Heyfield Primary School
No: 1108

INFORMATION BOOKLET -2015

“Today’s Children…..Tomorrow’s Future”

HPS values – We grow as learners through:
Collaboration, Compassion, Celebration, Curiosity & Creativity
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Dear Parents / Guardians,

We are very pleased to welcome you and your child/ren to Heyfield Primary School and look forward to working with you to give your child/ren the best educational opportunity possible.

Education is a three way process and involves considerable effort by the teachers, the parents and the students.

The teachers are proud of their school and will endeavour to see that every child has a happy beginning, develops fully and enjoys a broad challenging curriculum within a caring learning environment.

You, as a parent, have a vital role to play in the education of your child. You provide the home grounding for your child before they enter school. Once at school you can, in cooperation with the teachers, actively help you child by talking to the teachers, positively involving yourself with your child’s work and actively supporting school activities.

This booklet takes up some specific issues related to your child’s schooling which may be of interest to you. If there are any matters not understood or not included, please feel free to contact the school.

With teachers, parents and children all working together as a team, we really can achieve an excellent education for our children at Heyfield. We wish you and your child/ren a happy association with our school.

Yours faithfully,

Russell Hodgson and Staff
Principal
Established in 1871, Heyfield Primary School has an enrolment of 175 students and is committed to providing quality educational opportunities for students from the Heyfield township and surrounding rural districts.

Our school believes that all students can learn and that this best occurs where students feel happy, valued and secure. To achieve this, teachers, students and parents are encouraged to work closely together to create a safe and stimulating environment. The welfare of each student is of paramount importance and this is reflected in all that we do.

The school offers sequential programmes in English, Mathematics, Science, Technology, Health and Physical Education, The Arts and the Humanities with an emphasis on themes across the curriculum. Learning outcomes for all students are carefully monitored, recorded and reported to parents.

Specialist programmes are provided in Art/Craft, Library and Global Studies. All classrooms are linked by a computer network.

Special programmes have been developed to meet the needs of our students including visiting Arts Performances, Breakfast Program, Fruit Break, Recorder and Guitar Programs, Reading Intervention, Perceptual Motor Development, Social Skills, “You Can Do It” Program (Values), Inter-school Sport and Junior School Council.

Our school has eight classrooms complemented by a well equipped library, art room, multi-purpose hall and first aid room.

The school has a netball court, basketball court, Junior and senior adventure playgrounds, fitness track, sports oval and a rebound wall. The school believes that the physical environment is important in promoting a positive attitude towards learning and self-esteem.

The school receives excellent support from parents in all aspects of school life including classroom activities, inservice programs and policy decision-making. Support is also provided by an enthusiastic Parents & Friends Association along with a committed and caring staff and School Council.
**GENERAL**

Education concerns – the child, the parents and the teacher. Of the two educators, the parent has the greater chance to influence a child’s thinking and attitudes. The parent’s interest in their school and the progress of their child should be a personal responsibility. Invariably where parents show interest, a child’s progress is enhanced.

One of the most important aims of our school is to develop co-operation between the school and the home for the benefit of the child.

The general policy of the school is that the students:-

- Learn to master certain basic skills,
- Are given an introduction to the vast range of knowledge, interests and experiences available in our society.
- Are happy in an environment that encourages acceptable social attitudes and behaviours.

**SCHOOL VALUES - Our 5 C’s**

- Collaboration - I work with my classmates and teachers to improve my learning.
- Compassion - I care about the needs of others.
- Celebration - I celebrate my achievements at school & in the community.
- Curiosity - I want to discover & learn.
- Creativity - I’m thinking of new ideas & want to share them.

**AIM AND GOALS**

Our aim at Heyfield Primary School is to develop the full potential of each student through planned learning experiences that are comprehensive and stimulating and which focus on the development of self-esteem, academic excellence and a sense of responsibility and achievement in a caring learning environment.

1. In order to achieve our aim we have adopted the following goals –
2. To provide equal opportunity to all students in all aspects of their education.
3. To ensure the school environment is safe, secure and attractive.
4. To increase parent and community participation in the school.
5. To integrate our curriculum so children have access to a broad variety of meaningful learning experiences that are challenging and designed so all children experience success.
6. To actively promote the achievements of the children, teachers and the school.
7. To continually improve:
   a. Basic literacy, numeracy and communication skills
   b. Assessment and reporting to parents
   c. Program evaluation
   d. Accountability to the school community
   e. Teaching strategies and learning outcomes.
Particular emphasis in 2014 will be placed on implementing our School’s Strategic Plan, School Values and School Wide Positive Behaviour Support.

