



**HERNE HILL**

Primary School

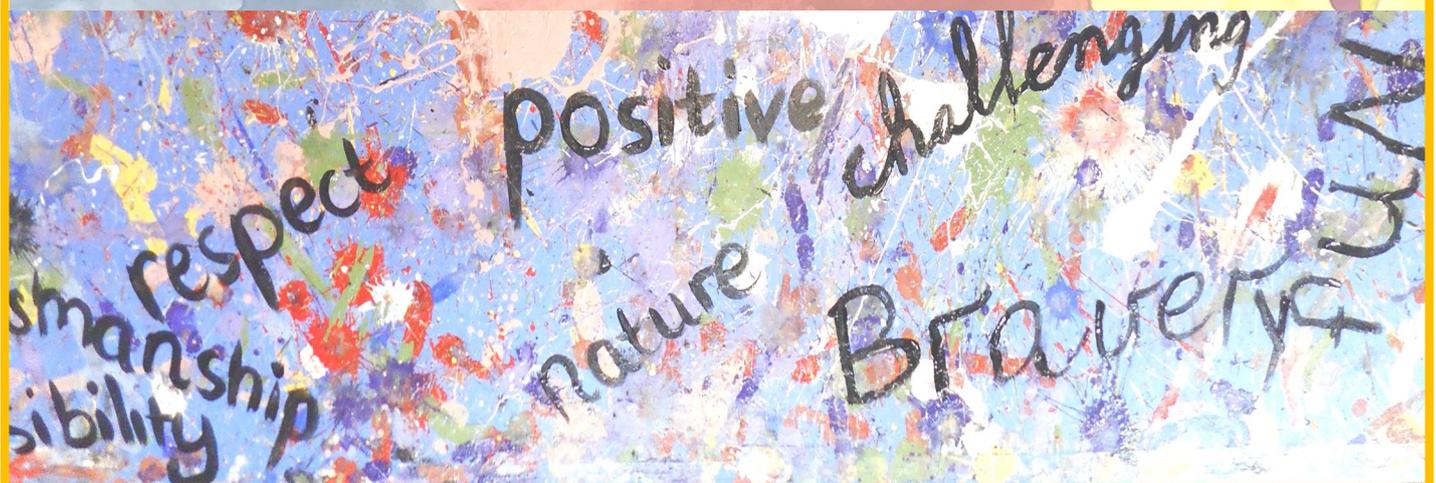
**Enrolment  
Information  
Booklet**

Principal: Mr Shane Ezard  
Assistant Principal: Mrs Fiona Anderson

**HERNE HILL PRIMARY SCHOOL**  
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# SCHOOL PROFILE

Herne Hill Primary School is situated in a well established residential area, five kilometres from the Geelong Central Business District. Students are drawn from a relatively wide area and reflect diverse economic backgrounds.

The School Council values diversity and works with the Principal and staff to provide an inclusive school program which promotes parental involvement, high academic standards and a genuine concern for all pupils. The school motto of **TRUTH CONQUERS ALL** is indicative of the ethical philosophy and the commitment to a caring, friendly school atmosphere.

## CURRICULUM

Herne Hill Primary School is committed to the achievement of excellence and the enhancement of educational opportunities for all students. The school aims to provide a broad sequential and structured educational program based on the Victorian Curriculum.

The Victorian Curriculum is set out as follows;	The curriculum content for Victorian Curriculum corresponds to the following year levels;
<ul style="list-style-type: none"> <li>Learning Areas</li> <li>General Capabilities</li> <li>Cross Curriculum Priorities</li> <li>Subject</li> <li>Strands</li> <li>Content description &amp; Achievement Standard</li> </ul>	<ul style="list-style-type: none"> <li>Foundation Prep</li> <li>Level 1 Year 1</li> <li>Level 2 Year 2</li> <li>Level 3 Year 3</li> <li>Level 4 Year 4</li> <li>Level 5 Year 5</li> <li>Level 6 Year 6</li> </ul>

Written reports are provided for parents in June and December.

The Victorian Curriculum provides the basis for curriculum planning and development. At Herne Hill Primary School, an inquiry approach to curriculum is used. Teachers plan in teams to develop Inquiry based topics which make links within and across the subject areas.



We operate a mix of straight and composite classes to ensure all classes are balanced.

