

# Panton Hill Primary School



**No.1134**

*A Rich Past, Present and Future*

## **A-Z Information Book**

ABN: 47 279 387 515  
585 Main Road, Panton Hill Vic 3759  
Phone: (03) 9719 7202 Facsimile: (03) 9719 7292  
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Principal: Kylie Richards



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and Future*

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Phone: (03) 9719 7202 Fax: (03) 9719 7292

Principal: Kylie Richards

Email: panton.hill.ps@edumail.vic.gov.au

March 2017

## Welcome to Panton Hill Primary School

Panton Hill Primary School is a small community school currently of 116 pupils. We are proud of the school's caring and supportive atmosphere where the children, parents and staff know each other, mix socially and work together co-operatively.

We offer a comprehensive curriculum which caters for all students. In an increasingly more complex social and economic climate we provide a range of studies and activities to equip the children with the skills, to adapt to change and to fully participate in society.

Our dedicated and professional staff are well supported by the School Council and school community which is actively involved in school decision making. Parent participation in classroom and extra curricula programs is encouraged and welcome.

This booklet contains the A to Z of useful information that applies to your children while they are at the School. It covers organisational matters and basic school rules, as well as providing an insight into the school's ethos, curriculum programs and operations.

As Principal of Panton Hill Primary School I invite you to enter into a co-operative partnership which involves the home, school and the community. Please accept my open invitation to discuss with me any matters relating to your child's education or the school in general. I look forward to an enjoyable and productive association during your child's primary school years.

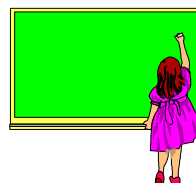
*Kylie Richards*  
**Principal**

## ABSENCES

Attendance at school is compulsory. Children's attendances and absences are recorded daily. Government regulation requires that written explanation be provided by parents for pupil absences. You may email the school or write a note if your child is absent. However, we would like to hear from parents personally if children are to be absent for a longer period of more than two days. On days of Total Fire Ban it is imperative that you telephone the school if your child is going to be absent to enable safety procedures to be implemented at the school level.

Regular attendance helps in:

- Good school work
- Good social adjustment
- Becoming dependable
- Good study habits



Perfect attendance is the goal of the healthy child but home is the best place for the sick child.

## AFTER HOURS SCHOOL CARE (OSHC)

Panton Hill Primary School operates an out of school hours care (OSHC) service for primary students. Registration is free with a flat rate charged for users. An OSHClub handout explaining OSHC in more detail, including charges can be found in the information pack or is available from the school office.

This service is available to all school age and 4yr old children living in and around surrounding areas of Nillimbuk Shire. Children who attend schools other than Panton Hill are welcome to attend and the centre encourages all families within the area to utilise the facility. A wide variety of activities are offered such as art/craft, cooking, sport etc. A nutritional afternoon tea is provided.

After school care can be arranged on an occasional (casual) or permanent basis. You can contact the OSHC coordinator - Melanie Maloney on 9719 7329 or 9719 7202.

Policy approved by School Council states that **children who are not collected by 3.50pm be placed in After School Hours Care and that normal fees apply.** All users of the program are required to register with Centrelink as they may be eligible for fee reduction.

## AIR CONDITIONING

Air conditioning is provided to all classrooms to ensure a quality teaching and learning environment during the summer months.

## ARTS, The

The Arts is one of the Domains in the discipline based learning strands of the Victorian Curriculum taught at Panton Hill Primary School. It is comprised of Visual Arts, Drama, Music & Dance. These components are taught within classroom programs, as specialist programs or through external providers.

## ART SMOCKS

To help protect the children's clothing when painting and general visual art lessons, all students should be provided with an art smock, in the form of an old long-sleeved shirt with elastic threaded through the cuffs or a similar type



garment.

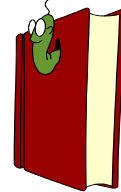
## ASSEMBLIES

A whole school assembly is held each Monday morning at 9.00am. Parents are welcome to attend and participate in the singing of the National Anthem, student awards and general announcements.

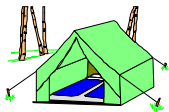
Assemblies are followed by Shared Reading where parents are invited into the classrooms to read with the children.

## BOOK CLUB

Bookclub books are offered each term through Scholastic Books.



## CAMPS



A camping program operates at the school with camps for students in years 3 – 6. The students undertake four different camp experiences over the four years.

