

HUNTLY

PRIMARY SCHOOL 306



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PRINCIPAL: MR JASON LEE

INFORMATION BOOKLET



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PRINCIPAL **MR JASON LEE**



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

Dear Parents/Guardians,

Welcome to Huntly Primary School where our school values of Respect; Resilience; Collaboration & Community underpin the decisions and actions we make that create a learning environment that provides all of our students the greatest opportunities to excel academically, socially and emotionally.

We pride ourselves in offering all students a wide range of success orientated opportunities in a safe and caring environment. We value and encourage high academic achievement with a strong focus on literacy and numeracy, as a basis for all further learning, followed by developing the whole child in the areas of visual and performing arts, sport and sustainability.

Our programs are designed to cater for a diverse range of learning styles and student abilities with opportunities for support or enrichment at all levels. We utilise a range of information and communication technologies to enhance the learning program. The school has a dedicated staff catering for all our students, as we aim to expand knowledge, challenge thinking, provide choice and opportunity and ignite passions.

Student success is a shared responsibility between the school staff, students and parents. Education is a joint venture between school and home and we welcome and appreciate the support that parents give their children at home as they strive to reach their learning goals. The foundation of a successful school is the cooperation between the students, staff, parents and community.

We are extremely proud of our school, its culture and its commitment to achieving the best possible outcomes for all students.

I look forward to welcoming you to Huntly Primary School.

Yours sincerely,

A handwritten signature in blue ink that reads "Lee".

JASON LEE
PRINCIPAL
HUNTLY PRIMARY SCHOOL.

SCHOOL PROFILE

Our School Values:-

- **RESPECT:** value self, others, property and the environment.
- **RESILIENCE:** take responsibility for your actions and behaviour and bounce back from adversity
- **TEAMWORK/COLLABORATION:** working with others to achieve our goals
- **COMMUNITY:** contribute to the shared values and aspirations of our local and global community.

Huntly Primary School has been an integral part of the Huntly community for over 150 years.

The current school is 20 years old and was completed in 2000.

The school is structured into three teaching units; the Junior School of five classrooms, Middle School of three classrooms and a Senior School of three classrooms. In 2020, specialist teachers will provide both a Visual and Performing Arts program, Physical Education and a Chinese Language program from Foundation to Year 6.

The school also employs a Wellbeing officer 1.5 day per week to work with students and families.

Huntly Primary School currently has an enrolment of 228 students as of February 2020.

The student population is expected to grow over the next few years due to the significant increase in housing construction within a radius of 5 kilometres of the school.

An effective Transition Program exists between the local Preschool and the school and this program is highly valued by the local community. Foundation students enrolled at Huntly Primary School have the option of taking part in our *Road to Foundation* program which sees pre-school children attending school for one hour one day a week from term 3 (the program is voluntary). The majority of our Year 6 students enrol at Weeroona Secondary College and our Year 6 students have an extensive program of transition activities throughout the year.

Huntly Primary School has a sister school relationship with Weiting School in Suzhou China. Each year the school hosts up to three Chinese students for an 8 week cultural experience and up to four students from Huntly Primary School Students visit China for a 9 day cultural visit each year.

The Huntly district prides itself in being part of a close-knit community, which provides a web of support to its members. The school is a crucial part of this and is considered an important link to many community groups, including Northern District Landcare Group and Indigenous groups.

CURRICULUM

Learning experiences are provided through the implementation of the Victorian Curriculum (Foundation-10) including Mathematics, English, Languages, Science, Technology, Humanities, Health and Physical Education, the Arts and the Capabilities; Ethical, Intercultural, Personal and Social, Critical and Creative Thinking. The following overview provides an overview.

Victorian Curriculum

Victorian Curriculum F-10 is represented as a *continuum of learning*

Learning Areas
The Arts <ul style="list-style-type: none">• Dance• Drama• Media Arts• Music• Visual Arts• Visual Communication Design
English
Health and Physical Education
The Humanities <ul style="list-style-type: none">• History• Geography• Civics and Citizenship• Business and Economics
Languages
Mathematics
Science
Technologies <ul style="list-style-type: none">• Design and Technologies• Digital Technologies

Capabilities
Critical and Creative Thinking
Ethical
Intercultural
Personal and Social



Special emphasis is placed on encouraging parents to participate in school-based programs working with students both within and outside of school hours.

