



**HARVEST HOME  
PRIMARY SCHOOL**

*School and Community Working Together*

**School Handbook  
2024**

*If you require further information, please contact the office on 8468 9000*



# Welcome

Dear Families,

Harvest Home Primary School was constructed under the Public Private Partnership (PPP) Project. Under the PPP model, the school is financed, designed, constructed, and maintained by the private sector to high contractual standards over 25 years, enabling Principals and teachers to focus on student learning.

The School, located at 365 Harvest Home Road, Epping in the City of Whittlesea, commenced operation in January 2017 with Learning Programs catering for students in Years Prep to Year 6.

The state-of-the-art facility includes Learning Communities, a Resource Centre, Stadium, Hard Courts, STEAM Centre's, and a Community Hub. These all support our exemplary programs in the areas of Literacy, Numeracy, Physical Education, Sport, Visual Arts, Science, STEAM (Science, Technology, Engineering Arts, and Mathematics), Mindfulness, and Spanish. The curriculum design and teaching strategies encourage students to have high expectations of themselves as the drivers of their learning outcomes and achievement. As a government school, the mandated Victorian Curriculum forms the basis for all our teaching, learning, and wellbeing programs.

The school is structured around Learning Communities which are not only a showcase of contemporary educational design, but they also foster a true sense of community, collaboration, and connectedness. The use of a range of technologies is embedded to complement and enhance the instruction, but not to replace it. These modern facilities also support the 'student being at the centre' of all that we do. Our Learning Communities allow for the creation of flexible, adaptable, and functional teaching and learning spaces for all students across all year levels.

The school provides access to education of the highest quality for the young people of Epping. They are engaged through stimulating, relevant, and inspiring educational experiences that ignite a lifelong passion for learning and global citizenship. The school upholds high expectations of our dedicated and caring staff, so they will continue to support and challenge students to achieve potential their full in a safe, inclusive, and stimulating learning environment.

The school's Community Hub encourages a strong sense of community, as many community groups use our facilities through our partnership with the YMCA and Downer. The relationships between the staff, students, families, and the community are a strength of the school.

We trust you will find your experience at Harvest Home Primary an enjoyable and rewarding one. Information that you may require about starting school is located on the following pages. If you have any additional questions, then please feel free to speak to any of our staff who will be pleased to discuss any queries with you.

Kind Regards,



Andrew Bouzikas  
Principal

## SCHOOL DETAILS:

<b>Principal:</b>	Andrew Bouzikas
<b>Assistant Principals:</b>	Dale Rigby Joanne Branidis Stacey Lawler
<b>Address:</b>	365 Harvest Home Road, Epping 3076
<b>Phone:</b>	8468 9000
<b>Website:</b>	<a href="http://www.harvesthomeps.vic.edu.au">www.harvesthomeps.vic.edu.au</a>
<b>Email:</b>	<a href="mailto:harvest.home.ps@education.vic.gov.au">harvest.home.ps@education.vic.gov.au</a>
<b>Office Hours</b>	Monday to Friday 8.30am - 4.00pm

## SCHOOL TIMES

Students attend school from **8.50am to 3.10pm**, with two 30-minute breaks throughout the day for Recess and Lunch.

8:50am	School Begins (Morning Routine)
9:00am	Session 1
9:50am	Session 2 *Healthy Snack Break*
10:40am	Session 3
11:30am	RECESS
12:00pm	Lunch Eating Time Inside
12:10pm	Session 4
1:00pm	Session 5
1:50pm	Break
2.20pm	Session 6
3:10pm	School Ends

