FOUNDATION PARENTS
FREQUENTLY ASKED QUESTIONS

This information sheet was made with the help of some of our current school families in the hope of answering any questions that you may have and help make the transition of your child's first year at school a smooth one. If you have any queries regarding the information below or if we have left something off, please do not hesitate to contact the school office (phone 5448 8866) and we will be more than happy to discuss it with you.

ABSENCES & LATENESS

Student absences must be either entered onto Compass (our school app) or telephoned through to the school office. An SMS will be sent after 10.00am to parent/guardian if your child is marked as absent with no confirmation. 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 to receive a late pass.

ASSEMBLY

A whole school assembly is held every Friday at 9:10pm, all parents are welcome to attend.

BEFORE SCHOOL DROP OFF AND AFTER SCHOOL PICK UP

For safety reasons children will be instructed **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.

BOOKLIST STATIONERY BOX

Those families who have chosen to purchase their child's books and requisites through Education Plus (as per order forms sent home) will be able to collect them from the **school Multi Purpose Room on Friday 23rd January, 2026 between 11.00am and 3.00pm.**
When you have picked up your booklist box or purchased the items yourself, you need to label everything with your child's name and place it back in the box to be brought with your child on their first day of school. You should have received a "how to label stationery items" letter in you child's reader bag.

BUSHFIRE SEASON

As the weather starts to heat up, parents are reminded that our school has been 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 a catastrophic fire danger rating day by the Emergency Management Commissioner. 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 these days.

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.

CLASSROOM SEATING

Your child will be allocated a seat in the classroom on their first day of school.

CONVEYANCE ALLOWANCE

To be eligible for this allowance, a student must live more than 4.8 km, by the shortest practicable route, from Huntly Primary School (being the closest government school) or their nearest bus stop must be more than 4.8 km from their home. Applications can be made at the school office at the start of the school year.

EXCURSIONS

Parents will be notified of an excursion through the Compass App, this is a secure way for families to pay and consent for excursions, camps and sporting activities. Please see Compass Pay information sheet enclosed with your letter today.

For local excursions (within Huntly eg. walking to post office) an individual permission slip is not needed as you would have already consented to local excursions when enrolling your child in school.

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 e.g head injury. **It is imperative that the office has current home, work phone and emergency phone numbers.**

Parents are reminded that the Department of Education and Training does not provide personal accident insurance for students while at school or attending any school activities. Parents and Guardians are responsible for paying the cost of medical treatment for injured students including any ambulance costs.

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 remain in the designated shaded 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.

HEAD LICE

Parents are reminded to be vigilant regarding checking their child's hair regularly for head lice. If head lice are found please treat hair before your child returns to school.

The school runs a Head Lice checking program and parents will be asked to sign a permission form allowing our designated members of staff to check students hair.

HOUSE TEAMS AND COLOURS

During Term 1, a letter will be sent home stating which house (and its colour) your child has been put into for sporting events. At the athletics carnival students will be encouraged to come to school in their house colours. Cross Country is not run in house teams, though students may come to school in their house colours if they wish. You will be able to purchase a house coloured T-shirt in 2025 via compass.

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.

LIBRARY BORROWING

Classes will have one Library borrowing session per week. Foundation may borrow 1 or 2 books for a week. Children will need a cloth library bag to carry their books home in. Library bags can be purchased at the office for $5. The school library has a varied range of library bags available for sale at the beginning of the year with all proceeds going towards more library books.

LITERACY AND NUMERACY ASSESSMENT

These interviews are held between teacher and student to gauge what level of literacy and numeracy they are currently achieving. They are held over a two day period in the first week of school. Days and times for the assessments will be sent home to you.

LOCKERS - Your child will be assigned a classroom locker on the first day of school.

LOST PROPERTY

To ensure your child does not lose any property make sure everything is clearly labelled with your child's name. If something is lost look in classroom first, then in lost property box at the school office. **Remember your child's property is their responsibility.**

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.

MOBILE PHONE & SMART DEVICES

Mobile phones, watches and Ipads are not permitted in the classroom. If your child needs to bring one of these items to school it must be handed into the office during school hours. It can then be collected at the end of the school day.