## CHILDREN'S PROGRESS

At any given time the children in each class will have reached different levels of ability in various subjects and skills. This is because:

- all children are different and schools are encouraged to make provision for this
- children learn at very different rates
- children's health, friendships, family circumstances and relationships with teachers influence their learning
- children mature at different rates



Parents usually have a very good idea as to whether their children are doing their best.

## COMPUTERS

Computers are used extensively in all classrooms. A wide range of programs gives the children experience in word processing, problem solving, internet and publishing. Within classroom programs, Learning Technologies is integrated into all curriculum areas. All classrooms have interactive whiteboards. A class set of laptop computers and a set of iPads are shared between grades.

## COMMUNITY HALL

The Panton Hill Community Hall is available for use by the school as needed. It is utilised for activities such as Physical Education, visiting artists, dance program, graduation ceremony, multi age activities, special activity days, school concert etc. The hall is also available for hire by the school for fundraising activities and special school functions.

## CONCERNS - A FAIR GO FOR EVERYBODY.

Concerns, worries and difficulties do arise. Nobody is perfect. We pride ourselves in being open, approachable and willing to help you resolve your concerns. We treat all such matters confidentially. We do follow matters through and we report back to you when it is appropriate. The school telephone number appears in every newsletter and is on the front of this booklet. You are welcome to arrange a convenient interview time to discuss matters of concern.

We also have a Fair Go policy. That is, we hear all sides of the story before making accusations or unfair criticisms. We ask all members of our School community to share and support this policy.

## DANCE

Dance is a component of Health and Physical Education of the Victorian Curriculum. It is taught within classroom programs and in specialist dance classes taken by an external provider.



## DEPARTMENT OF EDUCATION & TRAINING (DET) SERVICES

The following services are made available through the school and may be utilised as the need arises. Discuss with your child's teacher or the Principal regarding the use of any of these services should you believe your child requires their assistance. All referrals are made through the school and require parent consent.

- **Educational Psychologist**

A fortnightly visit by an educational psychologist is available to assist children with emotional or behavioural problems.

- **Speech Therapy Clinic**

A trained speech therapist regularly visits to assist children with speech difficulties.

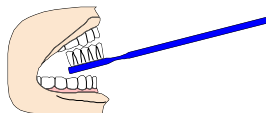
- **School Medical Services**

Run by the Department of Health, the school is visited by a trained Nursing Sister who examines all children in their first year of school.

- **School Nurse**

On request a nurse will visit the school to check the children's hair for head lice.

- **School Dental Service**



The School Dental Service (SDS) offers dental care to your child. SDS provides general dental care to children every two years while children identified with a greater need can be seen more often. Examinations and treatment will be provided by appointment at a suitable location nearby. A co-payment fee per child is required if the parent/guardian does not hold a valid Concession Card (Health Care Card, Health Benefits Card, Pensioner Concession Card or the child is a Ward of the State). A maximum fee per family will apply. The fee is a contribution towards the full cost of the dental care SDS provides and entitles your child to a course of care which consists of an examination and any treatment arising from that examination. The payment cannot be claimed through your private health insurance as it does not cover care received through a publicly funded dental service. (Ph. 1300 360 054)

## DISCIPLINE

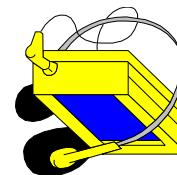
Panton Hill Primary School's approach to discipline is outlined in our Welfare and Behaviour Policy and Program that is available from the General Office. This area was extensively reviewed in 2015 as we developed our new School Strategic Plan. A Student Code of Conduct booklet is produced for each grade each year after consultation between students, teachers and parents.

## DRAMA

Drama is a component of the Arts Domain and is taught within classroom programs such as English and Integrated Curriculum.

## **ELECTRONIC & OTHER EXPENSIVE TOYS**

While students love to bring these toys to school, accidents do happen, toys can be broken and children become upset. We therefore request parents do not allow children to bring such toys to school as teachers cannot be responsible for their safekeeping.



## **EMERGENCY CONTACTS**

It is important for the school to be able to contact parents/guardians in case of illness or emergencies. Please keep the school informed of any changes in emergency Phone Numbers so that we are able to maintain the health and well being of your child(ren).