The school has embraced Information Technology through the provision of iPads, netbooks and laptops, throughout the school

FACILITIES

The facilities of the school are being developed through the close cooperation of parents, students and staff to provide an attractive functional environment.

In 2000 the school underwent a complete re-development and now boasts functional educational facilities. The school has a School Council funded room adjacent to the library where the Outside School Hours Care (OSHC) is based.

The Multi-purpose Room not only contributes to school programs but is also seen as a vital community centre for out of hours use. The school also boasts attractive outside learning areas, gardens, a sustainability centre, an oval and paved courts that cater for a range of educational and recreational purposes.

SCHOOL STRATEGIC PLAN

Our School Review of 2019 identified the following goals and key improvement strategies (KIS) for the school to work towards over the next four years. Progress towards achieving these goals is reviewed ongoing throughout the year as part of our monitoring of the Annual Implementation Plan.

STUDENT ACHIEVEMENT

Goal: Improve student outcomes in Numeracy and Literacy

Key Improvement Strategies:

- Develop, document, monitor and evaluate a whole school sequential curriculum in Literacy and Numeracy linked to the Victorian Curriculum
- Build teacher capability to collect, analyse and use data to teach to each student's point of learning
- Build teacher knowledge and skill in evidence based pedagogical practices

STUDENT ENGAGEMENT

Goal: Improve student engagement

Key Improvement Strategies:

- Develop a whole school understanding of student voice and agency and build teacher capacity to activate it in their learning
- Co-design opportunities for students to exercise authentic agency in their learning
- Build teacher and student capacity to set aspirational goals, reflect on their learning and plan for future learning

STUDENT WELLBEING

Goal: Improve student wellbeing

Key Improvement Strategies:

- Develop and implement a school wide framework for parental engagement in student learning
- Embed the School Wide Positive Behaviour Support framework across the school
- Embed school wide practices and processes to improve student attendance



INFORMATION BOOKLET

This booklet is designed to help you understand how our school operates. It contains information needed to help you and your child make the most of the facilities, programs and opportunities offered by this school and to help you become involved in activities at Huntly Primary School.

It is our policy to ensure that all members of the school community are welcome and can become fully involved with all operations of the school and are able to participate with our activities. Parents are encouraged to take an active role with the education of their children.

At times, you may need more detailed information about our school. **Please contact the Principal or any member of the staff if you have any concerns or problems that might affect your child's enjoyment at school.**

If you would like to have a formal interview with a class teacher, arrangements should be made through the School Office.

SCHOOL OPERATIONS

SCHOOL TIMES

8:45am	-	9:00am	School ground supervised
9:00am	-		School commences
11:00am	-	11:45am	First Lunch
1.45pm	-	2.30pm	Second Lunch
3:30pm	-		School dismissed
3:30pm	-	3:45pm	School ground supervised



ARRIVAL AND DEPARTURE TIMES

It is important that children arrive at school before the bell at 9:00am so that they have time to put bags inside and are prepared for the day's activities. Students can enter the classrooms from 8:45 onwards. This allows the children to settle into the day's routine more quickly and enjoy a more productive day at school.

Parents are encouraged to collect their children as close to 3:30pm as possible so that children can depart from the school while the grounds are supervised. Parents should inform their children where they are expected to be collected from so that they can quietly wait for parents after school.

The children are supervised at school by staff between the hours of 8:45am and 3:45pm. Children at school outside these hours are not guaranteed supervision, except for children booked into the After School Care Program (Outside School Hours Care).

If other arrangements need to be made, the school should be notified in writing to ensure that the class teachers are informed.

Please note that when instructions are not written it is impossible to always guarantee the phone messages will be delivered to your child and we wish to avoid any confusion in relation to parent's instructions.

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 signed out of school. If persons (eg. grandparent, friend, aunt, etc) other than parent or guardian is collecting your child early from school, we ask that you inform the school office or class teacher who will be coming to collect them. We will also require this person to be able to present a photo identification documents (eg. drivers licence) at the office when signing your child out of school.