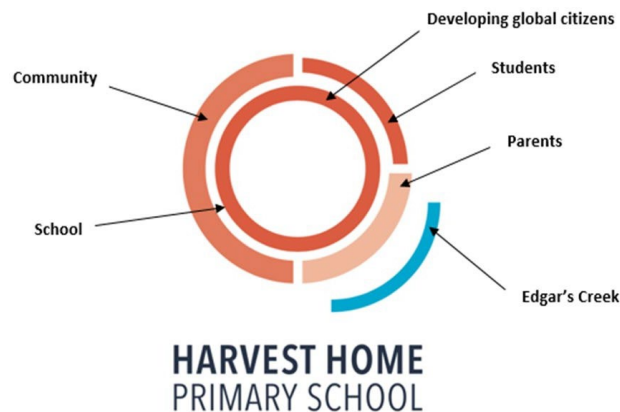
There are staff on Yard Duty supervision before and after school from 8.35am to 8.50am in the mornings, and from 3.10pm – 3.25pm in the afternoons. The break times are also fully supervised with staff on yard duty to ensure that all areas of the school grounds are supervised.

## 2024 TERM DATES

	Term Dates	Holidays
<b>Term 1</b>	31 <sup>st</sup> January – 28 <sup>th</sup> April <i>Year 1-6 start Wednesday 31<sup>st</sup> January</i> <i>Preps start Thursday 1<sup>st</sup> February</i>	29 <sup>th</sup> March – 14 <sup>th</sup> April
<b>Term 2</b>	15 <sup>th</sup> April – 28 <sup>th</sup> June	29 <sup>th</sup> June – 14 <sup>th</sup> July
<b>Term 3</b>	15 <sup>th</sup> July – 20 <sup>th</sup> September	21 <sup>st</sup> September – 6 <sup>th</sup> October
<b>Term 4</b>	7 <sup>th</sup> October – 20 <sup>th</sup> December	20 <sup>th</sup> December – 30 <sup>th</sup> January 2025

### OUR IDENTITY

Our school logo represents Community and Collaboration. The inner circle represents the world, we aim to develop ‘global citizens’, and the middle white circle represents the school, all who will work together. The outer circle represents the students, parents, and community working together. The outer light blue design signifies Edgar’s Creek which runs along the boundary of the school and is significant to the Epping area.



### OUR MISSION

To establish a high performing school community that embraces innovation, inclusivity, collaboration, and respect.

### OUR VISION

At Harvest Home Primary School, the students are at the centre and purpose of all that we do. We prepare students to pursue their goals, interests, and aspirations. All teachers and support staff work to provide a teaching pedagogy reflective of 21<sup>st</sup> Century designs focussed on rich environments and personalised learning for all students. Teachers and students will work collaboratively in Learning Communities, to create flexible teaching options to cater for the individual needs of all students. We commit to having a shared responsibility of the success, wellbeing, and safety of all students.

## OUR VALUES

Our core school values are embraced and modelled by staff and promoted throughout the school community. They are:

- **Achievement:** *A commitment to excellence in academic achievement and personal growth and development.*
- **Cooperation:** *Working in partnership with school and community stakeholders.*
- **Acceptance:** *Valuing others and accepting the differences and diversities of others.*
- **Responsibility:** *Individual and shared accountability for quality outcomes as well as demonstrating and promoting our core values in all aspects of school life.*
- **Integrity:** *High expectations for all to act ethically and fairly at all times.*

## OUR PRINCIPLES

Our Principles underpin all dimensions of school life at Harvest Home Primary School. Staff, students, and community members follow these principles daily.

- **Pride of Place**  
*We take pride in our school, our learning communities, our appearance, and our community.*
- **Better People = Harvest Home People**  
*Once we put on a Harvest Home Primary School uniform or badge, we will be better people than we were before.*
- **Harvest Home KAIZEN**  
*KAIZEN is a Japanese word meaning 'a little bit of improvement everyday'. As a school leader, as a teacher, as a student or as a community member... we come to school every day with the intention of being better than we were yesterday.*
- **Pressure – Embrace Expectations**  
*How do we work in high pressure situations? What do we do? What behaviours do we display? We embrace expectations to be better every day.*
- **Legacy**  
*As a student, as a staff member and as a community member what is your legacy at HHPS? What do you want to be known for?*

Our aim is to challenge students to be the very best they can be. Our role is to help every student reach their potential. We will prepare them with the skills needed for the 21st century, which embrace a love of learning that informs respectful and responsible global citizens.