## **EMERGENCY MANAGEMENT PLAN**

Panton Hill Primary School has a well developed emergency management plan that incorporates planning for both internal and external threats. The school is equipped with a firepod building that houses two classrooms. This building can accommodate all students, staff and the pre-school children and staff in the case of a bushfire in the area. (For further information refer to Appendix A)

## **ENGLISH**

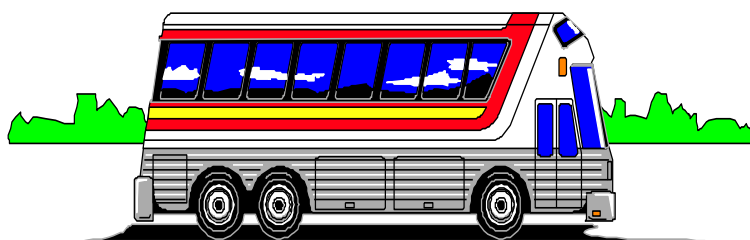
English is one of the Domains in the discipline based learning strands of the Victorian Curriculum. It incorporates reading, writing, listening and speaking. Panton Hill Primary School places great emphasis on achievement in Literacy for all our students. It incorporates classroom teaching – early literacy, Reading Recovery and intervention programs as well as additional opportunities for gifted students.

## **EXCURSIONS**

Excursions play a vital part in the school's curriculum as they provide many first hand experiences for the children.

We try to keep the cost of excursions to a minimum. Excursions are an important part of the education program. Immediately after the excursion follow-up work (based on the actual outing) is carried out. In view of the importance placed on excursions, we would appreciate your full support of them.

Seat belted buses are used for all excursions and camps.



## FACILITIES

Panton Hill Primary School is comprised of an historic building and extensions that house:

- 3 Modern Classrooms
- General Purpose/Art Room
- Italian room
- General / Principal's Offices
- Sick Bay & Disabled Toilet and Shower
- Toilet Block / cleaner's storeroom
- Interview Room for Educational Psychologist / Social Worker / Speech Pathologist

Two other modern classrooms are housed separately in a building with many fire refuge features.

. All classrooms have:

- Wet areas
- Computer Networking for intra/internet
- Intercom phone system
- Air-conditioning
- Interactive Whiteboards

Other buildings include:

- A Music room / multi-purpose area
- A BER building opened in 2011 with two classrooms and the school library

The former residence houses:

- OSHC Program (After School Care)
- Kitchen / Cooking Facilities

## FIRST AID

Panton Hill Primary School has a School Council approved First Aid Policy that details:

- School Structures
- Reporting Procedures
- Medication Requirements
- School and Parental responsibilities



All staff have undertaken level two first aid training.

## GRADE STRUCTURES

Grade structures at Panton Hill Primary School are flexible and may change from year to year.

Currently we have six grades - a Prep, a Yr1, a Yr2, a Yr3, a Yr4/5 and a Yr 5/6. Grade structures are dependent upon a number of criteria:

- Needs of the students
- Staffing expertise
- Specialist classes undertaken eg LOTE, Art, Physical Education, Music
- Number of students enrolled at each grade level

When determining grades for the following year, every effort is made to ensure the following aspects are taken into consideration:

- A range of academic ability in all classes
- Equitable mix of boys and girls in each classroom
- Specific student requirements
- Social preferences of students

## GROUNDS

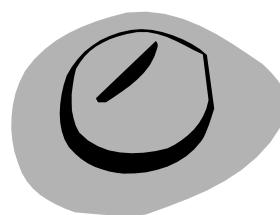
Panton Hill Primary School boasts a safe and inviting school environment with:

- Asphalted and grassed surfaces
- Basketball court
- Attractive Adventure Playgrounds
- Oval / grassed areas
- Extensive landscaping and vegetable garden

The aim of School Council is to continually enhance the physical school environment to ensure shaded areas are provided for students during the summer months. There is also an emphasis on improving the general grounds appearance and safety for our students. An area reserved for Prep/One/Two students to play has been developed near the P/1/2 classrooms.

## HATS

Broad brimmed hats are compulsory in terms 1 & 4 every year. These hats can be purchased as part of a school uniform order through the school. They form an integral part of our approach to ensuring all students are protected from the sun during these months and are incorporated within our SunSmart policy and program. Preps receive a free hat on enrolment.



