



# Preparing your child for school



## Hazelwood North Primary School

### 2022 Term Dates

<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<p><b><u>Starts</u></b> Monday 31<sup>st</sup> January</p> <p><b><u>Finishes</u></b> Friday 8<sup>th</sup> April</p>	<p><b><u>Starts</u></b> Tuesday 26<sup>th</sup> April</p> <p><b><u>Finishes</u></b> Friday 24<sup>th</sup> June</p>	<p><b><u>Starts</u></b> Monday 11<sup>th</sup> July</p> <p><b><u>Finishes</u></b> Thursday 16<sup>th</sup> September</p>	<p><b><u>Starts</u></b> Monday 3<sup>rd</sup> October</p> <p><b><u>Finishes</u></b> Tuesday 20<sup>th</sup> December</p>

# TABLE OF CONTENTS

Page 3 – Principal’s Welcome

Page 4 and 5 – Before your child starts school

Page 6 – The first day of school

Page 7 – All about Hazelwood North Primary School

Page 8 – School Uniform

Page 9 – Food

Page 10 and 11 – Communication

Page 12 and 13 – Items required for school and Parent Engagement/ Participation

Page 14 – Health and Safety

Page 15 – How to support your child

Page 16 – Money sent from home/other important information

Page 17 – Our journey together

# PRINCIPAL'S WELCOME

Dear Parents and Carers,

We welcome you to Hazelwood North Primary School as valued members of our community, where we are committed to providing a safe, engaging and inclusive environment for all of our students, staff and families.

We are proud of the range of curriculum areas we offer at our school including literacy, numeracy, inquiry, Physical Education, Visual Arts, Performing Arts and STEAM, all delivered by our dedicated and enthusiastic staff.

We are currently building stronger links between school and home so that we are working in partnership to ensure your child has a smooth transition and enjoyable school experience. We provide opportunities for parents and carers to be involved in school activities, helping in classes and volunteering as part of our Parent and Friends' Club.

It is hoped that your association with the school is long, happy and rewarding and that attendance at our school will make a positive difference in the life of your child. We look forward to getting to know your child, you and your family.

Take care,

Gillian Connolly

# BEFORE YOUR CHILD STARTS SCHOOL

To assist your child to achieve a very successful start and adjust to school we would like to recommend the following:

- Independence is developed by encouraging children to tackle something by themselves. Parents who do everything for their children do them a disservice. Those children who are independent and need little direction in occupying themselves and in solving problems, can achieve more.
- If you haven't already, consider leaving your child with another trusted adult from time to time for different lengths of time and in different settings to help him or her gain more confidence and a greater level of independence and confidence in dealing with other adults and children without your support.
- It is also important that your child can communicate his or her needs with other adults in a polite and respectful way.
- As children are beginning in Foundation, we encourage all parents to say a quick goodbye to children and leave them to put away their belongings. This encourages independence and resilience from the very beginning and fosters ownership of themselves.
- Encourage your child to share, take turns and negotiate with others. Orchestrate some situations when your child will lose a game. It is important that they can accept that they may not always win and be okay with that.



# BEFORE YOUR CHILD STARTS SCHOOL (CONTINUED)

- Encourage your child to ask questions about going to school. If they have an older sibling at the school, they could also ask them questions.
- Show your child where the school is and talk about how you will get there.
- If possible, arrange play times with other families whose children will be going to the day school. It helps if your child knows another child at their school at the start of the year.
- Practise the things your child will need to do to get ready for school (putting things in their bag, remembering to take their hat, zipping up their bag, opening and closing containers.)
- Visit your local library and read books with your child about starting school.
- Be positive about starting school!



# THE FIRST DAY OF SCHOOL

The first day of school will be Monday the 31<sup>st</sup> January 2022. School will start at 9:00am and finish at 3:15pm.

We welcome you to arrive any time from 8:45 am for classroom doors to open at 8:50 am. Once your child is in the classroom, say goodbye. Please keep saying goodbye a short process to minimise any distress for your child. Remember they are going to see you again in just a few hours. If you prolong the good-bye, the message you give your child is that school is a scary place to be and that you are worried about leaving them there!



We will provide you with a calendar identifying your child's starting date and the assessment dates at the conclusion of our Orientation program. As children will have assessment on a Wednesday in the month of February, there will be no school for Foundation children on Wednesdays 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> of February. Foundation students attend school full time from Monday 28<sup>th</sup> February.

