

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 2022

*We would like to acknowledge the traditional owners of the land
and waterways where we come to school to learn and play.
Together we touch the land of the Waddawurrung people,
Together we reach for the sky of the Waddawurrung people,
Together we hold our hearts for the care of the Waddawurrung land.*

Facing the Future Together



SCHOOL DETAILS:

Principal: Suzanne Armstrong

Assistant Principal: Michele Marcu

Business Manager: Carolyn Haskett

School Council President: Ingrid Jennings

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@education.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 - 2022

Term 1: 28th January to 8th April

First day for students – Tuesday 1st February

Term 2: 26th April to 24th June

Term 3: 11th July to 16th September

Term 4: 3rd October to 20th December



PRINCIPAL'S MESSAGE:

Welcome to you and your child as they undertake their educational journey at Hamlyn Views School. As principal I am proud to lead the direction of our special developmental school that is building a reputation as an outstanding provider of inclusive education in the Geelong 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, especially for our Foundation students, where the building blocks are laid for their future learning and development. Each 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.

As we live in a "COVID-19 normal world" additional health and safety measures are in place guided by the Department of Education and Training's (DET's) COVID-19 Safe Operational policy and procedures. We have a school COVID Safe Plan which we implement, and you will be notified as any future changes are made to comply with DET and the Department of Health and Human Services directions.

I look forward to working together with families to ensure each and every student develops, thrives and feels respected, 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, evidence-based learning environment where a diversity of student learners feel: valued, actively engaged, challenged and supported to achieve success and maximum independence post-school.

OUR VALUES:

- **Learning:** We facilitate high quality learning and teaching programs based on current research and consistent with DET policy and curriculum.
- **Respect:** Our culture is based on positive relationships and care for ourselves, other people, our community and the environment.
- **Safety:** We ensure safety for all by implementing the School-Wide Positive Behaviour Support Framework, and clearly communicating and modelling policies and processes.

OUR HOPE FOR OUR STUDENTS:

- They achieve a level of skill which will allow them to perform daily living tasks and obtain employment and leisure opportunities
- Use effective communication and positive social skills to be able to interact and be a happy and valued member within the community
- Have the ability to safely access the community, make their own decisions, know their rights and have a voice
- Are resilient and motivated to achieve their life goals.

SCHOOL HOURS: Staggered times for Drop-off and Pick-Up

Drop-Off:

8:50 – 8:55am Gym Door: Later Years Students

9:00am Gym Door: Early and Middle Years Students

9:00am Bus Bay: All bus travellers

9:00am Foundation Gate: Foundation Year Students

Pick-Up:

3:00pm Foundation Gate: Foundation students (Parent Pick-Up)

3:00pm Gym Door: Early, Middle, and Later Years Students (Parent Pick-Up)

3:00pm Administration Door: All students being collected by Carers

3:00pm Bus Bay: All bus travellers



Carers are required to collect students from the Administration Door and sign students out via the record sheet. Identification will be required.

To support social distancing, 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 upon arrival 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 own belongings.

START OF SCHOOL PROGRAM FOR FOUNDATION STUDENTS IN 2022

The first day for Foundation students is **Tuesday 1st February, 9:00 – 12:15noon**. Parents/carers are asked to take children directly to, and pick them up from, the Foundation gate.

Foundation student's transition is as follows:

Tuesday 1st February, 9:00am – 12:15pm

Wednesday 2nd February - NO SCHOOL – Rest day

Thursday 3rd February, 9:00am – 12:15pm

Friday 4th February, 9:00am – 12:15pm

Monday 7th February, 9:00am – 12:15pm

Tuesday 8th February, 9:00am – 12:15pm

Wednesday 9th February - NO SCHOOL – Rest day

Thursday 10th February, 9:00am – 12:15pm

Friday 11th February, 9:00am – 12:15pm

On Monday 14th 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 2022 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/carer 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 behavioural 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 resolved, talk to the Assistant Principal.
3. If required, contact the Principal.
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.

Allied Health and Wellbeing

Our school engages a range of therapists to support the individual therapy needs of students and their access to the curriculum. In 2022, we have a full-time Speech Pathologist, Occupational Therapist, and Physiotherapist. They are supported by an Allied Health Assistant.

- **Aquatic Therapy** – We are fortunate to have a Pool onsite at our school and utilise this fabulous resource to implement individual aquatic therapy programs with identified students on a weekly or fortnightly basis.