## HEALTH & PHYSICAL EDUCATION

Health and Physical Education forms part of the core curriculum at Panton Hill Primary School. This subject is encompassed within:

- Classroom programs
- Specialist program
- Year 3 to 6 Camping Program
- Year 3 to 6 Interschool Sport
- External Provider programs

## HOMEWORK

The homework policy at Panton Hill Primary School encourages independence and a positive attitude to learning. Homework will be related to work which is covered in class and it is expected that each child will attempt it to the best of his or her ability.

- Children should read every night, where possible.
- Children should practice their 'times tables' and spelling words regularly.
- Any unfinished work that is sent home should be completed.
- Access to Mathletics and Reading Eggs Programs for all students / families



Parents can be supportive by providing advice and a quiet place for children to work. Please let your child accept responsibility for their work and do not do it for them. Consult your child's teacher if you have a concern.

## INCURSIONS

On a number of occasions throughout the year, the school makes use of a variety of visiting artists and / or specific focus groups to enhance school curriculum programs and provide further impetus for student learning. As these programs form an integral part of our curriculum programs, parents are encouraged to ensure their children attend.



## INFORMATION EVENINGS

A number of parent information evenings are held at Panton Hill Primary School each year. These provide additional information to parents about educational programs at the school as well as providing for community needs.

## INSTRUMENTAL MUSIC

Private instrumental music lessons by an instructor are available through the school. Instruments taught include:

- Keyboards
- Guitar / ukulele

Payments are paid directly to the instructor. Students perform at assembly, local venues and concerts.



## INTERSCHOOL SPORT

Students in the 3/4/5/6 area are involved in an interschool sports program with other schools in the area. Students are taught the necessary skills during Physical Education lessons and these skills are put into practice and improvements suggested throughout the course of the season. Good "sportsmanship" and participation are rewarded each week.

## ISDES (Individual School Drug Education Strategy)

Panton Hill Primary School, like all other schools in Victoria has developed a school drug education strategy that is incorporated within the school's Welfare and Behaviour Policy/Program and individual classroom programs through the Integrated Curriculum.



## JUNIOR SCHOOL COUNCIL

Junior School Council is part of the student leadership program at Panton Hill Primary School. Students from Years 2 – 6 are elected by students onto a committee which also includes the School Captains and Vice Captains. This committee meets on a regular basis under teacher supervision and enables the school to be involved in:

- Fundraising Activities
- Social Service
- Charity fundraising

Representatives make regular reports to the senior School Council at their monthly meetings.

## LEARNING IMPROVEMENT PLANS

Individual Student Learning Plans are utilised for those students who are experiencing some learning difficulty or who need further extension work. These plans are developed jointly between classroom teacher, parents and students and reflect the specific needs of individual students.

## LEARNING ENVIRONMENT

Panton Hill Primary School provides a safe, stimulating and caring school environment that is based on mutual respect between:

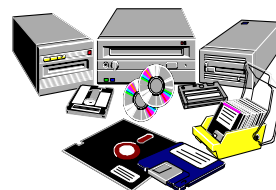
- Teachers and students

- Teachers and parents
- Students and students

A Welfare and Behaviour Policy is in place that focuses on the development and maintenance of such respect for others and for the school environment.

## LEARNING TECHNOLOGIES

Students are introduced to computers from Prep and skills learnt are utilised within all areas of the curriculum. All classrooms are networked to the school curriculum computer network and to the internet. Extensive use is made of the interactive Whiteboards, class set of laptop computers and set of iPads.



## LIBRARY BAGS



Encourage your child to use a Library Bag for transporting books to and from school as this saves much wear and tear on them. A cloth bag, 30cm x 40cm with a draw string is ideal for this purpose. Two bags are necessary, one for school library books and one for the Library Bus books. This ensures books borrowed do not become mixed up.

## LIBRARY BUS

The Regional Library Bus visits the area on Tuesday mornings and school children are taken to it each week. New children will be given a joining card or these are available from the Library Bus. Please fill out the details and return the card to the library bus or school. Your child will be issued with a borrowing card. It is a good idea to have a separate cloth library bag (as described under library) for library bus borrowing so the two groups of library books do not get muddled up.

## LIBRARY RESOURCE CENTRE

Library lessons are an integral part of the school's English curriculum and are provided through individual classroom programs and/or specialist lessons. Children are encouraged to borrow from the computerised School Library. Please encourage your child to borrow books and read them with him / her as this is an important part in the learning process. The library's resources are continually being upgraded and expanded, including audio visual and computer software resources

## LOST PROPERTY

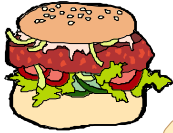
From time to time children lose some items of clothing. If items of clothing are named then finding the owners is an easy task. Please ensure all your child's clothing is named to avoid any losses. Any unclaimed clothing at the end of the term is displayed for students to check. If it is not claimed then it is washed and added to the second hand uniform stocks or given to a charitable organisation.

