



Enrolments – information about enrolling at our school

If you are interested in enrolling at our school, please download and complete an Enrolment Form available on our website ([Hazelwood North Primary School](#)), or request an Enrolment Form from our school office at 121 Church Road, Hazelwood North or by phoning 5166 1267.

Our school follows the Department of Education's [Enrolment Policy](#) for the enrolment, placement, and transfer of students.

Students who live within the school zone are guaranteed a place at our school. To find out whether you live in zone, visit findmyschool.vic.gov.au or visit our website [Hazelwood North Primary School](#).

All other applications will be considered subject to available space, and prioritised according to:

1. students with a sibling at the same permanent address who are attending the school at the same time
2. all other students in order of closeness of their home to the school.

If you are interested in enrolling at our school, please phone the school to arrange a tour and complete our [Student Application to Enrol form](#) available on our website, then send to hazelwood.north.ps@education.vic.gov.au. If you require a paper form, please contact the school office on 5166 1267.

An enrolment form will be provided when placement is offered.

Required documents

Required documentation includes:

- Completed [enrolment form](#)
- Evidence of identity and date of birth (for example, a [birth certificate](#) or passport)
- [Immunisation Status Certificate](#)

You will also be required to provide information about:

- your contact details
- emergency contact details
- health information about your child (such as allergies or illnesses they need to manage)
- other legal orders relating to your child and their welfare (if any)

Prep/Foundation enrolment

Starting school is an exciting time for children, parents and carers. We want to help make the enrolment process as easy as possible for you. Each year, the department releases the Foundation (Prep) Enrolment Information Pack for Parents/Carers, with information packs available from the beginning of Term 2 for students commencing foundation/prep the following year. These information packs, and other important information, can be found on the [Enrolling in Foundation \(Prep\)](#) page of the Victorian Government website.

School zones

Our school zone is available on findmyschool.vic.gov.au which hosts the most up-to-date information about Victorian school zones.

Students residing in our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address. Our school also has additional capacity available to welcome students who are outside of our school zone.

Our school manages enrolments using the [Placement Policy](#) to ensure that students have access to their designated neighbourhood school and may enrol at another school, if there are available places.



For more information, you can:

- visit [School zones](#) for answers to frequently asked questions
- call the Victorian School Building Authority (VSBA) on [1800 896 950](tel:1800896950)
- email the VSBA at vsba@education.vic.gov.au

Parent payments

Under the Department of Education [Parent Payments Policy](#), Victorian government schools are required to provide transparent information to their school community on voluntary parent/carer contributions.

The following documents outline the voluntary parent/carer contributions at our school:

- [Parent Payments 2024](#)

Before and after school supervision arrangements

Student safety at Hazelwood North Primary School is our highest priority and the safe and appropriate supervision of students is an important element of our duty of care to students. Part of this duty is ensuring parents and students are aware of our student supervision arrangements before and after school.

Before school: School grounds are supervised at 8.45am in the basketball court and playground area. If your child arrives early, they will be required to sit in the undercover area until staff are on duty.

After school: School grounds are supervised until 3.30pm. If a student is here after this time, they will be taken to the office and the parent/carer called to find out who is collecting their child.

Students on school grounds outside these times will **not** be supervised (unless they are attending a before or after school care program or supervised extracurricular activity).

Parents/carers are requested to ensure that students do not attend school outside of these supervised times unless they are attending before or after school care, or a pre-arranged supervised activity (i.e. sports practice).

Families are encouraged to contact Amanda Millet on 0497 102 783 or refer to [OSHC](#) on our website for more information about the before and after school care facilities available to our school community or if you would like any further information about our student supervision arrangements.

For a copy of our school's Yard Duty and Supervision Policy, please visit our website. This policy includes Hazelwood North Primary School's student supervision arrangements across the school day, including before and after school.



Child Safe Standards

Hazelwood North Primary School is committed to providing a child safe and child friendly environment, where students are safe and feel safe.

Our child safety and wellbeing policies outline the measures and strategies we have in place to support, promote and maintain the safety and wellbeing of our students:

- Bullying Prevention Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Complaints
- Digital Learning Policy
- Student Wellbeing and Engagement Policy
- Volunteers Policy
- Visitors Policy

As valuable partners in promoting and maintaining child safety and wellbeing at Hazelwood North Primary School we welcome and encourage your feedback.

If you have any suggestions, comments or questions in relation to our child safe policies and practices, please contact Gillian Connolly (Principal) on 5166 1267.

School policies

In Victoria, all schools must meet the [minimum standards for school registration](#). The minimum standards provide a foundation for quality schools through:

- good governance
- strong financial management
- effective curriculum
- sound teaching practices
- safe environments for children.

