



HAMPTON PRIMARY SCHOOL

Collaboration, Aspiration, Integrity, Resilience

PARENT HANDBOOK



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INTRODUCTION

As new parents to Hampton Primary School, I extend a warm welcome to you and your children to our community. It is a great privilege to educate and nurture your child over their time with us and I trust that as valued members of our community your experience at Hampton will be defined by fond memories and life-long connections.

At Hampton Primary School we have an established reputation for excellence in teaching and learning, value the engagement and involvement of our parent and broader community to enrich our programs, and place the utmost importance on the wellbeing of our students. I firmly believe that these three pillars provide an environment in which every child will flourish now and into their future.

Our Strategic Plan places each of these three pillars at the centre of our work here as a school in the constant pursuit of excellence and improvement. Our staff are challenged to prioritise their growth as professionals and are supported by a highly competent and experienced leadership team.

Our school norms of Aspiration, Collaboration, Integrity and Resilience are reflected through these priority areas.

I trust that you will find this handbook of great use in beginning your time with us and as a reference point into the future. Should you have any questions, please don't hesitate to reach out to us.

Joshua Sheffield | Principal



GENERAL INFORMATION

2024 TERM DATES & HOURS

Term 1 Teachers start Monday 29th January
Grade 1 – 6 Students start (not Foundation) Wednesday 31st January
Foundation Students start Thursday 1st February
Foundation students will not attend school on Wednesday 31st January, 1st, 7th, 14th, 21st and 28th February and the 1st of March.

Term 1 Ends 29th March
Term 2 16th April – 28th June
Term 3 16th July – 21st September
Term 4 7th October - 20th December

Please see the Compass calendar to events, curriculum days and other activities.

School commences: 9.00am
Morning Recess: 10:40am - 11.10am
Lunch: 12.50pm - 1.50pm
School Dismisses: 3.30pm

Teachers collect students from the line-up area each morning and walk them into the yard at the end of the day.

On the last day of Terms 1, 2 and 3 students are dismissed at 2.30pm following a school assembly. On the last day of Term 4, students are dismissed at 1.30 after assembly



KEY STAFF

Joshua Sheffield	Principal
Cameron Azer	Assistant Principal: Curriculum
Amanda Howe	Assistant Principal: Wellbeing
Nicole St Leon	Business Manager
Cathy McLorinan	Accounts
Andrea Maglio	Front Office
Deb Sinclair	Front Office
Susie Lohan	School Nurse
Jo Bergman	School Nurse (Wednesday)
Traci Cenedese	Leading Teacher: Specialists & Sustainability
Carolyn Platt	Learning: Mathematics
Liana Burns	Learning Specialist: English; Foundation & Transition
Leader	
Madeleine Paslis	Learning Specialist: Wellbeing; Grade 2 Leader
Madeleine Grace	Learning Specialist: English; Grade 3 Leader
Katia Mance	Grade 1 Leader
Cindi Kunaratnam	Grade 5 Leader
Max Attwood	Grade 6 Leader

FEES & VOLUNTARY CONTRIBUTIONS

Fees for the following year are issued in October. The school benefits significantly from the support from our local community to provide an enriching range of educational experiences and opportunities. Contributions also enable us to maintain our grounds and have a school nurse. Fee schedules for each grade can be found on our website.

If you are experiencing financial difficulties, please see the Business Manager or Principal.

OUT OF SCHOOL HOURS CARE PROGRAM

Team Kids offers an Out of School Hours Care Program every day from 7.30am-9.00am before school and from 3.30pm to 6.00pm after school. The program runs in the School Hall.

Enrolment forms and full details can be obtained from the office, logging on to www.teamkids.com.au or by ringing the Out of School Hours Care (OSHC) number directly on 0487 880 182.



SCHOOL POLICIES

School policies are reviewed regularly by the Education Sub-Committee and are ratified by School Council. They inform our processes and practices and can be viewed on Compass at any time by parents. They can be viewed at any time on our website, by following the URL: <https://hamptonps.vic.edu.au/community/policies/>

SCHOOL UNIFORM

School uniform is compulsory at Hampton Primary School. Please see below for an overview of the school uniform. Please note that while items are designed for specific genders, all uniform items are considered compliant for all students.

