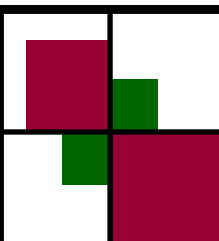


EMPOWERING CHILDREN TO LEARN

Parent Handbook 2020

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Glen Huon Primary School Staff

Principal	Glenys McKay
AST	Stephanie van der Schans
Kinder	Ro Jungmann Teacher/Annette Carson
Prep - 1	Tania Steenholdt
Grade 1/2	Sarah Webb
Grade 3	Tanya Munro
Grade 4/5	Tina Munson
Grade 5/6	Tamara Tucker
Launch Into Learning	Jess Black/ Annette Carson
Health and PE -Thursday	Declan West
School Business Manager	Lynette Bender
Administrative Clerk	Lynette Goodwin
Education Facility Attendant (Grounds)	Rob Hooper
Education Facility Attendant (Cleaner)	Rob Hooper / Sharon Cleaver
Library and TA	Kate Harvey
TA Art	Bron Englert
Teacher Aide	Emma Gill
Teacher Aide	Leesa Blair
Teacher Aide	Donna Watson
Speech Therapist	Jessica Rooke
Guidance Officer/School Psychologist	Natasha Laird
Social Worker	Dianna Atkins
Music Monday	Kate Gray
Support teacher	Stephanie van der Schans
School Nurse	Emma Middleton
IT Consultant	Owen Goodwin



CONTACT DETAILS

Glen Huon Primary School
 801 Glen Huon Road
 Glen Huon Tasmania 7109

Phone: +61 3 6266 6240
 Fax: +61 3 6266 6383
 Email: glen.huon.primary@education.tas.gov.au
 Website: <http://glenhuonprimary.education.tas.edu.au/Pages/Home.aspx>
 Facebook page, <https://www.facebook.com/glen.huonps?fref=ts>

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Welcome to our school

Welcome to Glen Huon Primary School. We are extremely proud of our small rural school, which provides our students with a supportive and special place to learn. We trust that your connection with our school will be a happy and rewarding one.

We are proud of our past achievements and we look forward to continuing our fine record of providing an outstanding primary school education in an atmosphere of care and respect for each child, in a beautiful bush setting.

Situated in the picturesque Huon Valley, Glen Huon Primary School has been educating children (and adults!) since opening in 1880. In 2020, the school has 122 students, with 10 teaching staff including the Principal, 6 teacher aides, office staff and two school attendants.



The valley of Glen Huon as the last of the early morning fog lifts.

TRANSPORT

FJ & TK Roberts bus service provides transport to and from school daily. There are two buses - Lonnavele/Judbury/Glen Huon and Huonville/Glen Huon. Please notify the school as soon as possible if there is any change to travel arrangements for students, particularly at the end of the day. Should you have any concerns about bus safety please telephone the school or Francis or Tammy Roberts on 6264 1532 or 0417 535 214.

MOBILE PHONES

Mobile phones are discouraged at the school. If your child needs to bring a phone, it is to be left at the office at the beginning of the day and collected at the end of the day. All phone messages on the school landline will be conveyed to students in classrooms.

LOST PROPERTY

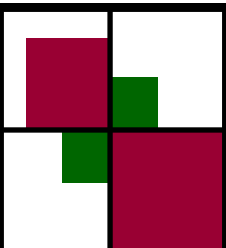
We encourage students to take responsibility for the care of personal property. Teachers cannot accept responsibility for items belonging to students, so we ask that valuables not be brought to school.

You are strongly urged to name all articles of clothing and other personal property so that they can be returned promptly to their owner.

Any items of clothing that are unclaimed are kept in the lost property basket in the school foyer, until the end of term. Then, if not claimed, they are recycled through the office, or donated to St. Vincent de Paul.

Once again, we welcome parents and carers into the school and we value your interest, participation and support. If you have any queries or concerns, please feel free to contact the Principal.

We trust you will enjoy your time with Glen Huon Primary.



Other information

BANKING

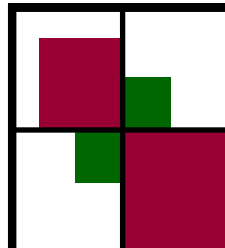
Our school banking process is currently under review and we are looking at an option of working with the Bendigo Community Bank for our school banking.

BOOK CLUB

At various times throughout the year students have an opportunity to order books from Ashton Scholastic Book Club. All orders are to be made online. The books will be sent to school for collection. There is an approximate waiting period of four weeks until the books arrive.