## LANGUAGES - ITALIAN

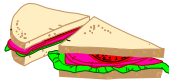
Italian is the language taught at Panton Hill Primary School. Students in Years Prep – 6 receive one hour instruction in Italian per week.



## LUNCH ORDER SERVICE



A healthy lunch order service from the Pantan Hill General Store is offered at the school. Children should bring a brown paper bag to school in the morning with name, grade and a list of lunch items and cost. The order will be prepared and returned to the school in time for lunch.



A price list is sent home with the newsletter at the beginning of the year.

## **MATERIALS REQUISITE LIST AND LEVY**

A list of materials required by each child is distributed at the end of the year. The State Government provides a grant for every primary school child that goes some way towards covering the cost of instructional materials but does not fully provide resources for all of the programs we offer.

Consequently we request parent support through a voluntary contribution which covers the subject areas and materials listed. Any shortfall needs to be made up through fundraising (fundraising includes voluntary levies, raffles, social events, stalls, BBQs, donations etc.)

## **MATHEMATICS**

Mathematics is one of the discipline based learning domains and incorporates number and algebra, measurement and geometry, and statistics and probability.

## **MONEY**

When forwarding money to school to pay for excursions, etc. please place the money in an envelope, completing with the student's name and grade details seal appropriately. If paying by cheque for more than one item a single cheque will suffice provided the envelope and/or forms have all the details. To encourage pupil independence, please let your child hand this money in, rather than doing it for him / her. Receipts will be issued for all payments.



## **MUSIC**

Music forms part of the Arts, one of the discipline based learning domains. This subject is taught as a part of the classroom curriculum programs and as a specialist program. Private instrumental music lessons are available. Please contact the school for more details.



## **NEWSLETTER**

A school newsletter is distributed to the eldest child of each family on Fridays. It is important that you read this newsletter as it will advise you of activities at the school eg. Excursions and also any changes to school times etc. Ask your child for the newsletter or look in their bag on Friday nights! If you do not receive a newsletter, please have your child collect another one from the office.

## **PARENT / TEACHER COMMUNICATION**

It is most important that teachers and parents communicate concerning children's progress. Formal interview sessions are arranged in February and June (Three Way Conference) each year. However, if you have a concern please do not hesitate to make an appointment with your child's teacher or the Principal. Teachers may also contact you from time to time about your child's progress.



## **PARENT PARTICIPATION IN CLASSROOMS**

At Panton Hill Primary School, we welcome and encourage involvement by parents in classroom programs. We believe parents have much to offer the school and children benefit greatly from increased parent / teacher interaction. Listed below are some of the ways you can take part, but the possibilities are unlimited. Please don't hesitate to suggest a way in which you would like to take part. All parent helpers require a Working With Children Check.



Some suggestions - helping with programs in the classroom, assisting in the library, typing, story telling, story reading to small groups, taking children for electives such as music, sports coaching, cooking, pottery, gardening, minor maintenance, computer instruction, arts etc.

## **PARENTS AND FRIENDS COMMITTEE**

This active group of parents supports School Council by conducting special lunch days and other fundraising and social activities. The group meets during school hours in the staff room to plan their activities.



## **PERSONAL BELONGINGS**



All articles of clothing should be clearly labelled with your child's name, so that he/she can read it. These include jumpers, jackets, coats, hats, shoes, slippers, lunch boxes, drink containers, school bag, pencils, textas, etc. This, of course, greatly reduces the risk of loss and saves both teachers and parents a great deal of searching time.

## **PHYSICAL EDUCATION**

Young children normally have short periods of exercise daily and lead a very active life in general. It is important that your child is dressed comfortably at all times, to allow freedom of movement. Lace up shoes / runners best suit school life.



All students are involved in physical education lessons through the daily classroom program and / or specialist lessons. Shorts, track suit, lace-up running shoes and appropriate hats during terms 1 & 4 will allow your child to participate more fully in this program.