# HARVEST HOME PRIMARY SCHOOL

## GENERAL INFORMATION

(In Alphabetical Order)

### **ADDITIONAL PROGRAMS**

A range of additional programs are offered such as organised camps, incursions, excursions, swimming programs and involvement in inter-school sporting activities. School excursions are well-planned curriculum-related activities that aim to maximise students' learning experiences. Harvest Home Primary School partners with the YMCA to offer amazing school camp experiences. Specific information regarding the Camps and associated year levels is communicated before these events. These are in addition to the family contributions, in which the cost will vary based on the activity. At all times we endeavour to give families suitable notice regarding any upcoming payments.

### **ART SMOCKS**

To support active participation in Visual Arts, students are asked to wear an Art Smock to protect their uniform. Art Smocks will be stored in the Art Studio. A smock from K-Mart, Big W, or even an old shirt is suitable.

### **ASSEMBLY (TOGETHER ON FRIDAYS)**

A whole school assembly is held in the school's stadium. Coming together at this time is an important feature of our school life that creates, nurtures, and sustains a sense of community. All parents, family, and community members are encouraged to attend as we celebrate the past week of learning. The 2024 arrangements for Together of Fridays will be communicated via Compass to families each term.

### **ASSESSMENT & REPORTING**

A whole school assessment schedule is implemented across year levels as a way of tracking and monitoring students' learning growth, achievement, and outcomes. Progressive reporting provides a detailed account of student learning goals and achievements and is continuously implemented throughout the school year. In addition, HHPS Academic Reports are produced at the end of Semester 1 (Term 2) and Semester 2 (Term 4). All student reports are available via Compass.

### **BEFORE/AFTER SCHOOL CARE**

Harvest Home Primary School works in conjunction with the YMCA to provide 'Out of School Hours Care' (OSHC). Families wishing to use this service will need to contact the YMCA directly or you may also wish to collect an information brochure from the school office.

### **BICYCLES & HELMETS**

Students are permitted to ride their bikes to and from the school. All students are required to wear a helmet and comply with state laws for bicycle riding. Bikes can be safely stored in the school bike shed.

### **BIRTHDAY CELEBRATIONS**

As a school we acknowledge that birthdays are a very exciting time in every child's life. There are guidelines regarding items that can be brought to share with other students as a celebration.

Families are strongly encouraged to opt for a non-food celebration (a small token gift i.e., a Pencil / Stationery item). Celebrations may involve either the whole community or student Home Groups. As a very popular option, rather than buying multiple items, some families have donated a book/s to their child's learning community, as a lasting memento. We are also able to add a label to these donated books to recognise the birthday, along with the families' generosity. If there is no other alternative and food is brought in, then it must be individually wrapped with the ingredients listed (as in commercially produced foods, such as wrapped lollies/chocolates). Individually wrapped food can only be given out at the end of the day (and students are asked to eat these treats once they get home or with a family member present). Homemade foods are not permitted to be brought in as a celebration (such as baked cakes, cupcakes, or slices) as the school has no way of knowing ingredients, which can lead to potential health risks and food reactions.

### **BOOK CLUB & BOOK FAIR**

Students can buy good quality books at discounted prices from Scholastic Book Club. An order form is sent home regularly. The school also has a yearly Book Fair. Books for the School Resource Centre and Learning Community libraries are purchased with commissions received from sales.

### **BOOKS AND REQUISITES**

Family contributions (payments) for student requisites (books, stationary, apps, and shared resources) should be made before the commencement of the school year. Harvest Home Primary School works in conjunction with Maxim Office Supplies to ensure that students have access to high quality educational material and resources that will enable them to learn successfully and productively. Maxim ensures that student 'resource-packs' are delivered straight to the Learning Communities ready for students to commence the year. Please see Compass for key dates and further information.