In an effort to find out as much as we can about each of our new students we have set aside some time during the month of February to assess what each student knows about numeracy and literacy. We will use this information to plan for the diverse needs of our students in the key areas. During February on a Wednesday, your child will attend a Literacy and Numeracy interview. All parents will be informed of the dates and the times of these interviews prior to the beginning of the child's Foundation year.

We thank-you for your co-operation and support in this regard. We look forward to using the data to drive our teaching.

# ALL ABOUT HAZELWOOD NORTH PRIMARY SCHOOL

## Assembly

We have assembly every fortnight on Friday afternoon beginning at 2:45 pm which lasts for approximately 30 minutes. It is held in the hall.

This is when, as a whole school, we celebrate student success amongst our pupils. It is also an excellent way to keep informed with what's happening in our school. We would love to see parents at assembly and we welcome you to attend.



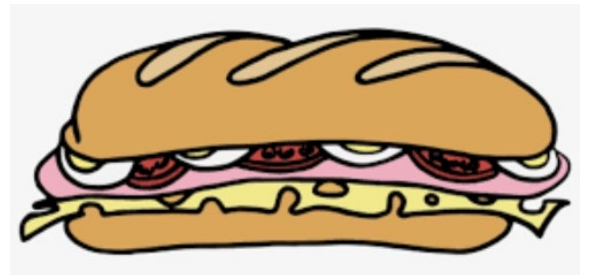
## Breakfast

A healthy, nourishing breakfast before the children begin school is a **MUST** for great learning and concentration. Foundation students have their first break at 11 am so a breakfast at home must sustain them until this time.

## Lunch Orders

The school Parents and Friends Club organise special lunches throughout the year. Information regarding lunch orders are communicated through our school newsletter and notices on the Sentral app.

If you would like your child to have a special lunch order, the order needs to be written on a clearly named and sealed envelope. It is placed in a special folder which is located in your child's classroom.



# SCHOOL UNIFORM

It is important that all belongings are clearly named with both first and last names.

Children are expected to wear their school uniform on a daily basis. If clothing is labelled it will most likely find its way back to its owner. However if your child loses some clothes, we have some lost property racks located in the sick bay within the office area. You are most welcome to search through the racks to look for lost property.

It would be appreciated if your child could independently use buttons and zips unaided. Children need to practise dressing and undressing and especially need to practise taking their own jumper on and off. Please teach your child to put on their socks and shoes and tie up their shoe laces. If this proves to be difficult, buy some shoes with Velcro or buckles that they can handle. Set aside time to practise and enough time for your child to dress themselves once school begins.

Hazelwood North's Uniform is available at the school office and available at Hip Pocket in Morwell.

Our broad brimmed and bucket hats may be purchased at our office and are compulsory in Terms 1 and 4. Whenever children are playing outside they are expected to wear their school hat. Those that do not have a hat will be required to remain in a shady place.



# FOOD

Your child will need a playtime snack, lunch and a drink bottle containing only water for their days at school.

Children eat their snack and lunch inside the classroom or in the undercover area and are fully supervised during these times.

A sandwich or wrap, some pieces of fruit and a yogurt or dry biscuits are enough for the children when the weather is hot. A cold freezer block can be added to your child's lunch box to ensure the yogurt is kept at the correct temperature. Please include a spoon for your child to use.

Show your child the food that is in their lunch box for their playtime snack and for their lunch. Use different sections of the lunch box or separate bags to distinguish between the food that can be eaten for their snack and the food that is for their lunch.

Please ensure that the children have practised taking the lids on and off the containers so they can be independent when eating. We encourage wrapper free food to reduce our litter.

At Hazelwood North, we encourage healthy eating so it would be great if parents could help reinforce this too by packing healthy snacks and lunches for their children.

We would like every child to bring at least one piece of fruit every day, which we eat during Fruit and Story time, usually about 12.30pm each day.

Our policy is that uneaten food will be sent home so parents can see how much food they need to provide for their child every day.

We are not a 'Nut Free' school, however we encourage students to be mindful if they do have any nut products in their lunch boxes, and to wash their hands after they have eaten. All staff are aware of any students that have any nut allergies (including any other food allergies) and are trained to manage anaphylaxis.

