



Hambleton

Public School

Parent Handbook



Learning for life

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Principal's Message

Welcome to Hambledon Public School. Our school serves a small part of the Quakers Hill neighbourhood, which has only become fully established over the past thirty years. Education is highly valued by our community and as a school community we have high expectations for our students. Our school motto "learning for life" inspires us to equip students with the skills to learn and to adapt in an ever-changing world, at the same time being "lifelong learners".

Our dedicated and conscientious staff has student learning and welfare as their main goal. A mixture of experienced and early career teachers provide purposeful and engaging learning activities which cater for all students.

We are a Positive Behaviour for Learning (PBL) school, focussing on teaching students the expected behaviours, rather than reacting negatively after a behaviour is displayed. Our School Learning Support Team (LST) provides support for students experiencing learning difficulties or requiring additional assistance. The LST also coordinates activities to further foster and develop gifted students across the school.

At Hambledon, we have constructed an environment which reflects the technological world of today. All of our classrooms are air conditioned and have interactive panels. Each class has access to various Wi-Fi-enabled devices used to enhance learning opportunities.

I look forward to meeting and working with your children and family during your time at our school.

Judy McEwen

Principal



Vision Statement

Hambledon Public School is committed to providing a vibrant and innovative culture that engages every child through high expectations in learning excellence. We foster a nurturing environment that values inclusivity and engages our community in developing positive partnerships. We expect students to inquire, collaborate, create and communicate to become confident visible learners who have the skills to succeed, connect and thrive as global citizens.

School Plan

Strategic Direction 1

Student growth and attainment

To optimise learning that is responsive to student need we build teacher capacity by developing a shared understanding of effective pedagogy and the use of data informed practices. The school uses systematic and reliable assessment information to evaluate student learning over time and implements changes in teaching that lead to measurable improvement.

Strategic Direction 2

Student inclusivity and positive respectful relationships

To enable students to connect, succeed thrive and learn we will build positive learning environments characterised by relationships that support high levels of wellbeing, inclusivity and engagement. Teachers, parents and the community work together to support consistent and systematic process to ensure student absences do not impact on learning outcomes.

Strategic Direction 3

Building collaborative practices through collective efficacy

To assist students to succeed in the classroom we will develop a school culture of ongoing collaboration where students, teachers, parents and community explicitly aim to improve student outcomes. Effective partnerships in learning with parents and students mean students are motivated to deliver their best and continually improve.



General Information

The School Day

Normal times of operation are:

Session 1	9:00am – 11:00am
Session 2	11:30am – 1:00pm
Session 3	1:30pm – 2:45pm

Warning bells are played 5 minutes before the starting time of each session. The playground is supervised from 8:30am onwards, children should not arrive before this time. Students are to be collected promptly at 2:45pm each day. Please call the office if you are running late.

In unusual circumstances, adjustments may be made to break times (for example, due to the timings of school performances or staggered play breaks to assist with social distancing). Information will be provided to families via a note home or the school app in advance if these situations arise.

Enrolment

Children may enrol in Kindergarten at the beginning of the school year if they turn 5 years of age on or before July 31 of that year. Documentation required at enrolment is a birth certificate, citizenship papers, current immunisation papers and proof of residency.

School Supplies/Requirements

Our school provides the main equipment required in classrooms. A small list of personal items may be required for each student at school. Please contact the office or see our website for the lists.

Student Assistance

Families who are having difficulties paying for school activities are encouraged to seek support through our student assistance money. This money is available to ensure students are not disadvantaged by financial hardship, which can occur at any time. If you would like to discuss this, please ring me on 9837 3200. Alternatively, you can email me at judy.mcewen@det.nsw.edu.au or make an appointment to see me.

Book and Incursion Fees

A school contribution is set each year which goes towards paying for each student's book pack and three school incursions. This needs to be paid by the end of Term 1. If you have concerns about this payment, please contact our principal to access student support funds.

Payments/Notes

From time to time, it is necessary to send money into school to cover the cost of excursions or materials. Notes will be sent via the Sentral for Parents App, please fill in information required. The payment can also be made through the app.

Lost Property

Labelling your child's clothing and belongings will help ensure that lost items are returned. All lost property is placed in a red box near the Uniform Shop. This box is checked regularly by staff and items are returned where possible. Students are encouraged to take lost property items to the box and look there for their own lost property. Goods such as toys, jewellery and valued treasures that can easily be damaged or broken should not be brought to school.