- **Mental Health Practitioner (MHP)** – The MHP provides direct support to students (12+ years) and other early intervention services, coordinates support for students with complex needs, and contributes to whole school approaches to mental health promotion and prevention.
- **Music Therapy** – We deliver Music Therapy sessions two days per week. We also have a special partnership with Melbourne University where our qualified Music Therapist Dr. Melissa Murphy oversees Music Therapy students during the year who are undertaking a two-year Master of Music Therapy degree.
- **School Nurse** – We employ a full-time registered School Nurse. Their role is a great asset to the school community, supporting the health and specialised medical needs of our students



Annual Implementation Plan

Hamlyn Views School has an annual plan for improvement that contains goals and targets it intends to achieve throughout 2022. The Annual Implementation Plan is based on our School Strategic Plan (2020 – 2024).



Assembly (Virtual) - TBC

We produce a virtual whole school assembly that is shared with families via the SeeSaw App and Facebook on a Friday fortnightly. This provides an opportunity to celebrate student's learning, the presentation of individual student or class awards aligned with our school values, share performances and student work, involve student leaders and highlight other special activities. It is also a time to relay important messages to the school community.



Assessment and Reporting

All students have ongoing assessment throughout the year to monitor their learning achievement against their individual goals and to help accurately measure their learning growth. Parents/carers will receive a written report of their child's progress in June and December. Student Support Group (SSG) meetings are scheduled each term to discuss student's learning progress and any other matters relevant to their child's health and wellbeing. Families are welcome to make contact with their child's teacher at any time during the year to organise an SSG meeting outside of these times.



Attendance

1. Absences – “Every School Day Matters”

Students are required to be at school every day and an attendance record is kept. If your child is absent from school you are required to notify the school via the SeeSaw App, school email or a phone call. Parents/carers should make notifications directly to school staff and **not give attendance messages to bus staff.**

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Hamlyn Views School will notify parents by either SMS message, a phone call or a message via SeeSaw. Hamlyn Views School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If your child is diagnosed with an **infectious disease**, for example COVID-19, measles or chicken pox, please ensure the school is advised as soon as a medical doctor has confirmed the diagnosis so that other families can be alerted and to look for symptoms. Exclusion periods from schools are required for some medical conditions.

Some students attend outside of school therapy appointments. We ask where possible these are scheduled after-school, however, if this is not practical then times that limit missing set learning blocks are preferable e.g., Start or the end of the day.

2. Family Holidays

If a student is going to be absent for a period of time on a family holiday this must be approved by the Principal in advance and a student Absence Learning Plan developed.

3. Leaving early

If it is necessary to take your child out of school during the the day the class teacher or office must be informed. Please sign your child out via the school office where it will be recorded on our management system COMPASS. If students return to school on the same day, they must be signed back in.

4. Late Arrivals (After Staggered Start)

If your child arrives at school any time after their designated time, they must be signed in through the school office. A staff member will be called from their class to collect them and escort them to their room. To support the work of office staff please endeavor to attend school at the set time.

5. Picking up children

Please make certain your child and their teacher know who will collect them after school, especially if the routine is altered. Note, non-custodial adults (friends) are not permitted to pick up other children without the school receiving prior notice from the custodial parent.

Bus Travel

The Department of Education and Training (DET) provides transport assistance to students attending a specialist school. There are a number of options available including transport services (buses) and conveyance allowance (car). Please refer to the Transport Assistance information in the Enrolment Pack. Organising bus timetables is a complex task. Students are generally picked up from a central point. Families will be notified of their pick-up/drop off time prior to the start of the school year. These are generally approximate until the bus run settles. If your child is sick or will not require the bus **in the morning only**, then it is parents/carers responsibility to notify bus staff. You will still need to also let the school know of any absences. This can be done via SEESAW. A bus mobile number will be provided to

you. Any changes to afternoon bus travel arrangements should be notified by calling the school office.
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Camps, Excursions/Incursions

Class teachers decide 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. Long day excursions and overnight camps are determined on a class-by-class basis reflecting student's age, interests and curriculum links. A proposed yearly 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 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 with 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 when they take effect so that the school can make necessary contact in the case of an emergency. Please contact the school office to amend any of the above details.

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. 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.

Hamlyn Views 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 will be provided as needed. 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 help create a safe, secure and productive learning environment. School expectations are based on our whole school values and reinforced with our value characters:



Safe Sasha



Rani Respect



Lenny the Learner

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. The rights and responsibilities of students, parents/carers and staff are detailed within our 'Student Engagement and Wellbeing Policy' available on the school website.

Communication with families

The school will be using the Seesaw App, Facebook, newsletter (monthly), class notes and its website as the main methods of communication. Regular updates will be via 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 the table below.