We are also a sun-smart school. Students are required to wear broad-brimmed hats outside between September 1 and April 30. They are available at the uniform shop.

GIRLS

BOYS

SUMMER	<ul style="list-style-type: none"> • green and white culottes with a gingham top • bottle green shorts • short-sleeved polo shirt, or T-shirt • green and white dress • bottle green or white socks 	<ul style="list-style-type: none"> • bottle green gaberdine shorts, • short-sleeved polo shirts or T-shirts (red or green) • green or white socks.
WINTER	<ul style="list-style-type: none"> • school track-suit (red or green) • green bootleg pants • long-sleeved polo shirt or skivvy (red/green) • green gabardine pinafore • green and red tartan pinafore • green winter culottes • bomber jacket, polar fleece bomber jacket, or school windcheater • bottle green tights, bottle green or white socks 	<ul style="list-style-type: none"> • school track-suit (red or green) • long-sleeved polo shirt or skivvy (red/green) • bomber jacket, polar fleece bomber jacket, or school windcheater (red or green) • green or white socks.
Red Reader Folder Art Smock Shoes can be either leather school shoes or runners (no open-toed shoes).		

UNIFORM SHOP

The school uniform can be purchased at:
PSW (Primary School Wear)
15 Mills Street, Cheltenham.



Please see their website for opening times or to order online www.psw.com.au

Second-hand uniforms can also be purchased online through the website www.relovduniforms.com and at termly sales at the school.

LOST PROPERTY

Please name all jumpers, hats, lunch boxes, drink bottles and personal items.

All lost property items are deposited in locked bins and redistributed weekly. All named items are distributed back to students, all unnamed items are donated to the Second-Hand Uniform Stall (sales termly) or charities.

Lost items cannot be recovered directly by students or parents and therefore students are strongly encouraged to take responsibility for their belongings.

STUDENTS' VALUABLES

We discourage students from bringing valuables to school. Whilst we will take reasonable measures to find valuables that are lost or misplaced, the ultimate responsibility for the care of these items must rest with the children. Please give careful consideration before allowing your children to bring valuables to school.

SUPERVISION OF STUDENTS

The school-ground is supervised from 8.45am and until 3.45pm after school. There are three teachers on duty at both recess and lunchtime. Children are supervised inside when the weather is considered unsuitable for outside activity.



ROAD CROSSING

Please encourage your child to use the school crossings in Hampton Street, or Ludstone Street to or from school. The crossings are supervised from 8:00 am to 9:00 am and from 3:00 pm to 4:00 pm. Also, we ask your cooperation, in parking your car clear of marked areas and observing the 2-minute parking zone during school pick up and drop off.

BICYCLE SAFETY

VicRoads recommends that children under 9 years old do not ride bikes or scooters in traffic unsupervised. Students who ride to school must wear an approved safety helmet and remember that bicycles and scooters are not to be ridden in the school grounds. A bike shed

is available and locked during the school day however as it remains unlocked overnight it is highly recommended that bikes and scooters are taken home every afternoon.

LUNCHES

Children are supervised while they eat their lunch. Lunchtime begins at 12.50pm and children eat their lunch in their classroom. Children who have not finished eating by 1.00pm sit in the eating garden whilst they finish their lunch. Students are strongly encouraged to bring their lunch as 'Nude Food' (ie. Without any rubbish / wrappers).

CANTEEN

The Snack Shack is open each Monday, Wednesday and Friday. The Snack Shack is not open on the first day and last day of each term. Price Lists are available on the school's website. Canteen orders can be placed via www.flexischools.com.au.

Parents are always needed to help in the Snack Shack - If you would like to help, or need further information, please Liz from Fun Fresh Foods on 0418 577 120.

ASSEMBLIES

Whole school assemblies are held on Friday afternoons at 3.00pm in the courtyard. Parents and friends of the school are welcome to attend when restrictions permit and will be advised of the ability to attend accordingly.

STUDENT PHOTOS

All students will have their school photos taken in February/March. These can be purchased from the photographic company.