## **PREP ORIENTATION / TRANSITION**

A Kindergarten to Prep Transition Program and associated Parent Information sessions are provided in terms 4 for children enrolled in Prep for the following year. These sessions provide the kindergarten children with valuable experiences of school life and increase their readiness to undertake their formal schooling. The adult information session provides parents with detailed information relating to the school, their child's physical, social, emotional and educational development and how they can best help their child settle into school life.

In addition, a series of Storytime sessions are offered for 3 and 4 year olds during terms two and three. This helps the younger children feel comfortable in the school environment.

## **PREMIERS' READING CHALLENGE**

All Panton Hill Primary Students participate annually in the Victorian Premiers' Reading Challenge.

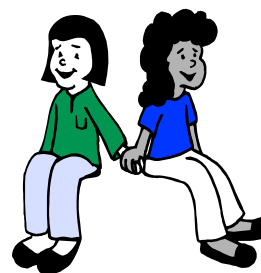
## **PUPIL BEHAVIOUR**

We have high expectations of pupils at Panton Hill Primary School. We expect them to act as responsible caring citizens and to accept and respect the rights of other children and adults.

## PUPIL INDEPENDENCE

At Panton Hill we encourage children to be responsible, to think for themselves and to accept responsibility for their words and actions. We seek your support by:

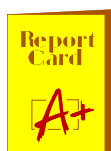
- Allowing your child to hand in letters and money.
- Encouraging them to do their homework, helping where help is needed, but never doing it for them.
- Encouraging your child to become progressively more independent and responsible.
- Assisting in developing strategies which enable them to plan and organise themselves.



### It is a continuing expectation that:

- They are responsible for putting their homework into their school bags.
- They hand money and notes to the teacher
- They increase their abilities to follow and remember instructions.
- They accept increased responsibility for changing 'take home' books.
- Please do not do these things for your child; rather, ensure they do it for themselves.

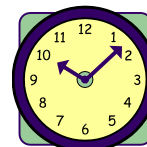
## PUPIL REPORTS AND PARENT / TEACHER INTERVIEWS



Written reports are provided in June and December. Interviews for all parents are held in February and June and interviews by request are held in December. Further contact with the school is welcomed at any time to discuss your child's progress. Appointments can be made through the school office (9719-7202).

## PUNCTUALITY - LATE!! WHO, ME?

School commences at 9.00am and children should arrive at least 5 minutes before that time. Punctuality is expected, in cases of absence or late arrival, a note or a verbal explanation should be given to your child's teacher on the child's return or sooner if the absence is to be a long one. Those students who arrive after the classroom roll has been taken should 'sign-in' at the office.



## READING RECOVERY

Reading Recovery is an intensive individual reading program designed for Year 1 students who are identified as at risk. This program is an acceleration program that ensures these identified children have appropriate literacy skills by the end of Year One.

|   |   |
|---|---|
| <p>If children live with criticism,<br/>they learn to condemn,<br/>If children live with hostility,<br/>they learn to fight.<br/>If children live with ridicule,<br/>they learn to be shy.<br/>If children live with shame,<br/>they learn to feel guilty.<br/>If children live with tolerance,<br/>they learn to be patient.<br/>If children live with encouragement,<br/>they learn confidence.</p> | <p>If children live with praise,<br/>they learn to appreciate<br/>If children live with fairness,<br/>they learn justice.<br/>If children live with security,<br/>they learn to have faith.<br/>If children live with approval,<br/>they learn to like themselves.<br/>If children live with acceptance and<br/>friendship,<br/>they learn to find love in the world.</p> |
|---|---|

## RISK TAKING

The teachers at Panton Hill believe that children learn by experimenting in new and untried areas. Often these experiments result in mistakes and failure. Ventures into new areas should be encouraged and mistakes should be viewed as an important part of learning. Rather than feeling negative about making mistakes encourage your child to try it again. This is what is meant by the expression 'risk taking.'

## SAFETY

In the interest of your child's safety, **NO CHILD MAY LEAVE THE SCHOOL GROUNDS** at any time during the day, unless you personally call at the office to collect him / her and sign the Early Leavers Register.

## AMBULANCE POLICY

In cases where staff consider it is warranted, injured children who need urgent medical assistance will be transported by an ambulance.

- Under no circumstances will injured children be transported in a teacher's car.
- Parents will be informed, if practicable, when their child is to be placed in an ambulance.
- Parents will be required to meet all associated costs.