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> Dance Drama Media Arts Music Visual Arts Visual Communication Design	Critical and Creative Thinking Ethical Intercultural Personal and Social
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 	

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 where students are encouraged to build resilience, self-esteem, higher levels of independence, and experience age appropriate, real-life learning tasks and establish good work habits.

In 2022 our Senior Later Years' curriculum will include the delivery of ASDAN. This is a UK accredited program for learners with disabilities. ASDAN content encompasses four broad areas:

- employment
- independent living
- friends, relationships, and community
- good health

Specialist programs will include Physical Education, Visuals Arts and Performing Arts/Media Arts. A Swimming Program (Learn to Swim), along with Bike Education, Gross Motor Program [Foundation/Early Years] and Sport [Middle/Later Years] 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 <https://www.education.act.gov.au/support-for-our-students/student-health-and-wellbeing/healthy-food-and-drink-choices>

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

Inclusion Coordinators

In 2022, a part-time Teacher in the role of Inclusion Coordinator, a Leading teacher – Inclusion Coordinator, and a Social Worker will support the positive engagement and wellbeing of students, including those transitioning to us, dual enrolled or those requiring additional assistance to fully access learning or future pathway options.

Learning At Home

Home learning is an opportunity for parents/carers to engage in their child's education. It compliments and reinforces classroom programs, 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

Hamlyn Views School's requested voluntary financial contributions for 2022 are as follows:

Curriculum Contributions	\$160
Other Contributions	\$40

Please note that all of our curriculum contributions and other contributions are tax deductible contributions.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education for our students. For further information on Parent Payments please refer to the Parent Payments Arrangements letter provided in the enrolment pack and on the school website.

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 the school nurse to discuss the condition, the Health Care Plan and what must be done to minimise risk.

If your child is diagnosed with an **infectious disease**, for example COVID-19, measles or chicken pox, please ensure the school is advised as soon as a medical doctor has confirmed the diagnosis so that other families can be alerted and to look for symptoms. Exclusion periods from schools are required for some medical conditions.

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 health related policies. 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

Please refer to our school Mobile Policy regarding expectations and practices regarding student mobile phone use at school.



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 using 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 test 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.

National School Chaplaincy Program (NSCP)

Our school is funded under the NSCP for a two day per week Chaplain. They support the emotional wellbeing of students by providing pastoral care services. They work closely with the Wellbeing and Allied Health staff at the school.

Nut Aware

When packing your child's food, we request that you keep in mind that we 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 any 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 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 Pick-Up/Drop Off Parking Arrangements

Parents/carers are requested to abide by the road rules regarding the school crossing, car parking, and speed limits to ensure the safety for all our families using the roads at times of drop off and pick up. Onsite school car parks are for staff only unless special permission has been granted. There are however a small amount of parent/visitor disabled parking spaces in the Calvert Street carpark, at the front of the school. We request that only those families with mobility issues access these spaces, due to limited spaces available. Parents should park in available street parking close to the school and utilise the supervised school crossing as needed. Note, the gates near the Calvert Street carpark are locked between the hours of 9:25am and 2:35pm. Please call the office if access is required or use the front gate.



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 organised by families or staff at other times during the year if requested to discuss any aspect of a student's schooling.

Sustainability

Our Green Pledge: ***'We care for our planet and help others to do the same.'***

Our school takes a whole school approach to sustainability and is partnering with CERES [Centre for Education and Research in Environmental Strategies] as we work towards being an accredited "5 Star Resource Smart" school. This involves 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 help lead our resource smart and sustainability efforts.

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,, Fundraising.

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. Elections will be conducted in early 2022 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.

Student Leadership Group

A Student Leadership Group, along with the Student Green Team and School Captains, provide students with increased formal leadership opportunities where they have can have input and a voice about how we do things at Hamlyn Views School.

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 **Be a Learner**, **Show Respect** and **Keep Safe**. These expectations are explicitly taught, modelled, practiced and reinforced through positive rewards i.e. 'Monty Money'.



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 are scheduled across the year as determined and families will be notified of the dates in advance via communication platforms. In 2022 these dates will be:

- Friday January 28th
- Monday January 31st
- TBA
- TBA

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 via a QR Code and Compass Kiosk, present documentation (e.g., WWCC, COVID-19 Vaccine Certificate), and collect a visitor's pass. The Facilities Officer manages the oversight of visitors related to SPOTLESS operations, including school contractors.

Volunteers [Currently restricted due to COVID-19]

Our school encourages volunteers to be involved with 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 to obtain a Volunteer Expression of Interest via the school office. A valid Working with Children's Check (Volunteer), and COVID-19 Vaccination Certificate is required by all adults working at school in a voluntary capacity, along with agreement to follow the schools Child Safety Code of Conduct.

