Principal: Mr Daniel Vella
HAMLYN BANKS PRIMARY SCHOOL
NO. 4804
2-24 CHAUCER STREET,
HAMLYN HEIGHTS 3215
Telephone: 03 52783100
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Because we have a very caring school community. Our students care about themselves and each other and they display this in many ways. Our staff care for every student and about their own professional reputations. Our parents and guardians care about their children and they want the very best for them. The various leadership, performing arts and sports roles and activities foster positive self image, teamwork and co-operation. It is a pleasure to come to work each day to follow the growth and development of our students.

We welcome you and your child to our school and hope that the years spent here will be successful and enjoyable.

Every child is special, with special needs, special interests and special characteristics. Your child is important to you, and important to us, and we need to work together to help him or her grow, learn and develop, both as an individual, as a member of our school community and the wider community in general. We also hope that you will take advantage of the many opportunities to become an active member of our school community.

We hope this booklet will help you and your child, assisting you to adjust to the important routines of school life at Hamlyn Banks.

We look forward to a successful and productive partnership.

Mr Daniel Vella
Principal
Our school has a strong belief that ICT should be embedded as a regular tool in the day to day delivery of curriculum, each classroom has a bank of computers that are used to support student learning in English, Mathematics and other curriculum areas. These are connected via the intranet. All computers in the school have filtered access to the internet.

**School Program**

The curriculum is based on the Victorian Essential Learning Standards. This framework is based on the premise that there are three components of any curriculum which are necessary to enable students to meet the demands of a modern, globalised world. These components are:

Physical, Personal and Social Learning
- Health and Physical Education
- Interpersonal Development
- Personal Learning
- Civics and Citizenship

Discipline Based Learning
- English
- Mathematics
- LOTE (Italian)
- Humanities (Economics, Geography, History)
- Science

Interdisciplinary Learning
- Communication
- Design, creativity and technology
- Information and Communications Technology
- Thinking

We recognise different stages of learning.

In Year Prep to Year 4 we focus on developing the fundamental knowledge, skills and behaviours in Literacy and Numeracy and the basic physical and social capacities which underpin all future learning.

In Years 5 and 6 the learning becomes more sophisticated. We integrate the disciplines in order to develop deep understandings.

Staff endeavour to ensure learning is both enjoyable and meaningful and students are encouraged to take responsibility for their own learning.

**Information and Communications Technology**
Catering For Individual Differences

In order to maximise learning, teachers at our school follow a comprehensive assessment schedule. This begins with a Literacy and Numeracy interview at the beginning of our Prep year. In this way, we discover what the student knows and where they need to go next in their learning journey. Teachers are consistently learning about new ways to cater for differences and work hard to ensure classroom programs offer challenges and additional support when necessary.

Following are some of the extra programs that have been offered for students needing extension:

- CHIP Centre Screening for students of high intellectual potential
- Chess club
- Philosophy groups
- Geelong College Challenge
- Tournaments of the Mind
- University of NSW English and Maths competitions
- Sprockets and Flares ICT competition
- Art competitions and exhibitions
- Performances in dance and singing
- Sports and Athletics competitions

Providing additional assistance to underachievers includes the following:

- Individual Learning Improvement Plans
- An extensive disabilities program
- Reading Recovery for students having difficulty in year one.
- Bridging the Gap for students in Years 2 to 6.
- Comprehensive and well-researched computer software.
- An excellent working relationship with the school psychologist, speech therapist and nurse.

Program Achieve : You Can Do It!

At all levels of the school, students participate in this program which aims to provide students with the Foundations for achievement and social-emotional-behavioural well-being in school, work and the world of tomorrow.

The development of the potential of all students (academically, intellectually, interpersonally and emotionally) is supported through four foundations: Confidence, Persistence, Organisation and Getting Along.

Central to the development of these four foundations is explicit instruction in eleven habits of the mind: Accepting Myself, Taking Risks, Being Independent, I Can Do It, Giving Effort, Working Tough, Setting Goals, Planning My Time, Being Tolerant of Others, Thinking First, and Playing By The Rules.
Health and Physical Education

All students participate in Physical Education classes. This includes the development of fundamental motor skills such as catching, throwing, bouncing, running as well as athletics, dance and games.

Students in Years 3 to 6 participate in a weekly sport session.

