



HAMPTON PARK
PRIMARY SCHOOL



2025 New Families Handbook



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The information in this handbook is provided as a guide to parents who are enrolling their children at Hampton Park Primary School for the 2025 school year.

All information is accurate at the time of printing but may change as the school continues to develop its programs and policies.

Updated versions of this handbook will be added to the school's website:

www.hpps.vic.edu.au

Message from the Principal

Dear families,

On behalf of the school community I extend to you a warm welcome to Hampton Park Primary School. I am confident that your child will enjoy their time with us at Hampton Park and will grow academically and socially as a result of the comprehensive curriculum we provide to all students.

For students beginning in Foundation (the first year of school), our Transition Program provides an excellent introduction to our school not only for your child, but also for you. We provide the children with an opportunity to become familiar with the school environment and the staff they will be working with when they begin school. We also provide you, the families, with information about the school and how best to support your child as they embark on a new stage in their lives.

I am sure that you would agree that one of the most important roles of education is to help prepare children to grow as effective and valuable members of society. At Hampton Park Primary School we believe that education is the joint responsibility of the school and families. We recognise that each child will develop and grow according to their abilities and interests. We also know that encouragement, support and assistance provided by teachers and families will make a significant difference to the rate at which children learn.

Your involvement in the school not only assists us in supporting your child in their learning, but also demonstrates to them how highly you yourself value education.

A good start at school is extremely important for all children. We hope that this handbook provides you with the information you need in order to help your child make an excellent start at our school.

Sharne Winstone

Principal

School Profile

Hampton Park Primary School was established in 1922 and was the first school in Hampton Park which is in the City of Casey in Melbourne's southeastern suburbs. The school has a current enrolment of 435 students who come from diverse socio-economic and cultural backgrounds.

A strong sense of community is promoted, characterised by the school's friendly, welcoming and caring environment.

At Hampton Park Primary School we place great importance on:

- Providing a safe and secure environment
- Developing each child's potential through personalising their learning
- Working in partnership with families
- Developing positive attitudes to learning
- Striving for excellence in everything we do
- Fostering co-operation with all members of the school community
- Developing independence
- Involving families in classroom programs and co-curricular activities

The school has a balanced and comprehensive curriculum which is based on the Victorian Curriculum. We offer a range of specialist programs including Science, Digital Technologies, Physical Education, Mandarin, Performing Arts and Visual Arts.

Hampton Park Primary School has a strong focus on student wellbeing. We are implementing Rights, Resilience and Respectful Relationships as part of our Social and Emotional Learning.

Our School Values

Our school values apply to all members of the Hampton Park Primary School community:

- **Respect**
- **Responsibility**
- **Resilience**

Our Service Standards

At Hampton Park Primary School we place great importance on providing a rich, varied and challenging educational experience for our students.

To ensure that all students progress at their optimum level, teachers will:

- **Value each individual student** in the classroom and understand their backgrounds, interests and perspectives
- Help every student succeed by **understanding their individual learning needs** and providing a program to support these needs
- Build **strong literacy and numeracy skills** in recognition of the importance these skills have in underpinning learning
- Value active involvement and have **high expectations** of all students
- Use assessment practices that reflect learning objectives and **provide constructive feedback** to the students which will drive future learning

Key Information



School day begins.

Students head to their classrooms at 8:50am.



School day ends at 3:20pm.

School Times

8:50am:	Students go to their classroom ready for the day's learning
9:00am:	Lessons begin
11:30am:	Eating time
11:40am:	Lunch time play
12:20pm:	Class time
2:00pm	Recess
2:30pm	Class time
3:20pm	Students dismissed

Classes at Hampton Park Primary begin at 9:00am. In order to assist students be ready to begin class on time, teachers open their classrooms at 8:50am so that students can bring in their bags, check the communications board in their room, change readers and be seated ready for their first lesson to begin when the final bell goes at 9:00am.