The school provides all students with a range of learning experiences which;

- Maintain the child as the focus, acknowledging both effort and achievement.
- Build students' self esteem and self discipline, respecting the rights and responsibilities of all individuals.
- Build on students' experience and interests.
- Empower students through embedding student voice, agency and leadership
- Encourage risk-taking in learning.
- Utilise teaching strategies such as co-operative learning, use of learning technologies, problem solving and planning activities.
- Offer a safe, caring and supportive environment.

The use of **Digital Technologies** is integrated across all curriculum areas on the basis of an orderly and well defined plan. The school believes that access to digital technologies should be available in all settings so that students have adequate opportunities to develop functional skills and feel comfortable using technology as a learning and problem solving tool. The school has 65cm screens in all classrooms, individual iPads for grade 3-6 students, shared iPads for F-2 students, 25 desktops in our computer lab and a bank of desktop computers in all classrooms.

## CLASS GROUPING/ TEACHERS

In 2021 we are operating 12 small classes ranging in size from 19-25 students as follows:

Class Name	Teacher	Students
FB	Louise Buxton	21
FG	Emma Glenny	21
1/2AO	Monique Allen/ Leah Oxley	20
1/2B	Belinda Hynes	20
1/2M	Mitch Bear	19
1/2S	Janet Sewell	19
3/4D	Rod Durran	24
3/4M	Amy Murray	25
3/4W	Jessie Watts	25
5/6G	Genevieve Gilmore	23
5/6H	Matthew Hobbs	25
5/6K	Karla Gilbert	22

The class teachers are responsible for curriculum delivery in the key areas of English and Mathematics as well as integrated learning across the other disciplines in the Victorian curriculum.

In our classrooms we teach and provide Italian language and cultural experiences each week across all learning areas (Foundation to Grade 6).

## SPECIALIST TEACHERS

All classes receive weekly specialist lessons in the following areas:

Specialist Lesson	Teacher
Performing Arts	Michelle Ghin
Visual Arts	Julie Ryan
Digital Technology & Phys Ed	Josh Carracher
Literacy Support	Caron Baxter

## SCHOOL STAFF

Our staff provide support to our school community, whether that be for our students, teachers, staff or parents/carers.

Role	Staff Name
Principal	Shane Ezard
Assistant Principal	Fiona Anderson
Learning Specialist	Louise Buxton
Business Manager	Karen Kolsch
Administration Officer	Astrid Kolsch
Education Support	Annie Evans Tess Neville Marianne Hodge
Wellbeing Officer	Janet Johnston
Maintenance	Alan Climpson

Classes are allocated a borrowing time each week in the Library

# FACILITIES

Our school offers fantastic facilities including:

Twelve comfortable classrooms all with split systems	Library	Information Technology learning space
		
	Science Room	Prep Collaborative Space
		A modern Multi Purpose Hall
		Separate Visual Arts Room

A new Early Learning Centre (Kindergarten) is on site capable of accommodating 78 students. (See page 10 for more details)

# SCHOOL GROUNDS

The school is sited on 1.9 hectares, with well developed physical environment.

The grounds cater for a wide variety of sports, with large areas of grass and asphalt.

			
P-2 Playground	Separate 3-6 Playground	Multi purpose surface area (basketball and netball courts).	
			

The school has several designated 'natural' garden areas. The garden club meets once a week during lunchtime.

Sustainable Garden that the students attend to and we also have our own chooks	An established Natural Classroom area which has many indigenous plants growing	We continue establishing gardens to attract butterflies to our school grounds.
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# CURRICULUM SUPPORT AND ENRICHMENT PROGRAMS

In addition to the curriculum orientated focus of the school, we also provide curriculum support and enrichment programs for students.

## CULTURAL AND ARTISTIC

- Italian as a cultural program
- Participation in the Geelong Music Festival
- School concert (odd years)
- School Spectacular (Grade 5/6)
- Student Visual Arts Show (even years)
- Student Agricultural Show
- Science Fair
- Excursions and Incursions

School Concert



Visual Arts Show



Science Fair



Student Agricultural Show



## SPORTING AND LEISURE

- Interschool sport
- Intensive swimming program
- Sporting Schools & Skill development clinics in a variety of sports
- Bike Ed Program



## STUDENT LEADERSHIP

Grade 5/6 Students Only

- School captains
- House captains
- Sustainability Leaders
- Diversity Leaders
- Technology Leaders



Grade 1 to Grade 6 Students

- Junior School Council Representatives
- Representatives from each class (1 to 6 only).

