

QUARRY HILL PRIMARY SCHOOL

Information Booklet 2023/2024



25 Peel Street, Bendigo
Phone 5443 3537

Email – quarry.hill.ps@education.vic.gov.au

Website - <http://www.quarryhillps.vic.edu.au>

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Welcome to Quarry Hill Primary School

The following information has been prepared to assist you in your understanding of the philosophy and the day to day operations of our school.

We hope that your association with Quarry Hill Primary School will be a long, happy and successful one for both you and your whole family. Your input and feedback is valued and we encourage you to take every possible opportunity to participate and maintain a presence in school-related matters. Quarry Hill Primary School has a tradition of high-level parental involvement which is vital to the learning culture we endeavour to create. Your active involvement will help to strengthen the educational and social growth of your child.

As a parent you hold an extremely important role in your child's education. 'Family' is the principle educator - the most important learning has already taken place before even beginning school. You play a crucial role in shaping your child's attitudes towards learning. By working closely with school staff, and particularly with your child's teacher, a strong partnership can be fostered.

Our vision statement:

Quarry Hill Primary School students are empowered to be engaged learners. Our community fosters a culture of respect and belonging.

We welcome regular involvement of parents in a wide range of activities that occur within the school. Whilst many of our programs could not succeed without parent/carers help and support, we are conscious of the demands on families and encourage you to participate as much as you possibly can.

If you require additional information on any matter please feel free to contact me or your child's teacher.

Jo Menzel
Principal

SCHOOL PROFILE & PHILOSOPHY

Located in Peel Street, Bendigo, in close proximity to the CBD, Quarry Hill Primary School serves an older, well-established residential area. Established on its current site in 1910, the school's traditional red brick building features a unique quadrangle design that provides easy access and interaction between classrooms.

Our school is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. We recognise the importance of the partnership between our school and parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students. The school has a zero tolerance for child abuse.

The VRQA Minimum Standards for School Registration includes a standard concerning the school's adherence to Australian democratic principles and practice.

The programs and teaching at Quarry Hill Primary School support and promote these principles and practices, including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance.

VISION AND VALUES

Vision Statement: *Quarry Hill Primary School students are empowered to be engaged learners. Our community fosters a culture of respect and belonging.*

Values

1. Kind

- I understand that everyone is different
- I co-operate
- I respect myself, others and the environment
- I am community minded
- I belong



Kind

2. Curious

- I am a learner
- I seek knowledge
- I ask questions
- I explore and wonder
- I create



Curious

3. Brave

- I am honest
- I am independent
- I have high expectations
- I am resilient
- I am open to feedback



Brave

SCHOOL CULTURE

The school community is strongly committed to a shared responsibility for a safe, caring, and harmonious educational environment. Integrity and respect for all are crucial factors in maintaining our school's positive culture. We provide:

- A positive learning and social environment.
- Opportunities for students from across the range of year levels to work together including a
 - A highly successful Prep Buddies Program,
 - An emphasis on student leadership in the senior grades
 - Cross age activity days
- Classrooms which are located around a central quadrangle, fosters a strong sense of safety and security, as well as provide a common area for a range of activities.
- A Code of Conduct which supports students to: reflect on their choices, take action to repair any damage caused to people and/or property and address future conduct by owning their choices. It also contains a Bully Prevention Policy and a clear process for dealing with bullying.
- A Code of Conduct for all staff and volunteers
- Collective responsibility to meet the Child Safe Standards (further information available on our website)

STAFF

Quarry Hill Primary School's staffing profile currently consists of:

Principal – Jo Menzel

Assistant Principal – Anne Rochford

2023 Classroom Teachers – Merryn Walker, Craig Harrop, Tess Morcom, Tonya Van Deurse, Erica Dempster, Sarah Edwards, Bek Fry, Clinton Donohue, Maria Tzaros, Brad Shepherd, Jane St Clair, Lorraine Beriman, Ross Turner, Lauren Clark, Tamiela McErvale

Visual Arts Specialist – Brooke Wilson

Music Specialist – Ross Turner

Chinese Specialist – Minyu Xu

Phys Ed Specialist - Ross Turner

Intervention - Jess Telford

Tova Penno

Wellbeing Worker – Kerry Phillips

Business Manager – Narelle Jones

Administration Assistant – Amanda Dole

Education Support Staff – Luci Tanashevich, Tom Guerra, Tim Murphy, Sophie Davies, Josh Hawken

Cleaner – Shine Property Solutions

UNIFORM

The school uniform supplier is:

Lowes Bendigo

Bendigo Market Place

116-120 Mitchell Street, Bendigo VIC 3550.

