HATS - It is our policy that students wear a sunsmart hat when outside from 1st September to 30th April. Students without a sunsmart hat are required to sit in the shade areas. We encourage students to wear sunscreen for these terms as well. Baseball style caps are not acceptable as they are not sunsmart safe and not part of our uniform.

PICKING UP CHILDREN DURING SCHOOL HOURS 8.45AM TO 3.30PM - If you need to collect your child from school for an appointment etc., a note to the Class Teacher explaining the reason and time for the absence is necessary. Parents are required to report to the office where your child/children will be paged from classes and must be signed out of school.

BEFORE SCHOOL DROP OFF AND AFTER SCHOOL PICK UP - Children will be instructed for safety reasons to only cross the road using the school crossing (at school gate in Gungurru Rd and on the Highway) or the recognised crossing point at the Library gate. School doors open and yard supervision begins at 8.45am, children in the yard before this time are not supervised. Children must be collected after school by 3.45pm.

VISITING THE SCHOOL - All visitors to the school including parents e.g. helping with reading, or attending meetings, etc. are required to sign the visitor’s book at the office on arrival at school and again on leaving the school. This is part of the school OHS policy to enable us to know who is in the school at any time for the safety of the children and the visitor.

As staff are in their classrooms from 8.45am parents are requested to direct any enquiries or concerns through the school office and a message will be given to staff who will respond as soon as possible.

NEWSLETTERS - Each Wednesday a school newsletter is published on the school website www.huntly-ps.vic.edu.au. Please make sure you check this important newsletter as it is our main communication channel with parents. We urge you to read it carefully. If you wish a reminder and link emailed to you please complete form available from the school office. A hard copy of our newsletter is available from the school office. Important information is also sent via a Tiqbiz App, instructions on how to download this application to your smart phone is available on our school website of from the school office.

UNIFORM - It is compulsory for all students to wear school uniform. Please see our Uniform Policy available from the school office or from the school website. Physical Education takes place regularly, so please make sure your child has suitable foot wear. For safety reasons, thongs, shoes with built up heels and bare feet are NOT allowed at school under any circumstances. Please make sure all clothing is clearly named.

JEWELLERY - The wearing of ear-rings, except studs and small sleepers, and other jewellery which could be a danger to the wearer or others is not permitted at Huntly Primary School.

VALUABLES - We advise children not to bring items that are valuable to them to school as we can not guarantee the safety of these items from loss or damage. The school does not have insurance nor do we accept responsibility for private property brought to school by students, staff or visitors.

ABSENCES & LATENESS - A written note is required when children are ABSENT from school. Classroom rolls are marked at the beginning of the first lesson, children who are late must report to the school office with their parent/guardian and sign the late book. Absence Forms are available for printing from our school website.

MEDICATION AT SCHOOL - All medication, except Ventolin, must be handed in at the school office. It will need to be in its original container and a Medication Request form filled out. Children must not have medication in their bags. Medication Request forms are available at the school office or from the school website.

SCHOOL LUNCHES ORDERS - Lunch orders are available on Thursdays and Fridays from the school canteen. Lunch orders must be clearly written on an envelope and the appropriate money enclosed, please make sure these are sealed so that coins will not fall out. Children are reminded to bring their lunch orders to school and place them in their class container. Lunches are then delivered to their classroom ready for lunchtime. The canteen is also open with a limited menu at recess and lunchtime on these days.

FIRST AID - Several members of our staff are First Aid trained. Minor problems are treated and the children are sent back to their classes. Parents will be notified by telephone if a child is ill, or if medical assessment of an injury is advisable. It is imperative that the office has current home and work phone numbers and emergency numbers.

The school runs a Head Lice checking program and parents will be asked to sign a permission form allowing our designated member of staff to check their child’s hair.

MOBILE PHONES - Mobile Phones are not permitted in the classroom. If your child needs to bring a phone to school it needs to be handed in to the school office during school hours. It can then be collected at the end of the school day.
Welcome Back to everyone for 2015. This note simply outlines some of the information that might be useful through the year. Please pin it up in a place that will be easy to find for future reference.

**STAFF**

**Teaching Staff:**
- Craig Burnett – Principal
- Prue McMillin – Grade Prep/1 Learning Centre 6
- Matt Lehan – Grade Prep/1 Learning Centre 7
- Shelley May – Grade 1/2 Learning Centre 8
- Mandy Regan and Lisa Clohesy – Grade 1/2 Learning Centre 9
- Lachlan O’Toole – Grade 3/4 Learning Centre 1
- Skye Bennett – Grade 3/4 Learning Centre 2
- Donna Dunlop and Alicia Waller – Grade 3/4 Learning Centre 3
- Adrian McErvale – Grade 5/6 Learning Centre 4
- Sarah Flaherty – Grade 5/6 Learning Centre 5

**Support Teachers:**
- Wendy Edwards – Art
- Laura Murdoch – Library
- Ashlea Bowles – Music
- Selina Van Riet – Teacher Support
- Felicity Nicholls – Teacher Support

**Support Staff:**
- Administration: Deb Payne and Anita Whittle
- Outside School Hours Care Supervisor: Selena Van Riet
- Outside School Hours Care Staff: Kate Ruedin and Jessica Van Riet
- Bus Driver: Irene Godkin

**SCHOOL TERM DATES - 2015**

| TERM 1 | Friday 30th January to Friday 27th March |
| TERM 2 | Tuesday 13th April to Friday 26th June |
| TERM 3 | Monday 13th July to Friday 18th September |
| TERM 4 | Monday 5th October to Friday 18th December |

**SCHOOL TIMES**

- 8:45am - 9:00am: School ground supervised
- 9:00am - 11:30am: School commences
- 11:00am - 11:30am: Morning recess
- 1:30pm - 1:40pm: Lunch eaten in classrooms
- 1:40pm - 2:30pm: Lunch recess
- 3:30pm - 3:45pm: School dismissed
- 3:30pm - 3:45pm: School ground supervised