STUDENT WELLBEING & FIRST AID

WELLBEING APPROACH

Our Wellbeing approach is based on the philosophy of Positive Education and is taught through a combination of explicit instruction and responding to needs as they arise, with a focus on developing students' empathy, compassion and resilience.

Our Wellbeing approach is based on the science of Positive Psychology and is underpinned by Visible Wellbeing. Visible Wellbeing is a whole school, evidenced-based program which provides a unified and consistent approach to wellbeing across the whole school. The program will provide both staff and students with a toolkit of strategies to implement into daily life to support their wellbeing.

At the core of Visible Wellbeing is the SEARCH framework. SEARCH framework's 6 pathways to wellbeing are: Strengths, Emotional Management, Attention & Awareness, Relationships, Coping and Habits & Goals.

Our school norms of *Collaboration, Aspiration, Integrity* and *Resilience* are also focused on developmentally throughout the years and in all contexts. These help to establish a growth mindset in students, an understanding of their character strengths with the goal of each individual flourishing.

Complementary programs that similarly build students' social and emotional capacity include a Grade 6 / Prep Buddy Program, substantial student leadership opportunities, Peacemakers, Restorative Practices and comprehensive transition programs.

Our school also employs a psychologist to support students and families with their mental health through consultations, assessments and professional learning opportunities.



BUDDIES PROGRAM

Our Grade 6 students are aligned to newly enrolled Foundation students before they have begun school to assist with students' transition. The Grade Six students enjoy the opportunity to support and care for their buddy whilst the Foundation buddies know that they have a support person in the school and in the yard at all times that they can look up to and learn from. Buddies support in the classroom with learning tasks and enjoy special lunches and activities together throughout the year.

TRANSITION

Effective transition is critical to students feeling confident, connected to school and positive about what can be an uncertain time. Transition to school from kindergarten and from primary school to secondary education are the two most significant transitions.

For students entering Foundation, transition begins in Term 3 and continues into the second half of the year. Specific dates and times will be sent out to families of enrolled students each year. These sessions allow the staff to familiarise themselves with students and the chance for students to begin to familiarise themselves with the environment, their peers and teachers. During Term 4 the Foundation teachers collect information from the kindergarten directors which involves transition statements, discussions and often visitations to the kindergartens.



The transition for our Year 6 students who will be moving on to secondary college commences with an opportunity to visit local government secondary colleges during the year. In addition, we have a debating activity that is conducted at a local secondary college and involves primary children from a range of local schools and secondary students. Teachers prepare a report on each child and this is provided to the secondary college. Secondary teachers visit the children here at Hampton and discuss the children with the Year 6 class teacher. All schools schedule a day where the Year 6s spend some time at their new setting.

CHILD SAFE STANDARDS

Hampton Primary School is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, the PROTECT Child Safe Standards provide a framework for a comprehensive approach to ensure child safety. 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.

At Hampton Primary School we have existing policies and procedures that aim to keep children safe. These incorporate the Child Safe Standards to embed a culture of no tolerance for child abuse and, if necessary, respond appropriately. Links to key documents are provided for your access here. Should you have any questions or concerns, please contact our school's Child Safety Officer, Amanda Howe.



ATTENDANCE

School attendance is directly connected to student outcomes and social connectedness. Absences inhibit a child's progress and should be privileged only for illness.

To register an absence, please use Compass. If you know your child will be absent for an extended period (e.g. holidays), please write a letter to the Principal explaining the reasons for the absence.

It is important that ALL children are at school by 8.55am to be ready for the commencement of the day at 9.00am.

Lateness is incredibly unsettling for both the child who is late and their class and has a significant compound effect on again, a child's academic performance and social connectedness. Children arriving late to school should be taken to the office where a late pass will be issued before they go to class.



In-school Appointments

If you must collect your child for appointments, personal reasons or sickness, you must go to the office first to collect an early departure slip and then collect them from their classroom. Children will only be released to a custodial parent unless permission for other arrangements is provided.

FIRST AID

Medical Emergencies

The school has a nurse staffing the sickbay from 10.00am until 3.00pm each day. In addition, a number of our staff are First Aid trained and can deal with minor accidents. However, if your child requires medical attention due to an accident or sudden illness, this will be sought promptly. If your child visits the sick bay for a minor incident, you will be notified via Compass. We will make every effort to contact parents by telephone for more serious incidents or in the event of an emergency.