### **BORROWING FROM COMMUNITY LIBRARIES**

As a school, we have developed a process for students to borrow books from the Community Libraries. This is facilitated regularly and is in addition to 'Take Home' Readers. Please note: if these books are lost or damaged, then a replacement cost may be incurred.

### **CANTEEN**

The canteen is privately managed and open for purchases every school day. Canteen menus will be provided to families at the beginning of the school year on Compass and the school website. If you wish to order lunch for your child, there are two options, which are online using the 'Qkr! App' or you can use a paper bag with cash payment. Lunches are then delivered to Learning Communities before lunch eating time. Snacks can be bought over the counter during both break times.

### **COMMUNICATION & COMPASS SCHOOL MANAGER**

Compass is our online portal for school communication. A unique username & password will be provided to all families. This allows families to:

- *Keep up to date with school news*
- *Access Academic Reports & Progressive Reports*
- *Check attendance and unapproved absences*
- *Make online payments (if required)*
- *Give permission for participation in school events (incursions, excursions, camps)*
- *Communicate electronically with teachers (via email function)*
- *Make bookings for 'Meet the Teacher' and/or 'Parent-Teacher Interviews'.*



We also have a Harvest Home Primary School Facebook page, which is dedicated to keeping you up to date with the latest happenings at our school. We encourage you to 'like' our page.

## **CURRICULUM**

We design our teaching and learning program in accordance with the Victorian Curriculum F-10. This is the mandated curriculum for all Victorian government schools and sets out what every student should learn. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development, and active and informed citizenship.

## **CURRICULUM, ASSESSMENT AND/OR REPORTING DAYS**

During the year, days are set aside for curriculum development and staff professional learning. Students are not required to attend the school on these occasions. Families will be advised of these specific dates and the purpose of these days.

## **CUSTODIAL ARRANGEMENTS**

Please make sure the school has a copy of any current custodial arrangements. Information supplied will be kept strictly confidential.

## **DIGITAL TECHNOLOGIES / E-LEARNING: BYOD (Bring Your Own Device) PROGRAM**

Harvest Home Primary School has a Year 2-6 1:1 BYOD Program. The focus of the BYOD program at Harvest Home Primary School is to provide tools and resources to the 21st Century Learner. Students in Year 2–6 are required to bring their own device for use in lessons and home learning tasks. Device use is integrated into the teaching and learning programs and in the daily tasks and experiences. The school has a partnership with JB Hi-Fi (through access to a HHPS family portal) and offers payment options and educational only prices for those families who wish to purchase iPad/s. The school uses a centralised system to install the required apps to the student iPads when they are connected over the secure school Wi-Fi.

## **DIGITAL TECHNOLOGIES / E-LEARNING: ACCEPTABLE ICT USE AND INTERNET USER AGREEMENT**

Before accessing or using the school's internet, it is crucial to make sure all users, staff and students understand respectful and responsible online use. Expectations and acceptable use of all devices and technologies will be taught as part of our teaching and learning programs. Upon enrolment, all families are asked to give written permission (complete an agreement form) for their child to use ICT equipment at whilst at school.

## **DISABILITY INCLUSION**

The school caters for all students including those with additional needs. Students who meet the eligibility criteria will receive funding under 'Disability Inclusion'. If you have any queries regarding this, then please speak to a member of the Positive Climate team.

## **DISMISSAL**

At 3.10pm students will be dismissed from their Learning Communities through their designated drop off/pick up doors. In some instances, in the older year levels, they may also be dismissed from their specialist lessons if these are scheduled for the last session of the day. Please note: Prep students will need to leave with an adult/older sibling. Students going to OSCH will be walked by a member of OSCH staff.