STUDENT REQUISITES

Students at Huntly Primary School are sent home a booklist at the end of the school year of class materials required for the following year. These can be either purchased from the booklist supplier or families can choose to purchase item themselves. All items must be labelled, placed in a box and presented at your child's "Welcome to School" Start Up Day interview held on first day of school year. Please note: Children who lose, damage or require extra class materials will be required to purchase these to supplement the materials supplied.

Additional classroom requisites and equipment required to support the child's education are purchased by the school. Parents are charged a fee to cover the initial purchase of these essential items.

CAMPS, EXCURSIONS & INCURSIONS

Excursions and Camps are a very important part of the school's education program. Although some excursions may only last for half a day, they can form the basis for many weeks of class activities involving many subject areas. It is therefore essential that all children participate in excursions.

We are only too happy to discuss our Camps and Excursions Program with you.

It is school policy that all students should participate in all activities arranged by the school however, students can be excluded from activities and excursions that require payment or if their behaviour has been less than appropriate.

Wearing of the school uniform as laid out in the Uniform Policy (policy available on the school website www.huntly-ps.vic.edu.au) is compulsory for all students during school hours, while travelling to and from school and on school excursions or representing the school, e.g. school photos, ANZAC Day Service etc.

CAMPS, SPORTS AND EXCURSIONS FUND (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child. Please note the CSEF payments cannot be used towards voluntary school charges, nor towards books, stationery, school uniforms, before/after school care, music lessons, etc. Applications can be made at the start of the school year at the school office.

SCHOOL MONIES

All money sent to the school need to be put in a carefully sealed envelope with the name of the child or children bringing the money, the correct amount enclosed, and what it is for, clearly marked. Please leave at the school office. Individual receipts will be provided for all large amounts. If parents are having difficulties in making payments by the due date, please contact the school office so that suitable arrangements can be made. Payment options available are BPay, EFTPOS, Centrepay and Payment Plans. It is our policy that all students should be involved in all activities at school and every effort is made to provide assistance, such as time payments, for parents so that students can attend.

PLEASE NOTE: \$2 & \$1 coins easily fall out at the top corners of self sealing envelopes. Careful sealing with the addition of sticky tape or staples is needed.

SCHOOL APP - COMPASS

Compass is our school app where you can manage your child's absence data and personal details, read their reports and access the school newsletter, important information and any emergency situations. Details for registering for Compass and your personal password are available from the school office.

CONVEYANCING ALLOWANCE

The Government has an allowance to assist with the transport of students to and from school. This allowance (Conveyancing) is paid to parents if the students are transported more than 4.8 kilometres where there is no other transport provided (eg. school bus) or the students do not have a closer school.

There are conditions that apply to the Conveyancing Allowance however, if you believe that you are eligible please contact the school office to arrange an application form.

NEWSLETTERS

Each Wednesday a school newsletter is published on the school website www.huntly-ps.vic.edu.au as well as forwarded via our student management app, Compass. **Please make sure you check this important newsletter as it is our main communication channel with parents. We urge you to read it carefully. The newsletter also contains news from local community groups.**

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.

PARENT INVOLVEMENT

There are numerous ways parents can be involved in the school's activities and all parents are encouraged to be actively involved in as many ways as possible.

Currently parents are active in the areas of: -

School Council and the sub-committees

Working Bees

Reading programs

Gardening groups

Grandparents' Day

Curriculum programs

Excursions and Camps

Library

Sporting events and Activities

COMMUNITY CONNECTIONS

The Community Connections group works for the improvement of the school and its students. They provide a forum to discuss educational issues and also raise a substantial amount of money each year to assist our programs. All parents are most welcome. Attendance at the monthly meetings brings you into regular contact with other parents with similar interests and enables you to be better informed of school developments. Meeting dates are advertised in the school newsletter.

SCHOOL COUNCIL

The School Council is made up of elected representatives from all parents and teachers. It is the responsibility of the Council to decide and implement School Policy.