Bike Education is offered in years 4 and 5.

Students in Years 4 to 6 also have an opportunity to represent our school in interschool, district and state activities.

Students in Years Prep to 4 are able to participate in an annual swimming program at the Geelong Aquatic Centre.

We have a comprehensive Health program including drug education and personal development. The Life Education Van visits every second year.

Camping Program

Prep: Afternoon tea at School
Year One: Dinner at school
Year Two: Overnight Sleepover
Year 3 and 4: One night Camp Wilkin at Anglesea (every second year)
Year 5 and 6: Two nights at Sovereign Hill (every second year)

The Arts

Students participate in a visual and performing arts session every week.

The school has two performing arts groups called Melody Moments and Steel Drum Ensemble. These groups regularly perform in the community.

We have had groups participate in the Schools Spectacular, The Royal Geelong Show and Poppy Kettle.

Other extra activities have included the React Film Festival and various competitions for art and photography.
A Learning Focus

Our school has a strong focus on maximizing each child's abilities in Literacy and Numeracy. Our classroom teachers will provide you with practical ideas about how you can best support your child's learning at home.

School Hours

8.50am   Music plays. Time to bring in bags, diaries etc
9:00am   School starts
11:00-11:30am   Morning recess
1:30-1:45pm   Lunch eaten in classrooms
1:45-2:15pm   Lunch recess
3:15pm*   Dismissal
* This will be earlier at the end of each term.

School Council

The School Council consists of the Principal, four teacher representatives, nine parents of students in the school and one co-opted member. Meetings are held each month, usually on the third Tuesday of each month. Parents who wish to visit will be made welcome. Dates of meetings will be notified in the weekly newsletter. Each year half of the Council positions fall vacant and a nomination and selection process occurs early each year to fill those vacancies. Parents are also encouraged to become members of a School Council Sub-Committee. There are four Sub-Committees of the School Council that are available for you to join. These are: School Development—Promoting the school, planning social events and fundraising. Environment—Planning and organizing improvements to our school environment Curriculum—Approving policies, discussing educational issues Resources—School finances
**Parental Assistance**

This school welcomes parental involvement in school programs and in making decisions that affect the school. In addition, most of our teachers welcome assistance in their various class programs, e.g., helping in the classroom, typing of stories, excursions, etc. Please feel free to approach the school with offers of assistance in any of these important areas. The forming of an effective partnership between school and home is one of our primary aims.

**Parent Forums**

These informal discussions with the Principal occur throughout the year. It is an opportunity to ask questions, raise concerns or discuss issues with other parents over a cup of coffee. Hopefully, you will be able to attend.

**School Uniform**

It is expected that all students will wear the prescribed school uniform, as it is more economical in the long term and discourages a competitive approach to dress. Wearing a school uniform also gives a child a sense of "belonging". It is compulsory to wear a school-approved hat in terms 1 and 4. An optional school beanie can be worn in Terms 2 and 3 only and school-approved sunglasses can be worn in terms 1 and 4 also.

**Summer Uniform**

1. Shirt: Gold Polo, short or long sleeve
2. Shorts: navy blue
3. School dress: blue & white check material with gold edging on collar.
4. Socks: black, white or blue (these should cover the ankle)

Recommended Footwear: Black or White flexible soled shoes.

School approved broad brimmed hat (compulsory in terms 1 and 4)

Navy windcheater or bomber jacket

School approved sunglasses (terms 1 and 4 only)

Optional

**Winter Uniform**

1. Navy Windcheater or Bomber jacket
2. Gold Polo Shirt or Skivvy
3. Navy Blue tracksuit pants
4. Socks: black, white or blue

Recommended Footwear (as above)

School approved beanie (term 2 and 3 optional)

Kilt (optional)

All items of the school uniform can be ordered from:

**Geelong Uniforms**

164 Malop Street

GEELONG

Phone: 5224 2229

Fax: 5222 3143
**Clothing and Belongings**

Students should, at all times, be dressed cleanly, comfortably and sensibly. During winter, students should be sent to school with adequate warm clothing, preferably with a thick outer garment that may be removed when in the classroom. In terms 1 and 4 students should wear a sun hat, sunglasses and clothing that provides adequate protection from the sun.