**SCHOOL COUNCIL**

The Council of Heyfield Primary School comprises representatives of parents, teachers and community co-opted members.

The major responsibility of the School Council is that of deciding the educational policy of this school. School Councillors, the wider parent community and teachers share a common responsibility for the education of the children. School Council is accountable for school evaluation, school finances, the maintenance of school grounds and buildings as well as the general oversight of the working of the school.

School Council elections are held in Term 1 every year. Councillors serve a two year term of office with half retiring each year. A list of school council members is be published in the Newsletter.

Parents, new and old are invited to nominate for positions on School Council and/or to attend meetings.

**SCHOOL FEES**

Fees for 2015 are $60 for 1st, $50 for 2nd and $40 for 3rd child. This can be paid each term, half yearly or for the whole year. These fees cover the subject levies and class sets for the children. A list will be supplied before the end of the school year.

**PARENTS & FRIENDS**

The Parents & Friends meets each month during school hours and all parents are most welcome to join. Further information will be sent to parents early in the new year.

**SCHOOL DISCIPLINE**

Our school is very aware of the standard of behaviour required for good school tone and atmosphere. Children are expected to maintain acceptable standards of behaviour both at school, on the school bus and on school outings. Good manners must be encouraged at all times and judicious praise will be given to children who display them. The school has a ‘Student Code of Conduct’ that is sent home at the start of each year.

**SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT FOR ENGAGED LEARNING (SWPBSEL)**

Heyfield PS and all State Schools in the Wellington Network use SWPBSEL to promote and reward positive behaviour in our students.
**SCHOOL HOURS**

Starting time: 8.45am with a fruit break  
Morning Recess: 10.45am – 11.05am  
Lunch time: 12.35pm – 12.45pm and is eaten under supervision.  
Lunch play: 12.45pm – 1.30pm  
Dismissal: 3.00pm  

You will be notified in advance if children are to be dismissed at an earlier than normal time.

**TERM DATES - 2015**

Term 1: 28 January (school teachers start) to 27 March  
Term 2: 13 April to 26 June  
Term 3: 13 July to 18 September  
Term 4: 5 October to 18 December  

**JUNIOR SCHOOL COUNCIL**

Children are actively encouraged to participate in the decision making of the school through the Junior School Council. All grades from Yr. 3 to 6 are represented.

**NEWSLETTER**

A newsletter is sent home each Wednesday with the eldest child in each family. Important dates, coming events, School Council and Parent’s Club news and explanations of curriculum programs are outlined in the newsletter. Newsletter also available on the school webpage.

**MEDICAL**

1. **Sick Children**  
   Although there are facilities to cater for children who become sick while at school, we are not equipped or qualified to deal with children who should be kept home. Make sure your address, telephone number and your choice of doctor is registered at school. This information is necessary in case of an accident and emergencies. Forms requesting up to date information will be forwarded to you early in the year. If any of the recorded information changes at any time please remember to immediately inform the school office. Phone 51482666.

2. **Infectious Diseases**  
The Victorian Government publishes an Infectious Diseases Exclusion Table from time to time and parents must comply with the conditions therein. When changes are made to that document, parents will be informed through the school newsletter. Please inform the school if your child contracts an infectious disease.

3. **Head Lice**  
It is recommended that parents should check their child’s hair frequently. If there is any indication of head lice contact the Health Surveyor at the Wellington Shire Office
for free assistance. Also contact our school so that other parents may be notified (confidentiality ensured).

4. Each year the School Medical Service carries out:
   - Health examinations on all beginner level children
   - Follow up tests on certain children previously tested

5. A DEECD Speech Pathologist and Education Guidance officer is also available to help students. Requests for their services must be made via the Principal.

**DENTAL CLINIC**

During 2014 the School Dental Service will be offered to families with a Health Care card through Sale. Free dental examination, treatment and dental education will be available.

**EDUCATION SUPPORT SERVICES**

We have access to Speech Pathology, Child Psychologists and Curriculum consultants.