### **EARLY EXITS & LATE ARRIVALS**

Families may need to collect children early on occasions due to appointments or other commitments. All students must be signed out via the front office before being collected. The office staff will contact the teacher to send your child over to the office for collection. We ask that students

are not collected during breaks times, as it is very difficult to locate children out in the yard. Picking up children during 'Together on Fridays' (2.30pm – 3.00pm every Friday) should also be avoided. We ask that every attempt be made to make appointments after school hours as to not cause disruptions to lessons. If children are late for school, parents or family members must sign the child into school at the front office via the Compass Kiosk. A late slip will be provided at this time. Students will then hand the late slip to their teacher. Children arriving late cannot sign themselves in at the office, therefore a parent or family member must be present with the child/ren.

### **EMERGENCY INFORMATION / STUDENT RECORDS**

To help us, and your child, you will be required to fill in our Family Record Sheet. Please advise us of anything unusual in your child's medical history such as asthma, epilepsy, vision, or hearing problems, and learning difficulties. In addition, advice of any temporary disability would be appreciated. It is important that we have telephone numbers, private and business, where you can be contacted, and the names, addresses, and phone numbers of two people who can look after your child/ren in your absence should he/she become ill at school. The school should be advised immediately of any changes to emergency information.

### **EXTREME WEATHER CONDITIONS**

During extreme weather conditions, students are supervised indoors during recess and lunch play. Extreme weather includes hot days, windy days, and wet days.

### **FOOD ALLERGIES**

As an 'allergy aware' school we aim to inform all staff, students, and families about the risks of allergies, with a focus on food allergies as well as providing a supportive environment in which any children at risk can feel safe. No foods are 'banned' at our school, however, if there is a student in a particular Learning Community, teachers will provide the necessary precautions to reduce any potential risk. There is to be no trading or sharing of food at any time. All students are supervised during Community eating times.

### **FIRST AID (SICK BAY)**

Minor ailments and injuries are treated at the school. A text message will notify families if your child attends, this will give a brief outline of the reason for first aid and the treatment administered. In the case of a more concerning injury, such as a head knock, a phone call will always be made. We will notify families to collect their child in the case of an accident or illness.

### **FUNDRAISING**

Money raised from any fundraising activities is used to buy equipment and improve resources for our students. We strive to keep fundraising within affordable limits.

## HEADPHONES

With the use of a wide range of technologies across the school in multiple learning areas, all students are encouraged to bring a set of headphones from home that can remain at school for their personal use. These headphones will be used as if/when a device is being used as required. A small amount of school headphones is available; however, this supply is very limited.

## HOME LEARNING *\* Home learning for Prep students does not commence until Term 2*

Home learning benefits students by complementing learning in our Learning Communities, fostering good study habits, and providing an opportunity for students to be responsible for their learning. The degree of difficulty and length of home learning ('homework') will also be set according to their year level. Home Learning includes:

- *Nightly reading of take-home books or online books.*
- *The book read is to be noted in their Home Reading Journal (P-2) or School Diary (Years 3-6).*
- *Nightly reading at home should be a shared and enjoyable experience with your child/ren.*  
*\*Please note that lost or damaged take-home readers will incur replacement costs.*
- *Set tasks on Online Learning Programs such as Mathletics and Reading Eggs*
- *Practise tasks related to their personal Reading, Writing, and Numeracy goals.*

## INFECTIOUS DISEASES / ILLNESSES

It is essential that if your child has been diagnosed with an infectious disease the school be contacted immediately. Your child will be required to get a medical certificate stating that it is safe for them to return to school. The school will send out a Compass notification alerting families if an infectious disease occurs in any of our Learning Communities. This includes conditions such as Headlice, Hand-Foot and Mouth Disease, and Slap Cheek. At no stage in any communication will any child/student be identified.

