“Great things happen in small places”

2014 Information Book

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Welcome – from the Principal

I would like to welcome you to Hesket Primary School. We, the staff, parents and students, are very proud of our school and its achievements over many years. In fact we have been the providers of quality education in Hesket for over 140 years.

We hope and trust that both you and your child will enjoy your association with the school. Our school provides challenging and comprehensive programs in the key learning areas of:

- English/Literacy
- Mathematics
- Health and Physical Education
- Science
- Technology
- Studies of the Society and the Environment
- The Arts (Music, Art/Craft, Drama and Dance)
- LOTE (Indonesian)

Our programs provide a range of activities that will develop your child academically, physically, emotionally and socially.

Hesket Primary is proud to be a school driven by strong values and the belief that every student can learn. The school strives to develop an engaging, student-centred approach to life-long learning where students’ academic, social and emotional needs are met. A dynamic learning environment, explicit teaching of personal and interpersonal skills for learning ‘how to learn’, and positive teacher/student relationships ensure student connectedness to school for optimal learning.

Cliff Palmer
Principal
March 2014
Profile of the School

Hesket Primary School is situated between Romsey and Woodend, approximately 11 Km from both towns. The enrolment in 2013 was 24. Hesket Primary School has served the rural population of the area since 1870 when the first primary school was opened. Timber milling and farming were the main occupations of the community in those days. Whilst farming is still carried out by some of the families, most families live in larger towns around Hesket – Romsey, Lancefield and Woodend, but choose to bring their children to this smaller rural school for a variety of reasons. In 2013 the school had a total staff of 3.4 Equivalent Full Time, (EFT) teaching staff and 1.0 EFT non-teaching staff. We also employ a casual general handyman and lawn mower whose role covers many building and grounds maintenance works.

The new school provides a permanent building housing two classrooms and an administration block under the BER program funded by the Commonwealth Government. The community was unanimous in agreeing that the 125+ year old, Old School Building should be retained. This has been agreed to by the Department or Education and Early Childhood Development (DEECD). This retention will mean that the school community, through the School Council, will become responsible for the maintenance and improvement of this building. School Council has set aside a special account for this purpose. The old school was built in 1912 and the teacher's residence was built in 1886.

In recent years the School Council has financed the construction of:
* playground equipment
* an oval with cricket pitch,
* an 800m² asphalted hard court,
* modifications to the teacher’s residence to create an Arts Room,
* modifications to the teacher’s residence to create a food preparation/canteen room,
* a large covered area at the entrance to the school and
* a covered area for outside PE lessons and protection against sun, wind and rain and
* retractable blind on three sections of the large covered area providing protection against sun, wind and rain

Sage, Grade 3
Our Values
Hesket Primary School enhances the overall development of our students through all aspects of their school lives within a safe and happy rural environment. A strong emphasis is placed on mastery of the foundation skills, encouraging self-motivated, independent learning and cooperation with others. Our children are be encouraged to fulfil their potential through a stimulating and challenging curriculum and school environment. Social and cultural acceptance of everyone and a close-knit family atmosphere enables our students, staff, Council and community to interact in a creative and positive manner.

Our Vision

The community of Hesket Primary School works towards achieving its vision by planning and implementing daily academic, artistic, sporting and social programs and administrative policies that support and enhance the individual and group;

All programs cater for individual differences
All children are accepted as individuals
All programs strive to bring out the best in every student
All programs recognise and support students’ academic, artistic, social and sporting talents

The school works to ensure teamwork among school council, staff, students and the wider community.
The school recognises and welcomes parent participation.

I really like Hesket Primary School. You can do the best things here, like a concert, skipping team, a new playground, some chickens to play with, fun games to play, sport, art, library, Indonesian, subby treasure box. Fun days like Egypt day, Convict day. A little school but great things to do. That's why I think you should come to Hesket Primary School.
Key Contacts

Principal: Cliff Palmer
Business Manager: Debbie Kent

Telephone: 03 5427 0330
Fax: 03 5427 0720
Email: hesket.ps@edumail.vic.gov.au
Website: www.hesketps.vic.edu.au

The staff - 2014

L-R Jan Crebbin (Grade 3-4 teacher), Cliff Palmer (Principal and Grade 5-6 teacher), Debbie Kent (Business Manager), Bridey Welton (Grades P-2 teacher)
Absences
A note is required to inform the school of a child’s absence and reason for it. Legally your child is obliged to attend school. Each term a print out will be forwarded to all parents as generated by the school’s computer system seeking ratification of the absence records.

Annual General Meeting
An Annual Reporting Meeting is conducted each year to coincide with the publishing of the school’s Annual Report. The schedule for this meeting along with all meeting times is published in the school newsletter.

