

Hamlyn Views is committed to the safety and wellbeing of all children and young people and has zero tolerance for child abuse



HAMLYN VIEWS
SCHOOL



PARENT INFORMATION HANDBOOK 2019

Hamlyn Views School acknowledges the traditional custodians of the land on which the school resides – the Wadda Wurrung people and pays respect to their Elders; past, present and future.

SCHOOL DETAILS:

Principal: Suzanne Armstrong

Assistant Principal: Michele Marcu

Business Manager: Carolyn Haskett

School Council President: Jess Harriott

SPOTLESS Facilities Officer: Michael Perry

School Address: 45 Calvert Street, HAMLYN HEIGHTS. 3215

Postal Address: P.O. Box 6042, GEELONG WEST. 3218

Telephone: (03) 5215 5700

Email: hamlyn.views.school@edumail.vic.gov.au

Website: www.hamlynviews.vic.edu.au

School Hours: 9:00 am to 3.00 pm Monday to Friday.

Office Hours: 8.30 am to 4:00 pm Monday to Friday.

**TERM DATES - 2018**

Term 1: 29th January to 5th April Preps start 1st February

Term 2: 23rd April to 28th June

Term 3: 15th July to 20th September

Term 4: 7th October to 20th December

PRINCIPAL'S MESSAGE

Welcome to you and your child as they begin their educational journey at Hamlyn Views School in its inaugural year. As principal I am proud to lead the establishment of our special developmental school that is striving to build a reputation as an outstanding provider of inclusive education in the Barwon region.

Our professional staff team are dedicated, expert educators committed to working together with families in partnership to ensure all students have every opportunity to learn and grow within a caring and progressive school community. We aim to understand the needs and interests of each student and authentically build their skills and capabilities so they increase their preparedness to participate in all aspects of life, both in and beyond the school gate. Within our unique, specialised learning spaces we actively create personalised learning experiences where students are provided with a tailored program to meet their individual learning and therapy needs. Programs delivered respect and celebrate the diverse backgrounds, abilities and experiences of our students ensuring every opportunity for success. Starting school is always an exciting time for both students and their families including our Foundation students, this year is one where the building blocks are laid for their future learning and development. Each new school year brings new and exciting challenges, and our teachers are equally excited by this as they cater for all students across each year level, helping them to develop emotionally, socially, physically, behaviourally and academically. We want all our students to achieve their very best and value parents/carers support and participation in their child's school life.

I look forward to working together with families to ensure each and every student develops, thrives and feels safe as they grow in our special learning community at Hamlyn Views School.

Suzanne Armstrong

PRINCIPAL

Our Vision:

To be an outstanding provider of inclusive education that promotes individuality, fosters innovative practices and sets high expectations for all.

Our Mission:

To create a safe, respectful and evidence-based learning environment where a diversity of student learners feel valued, happy, are actively engaged, challenged and supported to achieve success.

Our Values:

** Learning*

** Respect*

** Safety*

We have adopted **DET's Practice Principles for Excellence in Teaching and Learning** along with the following commitments:

- *A belief that all children can learn given sufficient time and support*
- *Enhancing personal and social capabilities, and developing respectful relationships*
- *Preparation for changed routines, environments and life beyond school*
- *Ensuring every student has an effective mode of communication*
- *Use of school-wide positive behaviour support and promoting self-regulation skills*
- *Effective, timely and responsible use of digital technologies*
- *Team work, personal growth and life-long learning*
- *Establishing authentic Professional Learning Communities*
- *Showing pride in our school*
- *Transparent and ethical decision-making*
- *Embedding sustainability principles and practices*

SCHOOL HOURS:

8:50am School front gates open and staff on yard duty

9:00am Buses arrive and all students enter class from the Central Plaza

9:00 – 10:00am Session 1

10:00 – 11:00am Session 2

11:00 -11:15am Morning tea snack

11:15 – 11:30am Outside play

11:30 – 12:15pm Session 3

12:15 – 1:00pm Session 4

1:00 – 1:30pm Lunch Meal Assistance

1:30 – 2:00pm Outside play

2:00pm – 3.00pm Session 5

3:00 Student dismissal from central plaza (terms 1 and 4) or stadium (terms 2 and 3) and board buses. Staff on yard duty until **3:10pm**

For safety reasons we ask that students do not attend school outside of these supervised times. All students should be punctual and arrive on time for the start of the school day.

FOUNDATION STUDENTS SETTLING IN

Teachers will greet students as they enter the learning community and encourage parents/carers to say good-bye to their child assuring them that they will be back on time to collect them. Teachers will support children and parents if there is a separation concern. If your child is distressed when you leave, the school will contact you to let you know how they are. Children will be encouraged to develop independence by coming into the learning spaces and taking responsibility for their belongings.