## INQUIRY

Inquiry enables the students to engage in learning areas from across the curriculum, such as History, Geography, Design Technologies, Civics & Citizenship, and Economics & Business. Students will also connect with the Capabilities and Curriculum Priorities as they undertake Term-based Inquiry units. A significant focus of the Inquiry is for students to use their Critical and Creative thinking skills and the HHPS Learner dispositions to further investigate an area of personal interest that relates to the focus topic.

## INSTRUCTIONAL MODELS

Evidence-based instructional models underpin teaching and learning at Harvest Home Primary School. Our instructional models are consistent across the school which supports learning growth, routines, and confidence. The use of common instructional models ensures that the teachers and students can use a shared language of learning to understand the Learning Intention and meet the Success Criteria. Based on student data and individual needs, teachers have the flexibility to adjust the instruction as necessary and /or suitable.

## **KISS & GO**

The safety of our students is our priority. Double parking is illegal, and the school has no responsibility for any parking infringements because of this action. The parking bays directly in front of the school administration building are strictly 3-minute parking bays. For this reason, the signage 'Kiss & Go' asks that you do not leave your car, and therefore you are encouraged to 'kiss' your child 'and go'.

## **LEARNER DISPOSITIONS**

The 'Harvest Home Learner Dispositions' are habits in which we think and approach learning. As a school, we have finalised the 7 dispositions of a 'HHPS learner'. The Harvest Home Learner Dispositions are: Curious, Determined, Brave, Reflect, Collaborate, Self-Aware and Problem-Solve. These are intertwined throughout lessons to ensure that HHPS is not just creating 'good HHPS learners', but also fostering a lifelong passion for new knowledge and learning.

## **LEARNING A LANGUAGE**

In line with the Department of Education's expectations regarding the teaching of a Language, Harvest Home Primary School has Spanish as part of our Specialist program. Learning a language in addition to English extends student's literacy repertoires and their capacity to communicate.

## **LOCAL EXCURSION PERMISSION FORM**

All students are required to have a local excursion permission form signed as part of the school enrolment process. This is in the enrolment form and covers all local excursions involving walking.

## **LOST PROPERTY**

Unnamed lost property is stored centrally in the Community Hub. Clearly labelling all your child's belongings will allow for identification and help us to ensure that items are returned to their rightful owners. Please always check your child's Learning Community first for any lost belongings. Lost property will be cleared at the end of each school term.

## **LUNCH & LUNCH BOXES**

Students eat their lunches inside their Learning Community. Students are to bring a water bottle and snack for the morning break. Please encourage a piece of fruit or a healthy snack for recess. Students are encouraged to drink water throughout the day. Students can also eat cut-up fruit or vegetables, in particular during their 'fruit snack break' which occurs during the morning learning block. All students need a good breakfast for energy and concentration requirements. Any food that your child does not eat is sent home to help you gauge what your child is or is not eating. Lunch boxes and drink bottles should be named.

## **LUNCHTIME ENGAGEMENT CLUBS**

There are a range of lunchtime clubs that are offered to students across the school in all year levels to support enrichment and student engagement. These are fully supervised by teachers and often co-lead with some of our student leaders. These clubs may include Minecraft, Lego, Counting Club, the 'Reading Corner', Chess, Trivia, Drawing, Dancing, Singing, and many more. These alternate each school term.

## **MEDICATIONS**

All medication needs to be signed into the school office and will be administered by the First Aid staff member. A 'permission to medicate' form must be completed at the office before our First Aid staff administers medications. This is for prescribed and 'over the counter' medications. Students should not administer any medication themselves whilst at school, including Asthma medications.

## **NEWSLETTERS**

Newsletters and notices are an important means of communicating with families. In addition to our school newsletter, once a term each Learning Community and the Specialist Team will post newsletters on Compass that will inform families about what is happening in their Learning Communities and Subjects areas.

## **PARENT INFORMATION SESSIONS**

Parent Information Sessions, Meet the Teacher, and Parent Teacher Interviews are held during the year. Our staff highly value the contact with families and appreciate the time spent discussing your child's wellbeing and learning progress.