Annual School Concert
The School Concert is held at the Romsey Mechanics Hall at 7.30 pm of the last Thursday of term three. Each year we have a different theme for the concert and the children practise throughout term three to be ready for the big night. The concert consists of a number of whole school, and grade performances as well as acts by small groups of children and the skipping team. The concert themes often come from the major activities going on in the world at the time or from an inspired staff member who is able to convince the other staff and students. In 2013 our theme was - “Toys”. We do not see this activity as a fund-raiser, individuals (Parents and school aged children) are charged $5.00 and standing room behind the seats is $2.00 each. All monies raised at the concert help us to pay for the hire of the hall, the sound system and the lights.

The theme in 2011 was “Four Seasons in One Day”.

Karla, Grade 5
Assemblies
There is a whole school assembly each Monday morning. This assembly runs from 9.00 am to about 9.10 am and it is used to:
* Sing our National Anthem.
* Highlight events occurring during that week.
* Allow our children to perform for their peers.
* Allow children to report back to the whole school on performances, sporting events etc that they have been involved in.
* Highlight examples of sensible and supportive behaviour.
* Draw the children’s attention to rubbish or other playground problems.
* Inform the children about workers or other people who may be in the school.
* Reward special performances by the children.
These assemblies provide an important opportunity for us to take special notice of sensible and supportive behaviour by the various members of the school community, they also allow us to highlight the many successes that our small school has out in the broader community. These assemblies also serve as a formal beginning to the school day.

I love Hesket Primary School because there is so much to do here like playgrounds, skipping team, camps, concerts and many fun activities to become a part of. On Fridays we play sport usually soccer, and that is a great time. We do P.E in the morning with Mr. Palmer. Hesket Primary School is the best school in the Macedon Ranges.

Michael Grade 6.

Book Club
We have used the Scholastic Book Club for the last few years. Book Club material usually comes home with the Newsletter, about once a term. Parents are not obligated to purchase anything however this is a cheap method of buying high-quality, child orientated current books, posters, CDs and computer software.
Camps
A unique feature of Hesket P. S. is the annual Whole School Camp. Every child, from Prep to Gr 6, is able to attend this activity. We have planned these camps to expose the children to a variety of environments and locations over their seven years at the school. The program is organised around four recurring themes.

<table>
<thead>
<tr>
<th>Theme</th>
<th>Location</th>
<th>Location</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Historical.</td>
<td>2003 Roses Gap Grampians</td>
<td>2007 Roses Gap Grampians</td>
<td>2011 Cave Creek Beaufort</td>
</tr>
<tr>
<td>Outdoor Education</td>
<td>2004 The Island Phillip Island</td>
<td>2008 The Island Phillip Island</td>
<td>2012 The Island Phillip Island</td>
</tr>
<tr>
<td>Beach Location</td>
<td>2005 Urban Camp Royal Park Melbourne</td>
<td>2009 Urban Camp Royal Park Melbourne</td>
<td>2013 Urban Camp Royal Park Melbourne</td>
</tr>
</tbody>
</table>

The three-day camp is usually held at the end of the school year, this timing allows the Prep children almost a whole year at school, becoming familiar and confident with their peers and the teachers. It also allows parents to budget over a longer period of time. We have been able to maintain a 90% plus attendance at the Whole School Camp. We try to keep the costs of these camps at about $200 per child however rising camp and fuel costs have made this increasingly difficult.
Canteen
The canteen is currently open on Friday and supports healthy food choices. 2013 saw the parents organise Subway meals for 2 weeks in the month and then another hot meal on the alternate week. These hot meals may have included soup and pasta. A menu is distributed early in the term. Parent volunteers are invited to join the canteen roster each year via a notice in the school newsletter.

Computers (ICT)
Computers are a tool to be used by all children with many of the aspects of their class work. Children are able to print off their sentences and/or stories with increasing skill in the lower grades while the upper children use them to produce whole articles for the local community newsletters and a complete school magazine each year. The “web” is also an important tool for research and general information on current affairs and areas of interest to the children. School council has purchased Netbook computers for every Grade 5 and 6 since 2010. We also have 12 Mac laptops in the school and an additional 4 desktop Macs in every classroom. The school council also recently purchased 3 iPads.

Information and Communication Technologies covers all the technological support materials we have in schools today. It includes such things as: Scanners, CD Players, Computers, Digital Cameras, Fax machines, Photocopiers, Tape Recorders, TVs, VCRs, MP3 Players and DVD Players. Hesket P. S. is firmly committed to the integration of Learning Technologies into every element of the school’s curriculum; ICT is treated as additions to the tools that we have available to help us attack and solve problems. All children need to be aware of, and be competent in, their use. All classrooms have interactive whiteboards that are used daily.

Emergency Contacts
The school keeps lists of parent (home & work) and emergency contact phone numbers for each child at school. We formally update this Emergency Contact list twice a year however there are brief articles in the weekly Newsletter, about twice a term, asking parents to let the school know of any changes to this important information.