Wide brimmed hats must be worn in the playground from the beginning of September to the end of April. Quarry Hill Primary School is a SunSmart school. Prep students are issued with a free wide brimmed hat during their Transition Days at Quarry Hill. Additional hats can be purchased from the office at a cost of \$12.00. During the colder months school beanies are available for purchase at a cost of \$12.00 and school bags can also be purchased from the office at a cost of \$50.00.

Clearly naming your child's clothing, including shoes, is most important. If any items are misplaced at school, they can then be easily returned. There is a lost property area located at school where all unclaimed, unnamed clothing is left. If your child loses anything, please feel welcome to check through and collect any belongings. Unclaimed clothing is regularly displayed and then sent to our Second-Hand Uniform Shop and sold for 50 cents.

QUARRY HILL PS DRESS CODE

Quarry Hill Primary School colours are navy and maroon.

The Dress Code is as follows:

Quarry Hill Primary School colours are navy, maroon and white.

Children are able to wear the following:

- navy/white checked school dress, navy pinafore or
- white, maroon or navy shirt or long-sleeved polo shirt with logo
- navy rugby top with logo
- bomber jacket with logo
- navy shorts, trousers or skirts
- ❖ Shoes are to be flat heeled with enclosed toes. Sneakers are preferable for all physical education activities.
- ❖ Socks & tights must be in school colours.
- ❖ Broad brimmed hats as issued by the school are to be worn for all outside activities from mid-August to April 30th. (In line with our Sun Smart Policy)
- ❖ Children are encouraged to wear clothing with the school logo. All other logos are unacceptable.
- ❖ Stripes on pants, shorts, shirts or windcheaters are not allowed.
- ❖ Shorts and trousers must be plain navy blue - denim clothing is not allowed.
- ❖ No jewellery to be worn except for ear studs and watches.
- ❖ Students are expected to wear their hair tied back when long enough to do so.
- ❖ Hair bands, ribbons, clips etc. must be in school colours.
- ❖ Sunglasses are acceptable but must comply with minimum ASA standards and be clearly named.
- ❖ In cold weather, skivvies or long sleeve t-shirts in school colours may be worn under uniform.
- ❖ Coats and wind proof jackets are preferred in school colours.



TERM DATES 2023

Term 1 27th January – 6th April

Term 2 24th April – 23rd June

Term 3 10th July – 15th September

Term 4 2nd October – 20th December

Preps starting school in 2023 will have every Wednesday during February as a rest day. An important individual Prep entry assessment is undertaken on these days. Parents will be informed of their time and date.

PUBLIC HOLIDAYS 2023

Australia Day – Thursday 26th January

Labour Day – Monday 13th March

Good Friday – Friday 7th April

Easter Monday – Monday 10th April

ANZAC Day – Tuesday 25th April

King's Birthday – Monday 12th June

Bendigo Cup Day – Wednesday 25th October

SCHOOL HOURS

The school is officially closed until 8.50am and therefore no responsibility can be taken for children who arrive before this time. Similarly, we cannot take responsibility for children after 3.40pm. We offer a quality Outside School Hours Care facility through OSHClub, both before school (6.45am-8.50am) and after school (3.30 – 6.00pm) in the Multi-purpose room – this can be booked online at <https://www.oshclub.com.au/vic/quarry-hill-primary-school/>

Classrooms open	8:50am
Morning Session	9.00am – 11.00am
Lunch	11.00am – 12.00 noon
2nd Session	12.00 noon – 2.00 pm
Afternoon Recess	2.00pm - 2.30pm
3rd Session	2.30pm - 3.30pm

Teachers on yard duty supervise the children before school (8:50-9:00am), at lunch and recess times and after school (3:30-3:40pm) and we offer a variety of lunchtime activities and access to the Bushland.

On an extreme weather day, a wet/hot day timetable applies where children are supervised in their classrooms.

Lunch hour is 11.00am -12.00 noon.

Children require a note to go home for lunch and must be collected and dropped off by a parent or carer.

Lunches are eaten in the quadrangle or on the basketball court from 11.00am to 11.10am and the children are supervised during this time. We promote a rubbish free environment by not placing bins in eating areas and promote the use of recycled containers. Students are required to take any rubbish home in their lunchboxes.

ATTENDANCE & PUNCTUALITY

Regular attendance is essential for the satisfactory progress of your child. However, home is the best place for a sick child. If your child is absent for any reason, the school must be notified in writing, by telephone or via the school application Compass. If for any medical reason, your child is absent for a prolonged period of time a medical certificate is requested. In this instance, please contact the Principal to discuss your child's anticipated recovery & return-to-school time-frame.

Whilst punctuality is promoted, we understand that sometimes situations resulting in lateness cannot be avoided. It is important in these circumstances, that children still attend school, regardless of lateness. Children arriving late are required to sign in at the office.

If your child needs to leave school during the day, we require notification from a parent/carers in writing or by telephone. To ensure safety, children must be collected from the school. The adult collecting the student is required to complete the Sign Out register. This register is located in the general office.