## PASTORAL CARE AND COUNSELLING

- First Aid officers
- Wellbeing Officer for students, parents & staff
- Social and Emotional Curriculum—Bounceback Program
- Life Education Van
- Value Education
- Year 4/5/6 Preparation for Puberty
- Year P-6 Buddies Program
- Early Learning Centre-Transition to Foundation
- Year 6 Transition to Secondary School
- Be You Mental Health Framework

## HOUSE SPORTS TEAMS

3-6 House Athletics



We have four House Sports teams. Each student is nominated into a team by our Athletics Sports Teacher in their first year of school. The teams are:

**CORIO:** BLUE

**MOORABOOL:** GREEN

**BARWON:** RED

**FLINDERS:** GOLD

Students will participate in house sporting competitors throughout their primary years. Each House has 2 House captains elected from the current grade 5 & 6 students.

Children are encouraged to wear house colours on Sports Days.

# STUDENT WELFARE AND BEHAVIOUR MANAGEMENT

Herne Hill School believes that school should be a happy, caring, learning environment which meets the needs of the children at all levels of their primary school life.

Our school student Code of Conduct is therefore based on the following rights for all students:

- the right to be safe
- the right to be treated with respect and spoken to courteously by others
- the right to work and play without interference, and the opportunity to develop academic, social and physical potential
- the right to be accepted as an individual
- the right to have appropriate access to school facilities and equipment

Each child has the responsibility to respect the rights of all other persons. Consequences for the non compliance of these rights are consistent throughout the school and is documented in the Student Discipline and Welfare Policy.

The school community accepts that the following should operate throughout the school:

1. All teaching rooms display the rights as stated above.
2. Staff, students and parents are familiarized with Student Discipline and Welfare Policy at the beginning of each school year. The policy is reinforced as deemed necessary.
3. The effectiveness of our Student Discipline and Welfare Policy is reviewed annually.

Herne Hill believes that a positive approach to discipline is desirable and our Student Discipline and Welfare Policy shows a commitment to the following strategies:

- Constant positive reinforcement through verbal recognition and special awards.
- Development of individual programs involving individual contracts for students who have difficulty complying.
- Encouraging a pride and respect for our school.
- Implementing Bounceback Program and Be You Framework into our curriculum and culture.
- Developing and encouraging parental involvement in relation to discipline problems.

All students at **Herne Hill Primary School** are expected to:

- Abide by the Student Discipline and Welfare policy.
- Wear the appropriate school uniform.
- Be punctual to school and all classes
- Participate in all school activities
- Have pride in the school and always promote a positive image of the school.



## BE YOU

Be You focuses on developing a whole school approach to children's mental health and wellbeing with the aim of nurturing happy and balanced kids.

### What is Be You?

Be You is a national initiative for educators, aimed at promoting and protecting positive mental health in children and young people. The Be You vision is a learning community that is positive, inclusive and resilient, and where every child, young person, staff member, and family can achieve their best possible mental health.



*Happy, calm children learn best*

## BOUNCE BACK

Bounce Back Program is apart of our Be You Program.

When things go wrong for you, or you get "knocked down" by what happens in your life, remember that you can decide to BOUNCE BACK! And be yourself again.



# COMMUNICATION WITH PARENTS

## COMPASS

Our school uses Compass School Manager as our Parent Portal.

Compass gives parents/guardians easy access to student and school information regarding your child/ren.

### PARENT INFORMATION FOR COMPASS SCHOOL MANAGER

Using our parent portal you will be able to –

- Enter upcoming or past absences for your child/ren
- View up-to-date class and school attendance information
- View the newsletter
- Download, print and approve upcoming excursions
- Access information regarding upcoming events and news
- Access your child/ren's Student Semester Reports
- Book Student-Led interviews and Parent Teacher interviews
- Use the Compass App to go between two different schools (primary & secondary) if you have children at two different schools

We encourage our families to familiarise themselves with the Compass website or Mobile App.

The app is available for both Android and IOS devices.

**Our school office will provide each family an individual login and password letter.**



## REPORTING TO PARENTS

To enable students to gain maximum benefit from their education, frequent communication between parents and teacher is very important. For this reason, parents are welcome to visit the school at any time to discuss any aspect of their child's education with a teacher or the Principal. Please telephone to make an appointment.