The School Council is responsible for many aspects for formulating policies. Today, more and more decisions concerning your school are now being made by the local community. It is important for parents to actively participate in the decisions that will influence their children's education through the School Council. The composition of School Council is:

Parent Representatives	10
Principal and Directorate of Education Representatives	5

Members are usually elected for a two year term of office, they are also eligible for re-election. Generally, elections are held in February with the new Council assuming office in April. Sub-committees are formed in the areas of finance, curriculum, facilities and welfare to enable decisions to be made and implemented. All parents from the school are eligible to join a sub-committee and assist with the work of the Council.

Council meets twice a term on the third Monday of each month (except January) at 7:00pm. All parents are invited to attend these meetings, whether elected to the School Council or not, you may contribute to the discussions and decision-making, however, only elected members of the Council may vote.

SCHOOL GROUNDS

At Huntly we are very proud of our school and its surroundings. The Facilities Sub Committee of School Council maintains and plans for improvements to grounds and building.

Substantial work has been carried out by the school community to beautify the schools gardens and grounds over the past few years. The school is looking at ways of reducing rubbish as part of its work as a sustainable school. Part of this rubbish reduction will take the form of regular nude food days during the school year.

We include a voluntary Grounds Levy with our school fees to help with the costs associated with maintenance and watering.

SCHOOL POLICIES

The school has a range of policy documents on matters of Education and School Mangement. The major reference used for all operational matters is the School Operations Reference Guide produced by the Department of Education and Training.

Copies of our School Policies can be found on our website www.huntly-ps.vic.edu.a

STUDENT WELLBEING

The school has worked to create a positive ethos for our students based on the four values of :

Respect, Collaboration/Teamwork, Resilance and Community.

The values are displays in every classroom as guiding principals for all actions in the school, have replaced the multiplicity of rules as benchmarks against which behaviour is judged. There is a common understanding the language about the values and behaviours associated with them across the school.

This emphasis on values and positive behaviour has significantly contributed to a calm and engaged atmosphere in the school.

Each Monday afternoon at assembly a student from each grade and each specialist area, who have upheld the school values the week before are presented with a Student of the Week values certificate.

We promote School Wide Positive Behaviour Support (SWPBS) which is reflected throughout all aspects of our Student Wellbeing Program.

Students and staff have negotiated our School Wide Expectations, which are displayed throughout the school and encourage the behaviours we expect both inside the classroom and outside in the yard.

Students also have the opportunity to receive "Whirrakee Cards" as recognition for their positive behaviours. These cards can be traded as part of our negotiated reward system.

FIRST AID AND ILLNESSES

Members of our staff are First Aid trained. Minor problems are treated and the children are sent back to their classes. As we have only a very limited sick bay facility, parents will be notified by telephone if a child is ill, or if medical assessment of an injury is advisable.

There is to be no medication except ventilon in the classroom or school bags. All medication should be handed in at the office with a medication form. It must be picked up at the end of the day.

It is imperative that the office has current phone numbers and emergency numbers so that we can notify you in an emergency.

EMERGENCY INFORMATION

We use the Enrolment Forms for emergency information. Please make sure that we are kept up to date with any changes of address, phone numbers, place of employment of parents, child's health and emergency contact numbers. This information is confidential and essential. It is used to contact parents of children who become ill or have had an accident.

ABSENCES AND LATENESS

Student absences must be either entered onto Compass (our school app) or telephoned through to the school office and leave a message on our 'absent line'.

Classroom rolls are marked at the beginning of the first lesson, children who are late must come to the school office with their parent/guardian to sign the late book and receive a 'late pass' indicating they have been past the office

An SMS will be sent after 10.00am to parent/guardian if your child is marked as absent with no confirmation.

SCHOOL LUNCHESES AND SNACKS

We have a number of children attending the school with various allergies. To help us keep these students safe we ask that all parents and students please try and eliminate nut products from lunch boxes and take this into consideration when providing food for the classroom. This includes peanut butter and nutella, please keep these as a treat for after school at home. We appreciate your support in this matter and thank you for your understanding. A copy of our school Anaphylaxis Management Policy is available on the school website for your information.