EXCURSIONS

Class excursions are conducted by teachers throughout the year as an important part of the teaching and learning program. Notification will be given for out-of-area excursions via the newsletter. Parents who attend excursions as volunteer helpers must sign the register at the office and have a working with vulnerable peoples card. All minor excursions are covered by the permission previously signed by parents on the Enrolment or Annual Validation Form. For camps etc. another permission and consent form must be signed.



About our school

Situated on nearly 2 hectares of crown land, this picturesque rural setting has provided a marvellous backdrop for many wonderful learning experiences. The grounds are naturally and manually landscaped with native flora. Students, staff and visitors are fortunate to have access to much of this area. Parents are invited to volunteer in the school gardens.

We strive hard to make Glen Huon Primary School a place that is a positive and just learning community where everyone is trusted and valued as an individual of worth. Our learning community provides programs to develop confident, compassionate and competent lifelong learners.

At Glen Huon Primary we promote the values of the Education Department:

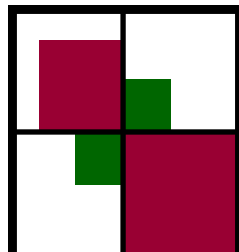
- Aspiration
- Respect
- Courage
- Growth

OUR BELIEFS ABOUT LEARNERS AND LEARNING

Teaching students to *think*, to *communicate*, and to *value*, is at the heart of everything we do at Glen Huon Primary School.

Each learner is an individual with unique needs, experiences and capabilities:

- An effective learning process requires a shared commitment between the learner, school and home
- Learning is lifelong—we are all learners
- Learning is most effective when the environment is both challenging and supportive, when the learner feels sufficiently secure to engage in new learning experiences with confidence
- Our understanding of the world is constructed by making connections between past experience and current perceptions in an active and reflective process
- Learning needs to be relevant to the learner in the context of both the local community and “the global village”



OUR COMMITMENT

We will undertake to:

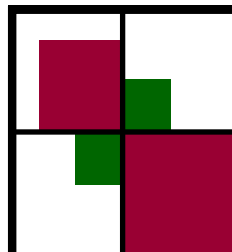
- Emphasise the pursuit of excellence by providing a wide range of educational opportunities in a stimulating, safe and supportive environment
- Develop in students the skills of literacy, numeracy, analysis, problem solving, information processing and computing and provide experiences in creative and visual arts which enable them to maximise their potential
- Foster relationships which maximise learning, cooperation, mutual support and respect
- Provide students with the necessary skills, attitudes and values which will enable participation as active and informed citizens
- Provide students with an understanding and respect of our cultural heritage and an understanding of, and concern for, sustainable development and the wellbeing of the global environment.



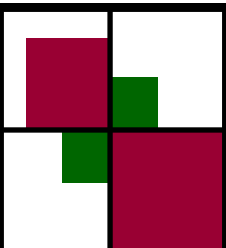
Our School Bell

A piece of History

Our bell was purchased in 1982 by Jane Gadd a teacher and Acting Principal at this school whilst visiting the Austrian city of Salzburg. It was spotted on a quaint market stall. It has been in use in the school since that time. It has been recorded and plays to sound the start of each teaching session.



Whole school event, "Bullying No Way"



CANTEEN

Our canteen will operate on a Thursday. Order forms will go home on a Monday to be returned Tuesday. It is our aim to gain Gold Accreditation for our canteen and the current operators agree to work towards this. Canteen food will reflect the healthy eating messages of the Move Well Eat Well program.

PARENT HELP

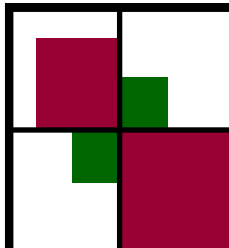
- Parent help is always appreciated in areas such as:
- Library (covering books)
- Grounds (Adopt a Garden, Landcare, community vegetable patch)
- Classroom (helping with Art, Literacy, Science and Numeracy)
- Excursions and camps
- Community Tutor Program
- Reading Tutors program

A Working with Vulnerable Children Check is required before volunteers can help in any area of the school on a regular basis. Please fill out a form online and complete the process by taking it to Service Tasmania. Find more information at this URL http://www.justice.tas.gov.au/working_with_children When completing this form defer payment. When at Service Tasmania say that you are a volunteer for Glen Huon Primary and they will forward the application to the Education Department to pay.