The school has a formal program for reporting to parents consisting of:

- Getting to know you Parent/Teacher interviews held in late February/early March
- Individual discussions which can be arranged between parents and the Principal, and/ or class teacher
- Reports distributed via our Parent Portal (Compass) in June and December
- In June, the reports are issued prior to the mid-year student led conferences.

In December, parents have the opportunity to make an appointment to discuss the report with the teacher if they require it.

However, we emphasise that an interview may take place at any time concerns arise. We encourage both formal and informal communication to be regular and ongoing.

### Issues of Concern

If parents have concerns we encourage you to contact the Principal to discuss the matter. Please telephone to arrange a suitable meeting time.

## NEWSLETTER

The School Newsletter is issued every Thursday. It is designed to keep parents informed of activities taking place at the school and the work being done by groups within the school. Our weekly newsletter is uploaded to our Parent Portal, Compass every Thursday. Hard copies of the newsletter are available at the school office.

## COMMUNICATION APPS

Foundation to grade 2 classroom teachers use Apps like 'Dojo' to communicate with parents about student developments in the classroom. Teachers in each classroom will indicate to parents which App or communication avenue they are using to communicate about your child in their classroom. Grade 3-6 use student diaries for communication. Compass is our main communication for our parent/guardian and staff school community (see above)

## SOCIAL MEDIA

Our school uses social media to communicate with our community on what we are doing as a school.



**Herne Hill Primary School Facebook Page**



**Instagram Account: @hernehillprimary**



**Website: [www.hernehillk6.vic.edu.au](http://www.hernehillk6.vic.edu.au)**

## PARENTAL INVOLVEMENT

The school welcomes the involvement of parents in many different ways:

- Classroom helpers
- Book mending or covering in the library
- Helping at working bees
- Participation in sport programs
- Attending special events. Eg: Teddy Bear Maths & Family Science Night etc.
- Excursions
- Cutting fruit for Fresh Fruit Fridays

In a more formal way, parents can join one of the following:

- Parents & Friends Association (PFA)
- School Council Representation
- Canteen helpers
- Breakfast Club

Students, particularly in the younger grades, love to have their parents and family members visit their classroom.

Students achieve best when the teachers and parents work together in partnership.

# FOUNDATION (PREP) ENROLMENTS

## ATTENDANCE

A sick child must be kept home as we have limited facilities for caring for sick students.

If a child becomes sick during the day or has an accident at school all efforts are made to contact the parents or the emergency contact shown on the child's enrolment form. For this reason, it is vital that the school is notified of any changes in your address, business and home telephone numbers and those of your emergency contact.

It is not necessary to phone the school on the day of your child's absence, however regulations require that parents supply a written explanation of the student's absence upon their return.

If you wish your child to go home during school hours for any reason you must personally collect your child and complete the early departure book at the office. Similar if your child arrives late to school, please sign them in and receive a late pass to hand to classroom teacher.

### What you need to do...

- Attend school every day.
- Be on time to school.
- Sign your child in or out at the officer if your child is late or has to leave early for any reason. Appointments can also be entered on Compass (see page 5).
- Make sure that as a parent or caregiver you let the school know when you will be away for an extended period.
- Either call the office or enter an absence on Compass to explain why your child was away.



### Teachers at school will:

- Mark rolls every day
- Ask for absence note (if not on compass)
- Check on your child's wellbeing if they are away from school a lot
- Follow up on students who are frequently late

**Remember.... IT'S NOT OK TO BE AWAY!**

## ENCOURAGE YOUR CHILD

Before your child starts school, we ask parents to encourage your child to know the following:

- Their own name, parents' name, address and phone number;
- Their birthday and how old he/she is;
- How to dress and undress competently;
- Their own belongings (please ensure that you have them prominently marked with his/her name. We cannot guarantee to look after lost clothing that is unnamed);
- The correct use of toilets and matters of cleanliness associated with their use i.e wiping;
- The rules of personal hygiene – teeth, hands, hair, daily bathing;
- How to address adults with manners (saying 'please', 'thankyou' and how to wait);
- The correct use of tissues or handkerchief;
- How to play with other children fairly and without fighting;
- The safety rules of the road, public transport, and playing with other children;

## JUST BEFORE THE YEAR BEGINS

As the time gets close for the students to start school there are a number of things which parents can do to help the student settle in easily.