When students arrive late to school, they miss important information at the beginning of the day which generally results in the students falling behind in their learning. In addition to impacting on their own learning, students who arrive late to school also disrupt the learning of other students by interrupting the teacher's instructions and the general flow of the lesson. Please assist your child to arrive at school on time every day.

Students who arrive after 9:00am will need to report to the office to sign in, as the roll will have been marked.

Supervision of Students

Teachers are on yard duty to supervise students in the morning from 8:45am and after school until 3:35pm each day unless you are notified otherwise.

Please note that the schoolyard is not supervised by staff before 8:45am or after 3:35pm.

Please assist us to keep your children safe by coordinating your drop off and pick up times with the school's starting and finishing times.

Term Dates for Students - 2025

Term 1: 29 January (Foundation students begin 30 January) to 4 April

Term 2: 22 April to 4 July

Term 3: 21 July to 19 September

Term 4: 6 October to 19 December

Communication with families

We use the Compass Parent Portal as a main means of communication with families. When your child starts at school, you will receive a letter with the details to set up your Compass account.



To access the Compass Parent Portal go to [School Search | Compass](#)

or download the COMPASS Parent Portal App, via your App store. You will need to register if it is your first time using Compass. To do this you will need to enter the Access Key that will be provided to you by the school. If you have misplaced or cannot remember your Access key, please contact the Office.

Once registered and logged in you will be able to:

- View your Child/children's reports
- Book parent teacher interviews
- Advise of student absences
- View our school calendar
- Access notices and newsletters
- Receive notifications and messages from the school.

We encourage all families to download this App.

Out of Hours School Care

We have an Out of School Hours Care program run on site at school, in our PE Centre. This program is run by TheirCare. If you would like more information about the TheirCare program, you can contact TheirCare using the details below. We encourage all families to register for TheirCare when enrolling, in case you have an unexpected need arise and need to use the service.



Social, enjoyable & fun experiences for children

Develop creativity, life skills & confidence through play

Qualified, caring & engaged staff

Exciting & thoughtfully developed programs

Healthy & Yummy food provided each day

Bookings now open!

	Monday - Friday Hours of Operation	Fees before Child Care Subsidy*	Out-of-pocket fees after Child Care Subsidy**
Before School Care (BSC)	6:45 AM to 8:30 AM	\$19.86	\$1.88
After School Care (ASC)	3:30 PM to 6:30 PM	\$27.25	\$2.72
Pupil Free Day	6:45 AM to 6:30 PM	\$62.88	\$6.28
Holiday Program***	6:30 AM to 6:30 PM	\$62.88	\$6.28

*Standard fee costs before Child Care Subsidy / ** Standard fee costs after maximum Child Care Subsidy / *** Standard fee costs excluding incursions/occasions

Cancellation Fees
(No Child Care Subsidy applied to Cancellation Fees)

BSC/ASC within 24 hours of session start time: **\$4.00**

Holiday Program within 5 days of session start time: **\$10.00**

Same day cancellation fee is out-of-pocket session fee.

Late Booking Fees
(Child Care Subsidy is applied to Late Booking Fees)

BSC/ASC within 24 hours of session start time: **\$4.00**

Holiday Program: book less than 5 days from the session start time fee is **\$10.00**

Late Pick-up Fees
(Child Care subsidy does not apply to Late Pick-up Fees)

\$1 per minute after service close time.

To register visit theircare.com.au

Service Phone number:
0637 100 227

Your service Coordinator will be available during session times.



Save up to 90% With the Child Care Subsidy!

TheirCare support team is available between 6.30am - 9pm weekdays (Eastern Standard Time) on 1300 072 410 or info@theircare.com.au

Preparing your Foundation child for school

Starting school is one of the most significant social transitions made by young children and families can do much to make this transition a smooth one.

Children develop at different rates and start school with varying levels of ability, social skills and independence. At Hampton Park Primary School we take this into account when planning programs and activities.