SCHOOL ENROLMENT PROCEDURES

To enter the Foundation (Prep) year children must be at least five years of age by April 30th of the entry year. All children must attend school when they are six years of age. When a child is being enrolled in school, parents need to provide a copy of their child's Birth Certificate, and a 'School Entry Immunisation Certificate' which is issued to you from Medicare. This certificate shows:

- Your child has been immunised against measles, mumps, diphtheria, tetanus and polio or
- There is a good reason why your child has not been immunised, or
- You, as a parent or guardian, have undertaken to have your child immunised within the next six months.

Copies of Court Orders impacting on students must be provided.

For medical conditions/requirements please refer to Page 23 for details.

DESIGNATED SCHOOL NEIGHBOURHOOD ZONE

Our school zone is available on findmyschool.vic.gov.au which hosts the most up-to-date information on school zones in Victoria.

Students residing within our school zone are guaranteed a place at our school, which is determined on the basis of your permanent residential address.

In the first instance, Quarry Hill Primary School draws its enrolments from our 'designated neighbourhood zone'. This zone has been devised, in consultation with our Regional Office, taking into consideration the location of other local primary schools.

Where there is insufficient accommodation at our school for all students who seek entry, students are enrolled in the following priority order:

- Students for whom our school is the designated neighbourhood government school.
- Students with a sibling at the same permanent residence who are attending our school at the same time.
- All the students in order of closeness of their permanent residence to the 'designated neighbourhood zone' boundary.

TRANSITION PROGRAM

To support your child's transition from preschool to primary school we provide a comprehensive transition program conducted in Term 4 of each school year. Opportunities are provided during these sessions for the pre-prep students to become familiar with our facilities, staff and their buddies over four sessions.

Information sessions are provided in May.

School Tour Dates for 2023 are as follows:

29th May 2.30pm

9th June 9.30am

13th June 2.30pm

27th June 9.00am

Prep 2024 Orientation Program Dates for 2023

- Thursday 9th November Classroom visit 1 (Parent will be notified of times and groups)
- Friday 24th November Classroom visit 2 (Parents will be notified of times and groups)
- Thursday 30th November School visit (Parents will be notified of time) Parents are invited to meet with Principal and 2024 Preps will spend time with Teachers
- Tuesday 12th December State-wide Transition Day. (Whole school, including 2024 Preps)
9.30am – 11.00am

TRANSITION TO SECONDARY SCHOOL

A comprehensive transition program is provided for students in Grade 6 to support their move to secondary school. To celebrate the completion of each child's primary education a Graduation Ceremony is held for all students in Grade 6.

For families that live in our catchment area, the local secondary feeder school is Bendigo South East Secondary College. Secondary enrolments are now based on neighbourhood boundaries according to the family's residential address. Please find your designated Secondary School at www.findmyschool.vic.gov.au

THE VICTORIAN CURRICULUM F–10

The Victorian Curriculum F–10 sets out a single, coherent and comprehensive set of content descriptions and associated achievement standards to enable teachers to plan, monitor, assess and report on the learning achievement of every student.

The Victorian Curriculum F–10 incorporates and reflects much of the Australian Curriculum F–10, but differs in some important respects, most notably the representation of the curriculum as a continuum of learning and the structural design.

Victorian government and Catholic schools are required to use the Victorian Curriculum F–10.

The Victorian Curriculum Foundation–10 (F–10) sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none">• Dance• Drama• Media Arts• Music• Visual Arts• Visual Communication Design English Health and Physical Education The Humanities <ul style="list-style-type: none">• Civics and Citizenship• Economics and Business• Geography• History Languages Mathematics Science Technologies <ul style="list-style-type: none">• Design and Technologies• Digital Technologies	Critical and Creative Thinking Ethical Intercultural Personal and Social

SPECIALISED PROGRAMS

Our specialist classes include: LOTE (Chinese), Visual Arts, Phys Ed and Music. Students also have the opportunity to take part in various extension programs. Examples include the Kelly Sports (after School program), Instrumental music lessons, lunchtime activities including; (gardening, club, arts/crafts, coding club, computers and yard games) and various academic competitions. These programs may vary from year to year.

TEACHING & LEARNING

Quarry Hill Primary School's Teaching and Learning Policy aims to clearly articulate our shared beliefs about what constitutes a positive learning environment. Our teachers work in teams to plan curriculum programs and to support one another in implementing best practices in teaching and learning.

Our priority is to ensure that every child achieves their personal best.

Teaching and learning is our core business and we share the belief that 'the learner' is central to everything we do. Teacher teams at Quarry Hill Primary School are continuously involved in joint planning and classroom-based research to improve teacher practice. Our teachers are all active learners and are committed to professional development and regular professional dialogue which is reflected in our staff meeting schedule.