## SCHOOL CAPTAINS

As part of the school's leadership program, each year two Year six students are selected to undertake the role of School Captains. Within this role, they provide support for other students and undertake leadership roles as appropriate. School Vice Captains are also appointed each year.

## SCHOOL CROSSING

The school crossing is supervised from 8.10am to 9.10am and again from 3.10pm to 3.50pm. Please ensure your child uses the crossing if he / she needs to cross the road. All children are expected to be courteous and cooperate fully with our crossing supervisor.

## SCHOOL COUNCIL

The School Council meets at 7.15pm two times each term. All parents are welcome to attend School Council Meetings. We encourage new parents to become involved and stand for election to school council. Elections usually occur in February / March and are well publicised via the newsletter.

School Council is well supported by active sub-committees:-

Buildings and Grounds, Finance & Fundraising, Curriculum and Review (Education and Policy issues) and Parents Club/Fundraising.

If you are unable to serve on school council you are welcome to join a sub-committee. Contact the principal for details.



## SCHOOL HOURS

|                     |   |
|---------------------|---|
| School Commences at | • 9.00am  |
| Morning Break       | • 11.00 - 11.20am   |
| Lunch               | • 1.20 - 1.30pm<br>(children eat their lunch in the classroom). |
| Lunch Break         | • 1.30 - 2.20pm   |
| School Dismisses    | • 3.20pm  |
| After School Care   | • 3.20pm - 6.00pm   |

## SCHOOL STRATEGIC PLAN / CHARTER

The Panton Hill Primary Strategic Plan is in place for 2016 - 2019. The emphasis is on Improved Teaching and Learning with an emphasis on Literacy, Numeracy and Learning Technologies. During 2015 the PHPS Community underwent a School Self Evaluation and School Review and a new School Strategic Plan for the next four years was developed.

## SCHOOL UNIFORM

Panton Hill Primary School has implemented a Compulsory School Uniform. The uniform coordinator (a parent volunteer) organises the purchase of uniforms each term. Please find a uniform order form enclosed. Orders can only be accepted if accompanied by payment. Uniform Order Forms are also available from the office.

## SCIENCE

Science is one of the discipline based learning domains and is closely aligned to Technology Studies which are the practical applications to scientific studies. Science is studied both as a stand alone subject or within the school integrated curriculum program.

## STUDENT BANKING (Children's savings accounts)

Included in this folder is an application from the Commonwealth Bank. Bank Books are brought to school on Tuesdays. By banking at school your child will develop a savings habit and the school receives a small commission.



## STUDENTS' PERSONAL GOODS

Private property brought to school by students is not insured, nor is the DET responsible for any loss. **Valuable items should not be brought to school.**



## SUNSMART

Panton Hill Primary School is a designated SunSmart School and has developed a School Council approved SunSmart Policy. As a consequence of this, children are required to wear School Broad Brimmed Hats during Terms 1 & 4 each year. These are \$10 at the uniform shop.

## SWIMMING

As part of the Health & Physical Education program, Panton Hill Primary runs a swimming program for Years Prep to 2 in term3 utilising fully qualified instructors. All the children in these grades are encouraged to attend. These sessions are followed up by associated lessons at the school. Children in Years 3/4/5/6 participate in Interschool Swimming Sports at the Diamond Creek Pool.



## TECHNOLOGY

Design, Creativity and Technology is one of the interdisciplinary learning domains. It is closely aligned to Science and is incorporated into classroom curriculum programs as part of the integrated curriculum program.

## TERM DATES

| Term dates for | 2017                | 2018                    |
|----------------|---------------------|-------------------------|
| Term One:      | 31/01/17 – 31/03/17 | 30/01/2018 – 29/03/2018 |
| Term Two:      | 18/04/17 – 30/06/17 | 16/04/2018 – 29/06/2018 |
| Term Three:    | 17/07/17 – 22/09/17 | 16/07/2018 – 16/09/2018 |
| Term Four:     | 09/10/17 – 22/12/17 | 08/10/2018 – 21/12/2018 |

## VICTORIAN CURRICULUM

Curriculum taught in Victorian Schools is based on the Victorian Curriculum standards.

## VICTORIAN EARLY LITERACY PROGRAM

Panton Hill Primary School is pleased to be able to provide support for our Prep to Year 3 children in the Early Years Literacy Program.

This program involves our children in a 2 hour literacy block each day where they participate in a range of reading based activities involving both whole class and small group activities.