TRANSITION PROGRAM FOR FOUNDATION STUDENTS IN 2019

The first day for Foundation students is **Thursday 31st January, 9:00 – 12noon**. Parents/carers are asked to take children directly to, and pick them up from, their Learning Community. This also gives teachers an opportunity to talk with families. Foundation student's transition to school then continues as follows:

Thursday 31st February, 9:00am – 12:00noon

Friday 1st February, 9:00am – 12:00noon

Monday 4th February, 9:00am – 12:00noon

Tuesday 5th February, 9:00am – 12:00noon

Wednesday 6th February - NO SCHOOL

Thursday 7th February, 9:00am – 12:00noon

Friday 8th February, 9:00am – 12:00noon

On Monday 11th February Foundation students begin full days of school. There is **no school** for Foundation students **each Wednesday for all of February.**

SCHOOL ENTRY ASSESSMENTS – Important to Note!

Foundation students will be asked to attend formal assessment sessions on Wednesdays during February where they will undertake individual Literacy and Numeracy assessments that help formulate baseline data on which to develop their program of learning and instruction. Parents/carers will be provided with their appointment date and time as soon as possible at the start of 2019 so they can plan for their child's assessment attendance. Check with your child's teacher about the expected length of time for student assessments.



Accidents, Illness and First Aid

If a student becomes unwell at school a staff member will contact you to discuss how to manage the situation. Students requiring minor first-aid treatment will be cared for at school. If your child has an accident or becomes ill at school you will be contacted as soon as possible on the phone number you provided on the Enrolment Form. Parents/carers will always be contacted if a student suffers a knock to the head. If you or your emergency contact cannot be contacted, the principal or their delegate will make a decision as to whether an ambulance is to be called. This can be very expensive and it is recommended that families subscribe to the Victorian Ambulance Fund if they are not a Health Care Card Holder where the cost is covered.

Addressing Parent Concerns and Complaints

A parent/carers can raise a concern or complaint about any aspect of a school's operation. Most commonly issues relate to:

- Management of an incident between students at the school
- The educational, social or behavioral progress of students
- The development and implementation of school and general education policy.

In the first instance, a concern or complaint should be made to the school. Issues raised with the regional or central office that have not been raised at a school level will be referred back to the school for resolution (unless there are special circumstances which prevent the school from managing the concern or complaint).

What to do if you have a concern or complaint;

1. Make an appointment with your child's teacher
2. If the matter is not resolve, talk to the Assistant Principal – Michele Marcu
3. If required, contact the Principal – Suzanne Armstrong
4. If the matter is still not resolved satisfactorily then you can raise the issue with the Department of Education and Training Geelong Regional Office. Phone: (03) 92916500

Feedback and parent input is always encouraged. Please contact the school and arrange a suitable time to meet.



Annual Implementation Plan

Hamlyn Views School has an annual plan for improvement that contains goals and targets it intends to achieve throughout 2019.

Assembly

Whole school assemblies are conducted on most Fridays at 2.45pm in the Performing Art's Room/stadium where students sing the Australian National Anthem, celebrate the week with student awards, hold performances, involve student leaders and conduct other special activities. It is also a time for important messages to be relayed to the whole school.

Camps, Excursions/Incursions

Each class teacher decides the program of activities that complement and enrich learning programs and student experiences. An excursion takes students out of the school environment and into the community while an incursion brings relevant guests and performances into the school for students to enjoy. Long day excursions and overnight camps are determined on a class by class basis reflecting student's age, interests and curriculum links. Early in the year a proposed plan of events and costs will be provided to families.

Notification will be provided explaining the purpose of each activity, where and when it will take place, costs and the method of travel involved. Parents/carers will need to ensure consent is provided and payment is made prior to an excursion/camp, otherwise it will be assumed that it is parent choice that the student not attend. If parents are experiencing financial difficulties please contact the Business Manager Carolyn Haskett to discuss payment plan arrangements. Parents who hold valid concession/health care cards may qualify for the State Government Camps, Sports & Excursions Fund (CSEF).

Camps, Sports & Excursion Fund (CSEF)

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school excursions, incursions, camps and sporting activities. Parents/carers who hold a valid Concession/Health Care Card may qualify for the CSEF. For further information and application forms please speak our Business Manager.

Change of address/Emergency Contact Numbers

It is essential that our records are up to date regarding the following:

- Address
- Telephone numbers (mobile, home / work landline)
- Emergency contacts
- Place of work
- Child's medical requirements
- Email address if supplied

Details should be amended immediately they take effect so that the school can make necessary contact in the case of an emergency.