WORKING BEES

Working bees are held when required and are a great opportunity to meet other families. Activities undertaken are for example:

- Painting
- Gardening
- Fence building



Introductory information

TERM DATES FOR STUDENTS

Term Dates for 2020 are:

Term 1: Wednesday 5th February - Thursday 8th April
(Easter Break. This falls at the end of Term 1 holiday break. Good Friday the 9th of April and Easter Monday and Tuesday the 12th and 13th of April.)

Term 2: Monday 27th April - Friday 3rd July

Term 3: Monday 20th July - Friday 25th September

Term 4: Monday 12th October - Thursday 17th December

Term dates are notified in the newsletter throughout the school year. They are also published under the school's section in the telephone book and on our web site:

<https://glenhuonprimary.education.tas.edu.au/>

Public Holiday

9th of March Eight Hour day

8th June Queen's Birthday

22nd October Show Day

STUDENT FREE DAYS 2020

Friday 9th April (Moderation Day)

Monday 20th July (Professional Learning Day)

Friday 23rd October (day after Hobart Show Day)

SCHOOL HOURS

It is important for students to arrive at school before the start of learning sessions. The learning plans for the day are outlined at the beginning of the day and it is vitally important the students are at school for this as it sets them up for a positive school day.

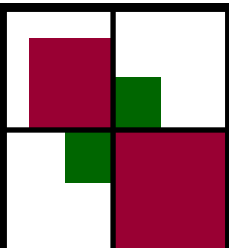
Kindergarten

In 2020 our Kindergarten will operate 3 days per week. Monday, Tuesday and Thursday (8.55 am - 3.00pm)

Prep through to Year 6

Monday to Friday, 8.55 am to 3.00pm

The bell signalling the start of teaching sessions will usually sound a few minutes early to ensure students are in class and ready to begin on time.



Lesson and break times

8.55am - 11.00am	Teaching Session 1
11.00am - 11.30am	Recess Break
11.30am - 1.00pm	Teaching Session 2
1.00pm - 1.10pm	Student Lunch Eating Period
1.10pm - 1.50pm	Lunch Break
1.50pm - 3.00pm**	Teaching Session 3

**Students travelling to Huonville on the "Early Bus" will leave class at 2.45pm

COMMUNICATION

Phone Number
03 62 666 240

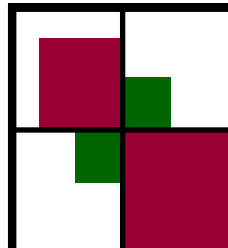
E-mail
glen.huon.primary@education.tas.gov.au

Newsletter

A newsletter is published each Tuesday. The newsletter is published online and can be accessed via our website. (<https://glenhuonprimary.education.tas.edu.au/>) You can subscribe to this newsletter and it will be e-mailed to you. You subscribe by opening up a newsletter and clicking on the link at the top titled subscribe to newsletter. There is also a subscription link to the Schoolzine app on our website that will enable the newsletter to be sent to your phone. Contact the office if you wish to have a hard copy sent home. The newsletter contains an account of happenings at the school and highlights upcoming events. The newsletter and any accompanying notices are an important part of school-to-family communication.

Face Book Our Facebook page is updated frequently so it is a great way to keep in touch. <https://www.facebook.com/glen.huonps?fref=ts>

Web site: <https://glenhuonprimary.education.tas.edu.au/>



Parental involvement

SCHOOL ASSOCIATION

The School Association executive is an elected body and is guided by the School Association Constitution. The main role of the Association is as an advisory body to the Principal on matters of importance to the school. The Association is a group of people who want to hear your concerns and ideas, so please feel free to approach the Principal or a parent representative on the committee with any issues of concern to you.

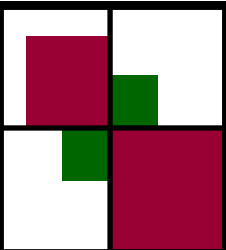
The Association committee meets once a term or may call extraordinary meetings if required. These meetings include a wide range of topics and issues affecting the school, including presentation of reports from the Principal, Finance Reports, a report from the Parent Association, and any issues that have been raised by parents or other parties that can potentially affect the school.

All parents are welcome to raise issues or make suggestions for discussion, and are encouraged to attend meetings.