SCHOOL STRATEGIC PLAN

The Strategic Plan is the school's statement to its community about what it stands for and intends to do over the next four years to improve student outcomes. It defines what the school values most and sets out the school's goals and targets, key strategies for improvement and its resourcing priorities. Consultations, through forums, surveys and information in school newsletters about the development of the plan also provides an important means of involving the school community in setting school directions.

ANNUAL IMPLEMENTATION PLAN (AIP)

The AIP is a twelve month school plan. The school Annual Implementation Plan describes how the key improvement strategies in the school Strategic Plan and other significant projects will be put into operation in each of the four years of the Strategic Plan.

Annual implementation planning assists schools to:

- plan and communicate their work for the coming year and how this will lead to achieving the goals and targets in the school strategic plan
- ensure efficient and effective allocation of resources to complete the work
- monitor progress and success.

ANNUAL REPORTS

Each year the school is required to report to the community through an Annual Report. This report provides information on student achievement, curriculum delivery, staff development and the school's financial planning. Each year, an Annual Report meeting is open to the school community and is made available on the school's website.

CURRICULUM DAYS

The Department of Education & Training (DET) allocates each school four days per year when students do not attend school and teachers participate in curriculum planning and/or professional development. Children do not attend school on these days. The school will inform parents of upcoming dates through the newsletter.

DEVELOPING THE WHOLE CHILD

Quarry Hill Primary School adopts a holistic approach to education and is committed to developing the whole child. We actively support and foster the performing and visual arts, languages, science and technology. We have a strong history of participation in sports and provide opportunities for children to take part in lunchtime, local, regional and state level competition.

Research tells us that young people who find their own voice in supportive school environments are more likely to develop a confident voice, a capacity to act in the world, and a willingness to lead others. At Quarry Hill, our aim is to foster a culture where teachers and students work together and student voice is heard and respected. Students have access to a range of structured leadership roles in the school that provide them with opportunities to develop a range of skills, including communication and decision making.

We promote a positive climate for learning through our human rights approach to diversity and inclusion in which:

- Difference is accepted and welcomed
- All students and their families are listened to, taken seriously and treated with respect
- All students are supported as individuals and as members of a learning community
- All students feel safe and are not afraid to speak up

Community feedback is important to us and opinions are regularly sought through surveys and discussion forums. We strive to ensure that community consultation is a feature of our school's decision-making processes. Our Student Engagement Policy ensures students are active, valued participants in all welfare and discipline procedures.

THE FOUNDATION SKILLS: LITERACY & NUMERACY

The school strives for high standards in literacy and numeracy and employs an array of testing, support and extension strategies to ensure foundation skills for all pupils. Twice each term, teachers analyse their foundation skills data to identify individual student learning needs. Quarry Hill Primary School implements proven 'best practice' in literacy and numeracy education.. We provide literacy/numeracy support and extension to identified students, through flexible grouping and focus group strategies.

Every class has a daily two hour literacy block and a minimum one hour mathematics session.



FOSTERING RESPONSIBILITY & OWNERSHIP

In Grades Prep-2 our focus is 'Laying the Foundations'. As students progress through the school they are gradually given greater input into their learning program and are encouraged to make learning choices that suit their personal learning style. Diaries are introduced in Grade 3 to support the development of organisational skills.

In the senior years, students are directly taught organisational leadership and teamwork skills. They are more accountable and each student is responsible for completing all set work (tailored to individual learning needs). Citizenship and a strong sense of community is highlighted in Grades 5/6, and every student is required to take on an area of responsibility. In all year levels, students set goals and regularly reflect on their learning.

KNOWLEDGE AND CURIOSITY

A QUARRY Hill Primary School a focus of our teaching and learning program is fostering knowledge and curiosity. This is developed through a biannual plan that focuses on science, technology, history and geography curriculum areas ensuring that all topics are covered over the two – year cycle.

Students are provided with resources and activities that explicitly build on their knowledge, understanding and vocabulary. They participate in hands – on projects that have real world and relevant applications that engage their curious minds and extend and challenge their understanding. These topics are integrated and incorporated into all areas of the curriculum.

DIGITAL TECHNOLOGIES

Quarry Hill Primary School recognises the need to prepare students for a rapidly – changing world where technology plays an increasing role in students' everyday lives. Our vision is to incorporate eLearning strategies to engage and empower all learners, preparing them to become digitally literate, flexible and socially aware with the skills to contribute responsibly as a member of a global eCommunity.

Some of the dispositions that we seek and build in our students are:

- The ability to use a device to communicate their ideas.
- To be able to think critically
- To be able to use a device to collaborate with students and the global community
- To use a device to create a curate content

Quarry Hill has an on- going commitment to providing students with the best possible access to technology. Teachers use Google for Education and other learning technologies as a matter of course in all classrooms. Information Communication Technology (ICT) is regularly used to extend students learning experiences and to provide an alternative presentation format for students work. Classroom have been networked to provide internet access and all classrooms are fitted with interactive whiteboards/ televisions.