Emergency Information

Please make sure that you provide us with two Emergency Contact numbers. It is very important that we are kept up to date with any changes in home, business and emergency contact phone numbers and addresses.

Medication for Pupils

If your child requires medication at school, please deliver it to the office and fill out a Medication Authority Form. The medication will be kept in a locked cabinet in the first aid room, and the school nurse will supervise and assist the child as the medication is taken.

Head Lice

If your child has Head Lice, please inform the school immediately. Your child must be excluded from school until the correct treatment has been carried out.

Anaphylaxis

An anaphylactic child is required to have an up-to-date ASCIA plan signed by their doctor and provide a Student Individual Anaphylaxis Management Plan each year. Please book a time to see the school nurse to discuss the management of your child's Anaphylaxis.

Asthma

If your child suffers from asthma, even occasionally, please fill out an Asthma Register form. This register is kept in the First Aid room and is referred to if your child suffers an attack at school. This form should be updated if your child's condition, or medication changes. You should also provide the school with a Ventolin puffer and spacer to use if your child has an attack at school. Please book a time to see the school nurse if you have any concerns about your child's Asthma.

INFECTIOUS DISEASES

As infectious diseases spread quickly a child must be excluded from school for the period mentioned or until a medical certificate is provided.

Chickenpox	Until fully recovered Note: Some remaining scabs are not an indication for continued Exclusion.
COVID-19	Please stay up to date with the latest COVID-19 restrictions within the school. These are often different to community restrictions and requirements so please contact the office for any questions.
Impetigo - School Sores	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with dressings.
Measles	Until fully recovered.
Pediculosis - Head Lice	Until appropriate treatment has commenced i.e. until an appropriate lotion is used to kill the lice.
Pertussis - Whooping Cough	Until appropriate antibiotic treatment has commenced and continued for 5 days.
Ringworm	Until appropriate treatment has commenced, supported by when requested, a medical certificate
Rubella - German Measles	Until fully recovered and at least four days from the onset of the rash
Scabies	Until appropriate treatment has commenced, supported by a medical certificate.
Streptococcal Infections & Scarlet Fever	Until a medical certificate of recovery is produced.
Meningococcal Infection, Tuberculosis, Typhoid and Paratyphoid Fever please phone the school.	

CERTIFICATE OF IMMUNISATION

Prior to entry to school, the parent/guardian of a foundation child is requested to provide a certificate of immunisation issued by the local council. If your child has not received any immunisations you must still provide an Immunization History Statement which states no vaccines have been given or provide an Exemption Statement.



CURRICULUM

At Hampton Primary School, our rich curriculum is based on the Victorian Curriculum (<https://victoriancurriculum.vcaa.vic.edu.au/>) and is underpinned by a holistic philosophy that places equal emphasis on academic rigour, global citizenship and positive wellbeing. Learning occurs in a highly focused, collaborative and stimulating environment where teachers deliver carefully designed experiences that explicitly build deep levels of thinking and application.

The development of Literacy and Numeracy skills, knowledge and understanding forms the strong foundation of a broad curriculum that positions student voice and agency at the centre of program planning and delivery. The school's excellent record of sustained high academic achievement is enriched by our extensive Specialist program which provides a range of opportunities for students to excel in the areas of Music, Visual Art, Dance, STEAM, Physical Education and Mandarin.

Further information and detail regarding specific subject areas, including English, Mathematics and Inquiry learning can be found on our website.

EXTENSION & SUPPORT

At Hampton, learning enhancement operates throughout the school. First and foremost, our classroom teachers can target their teaching to meet the needs of students in their class. Teachers at Hampton are expected to differentiate learning tasks to a child's point of need so every student has the opportunity to build on their current level and be supported in the classroom to set and achieve their own learning goals.

Students below and well above expected levels have an Individual Education Plan that documents support or extension goals and the strategies used at school and home to support continued success.

Additionally, students can access other support and enrichment opportunities such as the Maths Olympiad, Victorian High Ability Program, Mathematics Intervention, Multi-sensory Structured Learning (MSL) and Levelled Literacy Intervention.