Change of Clothing

We ask that all Foundation students and any children as necessary, have a change of clothes (underwear, shorts, socks etc..) at school. This should be raised with the class teacher so your child can be supported accordingly.



Child Safe Standards

The Victorian Government is committed to the safety and wellbeing of all children and young people. As part of the Government's commitment to implementing the recommendations of the Betrayal of Trust Report there is a new regulatory landscape surrounding child safety, underpinned by the PROTECT Child Safe Standards.

The Child Safe Standards are compulsory minimum standards for all Victorian Early Childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect. (Reference: Department of Education, 2016)

Hamlyn Views School is committed to ensuring that all students can learn in an environment that is safe and supportive and have adopted the Child Safe Standards as part of its everyday practice. **The school has zero tolerance for any form of child abuse.**

Clothing

1. **Uniform** - A student Dress Code has been set out by the School Council that details school uniform expectations. A uniform assists students to identify with the school and take pride in their appearance. A selection of uniform items is available through the supplier Bellarine Uniforms, 162 Moorabool St, GEELONG, Vic. 3220. Phone: (03) 5221 9199 School bags and hats are also available to purchase. A uniform list is included in the Enrolment Pack and available on the school website. ****Please clearly mark each article of clothing and all personal belongings with permanent markers.***
2. **Hats** - In support of the school's Sun Smart Policy all children must wear a sun smart hat when participating in outdoor activities during Terms 1 & 4 (no baseball caps please). Children without hats will be directed to play in a shaded area. Learning communities also have sunscreen pump packs for student and teacher use.
3. **Jewellery** is to be kept to a minimum. Neck chains and dangling earrings can be dangerous when playing and should not be worn.
4. **Lost Property** – It is helpful if all articles of clothing are clearly labelled so that if they are misplaced or lost they can be returned to their rightful owner.
5. **State School's Relief** – If you qualify for CSEF you will also automatically qualify for receipt of the Y7 Uniform Package and the Prep Winter Uniform Package as applicable. Information on these packages is included with your Enrolment Pack. If you are struggling to provide uniform for your child, applications for relief may also be made outside of these packages. Please speak to our Business Manager for further information.
6. **Unacceptable Clothing** - Please note that some items of clothing are unsuitable for school. These include singlet tops, hoodies, thongs and open-toed sandals. Students should wear shoes that are sturdy and protective.

Code of Conduct

Our student Code of Conduct aims to encourage positive behavior to support the creation of a safe, secure and productive learning environment. School expectations are based on our values – **Safety, Respect** and **Learning**. The rights and responsibilities of students, parents/carers and staff are detailed within our 'Student Engagement and wellbeing Policy' available on the

school website. A whole school approach to Positive Behaviour Support, Social and Emotional Learning including Respectful Relationships, underpins our student Code of Conduct, and approach to student wellbeing and engagement programs.

Communication with families

The school will use the Seesaw App, the newsletter, notes and website and as its main methods of communication. It will frequently update the community through these platforms.

Curriculum

Through the provision of a diverse and engaging curriculum we aim to motivate and challenge students to achieve their very best in all learning areas. Our teachers plan programs for students in Foundation to Year 10 based on the **Victorian Curriculum Framework**. In a specialist school students are exempted from undertaking language studies. See table below.

| LEARNING AREAS | CAPABILITIES |
|--|---|
| 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"> • Civics and Citizenship • Economics and Business • Geography • History Languages Mathematics Science Technologies <ul style="list-style-type: none"> • Design and Technologies • Digital Technologies | Critical and Creative Thinking Ethical Intercultural Personal and Social |

Students in Years 11 and 12 have an individual pathway plan that is based on the five curriculum organisers of the **'Queensland Certificate of Individual Achievement'**.

| Curriculum organisers | | | | |
|--------------------------------|--|------------------------|--------------------------------|--------------------------------------|
| Communication and technologies | Community, citizenship and the environment | Leisure and recreation | Personal and living dimensions | Vocational and transition activities |
| | | | | |

In their first year of schooling the focus for students is laying the foundations for learning by developing their understanding of school routines and expected behaviours. We aim to create an environment for all students where they are encouraged to develop resilience and self esteem, higher levels of independence, experience age appropriate, real-life learning tasks and develop good work habits.

Weekly specialist programs will include Physical Education, Visuals Arts and Performing Arts. A Swimming Program (Learn to Swim) along with bike education and sport will be provided during the year.

If you have any queries regarding School Programs, please discuss this with your child's classroom teacher or alternatively the Principal or Assistant Principal.