Here are some ideas:

1. Walk with your child to school so that the he/she is familiar with the way. Make sure that your child knows that they can always come to the office if they are not sure where to go.
2. Point out the various school buildings and playground areas. Once school starts make sure that the your child understands where you will meet. It is important that the student is met on time.
3. Practice what to say when your child is asked their name and address.
4. Label any clothing your child may take off. Other items such as lunch boxes and school bags should also be named.
5. Talk about how long the school day will be in terms your child can understand, e.g. "It's as long as Kinder, but you'll have your lunch after that, and perhaps some stories and then I'll come and get you."
6. Talk about the difference between "play time" and "lunch time". Show your child each morning what food you've packed and when you expect to be eaten. Make sure your child can open their lunch box and drink container easily.

## HOW YOU CAN HELP PREPARE YOUR CHILD

You can provide your child with a background for successful learning by:

- Asking him/her to help with tasks that can be performed successfully
- Providing a wide variety of materials so your child can draw, paint, cut or construct at home
- Reading stories to your child every day
- Telling stories
- Taking him/her on short trips or walks and discussing the things seen and heard.
- TAKING TIME to listen to questions and answering them honestly
- Giving him/her the confidence to ASK questions,
- Talk about your child's belongings with him/her so that they will be recognised readily

You should also show an interest in what your child does in school and encourage him/her to discuss the day's activities. Discuss immediately with your child's teacher any problems you may have. A young child often misinterprets things and such discussions may quickly clear up any misunderstandings. Help your child know that he/she can talk to his/her teacher at any time. We all know how it feels to be worried, upset or frightened.

# FOUNDATION (PREP) ENROLMENTS

## WHEN THE SCHOOL YEAR BEGINS

### SCHOOL FEES

Collect your school fee forms and other paperwork at the school office at the start of every school year. See the office if you have any questions. Included in your enrolment pack is our current year's Parent Contribution for an idea on our fee structure (*total amount may vary per year*).

### MEETING PLACE

Make that you choose a meeting place with your child for after school pick up. Please ensure that this isn't the classroom as this can cause a 'traffic jam' effort with other parents and students. The playground area is a recommended area, as it is well supervised after school by staff.

### PARKING

Parking is at a premium in Gwynne Street and Calvert Street. As the safety of all children is of paramount importance, we ask parents to assist by:

- Collecting children promptly after school, exiting the parking area immediately
- Adhering to speed limits
- Please **NO** parking;
  - across driveways
  - disabled parks
  - double parking
  - staff car park
  - medical centre car park
- Not entering the staff carpark. This area is out of bounds to all students for obvious safety reasons. Please do not take short cuts through the carpark, but use any of the three gates on Gwynne or Calvert Streets.

### BE POSITIVE AND CALM

If you have a positive and calm attitude and look forward to the first day of school your child will most likely do the same. Model the behaviour you'd like to see.

### LEAVE CHEERFULLY

Don't linger. If you stay too long, children often sense that you are concerned and they do not settle. Most children settle quickly and are excited about their new and fascinating surroundings. Occasionally, we have tears, but these soon settle once parents leave and children become engrossed in activities and our routine.

## SCHOOL RESOURCES

School fees cover your child's school resources (essential learning items) for each year.

Essential Learning Items included:

- Paper /student work books etc.
- All stationery-for individual students.
- A reading satchel
- Equipment and materials for Visual Arts, Performing Arts, English, Mathematics, Italian, Integrated, Studies, Science, PE, Photography, Technology, Mathematics, and Life Education.
- Internet access.
- Photocopying and printing costs

The majority of student requisites are purchased in bulk at the beginning of the year by the school and then issued throughout the year as needed.

## WHAT TO BRING TO SCHOOL

**PLEASE MARK THE FOLLOWING ITEMS CLEARLY WITH YOUR CHILD'S NAME**

### SCHOOL BAG

A Herne Hill Primary School bag showing name and contact number preferably also identified by a bag tag that is easily recognised by your child. This bag should be large enough to hold a hat, lunchbox, reader cover and drink bottle.

### LIBRARY BAG

A library bag for library borrowing (usually a calico bag)

### ART SMOCK

It can get messy in Visual Arts, so please provide a **NAMED** art smock for fun in art.

### DRINK BOTTLE

A **NAMED** drink bottle containing **ONLY WATER**, as we are a water only school.

