



Hazelwood North Primary School

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School Information

2020



Photographing, Filming and Recording Students

During the school year there are many occasions and events where staff may photograph, film or record students participating in school activities and events to put in the newsletter, website or local newspaper. After reading our Annual Consent Form and Collection Notice, it is assumed your consent is given. If you do not want your child's photo to appear in these publications, please complete the opt out section of the form and return it to the Office.

For specific media events, separate consent will be sought.

Visitors and Volunteers

All visitors to the school MUST sign in and out at the office. If you are helping with any activities at school such as reading, excursions, camps you must have a current Working With Children Check (WWCC). Before participating in the activity, you will be required to provide a copy to the office. Further information can be found in our Visitors and Volunteers Policy.

Emergency Procedures

Emergency procedures are practised regularly. Evacuation points are in the school hall, bus/car park and tennis courts.

School Policies

All policies, including those related to school registration and Child Safe Standards can be found on our website. These are updated in accordance with Department requirements.

Welcome!

Here at Hazelwood North Primary School the students, staff, parents and community work together to provide a caring, supportive and dynamic learning environment that engages students. We work to help students achieve their personal best, in an atmosphere of mutual respect and co-operation.

School Vision

Our vision at Hazelwood North Primary School is to empower students to acquire, demonstrate, articulate and value *knowledge*, *skills* and *attitudes* that will support them as life-long learners.

Our students, as 21st century learners and citizens, will contribute to the global world through practise of the core values of our school.



Our Aim

For all Grade Six students to leave our school with the following qualities of a 21st century citizen:

- ◆ Strong literacy, numeracy and communication skills.
- ◆ Self-confidence and enthusiasm for further education and leisure activities.
- ◆ High self-esteem.
- ◆ Good interpersonal skills.
- ◆ Demonstrate social skills including tolerance, honesty, good sportsmanship and self-control.
- ◆ Good organisational skills.
- ◆ The ability to cope with changing situations.

School Values

Our school has established a set of values or dispositions that we strive to teach and model.

Our school's core values are:

Resilience Responsibility Challenge
Curiosity Collaboration



Parents' and Friends' Club

We have a small and dedicated group who work hard to raise important funds for the school, that get spent on items to improve the learning experience for students such as electronic devices, playground equipment etc. They also organise special lunches to add to the students' enjoyment at school. The group is always looking for new members to help and meet weekly on Thursdays at 9.30am. Even if you can't attend the meetings and can volunteer to help at other times it would be greatly appreciated. Please contact the office to volunteer your help.

School Council

Our School Council is a group consisting of staff, parents and community members and is the official body responsible for ensuring the school functions effectively. The School Council consists of 6 parents, 2 community members 3 staff and the Principal. Members are elected for a two year tenure, with half the positions declared vacant each year and the AGM elections held in March. Meetings are generally held on the first Monday of the month at 7pm.

Immunisations

A copy of your child's immunisation statement is required on enrolment.

Medical Conditions

Parents of students with medical conditions including anaphylaxis, asthmas and allergies, are required to read the relevant policies and complete a Management Plan form, which is available from the office. Management Plans should be completed through discussion with your child's doctor and signed by them.

Health Screening

Each year our Foundation students have the opportunity to have a health screening with a Department school nurse, which includes a check for hearing and vision. These are great in identifying any issues that require follow up. Parents receive results of the screen and may receive a phone call to discuss specific issues that have been identified.

Head Lice

If you detect the presence of head lice in the hair of your children, you are asked to contact the school. The school seeks your co-operation in the management of any head lice outbreak. All families are asked to sign a consent form for head lice examination on enrolment. If lice or eggs are detected, you will be asked to collect your child from school. Once they have been treated your child can return to school.

Challenge

Through accepting challenge, students are able to grow the most. Working through challenge improves their self-esteem, and helps them to become more self-reliant and achieve more.

Responsibility

Students understand and accept responsibility for their actions, respect the rights and feelings of themselves and others, respect school property as well as the environment and make healthy choices.

Curiosity

Students show their inquisitive thinking through exploration, inquiry and investigation while asking questions with a desire to learn more.

Collaboration

Students understand and commit to the goal of the group; they share ideas with others, accept ideas from others, actively participate in brainstorming sessions, positively interact with group members and demonstrate flexibility in group decisions.

Resilience

Resilience allows people to face setbacks in life and come back stronger than ever. Factors that help someone build resilience include a positive attitude, optimism, the ability to regulate emotions, and the ability to see the setback as a learning experience.

Students and Learning

Our beliefs

- ◆ Students learn best in a safe, positive and stimulating environment.
- ◆ All students have the ability to learn given sufficient time and support.

School and Community Relations

- ◆ We value the support and assistance provided by the community.
- ◆ Home and school work together to achieve the best outcomes for students.
- ◆ Community members are always welcome at our school.

Our staff

- ◆ Work together as a team and set high, achievable goals for all students.
- ◆ Share knowledge, strengths, ideas and support each other.
- ◆ Keep abreast of new methodologies and technologies.