There are many ways that families can prepare their children for school and help make the transition as successful as possible. For example:

- Preschool or kindergarten is the ideal way to prepare your child for school, but where preschool has not been possible, playgroups or playing at home with other children can provide opportunities for children to learn the art of socialising and independent behaviour. If your child has not attended any formal pre-school programs, we encourage you to join our Little Owls Playgroup. Here they can develop the skills and confidence that will assist them to make a smooth transition into Foundation next year. The playgroup is held each Thursday morning at 9:00am in the school hall. Please contact the office if you are interested in attending with your child.
- Hampton Park Primary School offers a transition program for next year's Foundation students in Term Four. We highly recommend that your child participates in this program, but if your child is unable to attend, we encourage you to bring them to school before the first school day of next year to help them become familiar with the school environment.
- After reading through this handbook, please talk to your child about what they can expect at school. Explaining the structure of a normal school day will help your child to have realistic ideas about school and help them to be less anxious about beginning school.
- Before school begins in 2025, help your child practise getting ready for school so that he or she knows what they need to do each morning when coming to school.



- Your child will be in a Foundation grade and they will be working towards achieving Foundation level in all areas of the curriculum as the year progresses.

For the safety of your child, it is helpful for them to:

- Know and recognise their name
- Understand the drop off and pick up arrangements for school which includes knowing who will collect them at the end of each day
- Understand that they should go to the office if they are not collected after school

Encourage your child's independence by teaching them to:

- Put away their toys
- Care for their property
- Dress and undress themselves
- Put their own socks and shoes on
- Practise good toileting and hygiene habits including washing and drying their hands after going to the toilet and before eating food
- Blow their own nose
- Zip and unzip their schoolbag
- Carry their own schoolbag and if it's a backpack, be able to put in on and take it off without assistance
- Open and close their lunch box as well as opening or unwrapping food items
- Listen carefully
- Follow simple instructions
- Understand the terms back, front, behind, up, down, in, out, under

Your child is ready for school each day if he or she:

- Has had a good night's sleep
- Is clean and dressed comfortably in school uniform
- Has had a nutritious breakfast including something to drink
- Has been to the toilet
- Is leaving home in a happy frame of mind



THE FIRST DAY OF 2025 AND SCHOOL TIMES FOR FOUNDATION CLASSES

The first day for students Grades 1-6 is Wednesday, 29 January 2025.

Foundation students will start school Thursday 30 January.

Our school day runs from 8:50am until 3:20pm.

Foundation students in 2025

- **Foundation students will attend 4 days per week for February 2025. That is Monday, Tuesday, Thursday and Friday.**
- **From the week of Monday 4th March**, all Foundation children will be required to attend school every day of the week.

- Please bring your child to their classroom (directions on first day), so they can be ready for the school starting time of 8:50am.
- When you and your child have greeted the teacher, say goodbye brightly and then go. If you feel like crying, please wait until you're away from the classroom. If you linger over the goodbye and appear hesitant, your anxiety will spread to your child.
- If your child starts crying, take your cue from the teacher. Repeat your farewell greeting, and then leave. The teacher will comfort your child and have them settled within minutes.
- School finishes at 3:20pm and students will be brought out of their classrooms by their teachers.

Foundation Entry Assessment will take place during February.

The Wednesdays will be used for mandated Foundation entry assessments and your child will be given a one-hour appointment time on one of the Wednesdays that they must attend. On the Wednesdays your child does not have an appointment they must stay at home.

This testing is extremely important so it is expected all students attend at their allocated time.

During the whole of Term 1 it is expected that children will be collected by a parent or other authorised adult at the end of each day. After school care is provided by TheirCare, on the school grounds. Details are available from the office.

Our Whole School Expectations

At Hampton Park Primary School, we believe in the right of every child to feel safe and happy at school, and the right of every child to learn, uninterrupted. We believe in these values as they help to strengthen our community and build a strong and supportive team. They will also help to maximise each child's opportunity to learn. In order to enact these rights, we have shared expectations of all members of our community.