Children are allowed to keep their water bottles on their tables so they can access these as they work. This ensures that the children remain hydrated. Please ensure that your child has a drink bottle that is clearly labelled.

The children can refill their water bottle as required.



# COMMUNICATION

Informal discussions are always welcome, however please understand that the teacher must have their undivided attention on the children during class time.

Discussions which take place after school are the most effective. If you wish to make an appointment feel free to approach your child's teacher at a convenient time or contact the office. You may wish to email the school and your email will be forwarded on to your child's teacher.

## SENTRAL APP

We use the Sentral app as a major communication tool. It can be downloaded onto smart phones from the app store. You will require a unique code to access your Sentral portal for your first sign in. This will be provided at the beginning of the year.

## NEWSLETTER

All of our School notices are available online. Please check the school website for the latest information. Please check your child's blue satchel regularly for any additional notices.

## SCHOOL WEBSITE

Our website address is: <http://www.haznthps.vic.edu.au>

It can be used to access important information about our school.

## EMAIL

Our email address is: [hazelwood.north.ps@edumail.vic.gov.au](mailto:hazelwood.north.ps@edumail.vic.gov.au)

## PHONE NUMBER

The school phone number is 5166 1267.



## FACEBOOK

Many student events and information will appear on our Facebook page. Please make sure you 'like' the page to ensure you stay up to date with any new information.

## SEESAW APP

We use the SeeSaw app as a way for families to connect with their child's learning. Your child will upload aspects of their learning to SeeSaw through photos, videos and comments. It can be downloaded onto smart phones from the app store. Your child's teacher will send out login details at the beginning of the year with instructions on how to use the app.



## PARENT/TEACHER/STUDENT INTERVIEWS

Three way interviews involving the student, teacher and the parent (s) can be booked through Sentral. The first one is in Term 1 and is a 'get to know you and your child' meeting. The second is a more formal process where your child will share their learning with you from the semester.

Students will receive written reports in June and in December each year.

If you wish to meet more regularly or if you have any concerns, please see your child's classroom teacher to make an appointment.



## ITEMS REQUIRED FOR SCHOOL

All of the stationery and book supplies will be delivered to the school and will be ready for your child when they attend school on their first day.

All students are required to have an art smock for their visual art lessons. Big W, Best and Less and Kmart all stock these. If you would prefer, an old shirt is also a great option.

A Hazelwood North school hat can be purchased at our school office.

## **FAVOURITE TOYS**

Please discourage your child from bringing any breakable or valuable toys to school. A favourite toy lost or broken can result in heartbreak.

# **PARENT ENGAGEMENT**

## **PARENTS AND FRIENDS CLUB**

At Hazelwood North Primary School we have a small but valuable Parents and Friends' club that work to raise much needed funds for the school. We are always looking for new members to assist. If you are able to offer up some time and join our Parents and Friends' club, we would love to have you on board. Throughout the year our Parents and Friends' committee will have a fundraising activities planned. Parents and students will be notified about their upcoming events by newsletter and/or will be informed on our website and/or Facebook page.



Looking for Parent Volunteers!

## **PARENT PARTICIPATION**

As parents, you play a vital role in the education of your children and we welcome you

to become involved in our classroom and the school. Parents assisting in schools in any capacity must hold a current Working with Children's Check (forms are available online and at no cost at any Post Office).

Parents are also welcome to join our School Council which looks for new members each year. The scheduled Welcome BBQ in first term is a lovely way to get to know new people and to meet your child's teacher and other staff members.



The following list provides some examples of how you could be involved within the school

- Swimming program – assistance with supervision
- Listening to children read in the classroom
- Typing children's stories
- Preparing resources
- Covering books
- Going on camps and excursions
- Assisting with grounds and buildings improvements
- Standing for election as a school councillor
- Classroom helper
- Assisting with our Mothers/Father's Day Stalls
- Assisting with general fundraising activities



## HEALTH AND SAFETY

Please ensure all contact details of the people who are the emergency contact people for your child are up to date.

All staff are trained in CPR and in the management of Anaphylaxis on a regular basis. Yard duty staff carry asthma medication while they are out supervising the students, as well as Band-Aids and tissues,

Please inform the school if your child is unwell as soon as practicable in the morning on a school day.