During the course of the year our Community Connections Group run a number of fundraising lunches for the students and staff. These include hot dog days, pizza lunch day, barbecues and more. These are great community events for our school.

Soft drinks, glass bottles, cans, lollies, bubblegum etc are not to be brought to school.

VISITORS POLICY

To meet Occupational Health and Safety & Emergency Management requirements of Department of Education and Early Childhood, it is our policy that visitors including parents working at school, trades people, staff from other schools and visitors sign our attendance register at the front office. This means that we can be sure of who is on site and in the case of an emergency make sure that everyone is accounted for.

HEAD LICE

Head lice can be a recurring problem for some schools, particularly when children resume school after holiday breaks. Children with head lice are required to have their hair treated before they return to school as per our reference chart –Minimum Period of Exclusion from Primary Schools and Children's Services Centre for Infectious Diseases Cases and Contact by the Department of Health. You are also required to notify the school if head lice or eggs (nits) are found so that other parents can be informed through the newsletter.

Checks are conducted throughout the year by two Educational Support Staff. Parents are notified by phone or letter if headlice are found and treatment is required. Permission notes can be found in the pack provided.

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.

LOST PROPERTY - NAME TAGS ON CLOTHES ETC.

Please clearly mark ALL clothing, bags or any belongings brought to school with your child's name. Every year the school disposes of a large amount of valuable clothing, most of it in perfect condition. If your child has lost something, please let the teacher know (a brief note is the best way). Unclaimed items are held for a few weeks before being sent away. A Name Tag is a very good investment as children never seem to recognise their own property when it is held up to be claimed.

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.

Any money or other valuables, which are found, should be claimed from the office. If they are not claimed within a month they will be returned to the finder.

MOBILE PHONES

Mobile phones are not permitted in the classroom. If your child needs to bring a mobile phone to school it needs to be handed into the school office during school hours. It can then be collected at the end of the school day. Huntly Primary School has a Mobile phone policy which can be viewed on our webpage.

SPECIAL ARRANGEMENTS FOR FOUNDATIONS

During February special arrangements have been made to make it easier for Foundations to adjust to a full school routine. To accommodate bus travellers Foundation children do not attend school each Wednesday.

Foundation children are encouraged to play in the sandpit and junior playground areas early in the year so that they have nearby areas to play safely in.

SCHOOL UNIFORM & JEWELLERY

Our Student Dress Code Policy (policy available on the school website www.huntly-ps.vic.edu.au) states that our school uniform is compulsory. The uniform consists of a navy pants, shorts or skorts. A navy and gold top or jacket and a royal blue polo shirt and a navy sun smart bucket hat. Navy and white checked dresses are also part of our uniform but we ask that the dresses are not worn on days when your child has physical education or involved in sporting activities.

Huntly's School Uniform is available at Lowes Menswear store, Marketplace, Bendigo.

The wearing of earrings, except studs, and other jewellery is not permitted, as it could be a danger to the wearer or others.

SCHOOL CROSSING ON THE MIDLAND HIGHWAY



An employee of the City of Greater Bendigo supervises children crossing during the following times: -

8:30am - 9:00am in the mornings **3:25pm - 3:55pm** in the afternoon

Children should be aware of the routine for using the crossing and use it at all times.

When the Crossing Supervisor is on duty all students using the crossing must follow the Supervisor's instructions.

BIKES

Many children ride bikes to school. Helmets must be worn. A bike path has been constructed along the western side of the Highway and all riders are asked to use this, remembering to be extra careful of any pedestrians.



If a child needs to cross the highway, either by walking or on a bike, they are expected to use the School Crossing. (All cyclists must walk their bikes across the crossing). Bikes must NOT be ridden in the schoolgrounds. All bikes must be walked to the bike racks.

Students must leave their bikes at the racks adjacent the basketball court.

While it has not been a problem at Huntly Primary School some schools have reported bikes stolen from the school ground and we ask parents to consider the purchase of a safety lock for their children's bike. Small items such as electronic speedometers etc have been taken from bikes and I would ask parents to ensure these are not brought to school.