The school has a BYOD program (bring your own device) in the Grade 3-6 areas. Students can bring in a netbook/Chromebook, which meets school minimum specifications, to school and have access to the school network. Those students who do not take up the opportunity of the BYOD program have shared access to a computer at school. The netbooks are a tool used by staff and students to enhance learning opportunities. The school has a bank of iPads and Chromebook devices which are in use around the school.

The school has its own website that is regularly updated. <https://www.quarryhillps.vic.edu.au/>

ASSESSMENT AND REPORTING

Teachers assess students using the Victorian Curriculum. The report uses a standard 5 point scale ranging from E - A inclusive.

- A-** Well above the standard expected at this time of year
- B-** Above the standard expected at this time of year
- C-** At the standard expected at this time of year
- D-** Below the standard expected at this time of year
- E-** Well below the standard expected at this time of year

Work Habits

Student work habits relate to student effort and behaviour. They are assessed using the scale of Rarely, Sometimes, Usually and Consistently. The seven Work habits assessed are:

- Curious about their learning
- Manages behaviour in the classroom
- Manages behaviour in the yard
- Can work on tasks independently
- Organised for learning
- Listens to acts on feedback
- Gets along with others

Teacher Comment

Teacher Comments highlight personal learning characteristics, personal qualities and elaborate on student work habits.

Specialist Subjects

Specialist teachers provide an overview of tasks completed throughout the semester. Teachers use the Victorian Curriculum to assess student and also assess Work Habits related to their subject.

Learning Tasks

Learning Tasks have been introduced and provide parents with timely feedback. Students are reported on throughout the year through the Learning Tasks. Learning Tasks are activities that have been completed in class and assessed against the Victorian Curriculum by teachers. The tasks are uploaded regularly throughout the term and are from a variety of subject areas.

Student Led Conferences

In addition to our reporting system, we conduct Student Led Conferences during the last week of Term 2. Students from Prep to 6, with support from their teachers, will be involved in presenting information about themselves as learners to their parents. Students discuss their goals and how they have achieved them or are working towards them and share samples of their work to show their growth over the semester. We encourage our students to have a voice in many areas of the school, including their learning. These conferences encourage our students to reflect on themselves as learners and continue to challenge themselves by working with teachers to set achievable goals and identify strategies needed to meet these goals.

How reports go home

Reports are not printed but are made available on the Compass platform to view. If you require a paper copy, please email your classroom teacher.

COMMUNITY VOICE

There are three major components to the Community Voice Process at Quarry Hill Primary School: **Listen**, **Learn**, and **Lead**.

Effectively utilising one's voice is not just about having your say, but about first listening, being willing to learn from others and then sharing the responsibility of working towards a common goal.

LISTEN

Listening is not a passive act, and is about much more than just hearing someone. Effective listening requires openness and a genuine interest in understanding the thoughts and ideas of others, including those with opinions different from your own. To effectively utilise voice, everyone must also master the art of listening and learning from others both within and beyond the walls of the school.

LEARN

The true value in listening to the voices of others is the opportunity to learn. Key to the successful development of voice is a fundamental belief that there is something to be learned from the people around you, regardless of position, age, or any other qualifying factor. Like listening, learning is not a passive activity, but must be an intentional and regular part of efforts to grow effective community voice. When true listening and learning occur, trust and respect are established and relationships are strengthened.

LEAD

Leading is all about using what has been learned through effective listening to bring about meaningful change in partnerships with others. Having fostered positive relationships through listening and learning, the stage is set for meaningful collaboration that leads to action. When the Community Voice Process is implemented, all stakeholders share in the responsibility to continually improve the school community, valuing the voices of all, and establishing a leadership model that capitalises on the unique skills and talents of individuals represented in the collective.



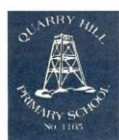
COMMUNICATION

Parents are encouraged to talk informally with teachers as often as possible to ensure good communication and optimum learning for your child. All staff are available to talk about any issues or concerns. For more in-depth conversations, appointments can be made with the relevant staff member.