Hampton Park Primary School follows the Department of Education's **Schoolwide Positive Behaviour Support Program (PBS)**. Through the PBS program, we focus on explicitly teaching expected behaviours at school, having clear expectations of all students and clear processes to enact when students are not demonstrating the behaviours expected at Hampton Park. We also reinforce and recognize the positive behaviours and choices that 99% of our students make all of the time.

On this page we have highlighted these expectations and the process we follow if they are not being shown. We look forward to your support with this program and helping to model these expected behaviours. This helps to make Hampton Park Primary a strong team and fantastic place where everyone has the best opportunity to learn. Working together, both as families, students and teachers, we can help each student to achieve their personal best and have a fantastic experience at Hampton Park Primary School.

Our Behaviour Expectations





We use kind and appropriate language.



We show respect towards people, property and the environment.



We keep our hands and feet to ourselves.



We stay on task and use our learning time well.



We follow all staff directions.



We ask for help when we are stuck.


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If a student is not demonstrating the expected behaviours at Hampton Park Primary, the following process is followed across the school. Where a student is being unsafe or non-compliant, these steps will be accelerated.

1. Remind

The teacher will give a non-verbal or verbal reminder of the expected behaviour.

2. Refocus

The teacher will explicitly refocus student from non-expected behaviour back towards what they should be doing.

3. Reflect

The teacher will relocate the student to an alternate area of the classroom for a short period of time to reflect on their behaviour.

4. Relocate

The student will be relocated to another classroom. Student will complete a reflection at recess.

5. Reset and reteach

Student will be relocated to Wellbeing Hub to complete work and reteach expected behaviours.

At all times, the school staff aim to resolve issues as quickly as possible. Students are assisted to understand their role in any conflict or issue and what choices they could have made that might have had a more positive outcome. Restorative justice practices and the reflection process support this understanding.

Where a student is consistently not demonstrating our expected behaviours, or acts in a way that is unsafe or impacts the learning of others, the following actions may also be taken:

- Parents may be notified and/or requested to attend an interview with the student and class teacher, student wellbeing teacher, Assistant Principal or Principal
- Students may be withdrawn from the classroom or playground
- Students may have privileges withdrawn
- Suspension from school in accordance with Department of Education guidelines

Hampton Park Primary School is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

Our Statement of Values sets out our behavioural expectations for all members of our school community, including the Principal, all school staff, parents, carers, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated at our school.

To create our positive environment, as a **staff** we:

- model positive behaviour to students consistent with the standards of our profession
- proactively engage with parents about student outcomes
- work with parents to understand the needs of each student and, where necessary, adapt the learning environment accordingly
- work collaboratively with parents to improve learning and wellbeing outcomes for students with additional needs
- communicate with the principal and school leaders in the event we anticipate or face any tension or challenging behaviours from parents
- treat all members of the school community with respect.

As **students**, we:

- model positive behaviour to other students
- comply with and model school values
- behave in a safe and responsible manner
- respect ourselves, other members of the school community and the school environment.
- actively participate in school
- do not disrupt the learning of others and make the most of our educational opportunities.

As **parents and carers**, we:

- model positive behaviour to our child
- ensure our child attends school on time, every day the school is open for instruction
- take an interest in our child's school and learning
- work with the school to achieve the best outcomes for our child
- communicate constructively with the school and use expected processes and protocols when raising concerns
- support school staff to maintain a safe learning environment for all students
- follow the school's processes for communication with staff and making complaints
- treat all school leaders, staff, students, and other members of the school community with respect.

Uniform

Wearing of our school uniform is compulsory for all students.

School uniform with logos can be purchased from PSW. PSW is located at PSW, Unit 1, 9-11 South Link, Dandenong South.




Phone: 8768 7490.
Shop Hours: Monday to Friday 8.30am – 5:00pm
Saturday 9:00am - 5:00pm

Please check the PSW website as opening hours may change throughout the year www.psw.com.au


School uniform items do not need to be logoed, and the appropriate coloured items can also be purchased from any other retailer, such as Kmart or Best and Less.