### LUNCHBOX

Please provide snack for recess and something to eat for lunch. **BOTH SNACK AND LUNCH NEED TO BE IN THE SAME NAMED LUNCHBOX.**

### INSIDE LUNCH BOX

- **Morning tea** – a nutritious snack, e.g cheese and crackers, fruit (limited sugar)
- **Lunch** – a nutritious lunch, e.g. sandwich and fruit; or salad vegetables and bread, sushi, wraps

*\*\* The Education Department and health professionals place a high priority on the need to provide children with food that promotes good health and fitness. Nutritious food helps young children in a way that pre-packaged, processed foods that are high in sugar cannot.*

### OTHER ITEMS TO BRING:

- A box of tissues

## DAILY ORGANISATION

At Herne Hill, we encourage the children from the very first day to be responsible for hanging their bag and getting organised to start the school day.

Please do not enter the learning space or classrooms at the beginning of the day, as this creates a very busy and noisy environment.

Please be on time when collecting the children at the end of the day, as they do worry if you are late. If you are unavoidably delayed, we would appreciate you contacting the office so that we can assure your child that all is well. If you need to change your collection arrangements, it is important that you advise us of this change so that we know we are placing your child in safe hands.

Feel free to enter the learning space or classrooms at the end of the school day to have a look around and for your child to share their learning.

# HEALTH AND WELFARE

## IT IS SUGGESTED THAT PARENTS KEEP A DIARY OF DISEASES AND INNOCULATIONS.

Other illnesses or problems:

- Please notify your child's teacher if your child regularly suffers from a particular illness e.g. asthma, allergies, anaphylaxis etc.
- Other problems such as sight or hearing defects should also be notified
- If your child should not participate in Physical Education activities because of some temporary problem please contact the teacher.
- Parents should avoid sending a sick child to school too soon after an illness. We have had many cases of children returning to school obviously unwell. Children should be kept at home if they are not feeling well in the morning.

## MEDICINES

Many students attending school need medication to control illnesses such as asthma and epilepsy, and conditions causing hyperactive behaviour. At other times, many students need to take medications due to a short-term illness.

To assist students, parents and teachers, the Herne Hill Drug Education Management Team has formulated a Medication Policy to ensure the safety of students when medicines need to be administered at school.

All medication must be delivered to the office with our first aid officers. Medication authority forms are available at the office for correct and approved medication administration.

## MANAGEMENT PLANS

All students with Management plans are to be updated every year. These plans are usually associated with

- Asthma
- Anaphylaxis
- Allergies
- Epilepsy
- Other medication conditions



## INFECTIOUS DISEASE

Children suffering from infectious diseases shall be excluded from school for the period stated below or until a Medical Certificate has been produced.

- Measles: until at least four days after the rash appears or until receipt of Medical Certificate.
- German Measles: until fully recovered and at least four days from the onset or the rash
- Pertussis (Whooping Cough): 21 days or with a Medical Certificate
- Diphtheria: Medical Certificate required
- Chicken Pox: until fully recovered
- Conjunctivitis: until discharge from eyes has ceased.
- Scabies: until appropriate treatment has been administered.
- Infectious Hepatitis: Medical Certificate required
- School Sores: & Ringworm: to be kept home unless sores are treated and can be properly covered
- Head Lice: until appropriate treatment has commenced

## GUIDELINES FOR ADMINISTERING MEDICATION AT SCHOOL

- Our office staff, Karen Kolsch and Astrid Kolsch are currently nominated to co-ordinate First Aid and medication.
- In necessary cases an ambulance will be called. (Parents will be responsible for all associated costs).
- All medications at school will be administered by the first aid trained office staff, not the classroom teacher. Students are not allowed to self administer any medication: except asthma relievers.
- In the case of life threatening conditions, e.g. diabetes, the child may administer their own medication after prior consultation between the parents and school medication officer and the Principal.
- **It is the parent's responsibility to bring the required medication to school and hand it personally to the School Medication Officer or her deputy.**
- Medication including analgesics will not be administered unless there is a fully completed and signed authority form.
- A school medication book will be kept as a record of the administration of medication.
- To assist the school medication officer, parents/guardians must supply the medication in the prescribed container that gives:
  1. The name of the student
  2. The dose required
  3. The time it is to be given
  4. Dates to be administered

The name of the medication should be clearly marked on the container.