## **PARENT/TEACHER COMMUNICATION**

We are always happy to discuss your child's wellbeing and learning. You are welcome to contact your child's Community teachers via Compass (email) or phone to make an appointment before or after school. Parent Teacher Interviews also provide a more formal opportunity for you to discuss your child's progress. We ask that families avoid having in-depth discussions at the door in the morning or afternoons, which are not previously arranged. Please be mindful that Teachers need to start the lessons for the day on time, or after school on most nights they will be attending meetings or starting preparation for the next day.

## **PARENT INVOLVEMENT, PARTICIPATION AND VOLUNTEERS**

Families are encouraged to participate in a variety of school activities. We strongly believe that working in partnership with the school community is essential to successful educational outcomes. There are many ways you can become an active participant in the education of your child and other students, such as helping in Learning Community programs, and assisting with excursions as extra adults are often required to meet the student ratios when supervising groups. Please note: Parents and/or family members or volunteers who help in the school are required to have a current Working with Children's Check and attend a HHPS training session.

## **PARKING / ACCESS TO THE SCHOOL**

When entering the grounds, it is important that students only enter via the pedestrian gates and not through the staff car park (off Gammage Boulevard). In the interests of student safety, please observe parking restrictions in our boundary streets. The rules are for students' safety, so your observance is important. Only authorised cars are to use the school car park. The City of Whittlesea parking officers are often around the school to enforce laws. Traffic management queries are to be directed to the City of Whittlesea Council.

## **PASSIVE PLAY**

'Passive Play' is available during both break times. These are more 'passive' options that are available for any student who may wish to participate in activities, such as Lego, building blocks, dolls, kitchen play, train sets, etc.

## **PERSONAL HYGIENE**

Hygiene is especially important when large numbers of students work and play together. Please talk to your child about the correct use of urinals and communal toilets, stressing the need for frequent washing of hands and that toilets are not places in which to play or sit with friends.

## **PICK UP / DROP OFF**

When arriving at school and leaving the Learning Communities at the end of the day, students should be encouraged to be independent by allowing them to be responsible for their belongings and actions. In the afternoon, please wait at a pre-arranged 'pick-up' spot away from the Learning Community entrance.

## **POSITIVE CLIMATE**

The wellbeing of our students and staff is our priority. Everyone at Harvest Home Primary School has the right to work in a safe, inclusive, and supportive environment. The school has embedded a School Wide Positive Behaviour Support (SWPBS) approach which focuses on personal responsibility. Our three whole school behaviour expectations that we teach, reward, and reinforce through numerous methods and activities are *Being Respectful, Being Safe, and Being Your Best*.

## **PREP & YEAR 6 BUDDY PROGRAM**

Our Year 6 students support our Prep students through our buddy program. These year levels visit each other's learning communities and participate in a range of fun and engaging learning activities throughout the year.

## **SCHOOL ATTENDANCE**

Plan to arrive at school each day before 8.50am. School attendance is compulsory, and students should attend school every day. Frequent absences quickly add up and are very detrimental to their learning. If your child has a genuine reason for being absent (illness etc.) the absence should be explained via the Compass Portal or by contacting the school, either in person, by phone, or by email. Family holidays are encouraged to be taken during the school holidays. Extended holidays during a child's Prep year are particularly discouraged. However, if this is unavoidable, then please contact the school office. An 'extended absence notification form' must be completed and returned to the office. Absences for 10 days or more, require a meeting with a member of the school leadership to develop a Student Absence Learning Plan, which is a requirement of the Department of Education.

## **SCHOOL BAGS**

HHPS School bags all look the same. Attaching a key ring or some identifying symbol is advisable as it will help your child identify their bag. It will also avoid mistakenly taking the incorrect school bag.