If your home, work or emergency contact number/address changes please inform the school immediately so that we can keep our record up to date.

Excursions and Incursions
Each year teachers involve their classes in a wide range of educational experiences. Excursions are often a vital element that supports the classroom program. An excursion may be used to introduce a topic, it whets the children’s appetite and raises their interest level or it may be used as a concluding activity allowing the children to put their new skills into practice or to gain a fuller understanding of what they have been studying. Common excursions are: The Melbourne Zoo/Museum, National Art Gallery, JRFH Skipping Demonstrations, ScienceWorks, AFL Clinics and Grid Games and the Cobaw District Sports Association activities. Each year teachers will design programs around activities and performances that they know will be on. Excursions to performances of “The Hobbit,” (Gr 5/6) and “The Lion the Witch and the Wardrobe” (Gr 2 – 6), were very well received by both the students and the broader community. In the past we have also attended a performance of “The Lion King” as part of the whole school camp. The children in Grades 3-6 attended the Tutenkahmun exhibition in 2011.

We recognise that excursions may become expensive and we subsidise and assist parents where needed. We attempt to keep the cost of all excursions as low as possible.

All camps and excursion permission notes are printed on pink paper. These notes usually outline the activities and cost of the excursion and contain a Parent Permission section on the bottom.
also informs parents if any spending money is required. Incursions are where a group comes to the school. Recent incursions to visit Hesket were RhythmWorks which was a high quality musical group and Edgars Mission, which highlighted animal care.

Each teacher has an Excursion Roll, (This roll includes emergency information on all enrolled children as we often have cross-age groups on excursions and camps) the first list of children in this roll is the teacher’s own class. All lists contain information on allergies, emergency contact numbers and Medicare numbers. This roll and the signed permission forms accompanies each grade on their excursions.

**Hats/Sunsmart**

School policy on uniform is that school approved hats are compulsory during SunSmart season. Students wishing to wear hats at other times are to be commended on their common sense in seeking protection from harmful radiation. Hats worn at other times of the year should conform to uniform policy. Baseball caps are not uniform items and as such children wishing to wear a hat should wear the wide rimmed style hat that is part of the school uniform. Baseball type caps can be worn in Terms 2 and 3.

**Head Lice**

Anyone can get head lice. Head lice do not have wings or jumping legs so they cannot fly or jump from head to head. They are between 2 and 4 millimetres in size. Children with head lice are required under the Health (Infectious Diseases) Regulations to be excluded from school, day care or crèche until treatment commenced. A child with head lice can be treated one evening and return to school the next day, even if there are still some eggs present. On the child’s return to school, parents are required to complete a form, handed out after the headchecks. All children take a form either stating lice are present or not found, in regard to the treatment undertaken.
**Infectious Diseases**

A current list of communicable diseases and the period of exclusion from schools is distributed to all families with the newsletter in February of each school year. Parents are encouraged to seek medical assistance to ensure effective management of illness and community health.

The list of communicable diseases and the period of exclusion from schools is available at all times from the general office. Schools are wonderful places for building up a child’s immune system however some diseases are very serious and Government/Health Department Regulations require children to be kept at home for set periods of time.

This exclusion period helps to control and minimise outbreaks of various infections and contagious diseases. The following table sets out the times that infected pupils are excluded from school.

Certificate: Where a medical certificate is mentioned, this means a medical certificate from a doctor indicating that the child has recovered and is fit for school.

Contacts: With the exception of Diphtheria & Measles, the contacts of a child (other than family members) are not excluded from a primary school. In the case of Diphtheria contacts are excluded until a medical certificate is provided stating that the contacted children/adults are clear of infection.

Parents should avoid sending a child back to school too soon after an illness. Please be aware that all children should be immunised before they attend school, this is a government requirement for all schools.

If, for whatever reason, a child has not been immunised and the school becomes aware of someone in the school with one of the infectious diseases, for which there is an immunisation, we will contact the family of the non-immunised child and request that he/she be kept at home until the danger period for that disease is over.

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Mariam, Prep.

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I like Herken School because I like doing art and reading.

Mariam, Prep.
Table of infectious diseases and exclusions

Statutory Rule
A person in charge of a primary school or children's services centre must not allow a child to attend the primary school or children's services centre for the period or in the circumstances:
(a) specified in column 2 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 1 of the Table in Schedule 7; or
(b) specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 1 of the Table in Schedule 7.

The person in charge of a primary school or children's services centre, when directed to do so by the Secretary, must ensure that a child enrolled at the primary school or children's services centre who is not immunised against a vaccine preventable disease (VPD) specified by the Secretary in that direction, does not attend the school or centre until the Secretary directs that such attendance can be resumed. (Note—VPDs are marked in the table with an asterisk (*). Contact the Department on 1300 651 160 for further advice about exclusion and these diseases.)