If your child has been treated for head lice, please contact the school as soon as you detect the lice. You are required to notify the school so that the students in that grade can be checked to reduce the risk of a widespread outbreak.

If your child develops an infectious illness like whooping cough etc. please see your child's Doctor to direct you further.

If your child has asthma or anaphylaxis, you are required to supply the school with a copy of their management plan. Your child's doctor must sign this document.

Every child must produce proof of age and an immunisation certificate upon enrolment.

At the conclusion of each day we would like every child to be met with an adult, particularly in first term. Then as the child and you as parents feel confident, students can go with an older sibling or a trusted adult who is known to them. Please pick your child up on time and contact the school ASAP if you are going to be late.

Please be aware of the pick-up/drop off area located within the school car park. We ask that all cars move up as soon as practicable to avoid a traffic jam onto the busy road (Church Road) outside our school. If your child needs to cross Church Road to get to your car, we ask that you escort them across to ensure that they remain safe.

In order to use the bus services for free students must be located at least 4.8km away from school with Hazelwood North Primary School being their nearest public school. All students are escorted and supervised by a staff member until the bus arrives to pick up students at the end of the day. If you require more information about the bus services, please attend the office.

All yard duty teachers wear fluorescent orange vests and are available to solve difficulties in the yard.

Children are never allowed to wander the school unaccompanied during class time. Trips to the toilets, running errands etc. are all done in pairs.

## **HOW TO SUPPORT YOUR CHILD**

In making a successful transition to school we encourage children to take

responsibility for themselves by carrying their own bag and by caring for their own belongings. The children should help in packing their own bag each day so they are familiar with what is in their bag and where they can find it, should they need it throughout the day. The children should be encouraged to unpack their bag as this too develops positive habits and a sense of responsibility. Please leave enough time in the morning for your child to do this.

Arriving at school as the bell rings creates unnecessary anxiety and a lack of time for your child to unpack their bag independently. 8:50 am is a great time to arrive at school to give the children enough time to independently unpack their own bag in the morning and say hello to their classmates. Independent students become very successful learners!

As the year progresses the Foundation children are introduced to all of the expectations and values of our school. Our three school values are 'We are respectful, we are responsible, we are resilient.' When you notice that your child is displaying these values, try to acknowledge and encourage their behaviour.

If your child's teacher is at all concerned about your child's progress they will contact you to discuss these concerns with you. The conversations will remain confidential.

## **MONEY SENT FROM HOME**

All students will have an opportunity to buy a Zooper Dooper for 50 cents each day during Terms 1 and 4. Please make sure that the payment is secure in a clearly named envelope/small bag and can be kept in their school bag until it is time for the children to buy their Zooper Dooper at school.

Money brought for items such as Book Club/Book Fair should also be kept in either a small bag or labelled envelope.

## **OTHER IMPORTANT INFORMATION**

### **HOME READING**

It is important that you listen to your child read every night. Your child will bring home from school a blue satchel containing their reading diary and a take-home reader. Please make this a priority to set aside some time to sit down in a quiet place and listen to your child read. It is a great idea to ask them questions about the text to make sure they have understood what they have just read. Make sure the experience is positive. Reading is a necessary life skill and worthy of your time. Your child's reading diary and blue satchel need to be returned to school every day.

### **SWIMMING PROGRAM**

Hazelwood North Primary School offers a swimming program at the Ford Swim Centre in Traralgon. Qualified instructors take the sessions and the children will travel by bus for these swimming lessons. Even if your child already attends scheduled swimming lessons the school sessions are skill based and support your child's swimming progress.

## **OUR JOURNEY TOGETHER**

It is our pleasure to teach your child in their first year of school and we are feeling very excited about the year ahead and all of the possibilities that await!



The students remain pivotal to our focus and our work and we look forward to working closely with you to offer a highly successful year to every student.

We have produced this Parent Handbook as a book to help support you and your child settle happily into the Foundation year. Nothing takes the place of a face to face conversation as the need arises and we encourage you to approach your child's classroom teacher if you ever feel the need to better understand something or simply want clarification about a particular matter.

This together with the school's newsletter, assembly on a Friday afternoon and becoming registered with SkoolBag and SeeSaw are all powerful ways of keeping in touch with the school.

We trust that your child has enjoyed the Orientation Program at our school and is feeling excited about their Foundation Year. We are very much looking forward to teaching them!