

Harcourt Valley Primary School 5404



Education for a Sustainable Future

Information Booklet 2021

Please keep this booklet in a safe place for future reference.

Go to www.hvps.vic.edu.au
For more information

Staff 2021

Andrew Blake	Principal
Kelsie Rowlands	Grade 5/6
Ben Walter	Grade 4/5
Laura Parkhill	Grade 2/3
Britanii Norris	Grade 1/2
Stacey Turner	Grade Prep
Candice Hargreaves	Visual Arts/Literacy & Numeracy Tutor
Katrina Hood	Performing Arts/Classroom Support
Katie Kilgour	French
Nicki Renfrey	Business Manager Tue
Tracey Chapman	Business Manager Mon, Wed-Fri
Raewyn Rice	Library Tech/Student Support
Jodie Field	Literacy & Numeracy Tutor/Student Support

Absences Protocol

It is a legal requirement of all schools that when a child is absent from school a note must be provided by the parent explaining this absence. Absences that have not had a note to explain them will still be recorded as unapproved.

You are requested to advise the school of any absence by one of these options:

- Phone call to the school - 5474 2266
- Online at www.hvps.vic.edu.au - click on forms & notices
- Paper forms available at school to fill in and hand to the school office
- Email the school harcourt.valley.ps@education.vic.gov.au

A reason for the absence should also be given - the statement 'absent with my approval' is not sufficient to approve the absence. Absences are approved by the Principal

Lunch Orders

Our Parents club offer lunches each Friday during terms 2, 3 & 4 each year provided sufficient volunteers are available to make up a roster. Orders and payment are to be handed in to the school office on Monday, Tuesday and by 9am Wednesday for the following Friday lunch. Orders received after 9am Wednesday will be returned to the child.

Wilkinson Street

Wilkinson Street is the road that runs along in front of the school. This is a two way street but the school observes a one way policy in regards to this road during drop off (8.30am - 9.00am) and pick up (3.15pm - 3.45pm) each day. This means that we ask parents to only enter Wilkinson Street from the Bingham Road end and exit via Coolstore Road.

We encourage dropping off and collecting of children from the Mills Road gate and ask that you only use Wilkinson Street if you are parking to come into the school for a particular reason.

Parents are reminded that 40 km speed zones are in force around the school and at the school crossing on Harmony Way and you are asked to be vigilant at the times as stated on the displayed signs.

Personal Items

Personal items such as expensive toys, handheld games, and swap cards should not be brought along to school. Items that are brought along to school often become broken or sometimes go missing. Parents should speak with their children and make sure that they realise that if they bring an item to school and something happens to it, it is their responsibility and not that of the school. It is therefore, far better and less distressing to the child, not to allow the items to be brought along in the first place.

If your child wishes to bring something special along for news please speak with the classroom teacher and arrange to stay while news is on so that the item can be taken home again or the article is kept in the teacher's office. The Department of Education and Training doesn't insure personal items of students, parents or staff that are brought into the school.

Speaking to Staff before school

If you have a need to speak to a staff member before school other than the office staff, it is preferable to finish your discussion by 8.55 a.m.

Staff need to be free to enter class when the first bell rings at 8.57am.

School Council

Our School Council is a very active body that sets the direction of school policies and programs, organises improvements to the facilities and represents the views of the school community. There are six parent representatives on the Council and three of these retire each year. There is also one community member, usually a parent, who retires every two years. Elections for these positions are held in February or March. Any member of the school community is eligible for these positions. Nominations for each year's elections are called at the beginning of the election period.

Emergency Management

In the event of an emergency at school or in the area and depending on the situation, the students and staff could possibly be evacuated to the Harcourt Bowling Club, 1 Warren Street, or Harcourt Heritage Centre, High Street or stay in the school. The school bus will not carry out its normal run.

If evacuated offsite, the children will remain at the Harcourt Bowling Club or Harcourt Heritage Centre in the care of the school staff until collected by their parent/guardian. Please don't ring the school during an emergency as this ties up the phone lines that are used to communicate with emergency services. The school will contact parents as necessary.

Our school is listed on the Bushfire at Risk Register.

On Code Red Days, the school will be pre-emptively closed.

No-One will be at the school.

Note: The school bus will not operate on Code Red Days.

Library

Loans from our school library are for two weeks. In first semester, Preps may borrow one book, in semester 2 they may borrow two books. Grades 1 & 2 may borrow two books, Grades 3 & 4 may borrow three books and Grades 5 & 6 may borrow four books all year.

Children should take their books home in their library/homework bag, to minimise the chance of damage. Please ensure all school books are kept away from pre-schoolers with pens or pencils. Parents are responsible for the cost of any damage or loss of school library books. All students are unable to borrow further books if they have any overdue library books.

Riding Bikes/Scooters to School

While we encourage children to ride/scoot to school, please make sure that your children have sufficient safety knowledge so that they are able to conduct themselves appropriately on the road. Bikes/scooters are not to be ridden in the school yard as this is dangerous to other children. Bikes/scooters ridden to school are to be left at the bike rack near Wilkinson Street double gates.

Available Allowances to assist parents

Parents may be eligible for the following allowances, which will assist with costs involved in your child's education:

Conveyance Allowance: this allowance is paid to eligible families who live 4.8 kilometres or more from the school or bus stop. It is dependent upon there not being a school closer to your home than this one. The distance must be taken from your front gate by the most direct route to school. Further information is available at www.education.vic.gov.au. Applications are available at the school office and need to be returned by 26th February 2021.

CSEF - Camps, Sports & Excursion Fund: CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance will be paid to the school to use towards expenses relating to camps, excursions, or sporting activities for the benefit of your child.

The 2021 CSEF amount per student is \$125 for primary school students

Contact the school office to obtain a CSEF application form or download from

<https://www.education.vic.gov.au/about/programs/Pages/csef.aspx>

Applications for this allowance must be made with the school by 26th February 2021.

More information regarding school costs and fees is available at:

<https://www.education.vic.gov.au/parents/services-for-parents/Pages/financial-help-school-items.aspx>

Sustainable School

The school is part of the energy efficient schools program and we are always working hard toward reducing our waste and energy consumption, and improving our recycling throughout the school. Recycling tubs are available in each area of the school for all paper products to be placed in rather than in the school rubbish bins. Please talk to your children about supporting the school's recycling efforts. We are also a rubbish-free school, students must take home any recess and lunch rubbish (wrappers, packaging etc) they have brought into the school.