Schedule 7 — Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)
In this Schedule, medical certificate means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus influenzae type b (Hib)</td>
<td>Exclude until at least 4 days of appropriate antibiotic treatment has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immunodeficiency virus Infection (HIV/AIDS virus)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza and Influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Department of Health
<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles*</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Immunised contacts not excluded.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.</td>
</tr>
<tr>
<td>Meningitis (bacteria — other than meningococcal meningitis)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection*</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td>Mumps*</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Pertussis* (Whooping cough)</td>
<td>Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment</td>
<td>Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.</td>
</tr>
<tr>
<td>Poliomyelitis*</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (head lice)</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing Escherichia coli (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

**Further information**
For further information about exclusions mentioned in this document, please contact the Department of Health's Communicable Disease Prevention and Control Unit on 1300 651 160 or visit the [www.health.vic.gov.au/ideas](http://www.health.vic.gov.au/ideas).

January 2010
Instrumental Music Program

The performing arts have always been seen as important by the school community. Over the years we have gradually increased the range of instruments we offer. This program includes a variety of instruments depending on the demands of the students.

All instrument lessons are taken by local instrument teachers and are an optional extra. A charge for these lessons applies and is set by the music teacher.

Lessons are usually taken during the school day so each term we change the instrument timetable so that children’s instrument lessons do not always clash with the same subjects.

The Instrument Program follows the same pattern each term. Generally eight 30 min. small group lessons per term at about $20.00 per lesson, per child ($16.00 per group). The eight lessons per 10-week term assists parents to and also allows for teacher illness or clashes with lessons etc. It is possible for children to have individual however there is a higher charge for these and it is best to the matter with the Instrument Program Co-ordinator.

The school recognises that instruments are expensive to purchase purchased or hired instruments to support this valuable program. If parents wish to use the school keyboards, cello, flute or violins there will be a small term hire fee.

Please note that Guitar, Flute, Clarinet, Saxophone and Drum fees are paid directly to the relevant tutors. Keyboard fees are paid to the school and the school pays the tutor.

The children from the instrument program often perform for their peers at small lunchtime and morning assembly soirees. These performances are aimed at giving the children experience in playing before an audience. All children involved in the program practise for and present a large performance towards the end of the school year. This performance is well supported by the parents and caps off a year of steady progress by the children.

Magazine (Mulberries)

During the school year the classes work together to produce the School Magazine, “The Mulberries”. The children do all the writing, layout and final production of this magazine and every family is given a copy on the last day of school. The Gr 5/6 children, the editors, run a competition for the year’s front cover and all children are able to submit their work, entries are judged by the Gr 5/6 children. The children are rightfully very proud of this magazine and it has been interesting to look back over the years to see the steady progress that has been achieved.

Medication

If your child has any form of medication which needs to be taken or used at school, please let your child's teacher know so that proper care can be taken. Please make sure that all the directions are clearly marked on any containers or packets.

Teachers are not allowed to give Panadol and other non-prescription drugs without written instructions from parents. Teachers are allowed to use “Stingose” when children have been bitten/stung by an insect.

If your child has any allergy please make sure that the school is kept informed and has information and/or necessary medicines to best handle any allergic reaction.
**Newsletter**
The newsletter is produced weekly and is circulated to the eldest enrolled student each Wednesday. Copies can also be downloaded from the school’s web-site. The newsletter is the most up to date source of information about the events occurring at Hesket Primary School. Make it your “must read” each week.

**Parent Involvement**
Parent involvement is essential to the successful functioning of the school. There are many different and enjoyable ways that parents can contribute, according to their particular interests and the time they have available. Some of these are;
* helping in classroom programs such as language, mathematics, PMP,
* driving children to smaller activities such as the Chess Championship, swimming lessons and skipping performances.
* assisting with excursions and sports programs,
* working bees
* school and grounds maintenance and development,
* organising or attending social/fund-raising events, or
* simply coming up with some new ideas.

The level of interest that parents show in their children's education is an important factor in developing in each child a positive and happy attitude towards learning and school life. This interest is just as important in the home as in the school. Every child needs both positive example and support from their parents. It is important to organise regular times where children can practise their reading and other academic skills and also when they can just spend a few minutes discussing their day at school. Children often need to speak about their day and this helps them to clarify their activities and also gives parents a better idea of what the child has been involved in.

Listening to, and encouraging our children is valuable to both parent and child. If a child has a problem please bring it to the attention of the relevant teacher. It is not good for anyone to dwell on a problem or to discuss it endlessly without some form of positive action being taken. Often a minor misunderstanding or argument can be addressed quickly and simply by approaching the relevant teacher and discussing it with them.