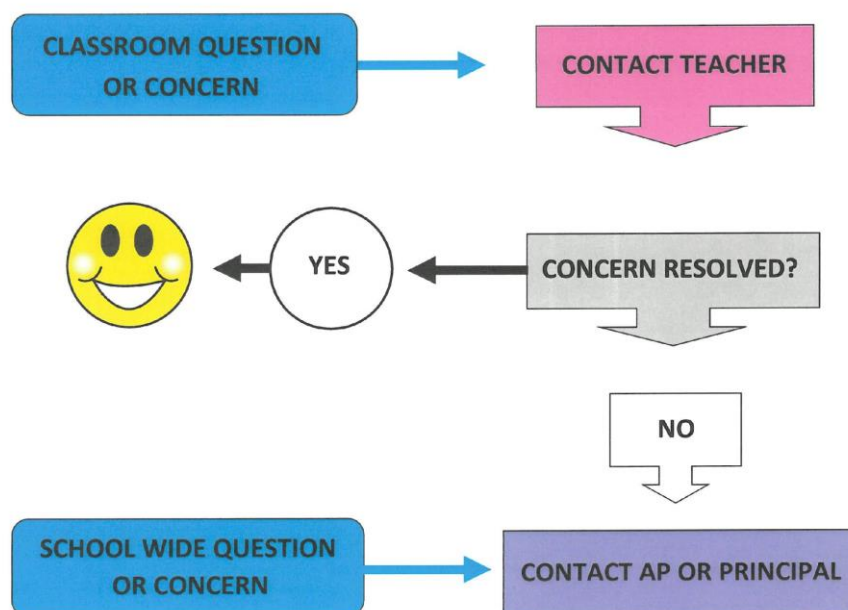
HOMEWORK

To help prepare students for future study demands, the school's policy is to set tasks for students to complete at home from the time children start school. In the early years, homework involves children taking books to read with their parents or other family members every day. In the middle and upper school, tasks in addition to regular reading may be set. The children will be given work that is relevant to the classroom program at the time and that they can manage, thus providing them with the opportunity to practise a skill, develop sound organisational habits and to share their learning with their parents.

The time expectation varies, from five to ten minutes for young children up to thirty or forty minutes for Grade 6 children a night. The frequency and volume of homework is the responsibility of staff teams and is guided by the school's Homework Policy.



Parent Communication Flowchart



If the matter is not resolved with the teacher, you are also able to speak with the year level team leader or Kerryn our Welfare Worker.



Tess
Junior Team
Leader



Clinton
3/4 Team
Leader



Tonya
5/6 Team
Leader



Kerryn
Welfare
Worker

Make an appointment at the office to see Anne or Jo. They might ask another staff member to help you or ask you to speak with your child's teacher if you haven't done this already.

STUDENT LEADERSHIP

School Captains and Vice-Captains are elected at the end of the school year for next year. School Captains have a range of responsibilities including leading school assemblies, representing the school and assisting with school tours to name a few.

The Junior School Council (JSC) and Kids Action team play a positive role in creating a school environment that is Kind, Curious and Brave. Student leadership is a valuable opportunity for students to develop their skills in being organisers, leaders and active community members. Through the many student leadership roles, students have the opportunity to contribute to decision-making within the school and take on responsibilities for a variety of school activities.



At Quarry Hill Primary School, the Junior School Council and Kids Action team aim to:

- Raise student awareness of issues and associated support options that they can contribute to
- Provide an avenue for the development of 'student voice' within the school
- Provide a forum for students to openly discuss concerns, issues, opportunities for improvement and celebrate success
- To enable coordinated fundraising for Social Services within the local and broader community (JSC)
- Provide students with a sense of pride and achievement
- Develop caring and responsible attitudes within the children

Leadership provides enormous learning opportunities. It is the right of all children, not just those elected onto JSC and Kids Action team, to be provided with chances to develop responsibility and leadership skills. With this in mind, Quarry Hill Primary School endeavours to provide every Grade 5/6 student with leadership opportunities and school-base responsibilities.

We stress that an important part of leadership is being an ambassador for the wider community – Quarry Hill Primary School uniform is worn in public, at camps and excursions to further foster the notion that we are continuously representing our school.

HOUSE COLOURS

At Quarry Hill Primary School we have four House groups.

- Amer yellow
- Peel red
- Malcolm blue
- Harkness green

You will be advised of your child's allocated House group prior to commencing school. The school encourages the wearing of House colours at various events during the year such as school cross country, athletics day and other sporting based activities where your child is representing their House group. All family members are placed in the same House group. Student House Captains (male or female) are elected by their peers each year and assist in a variety of House competitions.



VISITORS

Parents are welcome to visit the school, particularly during special activities. Please contact the Principal to arrange a suitable time to discuss any concerns. Teachers are not able to carry on discussions whilst classes are in session but are happy to make an appointment before or after school hours.

In addition, there are many opportunities to share school activities with your child. The school holds an assembly on Friday afternoons from 3.10pm. The School Captains conduct this assembly and present Student Achievement Awards – recipients' parents/family are encouraged to attend.

At other times, such as performances by visiting artists, parents are welcome to attend and share in these activities.

PARENT & CARER INVOLVEMENT

Quarry Hill Primary School enjoys strong relationships with our parent body. We actively foster an ongoing and positive partnership with our families and reap enormous benefits from our tradition of high level parental involvement. Members of the Quarry Hill Primary School community are justifiably proud of our school.

