimised;
- Student Transition Coordinators are appointed to talk to students about what they can expect from the next year;
- Grades are released at least 2 weeks before the end of the year and the students spend several sessions with their new class and teacher.

Year 6 to Secondary School

From Term 2 onwards, Grade 6 children take part in a program to facilitate their transition into secondary education. This involves discussion of possible schools and assistance with choices.

Teachers from some of the secondary schools visit to talk to the children and observe them in their classroom environment. Some secondary schools distribute literature to the children outlining the opportunities available at their school. Children and parents are able to visit various secondary schools during open days and by appointment.

Children also have an orientation day early in December at their future school to help them become familiar with the setting and organisation. Grade 6 teachers liaise closely with Year 7 teachers in schools within the district.

Uniform

It is school policy that all children wear a school uniform. Wearing a uniform encourages children to identify with the school and have some sense of 'belonging.' The Uniform Shop is staffed on Wednesdays between 2:45 and 3:45pm and Friday mornings between 8:30 and 9:15am.

For the safety of our students:

- The wearing of sun hats is compulsory during Terms 1 & 4.
- Sun block is encouraged during Terms 1 & 4.
- Suitable (closed-toe) footwear is to be worn e.g. school shoes, t-bar sandals, sneakers. No thongs to be worn.
- Small studs are the only earrings which should be worn at these times.
- Children are discouraged from wearing jewellery, particularly dangling earrings which can cause injuries if they catch on play equipment etc.

Other important points include:

- No fluorescent zinc cream allowed.
- Correct sports uniform is to be worn when participating in school sports activities.
- A smock or old shirt is to be worn for art activities.
- No hats are to be worn inside.
- School uniform is worn on excursions.

Full uniform policy is available from the office or via the school website.

Website

The school's website is www.hbridgeps.vic.edu.au

Working Bees

Working Bees are scheduled by the Facilities Sub Committee, with the hours being generally between 8:30am and 12.00noon on Saturdays or Sundays. All parents are asked to attend and help is much appreciated. A sausage sizzle is provided.

DET INFECTIOUS DISEASE EXCLUSION TABLE

Amoebiasis	Until diarrhoea has ceased.
Campylobacter	Until diarrhoea has ceased.
Chicken Pox	At least 5 days after beginning of illness and until last sore has healed.
Conjunctivitis	Until discharge from eyes has stopped.
Cytomegalovirus (Infection)	Exclusion not necessary.
Diphtheria	Medical certificate required. *Domiciliary Contacts excluded until shown to be clear.
Giardiasis (Diarrhoea)	Until diarrhoea has stopped.
Glandular Fever	Exclusion not necessary.
Hand, foot & mouth disease	Until all blisters have dried.
Hepatitis A	Until a medical certificate of recovery is received, but not before 7 days of onset of jaundice or illness.
Hepatitis B	Exclusion is not necessary.
Hepatitis C	Exclusion is not necessary.
Herpes (cold sores)	Lesions to be covered by dressing.
Hookworm	Exclusion is not necessary.
HIV/AIDS	Exclusion is not necessary unless the child has a secondary infection.
Impetigo (School Sores)	Until sores are fully healed.
Influenza	Until well
Leprosy	Until approval to return
Measles	For at least 4 days after onset of rash
Meningitis (bacteria)	Until well.
Molluscum Contagiosum	Exclusion not necessary.
Mumps	For 9 days or until swelling goes down
Parvovirus	Exclusion not necessary.
Pediculosis (head lice)	Return after appropriate treatment has commenced.
Poliomyelitis	For at least 14 days from onset. Return after receiving medical certify cate.
Ringworm Scabies,	Return after appropriate treatment has commenced.
Rubella (German Measles)	Until fully recovered or for at least four days after the onset of the rash.
Salmonella, Shigella	Until diarrhoea ceases.
Streptococcal infection including Scarlet Fever	Until child has received antibiotic treatment for at least 24 hours and the child feels well.
Trachoma	The day after appropriate treatment has commenced.
Tuberculosis	Until receipt of medical certificate stating that the child is not considered infectious.
Typhoid and Paratyphoid	Until approval to return.
Whooping Cough	For 5 days after starting antibiotic treatment.
Worms	Exclusion if diarrhoea is present.