Parents are asked to contact school staff should they have any concerns. In this way we can stop problems getting bigger and make sure that both the home and the school are working in the same direction.

All parent volunteers must obtain a Working With Children check.

**Parent/Teacher Interviews**
Parents of Prep children and children who are new to the school are asked to attend an interview at the beginning of March. This interview concentrates mainly on the social aspects of the first six weeks of the child’s school life.
There is the opportunity for all parents to participate in formal 15 minute interviews in the last week of second term.
Other formal or informal interviews/discussions between parents and teachers can, and will, be organised if and when a parent or teacher feels that they are required. Teachers are pleased to see parents whether there is a particular reason or just for an informal chat about the general progress of children. Please feel free to make an appointment should the need arise. It is often best to discuss things early so as to minimise misunderstandings and to clarify the situation for both the parents and the teacher.

Payments to School
Every year parents are asked to send payments to school for a wide variety of reasons. These will include:
* subject levies/facilities levy
* excursion/camp payments
* instrument tuition fees
* uniform orders
* book club and
* special lunches.
Parents may pay by cash, cheque or Eftpos. If paying by cheque or cash we ask that all payments are sent to school in a sealed envelope with the child’s name and the reason/s for payment clearly marked on the outside.
The school has a supply of “Hesket P. S. Payment” envelopes and each family receives some with the first Newsletter each year. If families need more envelopes please ask and we will send some more home.
Children should present all notes and payments to teachers between 9.00 am and 9.30 am, these payments are then recorded in each class’s cash book. The “Cash Book” and the “Roll” are a formal part of each morning at school. As the children move through the school they need to become more and more responsible for the handling of notes and payments. Eftpos is available for use to pay children’s curriculum levy, excursions and camp.

Prep. Orientation Program
Parents are encouraged to bring their prospective Preps or other new students to the school for the Orientation Morning. Parents are able to visit the school at other times during the year to look through the school and to talk with the staff. We are always available to discuss any issues pertaining to enrolling children and some children enjoy a few morning sessions with the current years Preps to help familiarise themselves with the way our school operates.
The Prep/New Childrens Orientation Program runs from 11.00 am to 1.00 pm. The morning is intended to give the new children a brief introduction to school life and to the other children in their classes and to provide new parents with a chance to meet staff and members of School Council.
Parents of new children are able to ask any questions they may wish to have answered, to view
and place orders for items of school uniform and discuss School Council organisation and procedures. Other areas covered will include; the welfare and discipline policy, class and whole school rules and specialist timetables. The teachers and the School Council jointly run this information session.

The First Six Weeks of Prep; In the early part of the school year most Prep children struggle with a full school day let alone a full school week. Many schools allow Prep children to finish at 2.15 pm for the first six weeks. This is not an option in a small rural school as many parents have to travel some distance to pick their children up and if there are other family members attending the school it is unfair to expect them to do this twice in an afternoon.

The practice at Hesket has been for the Prep children to attend all day on Mon. - Tue, Thurs. - Fri. and to have all Wed as a break. This four-day week runs for the first six weeks of the school year. If parents have any concerns about their children being able to attend a full school week they are able to discuss them with the teacher.

At the end of this six-week period at school, the Prep teacher organises parent/teacher interviews at which the progress, both academic and social, of each Prep child can be discussed. While some children may require a slightly longer period of four days a week attendance, we expect all Prep children to be attending school five days a week after this initial six-week period.

Program for Students with a Disability (PSD)
The Program for Students with Disabilities supports the education of students with disabilities in Victorian government schools by providing schools with additional resources. Resources are provided to schools to assist in the education of eligible students with disabilities, not to individual students.

The categories within the Program for Students with Disabilities are:
* Physical Disability
* Visual Impairment
* Severe Behaviour Disorder
* Hearing Impairment
* Intellectual Disability
* Autism Spectrum Disorder
* Severe Language Disorder with Critical Educational Needs

Please contact the school if you require further information or visit the web-site below.

Religious Education (RE)
Religious Education is available for all children each week. There is a small charge per child, usually about $5.00 per year, for the booklets and other materials used in these sessions. Voluntary instructors run these programs. The class teacher stays in the room during these sessions. The Religious Education Teacher follows a non-denominational course, approved by DEECD and all major Christian Religions. The program is one that discusses and reinforces sound morals and ethics. All families will receive a permission form for this program. All children will be included in the program unless the school is informed, in writing, that children are not to participate in RE lessons.

If a child is not involved in RE lessons then their teacher will organise extra school work for them to undertake, in another classroom, during the RE lesson. All RE classes depend upon the availability of a qualified, approved volunteer RE instructor.

