General Information
Hamlyn Banks Primary School is indeed fortunate. Why?

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
School Program

The curriculum is based on the Australian National Curriculum and 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 Years 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

We have a strong belief that ICT should be embedded as a regular tool in the day to day delivery of curriculum.
iPads or desktop computers are accessed in all classrooms.
Students in year 5 and 6 participate in a 1-to-1 iPad program, with most students bringing their own device to school. Students use these devices to investigate, create and communicate.
Cybersafety underpins all online activity. All computers/devices in the school have filtered access to the internet.
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.

The Arts

Students participate in a Visual and Performing Arts session every week.

Students are able to volunteer to participate in extra curricular activities such as the State Schools Spectacular, School Band or Choir. These groups regularly perform in the community.

Other extra activities have included Art Projects at the Royal Children’s Hospital and various Art competitions and displays.
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 prep. 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:

- Philosophy groups
- Geelong College Challenge
- Opportunities for playing games such as Chess.
- University of NSW English and Maths competitions
- 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.
- Levelled Literacy Intervention for students in Years 2 to 6.
- Maths Intervention groups.

**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)
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.

**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 on the last day of each term.

**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.
Our School Values

The Hamlyn Banks School Values are:

Be Safe
Be Respectful
Be a Learner

Students and teachers have described behaviours that will help us to follow our values in everything we do. These behaviours form a matrix that is displayed across the school.

Students are acknowledged in various ways; including being awarded certificates, earning wristbands and other special rewards.

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

<table>
<thead>
<tr>
<th>Hamlyn Banks Primary School</th>
<th>Reaching New Heights Together</th>
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<tbody>
<tr>
<td><strong>Learning Space</strong></td>
<td><strong>Outside/In the Yard</strong></td>
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<tr>
<td>Be Safe</td>
<td>Respect Personal Space.</td>
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<td>Sit properly on the floor and on chairs.</td>
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<td>Use classroom equipment appropriately.</td>
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<td>Use your calm down strategies.</td>
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<tr>
<td>Be Respectful</td>
<td>Active listening.</td>
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<td>Use your manners.</td>
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<td>Positive words.</td>
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<td>Keep it neat.</td>
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<td>MYOB (mind your own business).</td>
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<td></td>
<td>Cooperate and share.</td>
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<tr>
<td>Be a Learner</td>
<td>Try your best.</td>
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<td></td>
<td>Ask for help.</td>
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<td></td>
<td>Participate positively.</td>
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<td>Be organised.</td>
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<td>Stay focused.</td>
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*No Play Zone.* Travel in pairs: boys with boys, girls with girls. Be careful with the doors, watch fingers.
**Student Wellbeing**

The school has a firm, but fair approach to student welfare and discipline. Our welfare and discipline plan promotes self-discipline, positive interaction and behaviour and encourages students to take responsibility for their own actions.

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 both the Student Wellbeing Policy is available 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.

**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.
- 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 4 and 5 curriculum.
- 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 not permitted in the school grounds.
- 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, umbrellas and "ride-on" toys, electronic games, radios, expensive toys.
**Sunsmart**

Students and teachers will be expected to wear broad brimmed or bucket hats which protect the face, neck and ears whenever they are outside from the beginning of September until the end of April.

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**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.
Visitors

For security reasons all parents/visitors must report to the office upon entering the school.

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

There is currently no Religious Education offered at the school.

Lost Property

All unnamed property found is put in a Lost Property box located outside the Staff toilets in the main building. Students and parents are invited to periodically check this area for any mislaid clothing, bags, lunch boxes, etc.
We also offer a second hand uniform shop, which is open on a Friday afternoon.

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.
**Student Leadership**

School Captains are selected after participating in a rigorous process to become leaders of the student body at Hamlyn Banks. They attend events such as leadership conferences, the Geelong Schools’ ANZAC Day ceremony and they assist with hosting school assemblies. We are extremely proud of our School Captains and the contributions that they make to the lives of the wider school community.

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.

House Captains are also elected each year by their peers. They lead their Sports Houses at our Annual Athletics Sports, Cross Country and in other intra school events.

**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 Wednesday 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.

On selected days 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. 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.

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.

Weekly Newsletter—"The Highlights"

Our newsletter is published on Wednesdays. Each family should ensure that they read the newsletter 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 be viewed on our website at www.hbps.vic.edu.au. You can elect to have a reminder emailed to you.

The school also has a Facebook page.
Reporting to parents

Parent/teacher relationships will be fostered by:

Updates on our school website.
A grade bulletin sent home early Term 1.
Parent/Teacher meetings twice a year, usually terms 1 and 3.
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.

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.
The school subscribes to an online mathematics learning tool called “Mathletics”. Students are encouraged to complete these tasks for homework also.
Resources Contribution

Booklist costs

Under the provisions of section 22 of the Education Act 1958, instruction in the eight key 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
- A voluntary contribution towards additional equipment to enhance student learning.

These contributions are in addition to any fund-raising organised by the School Council e.g. raffles or fairs. 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 e.g., Fairy Park excursion. You can now use a credit or debit card for transactions at school.

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 forms are available on the website or at the office. 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.

Students with allergies or asthma will need to bring an action plan from their doctor. Epipens will need to be labelled and will be stored centrally. Please ensure epipens are replaced before expiry date.
Medical Services

The School Nursing Service visits schools annually for examination of students. The visit is usually for medical examination of Grade Prep students but other students can be referred.

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.

3 step combing

1. Wet the hair shampoo rinse
2. Use a conditioner massage gently all over rinse
3. With a recommended nit-comb comb through the hair starting close to the scalp, check after frequently for lice by wiping onto white tissue paper.

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 (eg. 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.
**Infectious Diseases**

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

<table>
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<tr>
<th>Disease</th>
<th>Exclusion Period</th>
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<tbody>
<tr>
<td>Measles</td>
<td>5 days from the beginning of the rash and until a medical certificate</td>
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<tr>
<td>Impetigo (School Sores)</td>
<td>Until all sores are being treated and are kept covered</td>
</tr>
<tr>
<td>Rubella</td>
<td>Until fully recovered and at least 5 days from the onset of the rash.</td>
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<tr>
<td>Mumps</td>
<td>Until fully recovered.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered.</td>
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<tr>
<td>Whooping Cough</td>
<td>2 weeks after onset of illness or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until appropriate treatment is commenced.</td>
</tr>
<tr>
<td>Pediculosis (HeadViral Lice)</td>
<td>Until appropriate treatment is commenced. Live eggs (nits), the child remains at school</td>
</tr>
<tr>
<td>Hepatitis Lice)</td>
<td>Until a medical certificate is produced</td>
</tr>
<tr>
<td>Streptococcal Infections—including Scarlet Fever)</td>
<td>Until a medical certificate of recovery is produced</td>
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<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
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**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.
Parental Assistance

This school welcomes parental involvement in school programs and in making decisions that affect the school. 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.

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

Out of Hours Care

Camp Australia coordinates The Before and After School Care Program at the school between the following hours: 7.00—8.45am and 3:15-6:00pm.

Hamlyn Banks Primary OSHC phone: 0452 247 747
Coordinator: Mel

Head Office Ph : 1300 105 343
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 or Navy 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 or Navy 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:

Bellarine Uniforms

162 Moorabool St
Geelong

Contact Details

• Telephone: 03 5221 9199
• Fax: 03 5221 5789

Email: bellarine@noone.com.au

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.
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.
Email: hamlyn.banks.ps@edumail.vic.gov.au
Website: www.hbps.vic.edu.au