The following policies support us in these aims and in meeting the minimum standards. Please visit our website to access these documents:

Good governance and strong financial management

- Attendance
- Complaints
- Parent Payments
- Privacy
- Personal Property
- Statement of Values and School Philosophy

Effective curriculum and sound teaching practices

- First Nations People Learning, Wellbeing and Safety Action Plan
- Curriculum Framework
- Digital Learning
- Homework
- Mobile phones



Safe environments for children

- Anaphylaxis
- Asthma
- Bullying Prevention
- Camps And Excursions
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- Child Safety Responding and Reporting Obligations Policy and Procedure
- Duty Of Care
- First Aid
- Health Care Needs
- Inclusion And Diversity
- Administration of Medication
- Photographing, Filming and Recording Students
- Student Wellbeing and Engagement
- Visitors
- Volunteers
- Yard Duty and Supervision

School preparedness and pre-emptive actions for the bushfire season



Fire danger ratings indicate how dangerous a fire would be if one started in those conditions and provide clear direction on the safest options for preserving life. They can be a trigger for action in the community and for school and household level fire plans.

Schools and children's services listed on the Department of Education and Training's Bushfire At-Risk Register (BARR) and those at some lower risk of bushfire or grassfire on the Category 4 list will be closed when a Catastrophic fire danger rating day is forecast in their Bureau of Meteorology district.

Schools and early childhood services listed on the Department of Education and Training's Bushfire At-Risk Register (BARR) and those at lower risk of bushfire or grassfire on the Category 4 list take pre-emptive actions on elevated fire danger days to minimise the risk of being caught in a fire in these conditions. The category of risk (per the BARR or Category 4 list) determines the actions that the school or early childhood service will need to take on days of elevated fire danger.

Our school has been identified as being one of these schools at high bushfire or grassfire risk, and is listed on the Bushfire at Risk Register (BARR) / a category 4 school.

Our school will enact its pre-emptive action plan for possible **relocation / remote learning / closure** on a day forecasted as **Extreme fire danger rating** in our **local government area (LGA), City of Latrobe.**

Our school will also **close** on a day forecasted as **Catastrophic fire danger rating** in **City of Latrobe fire district 27.**

The department will advise our school of the potential for a **Catastrophic fire danger rating** as information becomes available, however the pre-emptive closure will be **confirmed by 1pm the day prior to Catastrophic fire danger day.**



Fire danger ratings are forecast by the Bureau of Meteorology up to four days in advance. Should a Catastrophic day be forecast, we will notify you of the potential closure by a Sentral message/phone tree. Closure of the school due to a forecast Catastrophic day will be confirmed on the day prior and we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Catastrophic day.
- Out-of-school-hours care will also be cancelled on these days.
- School camps will be cancelled if a Catastrophic fire danger rating day is forecast for the Bureau of Meteorology district in which the camp is located, or if the travel involves passing through areas that have Catastrophic fire danger.
- All bus routes that travel through the Catastrophic area will be cancelled.
- Depending on which fire weather district is impacted, bus route cancellations may affect our school.

Families are encouraged to enact their Bushfire Survival Plan on Catastrophic fire danger rating days. **On such days, children should never be left at home alone or in the care of older children.**

For those of us living in a bushfire prone area, the Country Fire Authority (CFA) advises that when Catastrophic days are forecast, the safest option is to leave the night before or early on the morning of the Catastrophic day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan and prioritised any maintenance works that may assist in preparing for the threat of fire and cleared our facility's grounds and gutters.

What can parents do?

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is relocated / undertaking remote and flexible learning and/or closed due to elevated fire danger or a Catastrophic fire forecast. Further information can be found on the [CFA's website](#).
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters, checking our website [Hazelwood North Primary School \(haznthps.vic.edu.au\)](http://Hazelwood North Primary School (haznthps.vic.edu.au)), our Facebook page, by talking to your child's teacher or any other member of the teaching staff about our emergency management plan.
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's Bushfire Survival Plan.
- You can access current information about school and early childhood services closures, including those due to elevated fire danger, on the Department of Education and Training's website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>
- Familiarise yourself with the ["My Community Bushfire Mitigation Plan"](#) from the Latrobe City.

Multiple sources that offer information on emergencies are listed below:

- VicEmergency app – that can be downloaded on your android and iOS mobile devices
- VicEmergency Hotline (1800 226 226)
- Website <https://emergency.vic.gov.au>
- Facebook (<https://www.facebook.com/vicemergency>)
- Twitter (<https://twitter.com/vicemergency>)
- ABC local radio, Sky News and other emergency broadcasters