School Bus
Families who live 4.8Km from their nearest government school are entitled to some travel support from the government. This support comes in two forms;
“Conveyance Allowance” - Available to those families who transport their children to and from school. This payment, $300.00 (2 x $150.00) per child, is made in July and November
“Free School Bus” - These buses are largely used by Secondary College students however there
are also a number of primary school children using them as well.

Our children, who live in Kerrie and Cherokee, are able to catch a school bus along Hesket/Kerrie Rd, Kerrie Rd and Romsey Rd. This bus leaves from the Mitre 10 store in Romsey at 7.50 am and arrives at school at about 8.10 am. A number of Romsey based children use this bus, however these children must pay a term fee of about $90.00, this is around $10.00 per week. Government regulations state that paying students may only use these buses for as long as there are spare seats, ie seats not allocated to non-paying students. Currently our bus picks up and drops off the majority of its students, mostly Sacred Heart College and Kyneton College students, in Woodend so there are plenty of spare seats on the way to Hesket. The bus also carries a number of ex-Hesket students who know and look after our younger Primary School children.

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School Council

The Hesket School Council has 9 members: -
Six parent representatives. (Elected by the parents)
Three DEECD Representatives - one must be the Principal (other two elected by the DEECD employees.)

There is facility for the School Council to co-opt one member onto Council to work on specific projects.

Each member of School Council is elected for a two-year term. Half of the positions become vacant each year. The nomination and election process takes place during February and March and a new Council is formed at the AGM, usually held in late March. Whilst curriculum content is clearly outlined by DEECD (through the Victorian Essential Learning Standards, VELS, documents) and program delivery is the responsibility of the school staff, School Council has the responsibility for determining the Educational Policy of the School as well as responsibilities in the areas of:

* Buildings & Grounds
* Cleaning
* Financial Management
* Reporting to the School Community
* Promoting an interest in the School
* Formation of Sub Committees such as: Curriculum, Finance, Facilities, Fund Raising

All parents and staff are welcome to attend the School Council meetings which are held at least twice a term at 4.15 PM, in the staffroom. The meetings are usually on a Tuesday in the third and seventh weeks of each term. (New School Councils are able to choose the meeting day to best suit them.) The two meetings a term allow us to plan and review our work. The dates and times of all meetings are well advertised in the weekly school newsletter.
The sub-committees are formed early in the school year and are made up of at least one School Council member and other interested parents and staff. Sub-committees meet as often as they need and are expected to present a report, written or verbal, to general School Council meetings. These reports list any recommendations that have come from the meetings. School Council may approve/alter/reject these sub-committee recommendations. A detailed set of meeting papers is provided to all School Councillors, meeting papers usually go home on the Friday before the meeting.

School Hours

Session 1
9.00 a.m.– 10.30 a.m.
WED:
9.00a.m.-11.00 a.m
Recess
10.30 a.m.–11.00 a.m.
WED:
11.00am- 11.30am.
Session 2
11.00 a.m.–1.00 p.m.
WED:
11.30a.m.-1.00pm
Lunch
1.10 p.m.–2.10 p.m.
Session 3
2.10 p.m.–3.30 p.m.

Please note that the school grounds are supervised by teachers before school, from 8.45 a.m. to 9.00 a.m. then during recess and lunch and from 3.30 p.m. to 3.45 p.m.
Early dismissal time is 2.30 p.m. on the last day of terms 1, 2 & 3 and is 1.30 p.m. at the end of term 4.

Following staff consultation the meeting times for parent teacher meetings are published in the school newsletter. Parents are requested to make appointments with teachers around such times. Term dates are published in the school newsletter and on line at www.education.vic.gov.au/about/keydates/termdates.htm

School Uniform

The school endeavours to support parents in teaching their children appropriate standards of behaviour and dress sense.
After discussion between School Council, parents and staff, the following has been recommended for use as uniform. These items can be purchased through the school. All payments for school uniform are to be made out to “Hesket Primary School”. Parents are asked to pay for all uniform items when they place an order. Orders can be placed through the co-ordinator, Debbie Kent. Debbie will have articles of uniform on display at our Orientation Day in early December. Other,
interested parents may also assist with uniforms.

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Winter</td>
</tr>
<tr>
<td>Black track pants</td>
<td>Black track pants</td>
</tr>
<tr>
<td>Maroon/white l/s polo shirt</td>
<td>Maroon/white l/s polo shirt</td>
</tr>
<tr>
<td>School windcheater</td>
<td>School windcheater and Polar fleece vest</td>
</tr>
<tr>
<td>Polar fleece vest</td>
<td>Maroon/white checked dress</td>
</tr>
<tr>
<td>Maroon/black shorts</td>
<td>Maroon/black shorts</td>
</tr>
<tr>
<td>Summer</td>
<td>Summer</td>
</tr>
<tr>
<td>Maroon/white s/s polo shirt</td>
<td>Maroon/white s/s polo shirt</td>
</tr>
<tr>
<td>School windcheater, vest</td>
<td>School windcheater, vest</td>
</tr>
<tr>
<td>Sun hat</td>
<td>Sun hat</td>
</tr>
</tbody>
</table>

Some parents prefer the double stitched, reinforced track pants on sale through the school, others prefer to take advantage of “special sales” of these items at local and chain stores. Children must wear school uniform for:
* inter-school sports days,
* special activity days,
* annual school photographs and
* all excursions.