PARENTS AND FRIENDS

The Parents and Friends group is made up of parents, relatives and supporters of the school. It supports the school by organising fundraising activities, providing help for the teachers in a range of tasks, and encouraging families to participate in school activities and special events including the school fair. The Parent and Friends holds regular meetings. These are advertised in the School Newsletter. All parents and carers are welcome to come along and voice their ideas, and to assist in any way they can.

The P&F also runs a facebook group to keep in contact and connect with those families who cannot attend meetings. To join, contact Mrs Black or search Glen Huon Primary P&F on Facebook.



To facilitate safe behaviour

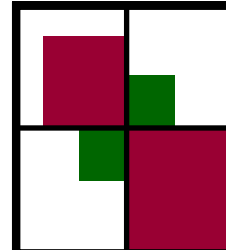
- Duty teachers will carry a first aid kit containing basic first aid equipment, positive reinforcement slips and behaviour books
- Duty teachers will ensure they are the last ones inside after breaks
- Students should not be in class before 8:30am. unless supervised by their classroom teacher

BUS BEHAVIOUR

Students and parents are expected to agree to specific bus behaviours. Students will agree to:

- Be seated while buses are in motion
- Place no objects through windows
- Do nothing which endangers the safety of another person or the vehicle
- Refrain from threatening, harassing or intimidating another person

Should this agreement be infringed, a written notification will be issued to parents by the bus company. Should a second incident occur, the student will be suspended from bus travel for a period of five days.



REPORTING STUDENT PROGRESS

Parents and carers are welcome at any time to discuss their child's progress with the child's class teacher or with the Principal.

The following reporting time lines are intended to provide the most beneficial feedback to parents/carers:

Term 1 - Progress report

Term 2 - Detailed report and parent/teacher interview

Term 3 - Summary report and optional discussion

FEES/LEVIES

A levy is charged for each child. We endeavour to keep levies to a minimum. The levy provides for the issue of stationery and for those items which are best bought and supplied in bulk, such as art materials, paper, reading and maths texts, and equipment. This levy is payable during the first week of school, early in first term, or by instalments at the beginning of each term. For parents/carers who have applied and been approved for financial assistance there will be no fee charged for performances or classroom excursions.

SCHOOL UNIFORM

Wearing the school uniform is an important part of Glen Huon Primary. The uniform engenders a sense of pride and unity in the school. Wearing a uniform will:

- Help your child to feel like they belong in their school
- Place all students on the same level in terms of clothing
- Give your child a sense of pride in their school

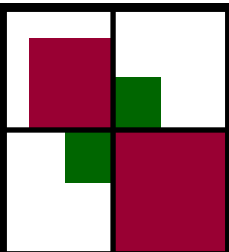
It is important to note that sensible shoes such as sneakers or school shoes are part of the uniform policy. Gum boots, ugg boots, thongs are not suitable for daily wearing as every child is involved in physical activity daily.

Full details of the uniform are available on a separate form from the school office. Most items and sizes are kept in stock, however, items can be ordered on request.

If available, second-hand uniforms may also be purchased through the school office.

At the beginning of the year, school uniform sales will be coordinated to coincide with levy payments. Notification of this day will be given at the end of the previous year.

We have a school uniform policy that has been approved by the school association. Please ask to see it at the office for further details.



EDUCATIONAL PROGRAMS

Curriculum areas

Tasmanian Education Department Schools follow the Australian Curriculum. The curriculum from Prep to Year 6 is aimed at equipping today's learners to live and work productively in the 21st century, giving students the confidence and fundamental skills to take on new learning throughout their lives.

Australian Curriculum

- English
- Mathematics
- Science
- Humanities and Social Sciences
- Health and Physical Education

Early Years Learning Framework

Fundamental to this Framework is a view to children's lives as characterised by belonging, being and becoming. The Kindergarten uses this framework specifically. It is being implemented across the early years at Glen Huon Primary.

Teachers plan integrated units together in teams to cater for the individual needs and interests of students.

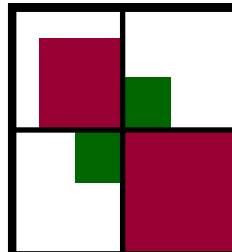
Glen Huon Primary School works in partnership with parents/carers in helping students successfully master the developmental learning vital to the primary school child.

P.E./SPORT/AQUATIC AND WATER SAFETY PROGRAMS

Kinder - Grade 6 students participate in weekly Physical Education (P.E.) lessons conducted by our specialist Physical Education teacher. Students are expected to wear appropriate sports footwear for P.E. lessons on Thursdays.