The school also works closely with a range of allied health professionals to develop shared goals and support strategies for students seeing occupational therapists, counselling, and speech therapy.

DIGITAL TECHNOLOGIES

We highly value the role that technology can play in educating our students. When used effectively, technology can transform learning and provide opportunities to develop the crucial skills that our students need to thrive in the 21st century. Across the school and in particular in Years 4 – 6, where we have 1-1 BYO iPad programs in place, we aim for balance. Balance means monitoring the time our students are using technology throughout the day and only using the devices only when it adds value to the learning task.

Importantly, we are committed to providing a safe, structured and secure environment where our students can learn the crucial skills necessary to responsibly and appropriately manage their use of technology. With the guidance of our



whole school Cyber Safety Project Curriculum and Scope and Sequence, our teachers design regular sessions that educate our students about their responsibilities online. For more information, please visit our website.

Smart Phones & Watches

Consistent with the Department of Education’s policy, students are not permitted to have smart phones or watches at school. Students that bring these to school sign them in at the start of the day with their class teacher, and they are securely locked until collected and signed out at the end of the school day.

SPECIALISTS

Our school is very proud of the level of rigour and resultant performance that our students enjoy through our specialist program. All students from Foundation to Grade 6 participate in weekly STEAM (Design & Digital Technologies) Physical Education, Mandarin, Music and Art sessions. In each, they are provided with rich experiences and opportunities to extend their talents and passions. As a result of the way in which we foster our students’ talents and passions, we are an incredibly high-performing school in music and sport in particular. Our specialist teachers are supported by a Leading Teacher who works with them to ensure that programs are of a high-standard and challenge and engage students of all abilities.



LIBRARY

Our school has a beautiful library that students visit weekly with their class teacher. The library is also open at lunchtime for students to browse, borrow and relax. Students may borrow books regularly. Cloth bags to carry books to and from school are required. These can either be made at home or purchased from the uniform shop.

EXCURSIONS & INCURSIONS

Our school has an extensive excursion and in-school visit (incurSION) program. These visits are normally prepared as part of the group’s teaching program and therefore all children are expected to attend. All excursions require parent consent and/or payment on Compass. If consent has not been received by the cut-off date your child cannot attend the excursion. In this instance, no refund will be issued. For local walking excursions, parents will be asked to sign an annual local excursion form.

EXTRA-CURRICULAR OPPORTUNITIES

The Extra-curricular experiences and activities that our school provides further extend our students’ opportunities to pursue interests and passions in the familiar surroundings of our school environment. Many different programs run throughout the year that you will be notified about via Compass or in the Newsletter. Below are some opportunities that currently exist at our school. Should you have any questions about them please contact the office.

- After School Music
- Instrumental Music Lessons before, during and after school hours including: piano, guitar, violin, drums, singing and more.
- DigiMaker & Young Engineers STEM Programs
- Art Smart Visual Arts Program

PARENTS & COMMUNITY

COMMUNICATION

Regular communication occurs through a range of mediums that address various purposes. Please see an overview of each below.

COMPASS

As part of our commitment to maintaining strong links between home and school we use the Compass platform as a central access point for all communication and information for our parent community.



Compass is the primary communication tool for Hampton Primary School and all school newsletters, notifications, excursion consents, payments, fees and student reports are only accessible via Compass.

Families have a unique family username and password which is provided to each family upon enrolment. You can access Compass via an App on your phone or the Compass website on a tablet or home computer.

NEWSLETTER

The Newsletter is issued fortnightly on Compass on a Wednesday. It is important to read the Newsletter weekly to keep up to date with all that is happening throughout the school. You can subscribe directly to the newsletter via [this link](#).

SOCIAL MEDIA

The school currently has an Instagram and Facebook account that, through multiple posts weekly, provides reminders, insights as to happenings in the school and builds an understanding of our staff and students.

You can follow us at [@hamptonprimaryschool](#) (Instagram) or www.facebook.com/HPSevents (Facebook)

PARENT/TEACHER MEETINGS

Pastoral Care sessions are held in February. Parent/teacher interviews are held in Term 3. In addition, you are always welcome to discuss your child's progress, by making an appointment with the teacher.