**All medication will be kept in a locked container in the office or stored in a refridgerator if required.**

## HEADLICE

Parents suspecting their children of having lice should have them checked as soon as possible. If positive identification is made, students should not return to school until treatment is carried out. It is important that full treatment is carried out and that all bed linen etc, is thoroughly cleaned. The school has information available on the control and eradication of Head Lice.

# SCHOOL EXPECTATIONS - OPERATIONAL PROCEDURES

## ASSEMBLIES

There is only one formal assembly each week. This is the Friday afternoon whole school assembly at 3pm, which all children are expected to attend in the Jeff Walker Hall. At other times children are expected to line up at specific class positions before going into school.

## DISCIPLINE

The school has an extensive Student Welfare Policy developed in conjunction with the School Strategic Plan. In summary it states the following:

- the development of self-discipline and self esteem
- principles of fairness and honesty
- respect for the rights and responsibilities of others



## BIKES

Older students are encouraged to ride their bikes/scooters to school, but must wear approved, well-fitted helmets. Parents should also ensure that children are able to ride their bikes/scooter independently and that they know the road rules. Bicycles/scooters must not be ridden in the school grounds. **Only students from grades 4-6 can ride to school.** The bike rack is located outside the office (Gwynne Street). Students need to bring their own bike lock.

## CAMPS

The school operates a camp program for grades 2-6 which builds from excursions in the early years through sleep-ins to a three day camp for the senior years.



Parents must pay all camp fees prior to the camp to ensure that all costs are fully met.

- Grade 2 Sleepover at school.
- Grades 3-4 Maldon Camp (every second year).
- Grades 5-6 Melbourne City Camp (every second year).

## BUDDIES

The school has a Buddy Program, where senior students, assist a group of younger students to complete activities based upon a common school theme. The aim of the Buddies program is to provide a support network for younger children in the school and develop responsibility for the older children.

## UNIFORM

Uniform is compulsory at Herne Hill Primary School.

Please put children's names on all articles of clothing, including hats, coats, jumpers, shoes and all school belongings. Train your child to look after his/her belongings. If your child loses a jumper or coat, please come to school yourself the next day to check Lost Property.

### **A Plus Uniforms**

Located at: Shop 5, Belmont Walk  
33 Thomson Street Belmont  
Phone: 52 437240  
Stock the full range of our uniform.

### **Uniform consists of the following:**

Polo shirts- short/long sleeved, Rugby shorts, Crew neck windcheater, High neck fleece with zip, Track suit pants, Pin striped pants, Bomber jacket, Culottes, Skorts, School dress, School bag with logo, Hats: wide brimmed.

A copy of the Herne Hill Uniform policy is enclosed with the pack. Our school colours are maroon and gold.

**Herne Hill Primary School is a SUNSMART SCHOOL!** All children must wear a school uniform wide brimmed or legionnaire style hat when outside during terms 1 & 4. Hats can be purchased at the school office.

Art smocks-long sleeved and long enough to cover the school uniform are essential for art classes.

### **Second Hand Clothing**

Limited amount of second hand clothing is available for purchase from the office.

### **Lost Property**

Queries about lost property should be directed to the office. Lost property will be stored in the Lost Property box and put on display at the end of each term. Property not claimed at the end of the term will be given to a charity. A name on your child's clothing will be of great assistance when items are lost. Lost property boxes are also located in some learning areas (outside of classrooms).

## SCHOOL COUNCIL

School Council has the major responsibility for deciding the educational policies of the school. Within the broad framework of government policy guidelines there is ample scope for council to determine policies taking into account local needs and values.

Herne Hill Primary School Council comprises members of which;

- Six are elected non DET employed parents
- Five are elected DET employed staff members

School Council is the focal point for shared decision making at the school. School Council responsibilities concern areas such as curriculum, finance, facilities and school community relations.

# SCHOOL EXPECTATIONS - OPERATIONAL PROCEDURES

## EMERGENCY INFORMATION

It is essential that the school knows your current home and business phone numbers and the name and phone number of the person who is to look after your child in your absence should he/she become ill at school. **Please advise the school of any change of address or telephone number as soon as possible.**

## FUNDING MODEL

The Department of Education supplies each school with a Global Budget for school education purposes. In addition, a parent contribution per student is requested from all parents. This levy helps our school to provide additional resources for your child/ren.