MONEY SENT TO SCHOOL

All monies sent to school must be enclosed in an envelope with child's name, grade and what the money is for. Pre-printed money envelopes will be sent home to families at the beginning of each term and are also available at the school office.

NEWSLETTERS

Each Friday the school newsletter is published on the school website www.huntly-ps.vic.edu.au, the link is sent via Compass (the school app) and also on the school facebook page. **Please make sure you check this important newsletter as it is our main communication channel with parents. We urge you to read it carefully.** A hard copy of our newsletter is available from the school office. Important information or reminders are also sent home via Compass or published on school facebook page.

NOTES SENT HOME

When notes are sent home from school we have a coloured paper system to help parents to work out what is important, ***Notes that need to be read, filled in and returned to school are printed on PINK paper. Notes that have important information or an urgent message for families are printed on YELLOW paper.***

NUT ALLERGIES

We have a number of students at the school with a nut allergies. 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. Thank you for your support and understanding.

AFTER THE BELL:

Outside School Hours Care is provide by after the bell Australia. For registration and more information please visit www.afterthebell.com.au.

PARENT HELPERS

Volunteering your time or services at Huntly Primary School is highly valued. Every year, we call on volunteers to assist us with different aspects within our school. One way to volunteer is with school council or our Community Connection Group, who play a major role in the fundraising for the school.

PARENT TEACHER APPOINTMENTS

Teachers are required to be on duty supervising students from 8.45am until 3.45pm either in the classroom or outside. If you need to speak with your child's teacher please phone the school to make an appointment at a time that is convenient for both parent and teacher.

PERSONAL GOODS BROUGHT TO SCHOOL

Families are asked to note that the Department of Education and Training does not hold insurance nor does it accept responsibility for private property brought to school by students, staff and visitors.
This includes mobile phones, toys, electronic games, sporting equipment, bikes, cars parked on premises, scooters, skateboards, etc. The Department will not pay for any loss or damage to such property.
Losing items that are special can be upsetting for young children, therefore we do not encourage students bringing non-essential items to school.

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 school office to collect your child and sign them out of the school. If your child is returning to school (e.g. after an appointment) you will need to sign them back in again at the school office.

READER BAG AND JOURNAL

Readers will come home in a reader bag each night and must be brought back to school everyday. Parents are asked to fill in the Reading Journal everyday.

SCHOOL APP: COMPASS - IMPORTANT FOR ALL FAMILIES

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. You will be required to give consent for excursions and make payments via this app. Any important information for parents, especially in emergency situations will be forwarded to parents via their Compass link. Details for registering for Compass (including the manual) and your temporary password have been included with your letter today are available from the school office.

SCHOOL TERM DATES 2026

TERM 1	Friday	23rd	January	* Collect and pay for ordered books from Education Plus at school Multi Purpose Room 11.00am to 3.00pm.			
				* 2026 Parent Payment Charges paid at school office.			
	Monday	26th	January	Australia Day.			
	Tuesday	27th	January	State-wide Student Free Day (staff officially return to school)			
	Wednesday	28th	January	Grades Foundation to 6 "Welcome to 2026" for whole school. - *Start Up Meetings for students, parents and teachers.*			
	Thursday	29th	January	School Starts 9:00am for Grades 1 to 6 at 9:00am Foundation grades Literacy & Numeracy Assessment (by appointment)			
	Friday	30th	January	Foundation grades Literacy & Numeracy Assessment (by appointment)			
	Monday	2nd	February	Foundation students first day of school. 9.00am			
	Thursday	2nd	April	End of Term 1			
TERM 2	Monday	20th	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	-		School commences
11:00am	-	11:45am	First Lunch Break - *healthy lunch: sandwich, fruit, snacks etc.*
1.45 pm	-	2.30 pm	Second Lunch Break - *snack: fruit, bars, etc.*
3:30pm	-		School dismissed
3:30pm	-	3:45pm	School ground supervised

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. Uniforms are available through Lowes at the Market Place Bendigo. Please make sure all clothing is clearly named.

VALUABLES

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

VISITING THE SCHOOL -

All visitors to the school including parents e.g. 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.

WEDNESDAY REST DAY

Foundation students do not attend school on Wednesday for the month of February. This is a rest day to help them adjust to being at school. If you feel that your child needs more time to adjust, please discuss this matter with your child's class teacher to make arrangements.