Each student also participates in a regular P.E. program throughout the week. Year 6 students are trained as P.E. leaders and are supported by class teachers.

Major school sport events include swimming, cross country and athletic carnivals; our school participates in these with other Huon and Channel schools.



School life

ASSEMBLIES

Whole School assemblies are held monthly on the nearest possible first Monday of the month from 1.50 PM to 2.30PM. The community is invited to come and enjoy these assemblies and join in the celebration of the work that occurs at Glen Huon. Weekly assemblies are held on a Tuesday morning for a quick celebration of achievements in learning areas and a focus on our school values.

PLAYGROUND AREAS

There are different playing areas for various activities:

- Sealed court areas
- Oval
- Bush area (only open at lunch time)
- 'The Cottage' (Kindergarten) fenced playground

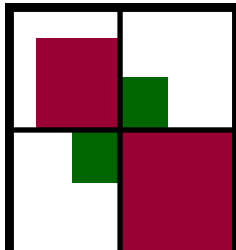
OUR POLICY ON BEHAVIOUR MANAGEMENT

We strive to foster the safety of all students, and to support an environment that promotes learning, self esteem, happiness and harmonious relationships. It is expected that all behaviour is underpinned by our values. We have a whole school approach to understanding and living by our values.

We aim to develop in students self respect, a respect for the rights of others and a responsibility for their own behaviour. Please contact your child's teacher or the office if you would like a copy of our Positive Behaviour Policy, or wish to discuss any issues.

Parent support is a vital element in behaviour management policy. We encourage parents to contribute suggestions to assist individual students or classes.

Behaviour Incident Reports will be recorded in the Student Support system. Parents are always contacted about behaviour that is of concern.



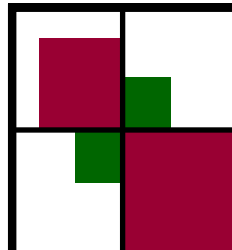
DUTY OF CARE

Teachers are on duty from 8:30am before school and until 3:30pm at the end of the day. Should exceptional circumstances require your child to be at school outside these hours, please discuss this with the Principal.



"Whole School Events."

Events such as Pirate Day are part of our school culture. We come together to focus on special initiatives.



MUSIC

All classes have music lessons weekly, and have an opportunity to participate in the school choir and marimba groups.

Our school participates in the Combined Schools Woodwind Program. We offer flute, clarinet, trombone and saxophone. Students from Grade 5 and 6 have an opportunity to audition for this program at the beginning of the year. **If a child gains a position in this group in Grade 5 it is vitally important that they continue for the two years.** The final performance at the Derwent Entertainment Centre with hundreds of other students is a great occasion. Participation in this music program offers an opportunity to put into practice all keys to success. Resilience, Perseverance, Getting Along, Being Organised, Performance and Attitude.

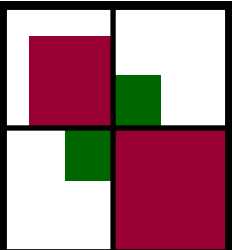
Music groups perform at school assemblies and concerts.

ART

Class teachers plan and implement whole class lessons. We employ a teacher assistant with art expertise to work alongside class teachers to extend students in visual arts. Extension for selected students is offered through the Department with a program called 'Artyfacts' which takes place one additional afternoon per week.

LIBRARY

Students are encouraged to borrow library books for their enjoyment at home. Please help us by encouraging your children to take care of our resources by supplying and using a library bag. Please ask your child, or your child's teacher, which day of the week is rostered library day for their class and assist them in being organised.



EARLY LEARNING (0-4 YEARS PROGRAM) - 'SMARTIES'

Three sessions are held each week catering for birth to 4 years. The sessions are held Wed—Fri 9.15—11.00. All parents and carers are welcome. The focus is on getting to know our community. There is a brochure available at the school office specifically related to our Smarties program. Please contact the school to confirm times. These sessions are free.

SCHOOL NURSE

Our school nurse is Emma Middleton and she attends the school one day a week on a Thursday.

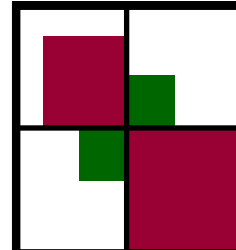
The program supports schools to create a physical and social environment that promotes health and wellbeing, and assists to improve the health and education outcomes for children and young people in Tasmania.