**YARD SUPERVISION**

Supervision of children in the school ground is carried out by teachers; before school from 8.35 – 8.45am, at recess and lunchtimes and from 3.00 – 3.15pm after school.
Please note that children in the grounds before 8.35am are not supervised, thus no responsibility for supervision is taken before 8.35am or after 3.15pm.

**BICYCLE SAFETY**

The Road Traffic Authority suggests that children below Year 3 level should not ride on the road unless accompanied by an adult. Remember, wearing an approved helmet is mandatory.

**SCHOOL CROSSING AND COLLECTING CHILDREN**

The School Crossing in Temple Street has been put there for your child’s safety. Please encourage your child to use it if they have to cross Temple Street.
Delivering and collecting children by car can be a hazard if drivers do not obey the parking notices and road laws. A few extra metres walk will do your child more good than harm. We encourage parents to use Harbeck and Davis Streets as well as Temple Street when picking up or delivering children.
SCHOOL UNIFORM

The wearing of school uniform is compulsory at all times; on excursions, at the sports and on other special occasions where children are ambassadors for the school.

GIRLS SUMMER (Terms 1 & 4)

Red & white checked dress
Red polo shirt (with collar) and school logo
Red Polar Fleece top with ½ or full zip with school logo
Black track pants or black slacks
Black shorts or skorts
Black shoes or runners (runners can be of any colour)
White or black socks.
Red Broad rimmed sun hat with School Logo. (Terms 1 & 4 only)

GIRLS WINTER (Terms 2 & 3)

Black skirt, skorts, pants, tracksuit pants or shorts.
Red polo shirt (with collar) and school logo
Red Polar Fleece top with ½ or full zip with school logo
Black shoes or runners (runners can be of any colour)

BOYS SUMMER & WINTER

Red polo shirt with collar and school logo
Red Polar Fleece top with ½ or full zip with school logo
Black shorts or black track pants
Black shoes or runners. (Runners can be of any colour)
White or black socks.
Red Broad rimmed sun hat with school logo (Terms 1 & 4 only)

SPORTS UNIFORM

Red school polo with logo
Red school windcheater
Black sports shorts
Black track pants
Runners no skate shoes
white socks
Red sun hat

Pre-loved clothing available at reasonable prices. Donations of pre-loved school polo’s or jumpers gratefully accepted

UNIFORM DEEMED NOT ACCEPTABLE,

Dress and pants worn together/tights under summer dress
Jeans, denim or any other colour
T-shirts & Hooded jackets.
Stripes on tracksuit pants or leggings of any kind
Skate shoes.
PERSONAL GOODS AT SCHOOL

Children are discouraged from bringing private property to school as this is not insured. The Department of Education and Early Childhood Development (DEECD) and the school are not responsible for any damage or loss. Children are not allowed to bring any electronic games, listen devices or mobile phones to school.

JEWELLERY

The wearing of jewellery such as earrings, necklaces etc is not permitted; however, this is allowed if it is for religious or cultural reasons. Also, small discreet studs or sleepers are allowed for pierced ears. Watches may be worn at owner’s risk.

FOOTWEAR

Sensible closed footwear must be worn at all times. Thongs and open toed sandals are not permitted.

LUNCHES

Children eat their lunches at school under supervision. Lunch orders are available from Busy Bees. Orders can be telephoned or dropped in by the children on their way to school. It is preferable that lunch orders are restricted to twice per week. The shop will deliver them to school 5 minutes before the start of lunchtime. It is essential that lunch boxes, all containers and drink bottles are clearly named. No lollies, chocolate or fizzy drinks at school please.

ABSENCES

Please send a written note to explain absences from school. Legally your child is obliged to attend school, and if no note is presented, teachers must assume the child is absent without your knowledge.

IMPORTANT

If parents intend taking children on holidays during school time, please contact the Principal to discuss the matter. This is very important as enrolment numbers greatly affect staffing provisions especially at the start of the year.

LATE & EARLY DEPARTURES

Late to school Parents/guardians need to come to the office to sign the ‘Late to School’ book. All early departures also require parents/guardians to sign students out and state whether they will be returning.
TRANSFERS

TRANSFERS OUT - Please notify the Principal when a transfer is contemplated. This matter is treated confidentially.