All students are required to wear predominantly black shoes to school. Runners may be brought to school for PE and sport sessions, but students must change back into their black shoes at the conclusion of these sessions.




HAMPTON PARK PRIMARY SCHOOL
CURRENT UNIFORM

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HAMPTON PARK PRIMARY SCHOOL STOREBOARD - 2024







1100105 S/S Polo




1100155 L/S Polo




1160330 Rugby Shorts




1100375 Skort




1100295 Open Hem Windcheater




1100266 Bomber Jacket




1160299 Polar Fleece Jacket




1103001 A-Line Shift Dress




1110465 Classic Pant




1110423 Trackpants Double Knee- Rib Cuff



1110445 Cargo Pants




1160200 Raincoat




2511050 Crew Socks


ACCESSORIES




8362200 Explorer Bag




1100507 Legionnaire Hat



1106250 Polar Fleece Beanie



1100582 Adjustable Mesh Bucket Hat



8360396 Scholar Bookbag

Student Dress Code



FOOTWEAR	Black school shoes or boots (flat heel only) or runners that provide adequate support for normal school activities, preferably predominantly black. <i>No wheelies or spikes.</i>
SOCKS	Plain black, white or red socks or tights
TOPS	<ul style="list-style-type: none"> ▪ Red polo shirt ▪ Red crew neck windcheater ▪ School bomber jacket in black and red <p><i>Plain black or red skivvy, thermal or shirt (no logos or prints) can be worn <u>under</u> shirts or jumpers.</i></p> <p>Year 6 windcheater or polo shirt (for current year, as approved by the Principal), to be worn by Year 6 students only.</p>
DRESS	Red and white gingham dress. Full length, black cotton leggings may be worn under the dress. <i>Black bike shorts may be worn but not visible below the hemline.</i>
PANTS	<u>Full length black</u> fleecy track pants, trousers or cotton leggings. <i>No logos or stripes. No jeans or lace.</i>
SKORTS and SHORTS	Plain black shorts or skort with no logos or stripes, at least mid-thigh in length. <i>No netball or ballerina skirts and no footy, jeans or bike shorts.</i>
HATS and HEADWEAR	<p>Hat: From 1st September – 30th April all students in Prep to Year 6 are required to wear a sun hat. Sun hats, such as a legionnaire's or slouch hat, must protect student's head, face, neck and ears. Sun hats must be red. From 1st May – 31st August, Beanies are permitted. Beanies must be all red or all black.</p> <p>Baseball caps are not sunsmart and not permitted.</p> <p>Scarves: Black or red</p> <p>Cultural Headwear: Headscarves and hijabs should be plain in design, preferably predominantly in one of the school colours - red or black or white.</p>
HAIR and ACCESSORIES	<p>Hair: All hair decorations to be black or red. All shoulder length hair to be tied back.</p> <p>Make Up: Cosmetics, including nail polish may not be worn at school, unless for designated occasions, with the approval of the Principal.</p> <p>Jewellery: stud earrings and sleepers worn in the ears, plus watches, are the only acceptable jewellery, e.g. large hoops and earrings that dangle from the ear may not be worn, for safety reasons</p> <p>Wrist wear: A wristwatch or fitness tracker (i.e., Fitbit) may be worn. Any device with mobile or camera capability is not permitted.</p>

General Information

Attendance

Attending school every day is important for a student's education. Absence from school means that learning opportunities are reduced and this can ultimately lead to poorer student achievement. Additionally, the impact of high levels of absenteeism will be felt long after the student has left school.

The Department of Education (DE) requires parents or guardians to contact the school by phone on any day of absence with an explanation for the absence of any student. Students should not be absent from school except for illness. Class teachers will provide work for a child who is away for an extended period. The school will regularly send a reminder to any families who have not provided reasons for their child's absence from school as we are required to maintain accurate records.

We discourage family holidays during the school term as students fall behind in their work and often find it difficult to settle when they return. If you are planning a holiday during school terms, notification of the absence must be completed by using the form available at the office.