## **SCHOOL COUNCIL**

Council elections are held early in the year. The Council supports in developing policies that cover Curriculum, Finance, Facilities (Building, Grounds, and Environment), School Promotions Publicity, and Positive Climate. Please look out for information if you are interested in joining the School Council.

### **SCHOOL PHOTOGRAPHS**

The school arranges for school photographs to be taken each year. This includes the option for sibling photos. The school will provide information regarding photo package options and how payment can be made (which includes an online payment option). Please note: the cost of the photograph packs is in addition to our yearly family contributions.

### **SCHOOL WIDE POSITIVE BEHAVIOUR SUPPORT (SWPBS)**

Harvest Home Primary School is a School Wide Positive Behaviour Support (SWPBS) school. This is an evidence-based framework for preventing and responding to student behaviour and actions. It aims to create a positive school culture that provides a learning environment where every student can reach their full potential in regard to both learning and wellbeing.

### **SMOKE FREE ENVIRONMENT**

Harvest Home Primary School is a Smoke Free Zone. All Department of Education properties are smoke free. This includes a 5-meter radius around the school boundary where smoking is not permitted.

### **SPARE CLOTHING**

If your child has any toileting concerns, it is a good idea to pack a spare pair of underpants, socks and a change of clothes. Let your child know these are there in case they have any toilet accidents at school. It is also a good idea to have a spare set of clothes in the wetter winter months as sometimes students can get wet or muddy clothes when playing in certain areas in the yard.

### **SPECIALIST SUBJECTS**

All students participate in Specialist subjects as part of the Teaching and Learning Program. The subjects of Science, Physical Education, Visual Arts, STEAM (Science, Technology, Engineering, Arts & Mathematics), Mindfulness, and Spanish make up our current Specialist Program. Specialist Teachers engage the students in these learning areas through a range of experiences that foster curiosity in the subject area with hands-on learning activities and application tasks integrated throughout the lessons.

### **STUDENT LEADERSHIP**

All students are encouraged to be leaders of their learning. All students are also supported to build and show leadership qualities and skills. The more 'formal' leadership profile of the school is in Year 6, where students can be leaders of the Curriculum Learning Areas, as well as School Captain and Vice-Captain leadership roles, as elected by our older student cohorts.

### **STUDENT VOICE & AGENCY**

What our students' think is very important to us. We strive to empower our students to be active participants in our school and community. We have a Student Voice Team, which are our 'BUZZ' leaders that advocates for all students to have a 'voice', as well as the power to act, which is their 'agency'.

### **SUN SMART HATS / WINTER BEANIES**

All students must wear a Harvest Home Primary School hats In Terms 1 and Term 4, in accordance with the school Sun Smart Policy. These can be purchased at the PSW Uniform Store. In winter,



students may choose to wear a HHPS beanie which can be purchased at the school front office. Families are reminded that sunscreen must be supplied from home. Students will be encouraged to apply this before break times.

## UNIFORM

Our uniform policy states that the wearing of school uniform is compulsory. Our uniform supplier is PSW which is located at the PSW Store, Unit 4/5 Danaher Drive, South Morang The uniform must be worn correctly without modifications, fashion accessories, or enhancements. Appropriate footwear is to be worn at all times. Summer sandals with covered toes, or navy, black, and/or black and white runners are permitted, however, no thongs or open-toed shoes are to be worn. Branding and patterns on runners/shoes should be minimal. Please make sure that every item of clothing is clearly named.



## YARD SUPERVISION

The yard is supervised by a staff member from 8.35am to 8.50am, during both break times and from 3.10pm - 3.25pm. Staff members on yard duty wear 'high visibility' yellow vests. Please do not allow your student to come early (before 8.30am) or stay later at school (after 3.25pm) as the yard is unsupervised.

*Thank you for taking the time to read through this information about Harvest Home Primary School.*

*If you have any further questions or queries, please do not hesitate to contact the school office on 8468 9000*