CONTINUOUS ASSESSMENT

We are excited to share our classroom learning with parents via the online platform Seesaw. Seesaw gives students tools to capture, reflect and share their learning. This then offers parents a window into our classrooms and into your child's learning.

It also provides opportunities for you to engage in conversations centered on your child's learning. Families connect to their child's Seesaw journal to participate in their student's learning, see student work, and celebrate progress.

Some of these tasks are shared by Specialist teachers as celebrations. Other tasks are assessed by class teachers and students and the feedback is shared with you in Seesaw.

We encourage you to engage with Seesaw and your child's learning.

VOLUNTEERING

We actively promote a wide range of opportunities for parents to engage in the school community in the way in which you feel most comfortable. For this reason, you are encouraged to contribute in a variety of ways in our school as classroom helpers, as members of committees, in the canteen, at Working Bees and in a myriad of other ways. Opportunities to volunteer will be communicated at the relevant times by the teachers directly, in the Newsletter or via Class Representatives. Please ensure you keep abreast of each to ensure you have the chance to engage in your child's education and our school.



WORKING WITH CHILDREN CHECKS

Under the *Working with Children Act 2005* (the Act), people who are doing **child-related work** need a Check. This applies to both paid and volunteer workers. Child-related work is an activity undertaken in any of the occupational fields referred to as 'services, bodies or places or activities' in the Act.

You do need a Check if you meet ALL 5 criteria listed below:

1. You engage, or intend to engage, in child-related work as an employee or volunteer.
2. You are an adult working/vol with under 18 year olds.
3. You are working in any of the occupational fields listed in the Act.
4. Your work involves direct contact with children. Direct contact means physical, face-to-face, written, oral or electronic contact.
5. Your contact with children is part of your duties and not incidental to your work.

Please be aware that to participate in any Hampton Primary School Volunteer roles (Classroom helpers, Snack Shack volunteer, events volunteering, etc) we require you to hold a current Working With Children Check. It is suggested if you do not already hold a Current Check, please apply online at www.workingwithchildren.vic.gov.au. If you have a current WWWC we request that you update your details and include Hampton Primary as one of the volunteer organisations before commencement.

SCHOOL COUNCIL

Our School Council meets monthly and comprises 10 parents and 5 staff who together:

- establish the broad direction and vision for the school
- develop, review and update the policies of the school
- raise funds for school-related purposes
- regulate and facilitate the after-hours use of our school
- exercise general oversight of the buildings and grounds ensuring they are kept in good order and condition
- ensure all money coming into the hands of the council is properly expended
- ensure they take account of the views expressed by the school community for the purpose of making decisions in the best interests of the school and our students
- ensure the annual report and school's strategic plan is published and available to the school community
- stimulate interest in the school in the wider community.
- Support the work of the sub-committees, which include Finance, Education and Buildings and Grounds, as well as our Parents' Association.

Parents are invited to nominate for School Council annually through the newsletter and are elected to the role for a two-year term.

Should you wish to nominate to be on a sub-committee please contact the school directly.

PARENTS' ASSOCIATION

The Parents' Association at Hampton Primary School strives to develop a sense of community between students, parents, and teachers.

PA meetings are held regularly and provide a forum for discussion of relevant issues for parents. Working closely with several fundraising event teams, the PA assists in planning and organising social functions and fundraising opportunities for the school as well as assisting new families joining the school where needed.

The meetings are friendly and informal and everyone is welcome. For more information or if you wish to get involved please email hamptonprimaryschoolpa@gmail.com

MUM'S & DAD'S CLUBS

our Mum's and Dad's clubs exist with the sole purpose of providing opportunities for parents to connect and enjoy each others' company through a range of activities. From social events to clubs (such as surfing and cycling), to the Dad's and Kids Camps, there are a range of opportunities to be involved with. To sign up to the distribution list / WhatsApp groups for either, please see the details below.

Mum's Club: contact Linda Corr at lindacorr83@gmail.com or Ellie Dimitra at ellie@uvsl.co

Dad's Club: contact Mark Alexander at markalex@hotmail.com or Sven Karlsson at svenk76@me.com