Absence from school and class clearly affects the absent student, but also impacts on the teacher's ability to plan and present class work in a sequential and organised way. This can affect the progress of all students in the class, not only those missing, and can make classroom management difficult. Put simply, students with high levels of absence tend to achieve lower academic results. Twelve days or more absence by a student in one year requires action to ensure the student doesn't fall behind in their studies.



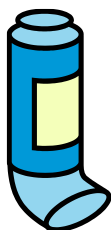
Ambulance Cover and Accident Insurance

Schools do not provide personal accident insurance or ambulance cover for students. Parents and guardians of students, who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance and any other transport costs.

Assemblies

Assemblies are held at 2:40pm every 2nd Friday and at 9:00am on the last day of each term. Parents, other family members and friends are most welcome to join us at assembly. Details of when assemblies are held are on the front of the fortnightly newsletter and on our term calendars. We ask that you help the children to concentrate by gathering behind the children at the rear of the hall. We expect that both students and parents will remain quiet and respectful during assembly.

Asthma Management



All children with asthma must provide the school with a current Asthma Management plan completed by a doctor. If your child suffers from asthma, please collect a form from the office and return this to your child's teacher or directly to the office on the first day of school.

Students who require the use of Ventolin or other asthma medication are required to have their own spacer at school to ensure the correct administration of the medication in hygienic conditions. *No medication should be brought to school without the office being advised and parents filling in a medication form.*

Booklists and Shared Materials

Booklist items are classroom supplies which are provided to each student throughout the year and become their personal property. These are supplied by a stationery company, chosen by the school.

Shared materials are used by children and teachers in Library, Physical Education, Mathematics, English, Science, Technology, History, Geography and Art and as such do not become personal property.

For further information about Parent payments please refer to the school policies on the school website.

Breakfast Club

A Breakfast Club is currently run at the school on Tuesday, Wednesday, Thursday mornings, beginning at 8:15am and finishing at 8:45am. The Breakfast Club is open to all students and their families and includes toast, cereal and baked beans.



Contacting the School

Contact can be made with the school in a number of ways:

Through Your Child's Teacher

- Minor concerns such as lunch arrangements, can be directly given to the class teacher or passed on through your child via a note. The best time to see the teacher is at the end of the day after 3:20pm or by arranging a suitable time. During teaching time is not a convenient time to speak to teachers.
- ***All concerns about your child should go through your classroom teacher first and then the Principal or Assistant Principal.***

Through the General Office

- If you need to talk to the Principal or Assistant Principal, staff in the General Office will take a message and the Principal or Assistant Principal will return your call. Messages may be left for teachers at the Office and teachers will return your call as soon as they can. Parents may phone **9799 1440 / 0428 348 272** or directly approach the office. Absences should be reported either on this number, or via the Compass Student Portal, or email the school at Hampton.park.ps@education.vic.gov.au on any day of student absence.

Urgent Messages Only

- Urgent messages may be left for children at the office. For example, if your car breaks down and you are unable to pick up your child. To minimise disruption please ensure messages are for **emergency reasons only**.

Custody Restrictions

The school office must be informed of any custody restrictions or intervention orders which relate to your child and copies of the relevant paperwork must be supplied to the school. The school must be kept informed of any modifications to family custody arrangements and the updated paperwork supplied to the school immediately in order to avoid any confusion.

Emergency Contacts



Families are asked to immediately notify the school if they change their home address or phone number, work address or phone number, or the nominated friend or relative who would act on their behalf in an emergency. It is essential that the school be able to contact you or your nominated friend or relative should your child become seriously ill or be injured whilst at school.

Excursions

Excursions are an important part of our educational program. They provide experiences for the child which relate to classroom programs and often form the basis for further extension of the classroom curriculum program. For each excursion, children must return the signed permission notice. Without this notice, children cannot attend the excursion.