## PLAYGROUND SUPERVISION

Every recess and lunchtime, two staff are on duty to ensure that your child/ren feel safe, and have the opportunity to play and socialize in a calm and pleasant atmosphere. Children who are unable to behave appropriately in the yard are removed from it. Please talk with your children about sharing play equipment, respecting others' rights to play or sit in peace and make them aware of the school boundaries.

## SCHOOL HOURS

Parents are reminded that school commences each morning at 9.00am. Children are expected to have reached school before the starting time, preferably by 8.50am. Please note that no supervision for children is provided in the yard until 8.30am or after 3.45pm.

## JUNIOR SCHOOL COUNCIL

It is important that children have opportunities to take responsibility and learn processes of decision making at an early age.

Herne Hill has a Junior School Council comprising a representative from each grade who attend meetings, report back to their classmates, and, with the help of the teachers, develop plans for projects involving the school and its children. Such projects may include fundraising, entertainment projects, or school beautification and improvement.

Each representative of the Junior School Council are nominated by their classmates in each grade (except foundation). Each semester the students elect a representative for the council.

## SCHOOL EXCURSIONS/ACTIVITIES

Excursions are a vital part of our educational program. It is therefore important that each child attends so that he/she may participate fully in classroom programs. Advance notice of excursions will be given in the weekly newsletter. Prior to the excursions, a detailed notice will be sent home.

We have a blanket excursion note for all local and day excursions. This eliminates the need to collect a separate signed form for each activity. Parents need to sign this form at the start of each school year to give consent for their child to attend local and day excursions.

## LIBRARY

The school has a well stocked library from which the children borrow on a regular basis. The children also learn research skills, a love of literature, and respect for books.

Children require a cloth library bag to ensure minimal damage to books borrowed.

A replacement fee is charged for any book lost.



## SCHOOL CANTEEN

The school community offers a limited canteen service. Students are able to purchase snacks each Friday and pre order special lunches 3-4 times each term.

The service is operated by a group of volunteer parents.

## SWIMMING

A 10 day intensive school swimming program is held every year for all children.

Adequate notice of any swimming program will be given via the newsletter.

## WIDE SMILE PROJECT (WATER ONLY SCHOOL)

We want to reduce the amount of sugary drinks our students consume so they can have healthy teeth and gums. As a result, we are a water only school.

All students are required to bring their own water bottle filled with tap water every day.



# BETHANY HERNE HILL KINDERGARTEN

Herne Hill Primary School is one of only a few primary schools in the state to have an onsite Kindergarten.

The kindergarten moved into it's modern, brand new, spacious building in 2012.

If you would like to discuss enrolling your child at the Kindergarten, please contact Bethany Kindergarten Services (see below).

## **Bethany Kindergarten Services**

**Phone :** (03) 5273 0200

**Email:** [kindergartens@bethany.org.au](mailto:kindergartens@bethany.org.au)

**Website:** [bethanykindergartens.org.au](http://bethanykindergartens.org.au).



## AFTER SCHOOL CARE

### School Support Services Outside School Hours Care

### THE SERVICE

The Herne Hill After School Care Service operated by **School Support Services** is available to all Foundation to Grade 6 students between 3.30pm and 6.30pm.

Established in January 2003 the After School Care Program is beneficial to many of the families involved with our school.

The program is based in the Library at Herne Hill Primary School and also utilizes the hall and the playgrounds.

- \* **Use is subject to availability, prompt payment of fees and appropriate conduct.**
- \* **Registrations & Bookings:** All registrations and bookings need to be made directly with the approved operator
- \* **Phone No:0488 662 783**



For more information and to enroll please visit [www.schoolsupportservices.com.au](http://www.schoolsupportservices.com.au), under the Outside School Hours Care tab. School Support Services uses **XPIor app** to book your child into after school care, once enrolled. Bulk bookings can be requested via email [bookings@schoolsupportservices.com.au](mailto:bookings@schoolsupportservices.com.au).

## WHAT DOES THE PROGRAM OFFER?

The educators do not view the program as 'just a child care service', but as a service that offers many extra curricular activities and a place for children to relax, just as they would at home.

Many children who attend childcare services do not often have the opportunity to participate in out of school activities, so we will bring these activities to the children.

Activities will vary and are planned according to children's individual and group developmental needs. A sample of the week's activities to be offered may include the following;

- Arts/Craft
- Sporting activities
- Board games
- Games
- Reading
- Group activities
- Dress ups

The children are provided with afternoon tea while they are in after school care.