WORKING WITH CHILDREN'S CHECK (WWC)

All adult helpers are required to by law to have a current WWC. You can apply for a check from the WWC webpage http://www.workingwithchildren.vic.gov.au/

EXCURSIONS

Excursions are an important part of a child’s education. Some are short walks to see our town. Others are taken on buses to see places, people and things of interest and educational value.
Costs are kept to a minimum but anyone who has difficulty in meeting them should discuss the matter with the Principal. No child should miss out if it can reasonably be avoided.
You will be notified in advance of any trips out of the town. No child can be taken on an out-of-town excursion unless written permission and authority to take emergency action in case of illness or accidents is received.

RELIGIOUS EDUCATION

Religious Education is provided for years Prep-6. More information will be provided early next year regarding instructors and the Christian Religious Education course (CRE).

PARENTS AT SCHOOL

Parents can help their child to learn in the school environment and we encourage your participation in many ways (e.g. reading, Parents & Friends etc.). Don’t be afraid to ask for help or to find out ways in which you can help. Parent helpers, who help with children other than their own, must have a Working with Children Card (WWC) and agree to read and sign a confidentiality agreement. ‘Working with Children’ application forms are available from the school office.

Visitors and parent helpers are also required to sign in at the front office of the school where the Visitor’s Book is located.

INTERVIEWS AND REPORTS

A number of opportunities are provided for parents to discuss their child’s progress with the teacher. An informal meeting night will be arranged early Term 1. This will be followed by: a brief progress report at the conclusion of Term 1, an interview and full progress report in Term 2, a brief progress report at the conclusion of Term 3 and a full written progress report at the end of term 4.
You are welcome to visit the school at any time, however, if you wish to talk at length with a teacher regarding your child, please contact the Principal so that an interview time can be arranged.

**SCHOOL CAMPS**

School camps are part of the education program for Years 3 to 6 students. They give children the opportunity to experience living away from the family; to learn about different places and practise skills learned at school. Cost, venue and availability of staff are key factors when organizing the camp. The 5 and 6s will go to Canberra alternately with Coonawarra and the Yr. 3 & 4s to Munjara on Lake Glenmaggie as a part of the Bike Education Program.

**BUS TRAVEL**

Students living more than 4.8 km from our school may be eligible to travel on the Government subsidised bus. Please contact the school if you feel your child is eligible to travel on the bus.

**SCHOOL HANDBOOK**

The school Handbook includes the goals and objectives of the school as well as program policies and budgets. It will be available early next year.

**ARTS PERFORMANCES**

The school organizes three arts performances per year. A fee will apply per performance. More information will be available prior to each performance.

**SWIMMING**

Swimming classes are taken at the Heyfield Pool during Term 1 for children in Years 3 to 6. The Junior classes go to Kemp Aquatics in Maffra in term 2. Details about the program are sent home early first term. In 2014 school swimming bags are compulsory equipment items for Foundation students.

**FUNDRAISING**

We receive some money from the Government to run the school BUT this does not cover major equipment purchases or maintenance of this equipment. The major fundraising groups are the Parents & Friends, School Council and staff. Each year they raise approximately $6,000 so please continue to support their excellent efforts in 2015.

**MONEY TO SCHOOL**

When sending money to school please ensure you place it in a sealed envelope with your child’s name, room number, reason and amount enclosed.
CLOSURE DAYS
The Department of Education and Early Childhood Development (DEECD) provides for four pupil-free days for professional development, curriculum development, school based planning and reporting. Generally, we take one at the start of term 1, one at mid-year for reporting to parents, the third in term 3 and the fourth in term 4. Confirmed dates will be notified to parents well in advance.

STUDENT SERVICES
Specialists are available in the following areas.
1. Social / Welfare
2. Speech Pathology
3. Visiting Teacher Services (Hearing & Vision)
4. Curriculum / Education

SCHOOL MEDICAL SERVICES
Nurses / DEECD Support Staff pay periodical visits. Parents are notified when these take place. Results from these visits are kept confidential and private communication by the Nurse / DEECD Support Staff is made with parents when necessary.

PLEASE REMEMBER TO NOTIFY THE SCHOOL OF:
- Change of Address
- Change of telephone number
- Change of contact person who will care for your child in the case of an emergency.
- If you will be late collecting your child.