Eligible parents can apply for the government's Camp, Sports and Excursion Fund (CSEF) which currently provides \$154 per year to assist with the cost of these activities.

Parents or legal guardians are required to complete a CSEF application form and lodge it with the school for processing before the end of term one each year. Payments are made each year during Term 1 and 2.

Application forms are available via the website below or printed copies are available from the school office.

<https://www.education.vic.gov.au/Documents/about/programs/health/csefapplicationform.pdf>

Illness

Children should not be sent to school when they are ill. When a child becomes ill at school we place him or her in the Sick Bay and contact parents using the phone number given to us on the emergency form that parents have completed on enrolment. Therefore, it is extremely important that this information is kept up to date.

During a child's life at school it is possible that they will contract some of the common diseases of childhood and other more general illnesses.



The following table shows how long your child should be absent should they become ill:

- **Chicken Pox:** Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children but may be less in previously immunised children.
- **Conjunctivitis:** Exclude until the discharge from eyes has ceased
- **Diarrhoea:** Exclude until there has not been a loose bowel motion for 24 hours
- **Hand, Foot and Mouth Disease:** Exclude until the blisters have fully dried
- **Head Lice:** Exclude until head lice treatment has been administered and no live insects are detected
- **Hepatitis A:** Exclude until a medical certificate of recovery is received, but not before seven days after onset of jaundice or illness
- **Influenza (Flu):** Exclude until symptoms have eased and your child is feeling well or on doctor's advice
- **Impetigo (school sores):** Exclude until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores and exposed surfaces such as scalp, face, hands and legs are properly covered with watertight dressings.
- **Measles:** Exclude for at least seven days from the appearance of the rash or until a medical certificate of recovery is produced
- **Mumps:** Exclude for 9 days or until swelling goes down (whichever is sooner)
- **Ringworm:** Exclude until appropriate treatment has commenced and is supported by a medical certificate
- **Rubella (German Measles):** Exclude until fully recovered or for at least 4 days from the onset of the rash
- **Scarlet Fever:** Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well
- **Whooping Cough:** Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment

Lost Property

All clothing, drink bottles, lunch boxes, school bags etc should be clearly labelled with your child's name. Any lost property can be claimed from the lost property area next to the sick bay or ask at the office.

Lunch and Snacks

Lunch is eaten at 11.30am and is supervised by teachers in classrooms. A small, nutritious lunch will ensure that your child finishes and that no food is wasted. No glass bottles or cans please. To combat litter in the playground, please help by sending food in reusable containers, rather than disposable wrappers. Children are encouraged to have a drink of water available during class time to ensure adequate fluid intake. This drink bottle will be named and is expected to remain at school.



It is expected that children will have breakfast before coming to school each day. Children should bring a healthy snack, such as fresh fruit or vegetables, for recess at 2.00pm.

Medication at School



If the situation arises where your child has to take medication at school, a parent or guardian must complete a Medication Authorisation Form which is available from the office. Prescribed medicines will be administered to students by the office staff who are all First Aid trained. Medications will be kept securely in the office.

To assist school staff with this process, please ensure medication is sighted at the office in its original packaging. Staff will make sure it is clearly named with dosage instructions.

Newsletter

A fortnightly newsletter is uploaded on our school website on alternate Thursdays. At various times throughout the year we may send out additional newsletters with important information. Copies of all newsletters are available on our website www.hpps.vic.edu.au.

Mobile Phones and Other Electronic Devices

In line with the Department of Education's Mobile Phone policy, if a student brings their mobile phone to school, it must be brought to the office and kept there until the end of the day when the child can then collect it. Students are not allowed to have mobile phones in the classrooms.



A **mobile phone** is a device with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, 'mobile phone' refers to mobile phones and any device that may connect to or have a similar functionality to a mobile phone, such as a smartwatch.

Students should not bring electronic games to school. The school supplies photographic devices for students to use during class time and therefore it is not necessary for students to bring cameras to school. Please note that there are strict guidelines regarding photography in schools. It is important that the teachers are able to control and monitor the use of cameras during school time in order to comply with these guidelines.