Healthy Food Promotion

We strive to promote and model healthy food choices. Fruit first will be encouraged at snack time prior to students eating food items such as biscuits or cake. Where possible, sugary and high fat items e.g. chocolate and chips, should be limited to sometimes foods.



Healthy choice foods in line with the ACT Healthy Foods Act 2015 may assist families in preparing their child's snacks and lunches. View at http://www.education.act.gov.au/teaching_and_learning/food-and-drink-guidelines/green-food-anddrink-items-factsheet

Students will have access to their water bottles in their learning communities.

Learning At Home

Home learning is an opportunity for parents/carers to engage in their child's education. It complements and reinforces classroom learning, and fosters good lifelong learning habits. Students should be encouraged to share their day at school and this will be supported by the use of the SeeSaw app. They should also read or listen to any take-home books, letters/sounds and sight words provided during the school week.



Parent Payments

Parent Payments are determined annually by the School Council. For 2019 the charges are:

Primary \$100.00 which covers essential student learning items (\$80) and optional items (\$20)

Secondary \$120.00 which covers essential student learning items (\$100) and optional items (\$20)

Essential student learning items are those items that are essential to support student learning of the standard curriculum and includes classroom materials.

Optional items are offered in addition to or to support student learning and will include tissues, wipes etc and special excursions.

Account payments including school levies, excursions/incursions and camps may be paid through the following options;

- Eftpos
- Cash
- CentrePay
- CSEF (camps and excursions only)

For further information on Parent Payments please refer to information provided in the enrolment pack.

Medical Conditions

If your child has a medical condition, such as Asthma, Anaphylaxis, Epilepsy, Allergies or any other medical need this should be recorded on their Enrolment Form and further addressed through the development of a Student Health Care Plan or Action Plan. The school will relay the relevant information to respective staff/teachers according to student medical needs however parents should arrange an appointment with their child's class teacher to discuss the condition, the Health Care Plan and what must be done to minimise risk.

Medication At School

The school has a detailed 'Administration of Medication Policy' which must be implemented to ensure medication is administered accurately. See the school's website for our Policy. All medication must be in original packaging and clearly labelled with the student's name, dosage and time to be administered. Prescription medicine needs to have the pharmacist's label. Note: Medication will not be administered to students unless it is accompanied by the correct documentation.



Mobile Phones and Digital Devices

If parents/carers want their child to bring a mobile phone to school so they can be in contact with their child on transit to/from school, the student must hand their phone to their class teacher at the beginning of the day to be locked away. It is the child's responsibility to collect their phone at the end of the day from their teacher.

The Department of Education and Training does not hold insurance to cover the personal effects of students or staff and so any valuables brought to school is at their own risk and will not be covered if lost, broken or misplaced. No electronic devices are to be brought to school unless agreed with the class teacher to support a student's learning or communication needs. Our school is well resourced in the area of digital technology. Students have access to a range of digital and interactive tools to support their learning. Banks of class iPads and laptops are utilised, along with, interactive TV's and overhead projector screens. We also have a designated recording studio and green screen.

We aim for students to be *smart safe* and *responsible* when accessing digital technology and this is reinforced through explicit teaching of eSmart strategies.

National Assessment Program (NAPLAN)

Students in Years 3, 5, 7 & 9 participate in an annual national NAPLAN tests in Reading, Writing, Language Conventions and Numeracy. Parents/carers of students in these age equivalent year levels are able to request exemptions for their child from these assessments.

Nut Aware

When packing your child's food we request that you keep in mind that the school may have children who have anaphylactic conditions, (life threatening allergies to particular foods). These are usually nuts, eggs, and seafood. We ask that parents do not pack nut products for their children's lunch, and consider whether the food packed may threaten the wellbeing of another student.

Riding Bikes or Scooters

Students deemed road safe are most welcome to ride a bike or scooter to school. All bikes and scooters will be stored at school. It is strongly recommended students lock their bike or scooter with a chain and padlock as there can be no security guarantee. Children riding a bike must wear an approved helmet to comply with the law, however the school expects children riding a scooter to also wear a helmet for their own safety.

Students must not ride their bike or scooter in the school grounds before and after school and are expected to walk their bike or scooter to and from the bike storage area while entering and exiting the school grounds.



Safe Schools

The health, safety and wellbeing of all children and young people is a high priority at our school. We are committed to creating a safe, respectful and inclusive school environment where all students and staff can be happy, confident and resilient, regardless of their sexual or gender identity, including same sex attracted and gender diverse students.

School Nurse

In 2019 a School Nurse will be appointed. This role will be a great asset to the school community.