It is important that all clothing is clearly labelled to assist with its return should it become mislaid. Early in the year we publish a note in the Newsletter informing parents that we intend to use a permanent marker to write children’s names inside their clothing. Parents may refuse this offer if they wish. Uniforms may be purchased through the school at various times throughout the year. Parents will be notified of upcoming orders through the weekly newsletter and there are always copies of the current price list available from the office.

Lost clothing can be found in a tub in classroom one of the new building. A cupboard has been set aside as a Uniform Store. It contains a small supply of the most commonly bought articles as well as a good number of sun-hats. The school also offers 2nd hand uniforms. Please speak to our uniform co-ordinator, Debbie Kent, for more information about this.

Footwear: - Sturdy, dependable footwear is considered essential; thongs and open sandals are inappropriate for school wear. Gumboots are excellent winter footwear outdoors; however a change of shoes/slippers may be needed for indoor use, especially for the Gr P/1/2 children.

Singlet tops or bare midriffs and T-shirts and tops with inappropriate pictures, art work and/or text are not acceptable at Hesket P. S.

Sensible clothing should be worn at all times. School council has determined that all children photographed for the newsletter and newspaper articles must be wearing school uniform.

**Skipping Demonstration Team**

In 1994 our school became a Demonstration School and since then we have given skipping demonstrations at many schools and major events such as National Heart Week Launch, the Aust. Women's' Squash Championships, the annual Physical Education teachers conference, an Aust V England netball test and the launch of Education Week. A highlight in 2010 was being invited to perform on David Brown’s School days on the Saturday Channel 7 TV news. The highlight of 2013 was the teams participation in the State School’s Spectacular at Hisense Arena in Melbourne.

The demonstration team is open to all children from Gr 1 and above. This team trains together and performs for the whole school year.
Skipping is a highly aerobic activity and is a great exercise as well as being a fantastic motivator for the students. There is also a link between physical activity and improved academic performance so the students get the best of both parts of school.

The Hesket skippers are the National Heart Foundation, **Number 1 team in Victoria**. They have successfully competed at 11 Victorian Championships with overall awards for routine events and record setting events.

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**Staffing**

Exact grades are not known yet but we will do everything possible to keep our usual smaller classes, especially in the important Early Years of school. We attempt to keep our staffing as stable as possible but schools, like all workplaces, are affected by changes in the lives of staff. Staffing, which is not expected to change markedly, will be estimated in Dec/Jan.

**Strategic Plan**

The School Strategic Plan sets out the school’s strategic directions for the next four years, including the school’s purpose, values and environmental context, as well as goals, targets and key improvement strategies in three student outcome areas:

* Student learning
* Student pathways and transitions
* Student engagement and well-being.

The school strategic plan is informed by the information gathered and directions identified throughout the school self evaluation and school review processes, and through staff, student and parent consultation and engagement with relevant community agencies.

The school strategic plan will be broken down into a series of annual implementation plans which set out how the school will go about implementing the key improvement strategies.

The school’s strategic plan is for the period 2013 - 2016.

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**Student Banking**

Children may take the opportunity of banking with the Commonwealth Bank through their School Banking Scheme. Bank books are collected on Tuesday. Forms are available from the school office.

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**SunSmart**

Our school is a strong supporter of the “Sun Smart” program; we are a registered “Sun Smart” school. This means that during 1st and 4th terms children’s tops must always have sleeves, at least to the elbow, and all children must wear a brim hat or a legionnaire style hat when outside. Hats are available from the uniform store. Baseball type caps are not permitted between September 1st and April 30th, if worn they will be confiscated and given back at the end of the term.

There is always sunscreen available for the children; the older children are a wonderful assistance when teaching the smaller children how to apply sunscreen properly.
Swimming
Swimming will be offered for the whole school. We plan for a six day intensive program at the Kyneton Aquatic Centre. The swimming program costs between $50.00 per child for the six days. This program is held in Term when the weather is warming and the children are less likely to contract colds and flu and thus miss lessons. Parents will be asked to be volunteer drivers to transport the children to keep cost down.

Term Dates for 2014
Term 1  28 January (teachers start) to 4 April
      * Students start 30th January
Term 2  22 April to 26 June
Term 3  14 July to 19 September
Term 4  6 October to 19 December
Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school.
Transition program Grade 6 to Year 7
The local state secondary colleges (Gisborne and Kyneton) organise pre-orientation days for the Grade six students – usually in May/June. These days provide the Grade 6 students with experiences such as those they will have at the start of the next year. The time table of these days reflects a usual day for a Year 7 student.