From experience we have found certain clothing to be dangerous, or inhibit the students in participating in certain areas of the curriculum. Therefore, students should not wear:

- thongs
- shoes with raised or block heels
- singlet type tops (tank tops) for lack of protection from the sun
- Any jewellery other than a watch or stud/sleeper earrings is not permitted and any additional items such as scarves or hair ribbons should be in school colours and should compliment the uniform.

All belongings must be clearly labelled with your child’s name. Young students frequently cannot recognise their own belongings, so names are essential. Teachers cannot be responsible for security of watches, jewellery, money or any other expensive belongings and these should not be brought to school.

**What Your Child Will Need**

You are asked to supply your child with the following articles—clearly marked.

- An art smock (an old shirt will do, but please check the sleeve length).
- Large Library Bag (at least 40 x 55cm)
- Large packet of tissues
- If your child occasionally wets him/herself please include a clean change of underwear in a plastic bag.
Attendance

Regular attendance at school is essential. It helps school work, social adjustment, and the development of dependability. In all cases of absence, the school must receive a written or verbal explanation from the parent. However, a very sick child should be at home, not at school. Students do not learn effectively when they are ill. They may also pass on their illness to other students. Appointments are unavoidable but please try to ensure your child attends for part of the day if possible. Holidays taken during school terms are not encouraged.

Students should arrive in ample time to commence work at 9.00am but should not arrive too early as staff are only on duty after 8.45am. Late arrivals are disruptive to student learning and distracting for all class members.

If a student is late we require parents to sign their child in using the late book at the office.

Early Collection of a Child

Any parent wishing to collect a child from school during school hours must receive approval to do so from the child’s teacher and sign the child out, in a book kept at the General Office. Any person other than the parent wishing to collect a child during school hours must have a written request from the parent to that effect.

N.B. Students will not be permitted to leave the school grounds during school hours unaccompanied.
Visitor Badges

For security reasons all parents/visitors must report to the office upon entering the school to obtain a ‘Visitor’s Badge’.

No Smoking

Smoking is banned at school. This applies to all staff, parents and visitors on a twenty-four hour basis. We fully appreciate the difficulty this places upon people but ask for co-operation in the endeavour to provide the best model for our students.

Religious Education

Participation in approved Religious Education lessons is, of course, optional. Religious Education lessons are presented by an accredited instructor from the Council for Christian Education in Schools. In the event of a student not participating in these lessons they are catered for separately in the class.
A Church Service is held at the end of each year to act as the final Religious Education lesson.

Lost Property

All unnamed property found is put in a Lost Property box located outside the Canteen. Students and parents are invited to periodically check this area for any mislaid clothing, bags, lunch boxes, etc.
**Student Banking**

Weekly savings accounts with the Commonwealth Bank (Pakington Street Branch) is organised through the school every Tuesday. If you wish to begin an account for your child please contact the school office.

**Junior School Council and Social Service**

The Junior School Council is made up of students from Years 3-6, and meets to discuss student concerns, student initiated projects and special events.

A Social Service Committee also has representatives from Years 3-6 and raises funds for needy people, special causes and/or charities throughout the year.

**School House System**

Attitudes of co-operation and service to others are encouraged and the House System is organised to this end.

House names have been chosen from streets surrounding our school. House names and colours are as follows:

- Vines - Red
- Chaucer - Blue
- Glengate - Yellow
- Devon - Green

House athletic sports are conducted during the year. All students attend and participate in this activity and wear a t-shirt in their house colour.*

*It is advisable to buy T-shirts early as these are hard to get in Autumn and Winter.
School Lunches

Parents wishing to buy a lunch for their child on Monday or Friday may do so by ordering through the school canteen. We send a price list home during the first week of the year. From this you choose the desired lunch and send the order and money to school in an envelope. Classroom baskets are then collected at 9:15am and parent helpers prepare lunches.

On Wednesdays special lunches are organised for the students to order by completing special forms that are sent home with our school weekly newsletter. Please return these by the nominated date, as late orders can’t be accepted.

Lunches are eaten in the classroom under the supervision of the teachers. Please do not make the first exciting school lunch too big. Wrap play lunch separately. Lunch is eaten from 1.30p.m. to 1.45p.m. Students are then sent out for lunch recess from 1.45p.m. to 2.15p.m.

Encourage your child to remain at school for lunch for it is during this time that peer groups are formed and for your child’s well being it is vital that he/she is part of this process. Very few students do, in fact, go home for lunch and those who do, risk becoming isolated.