School Pick-Up/Drop Off

Parents/carers are requested to abide by the road rules regarding the school crossing, car parking, stopping, speed limits to ensure the safety for all of our families using the roads at times of drop off and pick up. Parents/carers are asked to park in the Calvert Street carpark, at the front of the school to avoid the bus entry on Quamby Avenue. This carpark accommodates families requiring disability car spaces with several bays marked in yellow. Entry to the school is through school gates near the reception area which are



opened and closed with support of the school facilities officer 10 minutes before and after school each day.

Smoke-Free School Environment

Smoking by adults is not permitted in any Victorian Government school building, vehicle, enclosed outdoor area, on school grounds or within a four metre distance from school property. This ban includes during and outside school hours. These regulations promote the message to the community that non-smoking is actively encouraged by the State Government.



Student Support Group (SSG) Meetings

A SSG meeting is scheduled each term and involves Parents/Carers, Teachers, Education Support Staff, students as appropriate, along with other professionals as required such as, Allied Health, an Advocate and/or Interpreter. Together the group develops, monitors and reviews specific goals for each student's Individual Learning Plan (ILP). Additional SSG's may be held at any time during the year to discuss any aspect of a student's schooling.

Sustainability

Our school takes a whole school approach to sustainability and is partnering with CERES [Centre for Education and Research in Environmental Strategies] to become an accredited "5 Star Resource Smart" school. This will involve a focus on exploring real-life environmental learning experiences while working to improve the school's management of resources, products, materials and facilities including WASTE, ENERGY, WATER, BIO-DIVERSITY and CURRICULUM ALIGNMENT.



Nude Food: The school promotes nude food which is food that is not commercially packaged. It is generally food that is natural (fresh fruits, vegetables, dried fruits for example) and does not contribute to landfill, supporting a more sustainable world. Parents are asked where possible to pack their child's food in plastic containers that do not require plastic wrap, plastic packs etc.

Green Team: Student leadership promotes student agency and voice, while developing a sense of social justice and citizenship as well as active participation in their school and local community. A team of students interested in supporting our sustainability initiatives will be formed.

Junior School Council

The school is supported through the work of the School Council that strengthens the provision of education for our students. It sets the educational policy and direction, and oversees the finances and resources to enable the school to carry out its educational purpose. Meetings are held at least eight times per year along with any sub-committees e.g. Finance. Membership consists of parent/carers, community, and DET personnel. Calls for nominations and a

subsequent election occurs in February/March each year and membership is for up to two years.

The school has been operating with an Interim School Council during the course of late 2017, early 2018 and an elections will be conducted in early 2018 to form a New School Council. Please see the Principal if you would like more information about the operation of a School Council and the role of an elected member.

School-Wide Positive Behaviour Support

Our students are expected to follow three behaviour expectations whilst at school, on the bus and when accessing the community. They are explicitly taught, modelled, practiced and reinforced through positive rewards.

| OUR SCHOOL EXPECTATIONS | | |
|---|------------------------|---|
|  | We keep safe |  |
|  | We show respect |  |
|  | We are learners |  |

Student Free Days

The School Council has the authority to declare **four** Student Free Days each year for staff to undertake professional learning, and student reporting. The first day of the school year is always Student Free. The other days will be scheduled across the year as determined and families will be notified of the dates in advance via communication platforms.

In 2019 these dates will be



Therapy

Our school engages therapists to support the individual therapy needs of students. In 2019, we have a Speech Pathologist (three days), and Physiotherapist (one day a week). They are supported by a full time Occupational Therapist, Allied Health Assistant and School Nurse.

- **Hydrotherapy** – We are fortunate to have a Hydrotherapy Pool onsite at our school and intend to utilise this fabulous resource to implement individual hydrotherapy programs with identified students.
- **Music Therapy** – We deliver Music Therapy sessions twice a week as part of a special partnership with Melbourne University. Programs are overseen by a qualified music therapist with the support of students undertaking a two-year Master of Music Therapy degree.

Visitors to the School

The school's Child Safe Policy (based on Ministerial Order 870) clearly describes processes, procedures, expectations and duty of care requirements to be observed and applied when permitting movement of adults around and through the school. All visitors to the school at any time of the day must first go to the general office to sign in and collect a visitor's pass. The Facilities Officer manages the oversight of visitors related to SPOTLESS operations, including school contractors and cleaners.

Volunteers

Our school encourages volunteers to be involved in supporting school programs and initiatives that directly benefit students. If you are interested in being a volunteer at Hamlyn Views School please contact the Volunteer Coordinator via the school office. A valid Working with Children's Check (Volunteer) is required by all adults working at school in a voluntary capacity along with agreement to follow the schools Child Safety Code of Conduct.