BUS TRAVELLERS

A school bus collects children from the Bagshot and Fosterville areas if they live more than 4.8 km from the school. The bus is operated by Phil & Irene Godkin. It is licensed to carry sixty children. Arrangements for collection, drop-off times and places are made through the school co-ordinator for those who wish to travel on the bus.

Children are expected to obey the driver at all times. Failure to abide by bus rules could lead to a suspension or withdrawal of the privilege. Normal safety rules apply to all children: -

- Children must remain seated at all times.
- Noise must be kept to a reasonable level.
- Children are not permitted to eat while on the bus.

If travel arrangements for children are changed ie. not travelling home on the bus, getting off at a different stop etc., the School must be **notified in writing so this message can be forwarded to the bus driver. A verbal explanation from the child will not be accepted.**

If other children are to travel on the bus they may do so only after a written request and the prior consents of the driver and School Bus Coordinator.

The bus driver has a mobile phone (0408 509 574) and can be contacted if you wish.

EMERGENCY MANAGEMENT PLANS

In the event of any emergency occurring at the school, children will remain under strict supervision of the staff, who will follow the precise procedures as set out in the Emergency Management Plans.

The Emergency Management Plan document is available at school to any person who wishes to study it.

CODE RED DAYS

Huntly Primary School is listed on the Bushfire At-Risk Register. Schools, kindergartens and licensed child care centres that have been identified as being high fire risk on the Department's Bushfire At-Risk Register will close on days determined Code Red by the Emergency Management Commissioner. The final decision to close will be confirmed no later than 1.00pm the day before the planned closure. As soon as the school has this information it will be forwarded to parents by letter, via Compass or phone call. Please note it is DET Policy that no staff are allowed to remain on site on a Code Red Day.

CAR PARKING

PLEASE DO NOT PARK IN THE BUS STOP.

The safety of children is a major consideration for school's communities. This is especially important in regard to road safety. We encourage parents to provide positive role models for the children and support the school rules in regard to the entry and exit from school.

We teach the children to leave via the gate at the front of the school or the crossing in Gungurru Street. Children leaving from the front gate can access their parent's vehicles along the school side from this point or cross directly over Brunel Street using the gap in the median strip. This is placed behind the bus parking bay and allows children to be seen rather than be obscured by the bus. Parents are requested to park only in the angle bays provided.

Parents should insist that their children cross Brunel Street at this point rather than call them across the road to their cars.

Parents parking in Gungurru Street are advised not to park or turn their vehicles in between the "No Standing" signs at the crossing. This is both illegal and dangerous.

We ask parents to be especially careful on wet days because the temptation to collect the children quickly often leads to a higher accident risk.

OUTSIDE SCHOOL HOURS CARE (OSHC)

This program is run by the Huntly Primary School Council. We are licenced to care for up to 30 children. Staff plan different activities each day to suit the needs of children. All staff have qualifications that meet Regulation Standards. Bookings can be made on either a permanent basis or phoned in daily as required. Enrollment forms are available at the office.

Hours of Operation – OSHC operates every school day during the term from 3:30pm to 6:00pm. The last day of term hours are 2.30pm to 6.00pm.

Curriculum Days– We operate on curriculum days depending on the enrolments booking on that day from 8:00am- 6:00pm.

Bookings/Cancellations – All bookings are made through the school office either in person or by phone. If you book by phone (calling the school number 54488866 and then pressing 2), you will be asked to leave a message - name of child or children, date or dates of booking and any important information the staff may need to know. These messages are then checked by the OSHC staff when they arrive at 3.00pm. You will not receive any confirmation of your booking from staff unless they have a query regarding your message. Cancellations must be made by the parents either by sending a signed written note or by phoning the School Office preferably prior to 2:30pm on the day.

Collecting Children – Children may only be collected by authorised people. They may only be collected by a sibling if they are authorised and 16years of age or over. A written note signed by Parent/Guardian will be considered authorisation in one off situations. Children must be collected by 6:00pm. Failure to do so will incur a \$10 charge every 15 minutes overtime.

Payment of Fees – Statements will be issued to parents monthly. Other arrangements can be made if required. Payments are to be made promptly to the School Office.

Daily fees may be subsidised by Centrelink if families are eligible.