Students remaining at school for lunch are not permitted to leave the school grounds unless a written request is received from the parent. Children leaving school early must be accompanied by an adult.

Canteen helpers are greatly appreciated!
Parent/teacher relationships will be fostered by:

- A Prep Parent Information Evening held in December.
- A grade bulletin is sent home early Term 1. Updates are regularly posted on our website.
- Parent/Teacher meetings in terms one and three.
- Written reports distributed in June and December.

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

**Student Diaries**

Each child will be issued with a diary, which will become an important communication link between home and school. Please check for entries from the teacher each evening after school. Use the diary to communicate on minor issues with the teacher (e.g. Mary can’t find her lunchbox) and ensure that the diary comes back to school each morning. We ask parents to sign the diary each night so that staff know that communications have reached the home.

**Weekly Newsletter—“The Highlights”**

Our newsletter will be published online at our website each Wednesday. We encourage families to subscribe online to our newsletter. This can be done at [www.hbps.vic.edu.au](http://www.hbps.vic.edu.au) by following the prompts. For families with no internet access a copy can be provided each week via the eldest child at school. As this will be the main method of communication between the school and parents, please ensure you take time to read it as it provides much valuable information about what’s happening and when and how you can be involved.

The newsletter can always be viewed on our website at [www.hbps.vic.edu.au](http://www.hbps.vic.edu.au).
Resources Contribution

Booklist costs

Under the provisions of section 22 of the Education Act 1958, instruction in the main curriculum learning areas is to be free for all students (other than overseas paying students) attending a state school. Instruction is defined as the action of imparting knowledge through the teaching process. Parents will continue to be expected to pay for materials and services which are not instruction.

School Council determines the amount being requested annually, for the School Materials and Requisites Levy. This is made up of:

- The consumable materials needed by your child for the year (Materials and Requisite Levy)
- A voluntary contribution towards additional equipment to enhance student learning.
- A tax-deductible donation towards our Building Trust Account. When funds are sufficient this will support future additions to our school's facilities.

These contributions are in addition to any fund-raising organised by the School Council eg. raffles or fetes. A great deal of equipment and many educational aids that are in the school have been purchased from locally raised funds.

Please ensure that any money sent to the school is in an envelope labelled with the student's name, grade and amount as well as the purpose of the money eg. Fairy Park excursion or Materials and Requisites Levy.

Homework

Every effort will be made to provide homework tasks that are interesting, relevant, challenging and enjoyable. Reading for pleasure and knowledge is an essential component of daily homework at each grade level. The suggested time students spend on homework tasks will increase as the student progresses through the different grade levels. The maximum recommended time allocations per night, over five nights per week, are:

- Prep to 2 approx 20 minutes
- Years 3 and 4 approx 30 minutes
- Years 5 and 6 approx 45 minutes

Individual learning plans may involve specific home learning tasks requiring assistance from parents.
Medication

It is highly desirable that students requiring medication have a parent attend at the appropriate time to ensure correct dosage. Where this is not possible, it is essential that the parent complete a medication form with the following information:

- Name of child
- Dosage
- Time of administration
- Symptoms requiring action

Medication cannot be administered without these written details. Please label the medicine with the same information. Ensure that the medicine is placed in the care of a teacher and not allowed to remain in the child’s bag. All medication will be stored securely in the office and will be administered by school staff from there.

Medical Services

The school Medical Service visits schools annually for examination of students. The visit is usually for medical examination of Year Prep students and referrals from other grades.
Infectious Diseases

Students suffering from the following infectious diseases shall be excluded from school for the period stated below:

- **Measles**: 5 days from the beginning of the rash and until a medical certificate of recovery is produced.
- **Impetigo (School Sores)**: Until all sores are being treated and are kept covered.
- **Rubella**: Until fully recovered and at least 5 days from the onset of the rash.
- **Mumps**: Until fully recovered.
- **Chicken Pox**: Until fully recovered.
- **Whooping Cough**: 2 weeks after onset of illness or until a medical certificate of recovery is produced.
- **Scabies**: Until appropriate treatment is commenced.
- **Pediculosis (Head Lice)**: Until appropriate treatment is commenced. Live eggs (nits), the child remains at school.
- **Viral Hepatitis**: Until a medical certificate is produced.
- **Streptococcal Infections (including Scarlet Fever)**: Until a medical certificate of recovery is produced.
- **Conjunctivitis**: Until discharge from eyes has ceased.