Money at School

Please Note: Money for payments is to be given directly to the office and this will be accepted before and after school.



Office Hours

Monday – Thursday 8:30am - 4:30pm

Friday 8:30am - 4:00pm

Outside of these times, the phones will be diverted for you to leave a message.

Parent-Teacher-Student Conferences



Interviews are conducted in Term 1 to enable parents and teachers to meet and exchange information essential for your child's learning and development. A second interview is conducted in mid-year after the half yearly reports have been issued. This provides an opportunity for you to discuss your child's progress with his or her teacher. However, if a particular problem arises and you wish to discuss this with your child's teacher, the Principal or the Assistant Principal, you are most welcome to arrange an appointment time at the office. Detailed progress reports will be sent home twice each year - once at mid-year and again in December.

Parking

Please obey all parking regulations in the vicinity of the school. This will ensure that no child's life is endangered by anyone double parking or being too close to a school crossing. Parking restrictions are set and monitored by Casey Council. The Staff Car Park **must not** be used to drop off and pick up students as it is unsafe to have students walking through a carpark with moving cars. Please note that parking is available in Kerrison Drive and Regans Road and access to the school grounds can be gained via gates. Somerville Road parking is limited and heavily patrolled by City of Casey Parking Infringement Officers.



School Council

The School Council is the governing body of the school and involves parent participation. It is largely responsible for the organisation of and improvement to, the facilities of the school. Decisions made by the School Council are made based on continued consultation with the Principal and staff.

Meetings are held twice per term, on Thursday afternoons at 3.50pm. Parents are encouraged to discuss with School Council members any concerns they may have regarding school policies or facilities. This is essential if the School Council is to reflect the wishes and attitudes of the entire school community.

School Crossings

School crossings must be used by the children when crossing the roads. The crossings on Somerville Road and Regans Road are supervised before and after school by Casey Council crossing supervisors. Children and adults are expected to follow the supervisor's instructions when using the school crossing.

Please support the safety of your child, and others, by modelling the correct and expected behaviour when crossing the roads.

Toys and Valuables



The school cannot accept responsibility for expensive toys brought to school in case they are lost or damaged. Any items brought to school must be clearly named.

Please do not allow your child to bring articles to school which could cause harm or be perceived as a threat to others, e.g. toy guns, water pistols, knives, arrows, large marbles.

Note about private property

Private property brought to school by students or visitors is not insured and the Department of Education or school does not accept any responsibility for any loss or damage.

Personal property is often brought to school by students. This can include mobile phones, calculators, toys and sporting equipment. As the Department does not hold insurance for personal property brought to schools and has no capacity to pay for any loss or damage to such property students are discouraged from bringing any unnecessary or particularly valuable items to school.

Visitors

Parents and other visitors are asked to go directly to the office on arrival to 'sign in' and collect a visitor's badge. This is an important aspect of our school security plans and we ask that you assist us in this matter. All volunteers assisting in the school must have a current Working with Children Check, a copy must be provided to the school.

School Policies

Hampton Park Primary School has a range of policies covering all aspects of school operations, including student wellbeing and curriculum. These policies are regularly revised and updated to ensure they are compliant with the requirements, guidelines and recommendations provided the Department of Education and the Victorian Registration and Qualifications Authority (VRQA) .

All school policies can be found on the school's website www.hpps.vic.edu.au. This page is updated as our policies are updated.

Hampton Park 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 above outline the measures and strategies we have in place to support, promote and maintain the safety and wellbeing of our students.

As valuable partners in promoting and maintaining child safety and wellbeing at Hampton Park PS, 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 our Wellbeing Team on 9799 1440.



HAMPTON PARK
PRIMARY SCHOOL

www.hpps.vic.edu.au

Phone 9799 1440



We are proud to acknowledge the Bunurong People as the traditional owners and custodians of the land on which Hampton Park Primary School is located. We pay our respects to Elders past, present and emerging.