Children are matched to appropriate reading materials and extra support will be provided to those with special needs. This extra support will be provided by a 'Reading Recovery' teacher trained to support children in an intensive one to one intervention program.

## WELFARE & BEHAVIOUR POLICY / PROGRAM

The Panton Hill Primary School Welfare and Behaviour Policy and Program is based on the provision of systematic welfare procedures as well as a positive approach to student behaviour. Students are encouraged to develop positive behaviour strategies throughout their schooling that encompasses mutual respect and rights and responsibilities of all members of the Panton Hill Primary School community.

Our Welfare and Behaviour Policy was written and revised after significant consultation between parents, children and teachers. Our aim is to provide a safe and happy environment for all children, parents and teachers.

Our policy is underpinned by the belief that:

All children have rights (to have rights you must accept your responsibilities)

All children have responsibilities



All children should be happy and allowed to learn

Parents are welcome in the school. They deserve respect and they should feel happy, valued and safe at the school

Teachers have the right to teach. They should feel happy, safe, respected and valued

## **WEBSITE**

Our website is at [www.pantonhill.vic.edu.au](http://www.pantonhill.vic.edu.au) and contains lots of school related information - including this document.

## **WORKING BEES**

Working Bees are held periodically throughout the year to carry out improvements to and maintenance work on the school buildings and grounds. Parents are asked to attend at least two Working Bees a year. Alternatively, if you are unable to attend at least 2 working bees, you are asked to pay a voluntary working bee levy which will be used to fund maintenance and improvement projects around the school.



## **YEAR 6 TO 7 TRANSITION**

This program runs in conjunction with local secondary schools and includes:

- Presentations by Secondary Colleges to Panton Hill PS students
- Secondary College Open Days/Tours
- Secondary College Information Evenings
- Meetings between Classroom teacher and Year 7 Teachers
- Year 7 Orientation Day

Parents are encouraged to view what the local secondary colleges have to offer to ensure the best choice of secondary education for your child.

## APPENDIX "A"

### PANTON HILL PRIMARY SCHOOL PROCEDURES FOR TOTAL FIRE BAN DAYS AND BUSHFIRES

#### NOTE TO PARENTS

The following instructions and procedures conform to the Emergency Management Plan adopted for this school. This procedure relates specifically to the threat presented by bushfire.

**ON DAYS OF TOTAL FIRE BAN (EXTREME OR SEVERE) ALL CHILDREN MUST WEAR SHOES TO SCHOOL (NOT SANDALS). THE SCHOOL WILL BE CLOSED ON CODE RED (CATASTROPHIC) DAYS.**

On days of Total Fire Ban children who are absent will be assumed to be in the care of their parents or guardian. It is advisable for Parents to notify the school if their child will not be attending.

On days of Total Fire Ban the class roll will be marked in duplicate for use, if necessary, at the Firepod / Junior School building.

In the event of a bushfire occurring and endangering the school:-

- All children will evacuate to the Firepod / Junior School building.
- Fire Brigade personnel will endeavour to patrol the outside of buildings (before and after the fire front passes).

**ONLY A PARENT MAY TAKE HIS / HER CHILD FROM THE SCHOOL IN THE EVENT OF AN EMERGENCY AND THEN WITH THE KNOWLEDGE OF THE PRINCIPAL / CO-ORDINATOR.**

**THE LOCAL CFA HIGHLY RECOMMENDS THAT CHILDREN NOT BE TAKEN IF A THREAT STILL EXISTS. PLEASE KEEP LOCAL ROADS CLEAR FOR CFA AND EMERGENCY VEHICLE ACCESS.**

On Days of Total Fire Ban written notice must be given to your child's teacher if you will not be collecting them from school. Please include the name of the person who has your permission.

No children will be allowed to board a school bus unless the Officer commanding the situation, SES or CFA says it is safe to do so.

In the case of an internal fire, bomb threat, etc, children will be moved to the oval at the school and remain there until the emergency passes.

Full copies of the school's Emergency Management Plan are available upon request from the school office.

**NB: DO NOT ATTEMPT TO COLLECT CHILDREN**

- **The school because of its central position and proximity to the fire station is considerably safer than many homes.**

**DO NOT RING THE SCHOOL**

- **Ring Emergency Management Division on 9589 6266 (Fax 9589-0296)**

**TUNE BATTERY RADIO TO FM 88.6 / ABC 774 AM FOR INFORMATION – a battery radio should be kept for this purpose**