The school is not equipped or staffed to care for sick or injured students. Whilst we take every care within our means, it is the parent’s responsibility to see that the child is properly attended to. Consequently, when a student becomes ill at school, or is injured whilst playing, we will notify the parents and ask that one of them comes to the school to collect the student. **For this reason it is essential that any changes to home, work or emergency contact phone numbers are given to the school immediately.**
Infectious Diseases (cont’d)

If your child was to sustain serious injury or become critically ill we may need to call an ambulance. Consequently, it is advisable for all families to pay for ambulance cover. A journey from school to Geelong Hospital can cost $1500.

If the school has not seen a completed immunisation certificate for your child then it may be necessary for your child to be excluded from school during outbreaks of some infectious diseases.

Headlice

Please check your child’s hair regularly. If necessary, advice and lotions are available from your local chemist or the council. Students with live lice are to stay at home until appropriate treatment has commenced. We provide regular head checks of all students and we seek family support in treating any infection immediately.

Safety of Students

The school staff ensure that they maintain constant supervision of the buildings and grounds between 8.45a.m. and 3.45p.m. Students will not be permitted to leave the school grounds during school hours unless they are collected by a responsible person nominated by the parents.

- Students should come directly to school and return directly to their homes after school.
- Students in the school yard earlier than 8.45am will not be supervised by staff.
- Students are permitted in classrooms only when a teacher is present.
- On wet days or days of extreme heat, students will be kept inside and supervised by teachers.
Safety of Students (cont’d)

- Students who ride bikes to school MUST wear an approved safety helmet. Students in Years Prep to Three must be accompanied by an adult if riding to school. Bikes may not be ridden in the school grounds at anytime (except during bike education lessons). Bike Education is part of the Year Four curriculum. Bikes are stored in a locked bike shed.

- All students walking to or from the school should cross the roads at the school crossings - including those on Ballarat Road. Parents, when delivering or collecting students by car, are strongly encouraged to observe road laws and safety laws and to be very cautious about other students.

- Please do not bring cars into the school grounds to deliver or collect students. The car park is reserved for staff only.

- Dogs are a menace in school grounds and are banned. Any dogs in the grounds may be impounded by the Ranger.

- The following articles are also banned - crackers, sticks, stones, guns, water pistols, glass bottles, chewing gum, toys which are thrown, matches, sharp instruments such as knives, "ride-on" toys, electronic games, radios and expensive toys.

Out of Hours Care

Camp Australia coordinates The After School Care Program at the school between the following hours: 3:15-6:00pm. Please enquire at the office or the coordinator can be contacted on 0419 503258.

Emergency Information

Emergency information is contained on forms held at school. These forms are updated each year. Please notify the school of any changes to address, phone number, doctor, work etc, as they occur, as it is important that we have accurate information for our records. Please make sure you give the school an emergency contact number which is current. This is VITAL in cases of emergency. Any information given to the school will only be used in accordance with recent privacy legislation.
School Rules

Your child’s teacher will discuss the school rules with the class during the term. You are also asked to reinforce and further explain these rules with your child when necessary throughout the remainder of the year.

Student Wellbeing

The school has a firm, but fair approach to student welfare and discipline. Our Student Wellbeing Policy promotes self-discipline, positive interaction and behaviour and encourages students to take responsibility for their own actions. This is done through the school wide implementation of Restorative Practices.

At times, more serious or consistent misconduct will be reported to parents by the class teacher or Principal, often via an entry in the student’s diary. Please respond appropriately to such comments and contact the school if you need further clarification. A copy of the Student Wellbeing Policy is available from the General Office or on our website.

The school may seek to refer some students to other agencies for assessment and/or support. Parents/guardians will be consulted if this is recommended.

If you have specific concerns about your child’s welfare, please let the class teacher or Principal know about it. Often we can help.
We are delighted you have chosen to educate your child at Hamlyn Banks Primary School. If you have any further queries, please do not hesitate to contact the school.

Phone: 5278 3100.
Fax: 5272 1030
Email: hamlyn.banks.ps@edumail.vic.gov.au
Website: www.hbps.vic.edu.au