Parents are a vital component in a school's successful operation.

The School Council and teachers invite your participation in a variety of school activities, including:

- Student Lead Conferences
- Sub-committees – Wellbeing and Teaching & Learning
- Assistance with school programs e.g. classroom activities, extra-curricula sporting programs, reading, special programs, camps and excursions.
- Involvement in the Parents & Friends Association (see below), School Council, Parent and Community Forums, Committees and Working Bees (see below).



All volunteers require a Working with Children check prior to helping in classes. Due to Covid 19 all parents are required to report to the office first to sign in. You will be required to show your double vaccination to enter school buildings.

PARENTS AND FRIENDS ASSOCIATION (PFA)

The school has an active Parents and Friends Association which meets twice a term. Meetings are advised in the school newsletter. This club provides all parents with an opportunity to become involved in the school.

Through a variety of activities, PFA raises a considerable amount of money each year, without which the school would be unable to effectively carry out all its programs or purchase additional resources for the school. In addition, the PFA plan and implement a wide range of community-building activities such as a VIP Day, new parent sessions and various social activities.

PFA also meet on a Thursday morning, weekly, in the multipurpose staffroom for a cuppa & a chat. Everyone is welcome to attend.

WORKING BEES

Working Bees are conducted during the year and ALL families are welcome to attend. Dates are publicised in the newsletter. Parents are encouraged to participate in working bees for the following reasons:-

1. A child responds more warmly and with more respect to the school environment if it is seen that the whole family shares in the responsibility of looking after the school.
2. Every task completed by voluntary labour results in more “educational” dollars for your child in other areas of the curriculum via materials and requisites.
3. A sharing of the workload among all families makes for a happier and more tightly knit community

NEWSLETTERS

The school provides a full Newsletter and a Poppet Head Blast every alternating Thursday. They are a crucial method of staying informed about matters relating to your child and the weekly school activities. The Newsletter and the Poppet Head Blast, is an important communication device and we rely on parents/carers to read the entire Newsletter each week. The Newsletter can be found on the school’s website and is distributed to families via our communication platform, Compass.

The Poppet Head Blast is a one-page document with important dates coming up & achievement awards for the week. At other times important information is sent out using our Compass portal.

GROUNDS

The grounds have been continuously re-developed with large asphalt areas for basketball, netball and other ball games with a newly erected roof, expanse of astro-turf for children’s play, a covered sandpit, three adventure playgrounds, an astro-turf oval and a natural bush adventure area. Picnic tables are located throughout the school grounds. We have a vegetable garden. The produce from the veggie garden is used in the schools Kitchen Garden Program. Gardens at the front and sides of the school are a focus of ongoing development. Native trees and shrubs are being planted to progressively develop our attractive school environment.

A sensory playground has been constructed near the new library building.

We have been successful in receiving a government grant to build a new toilet block for the students. Work is expected to commence in June and be completed in 2023.



BUSHLAND SPACE

The school is continually developing the bushland space at the back of the school.

The Bushland area includes an 'eco-shed', a grassed amphitheatre, seasonal garden beds, a natural sandpit and a dry creek bed. It is a wonderful space for playing and learning.

Projects have included the planting of native trees and shrubs, a 'Welcome' archway, a mural and the planting of indigenous seasonal plants.



OUTSIDE SCHOOL HOURS CARE

Quarry Hill Primary School offers a Before and After School Care program for all children within the community. OSHClub is the provider for our OSHC.

The program operates five days per week between the hours of 6.45am-8.45am and 3.30pm-6.00pm for your convenience. The Child Care Rebate is available to those families that qualify.

For further information, enrolment and bookings visit the OSHClub website

<https://www.oshclub.com.au/vic/quarry-hill-primary-school/>



SCHOOL COUNCIL

By constitution, this body consists of:

- Seven elected parent representatives
- One QHPS Community representative, which is a co-opted position
- Three elected school staff (currently employed) and the Principal

Elected members are on Council for a two year period with half of those members' terms expiring on alternate years.

The School Council is responsible for general policy and curriculum development and implementation, financial management and buildings/grounds maintenance. School Council is not responsible for operational matters involving the day-to-day running of the school.

Quarry Hill Primary School operates with four key committees that oversee implementation of the Strategic Plan – Teaching & Learning, Wellbeing Governance and Accountability & Management (Finance).

Elections are held during March each year.

Meetings are currently held at school on the evening of the third Monday of each month. All parents are welcome to attend and participate in the meetings; however, the right to vote is restricted to the 2024 membership as outlined below.