VELS - curriculum
The curriculum of all Victorian state government schools is directed by the Victorian Essential Learning Standards (VELS) documents. These documents outline curriculum content and developmental levels for children from Grades Prep to Year 10. Each level covers at least one year of schooling. It is expected that children will achieve the VELS Levels in the following order:

<table>
<thead>
<tr>
<th>Standards</th>
<th>Stages of Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1</td>
<td>End of Preparatory Year</td>
</tr>
<tr>
<td>Level 2</td>
<td>End of Year 2</td>
</tr>
<tr>
<td>Level 3</td>
<td>End of Year 4</td>
</tr>
<tr>
<td>Level 4</td>
<td>End of Year 6</td>
</tr>
<tr>
<td>Level 5</td>
<td>End of Year 8</td>
</tr>
<tr>
<td>Level 6</td>
<td>End of Year 10</td>
</tr>
</tbody>
</table>

Laying the foundations
Building breadth and depth
Developing pathways

The DEECD, Victorian Essential Learning Standards documents cover all subject areas taught in schools today. These subject areas have been divided into three broad areas. A child’s progress is recorded in two ways, firstly the VELS level ie 1 to ~5 in primary schools, and secondly the progress within a level. There are five steps within each VELS Level.

These are shown as:
- a ‘C’ rating means that a student is at the standard expected at the time of reporting and that their learning is on track
- a ‘B’ rating means that a student is above the standard expected for their year level at the time of reporting
- an ‘A’ rating means a student is well above the standard expected for their year level at the time of reporting
- a ‘D’ rating means a student is below the standard expected
- an ‘E’ rating well below the standard expected for their year level at the time of reporting.

While many children will attain mastery of each level in accordance with the VELS expected grade levels it is not unusual for a child to be at one level in one Domain and different level in another Domain. Teachers plan programs that allow children to work through a series of activities that have been designed to introduce new skills and to reinforce those skills already mastered. In this way children will gradually master the skills of one level before moving on to the next level.
All lessons in all schools involve more than one skill and cover more than the one Domain that is officially being taught, i.e, for a child to effectively participate in a Maths lesson he/she must also be able to listen, read, spell and write. A Science lesson may also involve Maths, Reading, Spelling, History and Writing. This concept is called Integrated Curriculum. Teachers are well aware of this approach and utilise it to teach or reinforce a wide range of skills across the whole curriculum.

Voluntary Contributions - 2014
The 2014 Voluntary Contribution will be $130.00 per child. This is made up of
$83.00 – Class materials, (Exercise books, folders, biros, rulers etc. The school orders, pays for and distributes these materials at the start of the school year.)
$22.00 MARC Library Van,
$18.00 Photocopying and printing
$ 7.00 Arts materials.

$50.00 to assist with the maintenance /improvements of the school buildings and grounds which is refundable on attendance at the 2 working bees.

Wet Day Timetable
On days where the weather is wet or extremely cold we operate a wet day timetable. This means that the children are supervised inside during recess and lunch times.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIP</td>
<td>Annual Implementation Plan</td>
</tr>
<tr>
<td>BER</td>
<td>Building the Education Revolution</td>
</tr>
<tr>
<td>CASES</td>
<td>Administrative computer system</td>
</tr>
<tr>
<td>CRT</td>
<td>Casual Relief Teacher</td>
</tr>
<tr>
<td>DEECD</td>
<td>Department of Education and Early Childhood Development</td>
</tr>
<tr>
<td>EMA</td>
<td>Education Maintenance Allowance</td>
</tr>
<tr>
<td>FUSE</td>
<td>Find, Use, Share Education – Department website</td>
</tr>
<tr>
<td>ICT</td>
<td>Information Communication Technology</td>
</tr>
<tr>
<td>NV Region</td>
<td>Northern Victoria Regional Office</td>
</tr>
<tr>
<td>LOTE</td>
<td>Languages Other Than English</td>
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<tr>
<td>NAPLAN</td>
<td>National testing</td>
</tr>
<tr>
<td>PD</td>
<td>Professional Development</td>
</tr>
<tr>
<td>Ultranet</td>
<td>Department website accessible to students</td>
</tr>
<tr>
<td>VELS</td>
<td>Victorian Essential Learning Standards</td>
</tr>
</tbody>
</table>
For further information, please contact the principal to come and visit.

Phone:  (03) 54 270 330  
Fax:  (03) 54270 720  
Email: hesket.ps@edumail.vic.gov.au 
Romsey Road, HESKET 3442

and visit the schools website: 
www.hesketps.vic.edu.au