Attendance and Absences

Attendance every day is important, however if your child is sick please keep them at home. If your child is going to be away, please let the school know as soon as possible. This can be done through SkoolBag App, or by phoning or emailing the school. There are some infectious diseases that result in a child being unable to attend school for a pre-determined time. These can be found on the Department website.

Book Club

During the year, children will be able to purchase new reading materials through the Scholastic Book Club. Prices for these books are quite reasonable and may be purchased through the Library.

Student Banking

Students can be encouraged to save with the Commonwealth Bank Dollarmite accounts. Bank Day is Wednesday and books should be handed to their teacher together with their lunch order (if ordering). The transactions are processed at school on Wednesday. The school does benefit as we receive some funds from the bank depending on the deposit amounts, which goes towards much needed resources for students.

Camps and Excursions

Camps and excursions are an exciting part of school. Our camps are run for students in Grades 3-6 with a sleepover at school for Grade 2 students. Parent consent is required for the sleepover, camps and excursions that are not considered local ones.

School Costs and Fees

Each year the school receives funds from the Department of Education, along with locally raised funds, to assist in providing for the needs of the school. Each year, families are asked to make a financial contribution to cover school supplies such as books and pencils. School Council sets this at the end of each preceding year. Parents may also incur some additional costs for activities such as excursions, swimming and camps.

Newsletter

Each fortnight a newsletter is sent home via the SkoolBag App and is also put on the website. This is the main form of communication and contains school notices, excursion information, special day notices, Parents' & Friends' Club notices and School Council items. Community notices can also be included on request, however advertising will incur a cost.

Interviews and Reports

A Welcome Information Evening is held early Term One each year. Parents are also invited to meet with teachers late in Term One for a parent/teacher session. At the end of Term Two a written report is sent home and parents are invited to participate in a student-led conference. A further written report is sent home in December. Parents are encouraged to contact their child's teacher if they have any concerns. It is important that you phone for an appointment so that a mutually convenient time can be arranged.

General Information

Instruction Times

School starts	9.00 am
Morning recess	11.00 - 11.30 am
Lunch:	1.30 - 2.15 pm (eat in rooms for 10 mins)
Dismissal	3.15 pm

Note: Children are supervised from 8.45am each morning and until 3.30pm. Bus travellers are supervised until they depart.

Curriculum

We provide a diverse and responsive curriculum to cover core areas such as literacy, numeracy, humanities and STEM. We also have specialist classes for Art, Physical Education (PE), Performing Arts and Chinese (Mandarin).

Sports

Our students participate in school swimming, athletics and cross-country with senior students participating at the District level. We also have a winter sports program where our senior students play sports, which include football, netball and soccer, against other local schools.

School Lunches

Parents' and Friends' Club organises lunches once a week on a Friday. Orders (with money) are taken each Wednesday and are usually organised through Subway. Parents Club also organise special lunches on some occasions. Information regarding lunch orders are communicated through the School Newsletter and notices on the SkoolBag App.

Buses

School buses operate to transport children both to and from school. Only children who reside outside a 4.8 km radius of the school, with HNPS being their closest State school, are entitled to free transport. Behaviour is monitored on the bus and reports from students, parents and bus driver are acted on. Depending on severity, parents are notified and the child may be banned from bus travel for one week. Bus forms can be filled out any time during the year if you would like your child to travel on the bus. Details of each bus route are available from the office. If your child is to travel home on the bus with another student, a Bus Pass is required and can be obtained from the office. A written note or a phone call from the parent is required before this can happen. We thank you for your understanding and co-operation.

Car Parking/ Drop off and Pick-up

There is limited parking available in the bus interchange area, with a designated space for buses which MUST be kept clear. Additional parking is available in front of the tennis and community hall across the road on Church Rd. An area for quick drop-off and pick-up has been assigned in the bus interchange area. **PARKING IS NOT PERMITTED** in this area. If your child is not ready for pick-up please circle around and re-enter or park in a designated area. Church Rd may also be used as a drop off and pick-up area directly in front of the school. If parents park on Church Road please walk children to and from cars and the school. This road can be very dangerous and children may not see cars or are able to judge distance and speed.

SkoolBag App

Our school uses the SkoolBag App as our main communication tool. This can be downloaded on your smartphone or similar device by searching for the app in Apple Store or Google Play. You can then search for our school and join your child's grade. All important information such as our newsletter, general notices and changes to school routines are sent through here. We strongly encourage parents to download and use the app.

Yard Supervision

The school grounds are supervised by staff from 8.45 am each school day until 3.30pm. Bus travellers are supervised until the departure of school buses. Students arriving before 8.45 am are to sit in the undercover area until teachers commence yard duty. If students are at school after 3.30pm, they will be taken to the office with a phone call home to arrange pick-up.

Late Arrivals and Early Departures

We encourage attendance for the full day at school, however recognise that at times appointments can only be made during the day. If your child is late you will need to attend the office and sign them in to receive a late pass. If you are picking your child up early, you will need to sign them out at the office first, get a pass then attend your child's grade to collect them.

Lost Property

A large amount of lost property accumulates during the year. Please clearly name all of your child's items and clothing with their first and last name, including windcheaters, tracksuit tops and bottoms and hats. For lost property, please ask at the office.