“WELCOME TO SCHOOL” START UP MEETING

At the beginning of the school year, ‘Welcome to School’ start up meetings occur on the first day of school. The ‘Welcome to School’ meetings are of significant value, providing clear communication around classroom programs, expectations and most importantly connect in a positive manner before the school year gets underway. The ‘Start-Up’ day will allow class teachers and parents the opportunity to discuss their child’s school year in a relaxed environment. Meeting times are required for the day. Parents will be able to log into Compass when notified and select from the times available to make their appointments. Please contact the school office if you need assistance.

REPORTS

Our **reporting process** has a large number of parts. Let’s look at those.

Reporting to Parents – There are 2 reports for students, one at half year (end of Term 2) and one at the end of the year (end of Term 4). These will be available through Compass (our school app).

The 3-way Conference or Interview - This is the time for parents, teachers and children to get together and discuss the work the children have undertaken. Children become a vital part of the conference, sharing their knowledge and responding to questions asked. It is also the time to set personal goals that will be worked on in the future.

“Show & Shine” – A great opportunity for families and friends to come along to the classroom and view students work that they have accomplished during the term.

Catch Up - Parents are encouraged to book a time with staff to discuss their child’s progress at anytime during the year.

ASSEMBLIES

At Huntly the weekly assembly is held each Monday afternoon at 3.10pm. At assembly we discuss upcoming events, acknowledge student achievements and present school awards. Parents and other members of the community are most welcome to attend these assemblies.

LIBRARY

Huntly Primary School has a library for use by students and staff. The library resources include: picture-story, fiction, non fiction and reference books, posters and charts, taped stories, videos, magazines and a vertical file of pamphlets and articles. It also accommodates and manages staff resources.

Children visit the library weekly. All students need a library bag to carry books to and from school. Library bags are available for purchase from the school office while we have stock.

TRANSITION PROGRAM

The school has a strong affiliation with the Huntly Kindergarten. Our Transition Program consists of activities to help make the move from Kinder to School a smooth and happy one. This includes information evenings, current students and staff visiting the Kinder (“Buddy Program”), annual picnic with current Foundations and Kinder students, Kinder students visiting the school for performances and half days where the Kinder students visit the school to participate in normal school timetable.

Our Grade 6 students also have a transition program attending orientation days and being visited by secondary school coordinators.

BOOK CLUB AND BOOK FAIRS

Twice a term children have the opportunity to purchase good books at a reasonable price through Ashton Scholastic Book Club, and our school library holds Book Fair at regular intervals.



ART SMOCKS

The artroom has a stock of smocks available for the children in Grades Foundation to 6 when needed as part of the art program.

PHYSICAL EDUCATION

We ask that when your child has physical education or a planned sporting activity planned please encourage them to have a water bottle, runners, and appropriate clothing for the day including a hat. Dresses and tight clothing are not recommended on these days as it limits their ability to move about freely.

For safety reasons, thongs, bare feet and singlet / tank tops are NOT allowed at school under any circumstances.

SUSTAINABILITY

Our school prides itself in being one of the leaders in sustainability where our school, powered by solar-panels, provides an environment where we can encourage and assist our students to become environmental leaders in the community. Sustainability lessons are embedded in the curriculum and the students enjoy being involved in creating and managing native gardens, vegetable gardens, chooks, energy and resource conservation and many local community environmental projects.

SWIMMING AND GYMNASTICS

Swimming is a very important aspect of your child's development. Our swimming program takes place on an annual basis. The gymnastics program, held at premises in Bendigo takes place in Term 1 or 2 and includes 4 sessions. These programs are conducted according to the resources available, including personnel.



Victorian School Term Dates 2020-2022

2020

Term 1 28th January (school teachers start) to 27th March

Term 2 14th April to 26th June

Term 3 13th July to 18th September

Term 4 5th October to 18th December

2021

Term 1 27th January (school teachers start) to 1st April

Term 2 19th April to 25th June

Term 3 12th July to 17th September

Term 4 4th October to 17th December

2022

Term 1 28th January (school teachers start) to 8th April

Term 2 26th April to 24th June

Term 3 11th July to 16th September

Term 4 3rd October to 20th December