The Focus of this program for primary schools is,

- vision and hearing screening
- developmental assessments as required
- health promotion to run in line with local, state and national initiatives (Move Well Eat Well, Sun Smart)
- health education to run in line with the *Australian Curriculum* (growth and development, drugs and alcohol, mental health and resilience, body image, protective behaviours)
- addressing medical issues that may be impacting learning

AFTER-SCHOOL CLASSES

From time to time after school, drama, art, sport and language classes are held. They are advertised in the weekly newsletter.



WHAT TO BRING TO SCHOOL

Your child should bring:

- We are a 'SunSmart' school — hats must be worn when students are outside between the hours of 9.00am and 3.00pm as advised by the Cancer Council UV ratings advice. Hats may be purchased at the school office at a cost of \$8.50
- Lunch and morning tea. Glen Huon Primary is working towards being an accredited Move Well Eat Well School. We encourage healthy lunchboxes and support understanding of healthy eating practices through an education program. Food products such as lollies, chocolates and highly processed and coloured items are not suitable for school lunch boxes. For help and support in providing great food for lunch boxes visit the Move Well Eat Well Website, <http://www.dhhs.tas.gov.au/mwe>
- Water bottle filled with water only
- Smock/or old shirt. A smock is desirable for the protection of clothes during hands on activities, an old shirt is quite suitable.

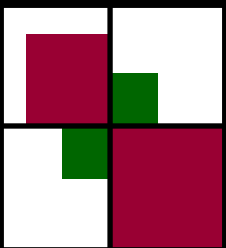
ABSENCES FROM SCHOOL—EVERY DAY COUNTS!

A brief note or telephone call is all that is necessary. It is important that students are punctual each day ready to commence lessons. It is important that you let us know why your child is absent from school as we are required to record this information for the Department of Education.

OUT-OF-SCHOOL HOURS CARE

This is operated by Huon Valley Children's Services situated at 91-93 Main Street, Huonville. Telephone 6264 0333. Child care is offered between 7:30am and 6:00pm.

Huon Valley Children's Services provide an early-morning service of delivering children to the bus, and an after-school service delivering and caring for children after school. A holiday care program is also available.



SCHOOL MEDICAL SERVICE

In case of illness

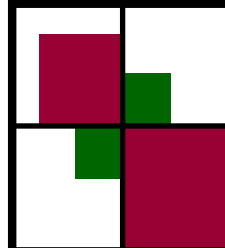
For minor illness or injury your child will be cared for at school. Every effort will be made to contact parents/carers or nominated medical emergency contacts if it is felt necessary. It is important that medical emergency forms, which are held by the classroom teachers are kept up to date. Please notify us of any changed circumstances.

Medication

The school is under no legal obligation to administer medication, but may accept to do so. Written and signed authorisation both by the parent and the GP prescribing the medication must be sent to the school. Forms are available from the office. Pharmacist's instructions must be visible. All medication that is to be administered must be provided in secured, labelled containers, which will be kept in a locked cupboard. A written report of medication to be administered is kept. Asthma puffers may be kept in a class by students in Years 3 - 6 however younger students need to give these to their class teacher. We are an accredited asthma-friendly school.

Dental service

The school Dental Health Service operates at the Huonville Community Health Centre, 5 Sale Street, Huonville. It is an excellent service, which is subsidised by the Government. If you wish to take advantage of this service, phone 6264 8857 for an appointment. All examinations are free.



Student welfare

FINANCIAL ASSISTANCE

Financial Assistance is available to families who have difficulty meeting education costs. First-time applicants and those whose circumstances have changed from previous years may collect a form from the school office. If in past years you have filled in this form, you will be contacted directly by the Department.

COLLECTION OF STUDENTS AND ROAD SAFETY

If students are to be collected during the school day, their teacher must be notified via the office. Upon leaving the school the students need to be signed out.

At drop-off and pick-up times the roadways and parking areas become very congested. Please comply with the road rules, traffic flow and parking signs, and **please leave the area in front of the bus shelter free for buses at all times**. Yellow lines and paint mean no parking or standing in these areas.

LATE ARRIVALS

If your child arrives late they need to sign in at the office and receive a slip to take to their class teacher indicating that they have been to the office and signed in.

MESSAGES FOR STUDENTS

Messages from parents/carers will be conveyed to students if there are unexpected circumstances (such as changed travel arrangements). It is requested that parents/carers advise the office of such circumstances as soon as possible. It is sometimes difficult to convey messages received late in the day. Your cooperation in these circumstances would be appreciated by office staff.