• 2023

OFFICE BEARERS: <i>President</i> – Andrew Ellis <i>Executive Officer</i> - Jo Menzel <i>Minute Secretary</i> – Nadia James <i>Treasurer</i> – Travis Toms	<i>Vice President</i> – Claire Flanagan – Smith
DET Members: <i>Principal</i> – Jo Menzel <i>BM</i> - Narelle Jones	<i>AP</i> –Anne Rochford <i>Teacher</i> – Merryn Walker
Parent Members: <i>Parent</i> –Claire Flanagan – Smith, Travis Toms, Elia Andrews, Karissa Cameron, Rhayvan Milliner, Nadia James, Andrew Ellis	

PAID INSTRUCTION PROGRAMS

In response to Parent Survey feedback indicating a desire to broaden the educational opportunities for children at Quarry Hill Primary School and to lessen after school demands on parents, the school offers a range of paid enrichment programs.

These classes are provided by fully qualified professionals with costs kept low to allow equal access for all students. Programs offered in 2024 are: piano, guitar.

PARENT PAYMENTS POLICY

ONE PAGE OVERVIEW



FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.

SCHOOL APPLICATIONS

The school uses applications to assist parents with staying informed and give parents the opportunity to make payments at your convenience.

Compass is a notification application you can download to your smartphone or device and this enables you to stay informed of all school activities via a push notification. The Poppet Head Newsletter and Blast are placed on compass alternative weeks as are any event reminders and other relevant notices. Parents are able to advise the school of absences through this application and send messages to their child's teacher. Booking Student Lead Conferences and accessing Student Reports are also done through Compass. For more information and how to download the application please visit the website <https://www.compass.education/guide>

QKR is our payment application which allows parents the option to make payments at a time convenient to you.

CAMPS & EXCURSIONS

The school aims to provide varied, relevant excursions and school-based incursions. Excursions and incursions complement the learning program by providing personal, engaging experiences on which students can base their learning. Learning by experiencing is a key component of our teaching approach. Excursions are paid for as they arise. This can be done easily using the payment application Qkr.

Excursion costs are kept to a minimum. A permission form will be given to each participating child prior to the excursion and parents are asked to sign and return forms promptly to the school, prior to the excursion.

The school also offers students various camping experiences. The camping program commences in Grade 3. The school is mindful of increasing camp costs and endeavour to make them affordable for all students to maximise participation in these programs.

Grade 3 one night –Kookaburra

Grade 4 one night – Swan Hill

Grade 5 two nights – Campaspe Downs

Grade 6 two nights – Urban

BOOK CLUB

Your child will have the opportunity to buy books through the Scholastic Book Club at regular intervals during the year. Order forms are sent home with the children.

BICYCLES

A number of children ride bicycles and scooters to school. A teacher is responsible for coordinating and promoting our Active Transport program which includes regular Walk and Ride to School Days. A locked bike shed is provided for bicycles and children are encouraged to secure their bikes. Helmets are stored on bicycles. Please note that the Bike Shed is a restricted area. Children are not permitted to ride bicycles in the school grounds. Riders must dismount and walk from the gates to the bike shed.

MEDICAL

Emergency information sheets are completed at enrolment and updated each year. Parents are asked to inform staff of any medical problems that arise during the year or any change of address, telephone number or emergency contact. Parents must notify the school in the case of infectious diseases. If your child is to receive medication while at school parents are to leave the medicine in the original packaging at the office and complete the Medication Register detailing the type of medicine, the dosage and the time that it is to be administered.

ASTHMA

Parents of children with asthma are required to provide the school with current asthma information. The school requires details of medication and management. Specific contact numbers of doctors and emergency contacts must be provided to the school and updated regularly. **Parents must supply all required medication with details of dosage and treatment required including a Ventolin and spacer.** These are to be kept in the child's bag. NB: The school is an accredited Asthma Friendly School with staff trained in asthma management. Many staff are also CPR trained and updated each year.

OTHER MEDICAL CONDITIONS

Children with medical conditions such as type 1 Diabetes, allergies to food or environment, epilepsy and other conditions that require additional care whilst at school need to be notified to the office prior to the commencement of school. These conditions need medical plans drawn up in consultation with the family, doctor and school to ensure the student is adequately supervised and action taken accordingly should the need arise. These plans need to be in place prior to the child commencing school.

HEAD LICE

Parents are advised to make routine inspections of their child's hair so that immediate steps can be taken should lice or eggs be present. It is important to let the general office know if head lice are present, so other families in the grade can be notified.

SUNSMART POLICY

Our School SunSmart Policy requires that all children wear a wide-brimmed hat from September through to the end of April. Children without a hat are restricted to undercover play areas. Sunscreen is provided in all classrooms however it is highly recommended that children bring their own sun screen, particularly on sports days. The school promotes the policy through the provision of education programs.



INFECTIOUS 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.

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	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.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	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.	Not excluded.
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. 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.
Meningitis (bacteria - other than meningococcal meningitis)	Exclude until well.	Not excluded.
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	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.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.