Parking/Location

All parents are reminded that parking in school grounds is prohibited. Access to the playground is through the front gates in Bali Drive (not the car-park gates) and the back gate in Morrell Crescent.

Canteen

The school canteen provides a variety of food for both recess and lunch. Lunch orders need to be placed before 9:00am, but recess may be purchased at 11:00am. Canteen price lists are available from the school office, the canteen or the school website. Parents are able to place orders online, please see our website for more information.

Uniform

The wearing of school uniform promotes a sense of belonging for students and creates a positive identity for the school community. School uniforms also contribute to the personal safety of students by allowing easier recognition of students inside the school and in the community.

Students are expected to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.

The school hat (with school logo) is considered part of the Hambledon school uniform in line with the Sun Smart Policy. No Hat – Play in the Shade. Stud earrings or standard sleepers worn in the ears and watches are the only acceptable jewellery. Religious jewellery can be worn. Jewellery or other items that could cause an injury to themselves or other students are not to be worn. Students are discouraged from wearing make-up, nail polish and other fashion accessories. White socks and black shoes are part of our uniform.

Summer – Terms 1 and 4

Girls	Boys
Red polo shirt with emblem Black skort /shorts with no logos OR Black and white check dress with red tie	Red polo shirt with emblem Black shorts with no logos
Black shoes - white socks V-neck jumper with school emblem Microfibre jacket with school emblem School hat – red broad brimmed hat or baseball cap	

Winter Uniform – Terms 2 and 3

Girls	Boys
Red polo shirt with emblem Black long pants OR School dress and black stockings or tights.	Red polo shirt with emblem Black long pants
Black shoes - white socks V-neck jumper with school emblem Microfibre jacket with school emblem School hat – red broad brimmed hat or baseball cap	

Sport Uniform

Girls & Boys

House colour polo shirt with emblem
Black shorts with no logos
Black track pants
White socks - sport shoes
* Girls also have the option of a skirt



Sun Safety

Children must wear school hats at all times when they are in the playground to protect them from the dangers of the sun. A “No hat, play in the shade” rule applies. Students without hats will be asked to remain under the large COLA. All parents are asked to assist by ensuring that their children are wearing school hats. School hats are available through the uniform shop or daily from the school office from \$12.00.

Uniform Shop

Our P&C operate a uniform shop. Orders are online only. Once orders are filled, they will be sent home with your child. www.hambledon.uniformshop.net.au

Clothing Pool

All families are encouraged to donate uniform items that are too small or no longer in use. Items donated to the clothing pool are sold at heavily discounted prices and provide a cheaper alternative for purchasing uniform items.



Communication

Urgent Matters

Please contact us via the phone 9837 3200 for matters which are urgent - not via email or Facebook messenger. Our email and Facebook accounts are not checked consistently throughout the day.

Class Teachers

Your child's class teacher is always willing to make an appointment and discuss your child's needs throughout the year. They are the first point of contact if you need to resolve an issue regarding your child's learning, social issues, welfare or any other concerns. If you are unable to make an appointment time in person, please contact our office or send an email to hambledon-p.school@det.nsw.edu.au

Assistant Principals

Our Assistant Principals are available to support you if you feel you require further support beyond the classroom teacher. The Assistant Principals for each of our grades are communicated at the start of each year via our app.

Principal and Deputy Principals

There are times when you feel the need to talk to someone urgently about a welfare concern, learning or other important matters regarding your child. Our Principal (Mrs McEwen) and Deputy Principals (Mrs Hosking and Mrs Heath) are available to talk to you and will try to then support you in finding a solution to your concern.

School News

Our school publishes regular updates of school events via the school app.

School App

We use the Sentral for Parents App to publish the school calendar, important alerts and notifications on a regular basis. Families can use the message feature for non-urgent communication. Parent teacher interviews and important RSVPs are also booked and confirmed using this platform. The Sentral for Parents app is free to download and registration is very straight forward. A code and instructions will be emailed to you once your child starts at school.

Website

Our school website is a hub of information for all community members. School policies, the calendar and online payment facilities can all be accessed at hambledon-p.schools.nsw.gov.au.

Social Media

We operate a Facebook page for families to access. We use this platform to notify community members of community events, celebrations and promote our successes.

Parent, Student and Teacher Interviews

All families within our school are encouraged to contact the school at any time to discuss their child's progress or any issue that is causing concern. If an appointment is necessary, see your child's teacher or the office to arrange a time which is mutually convenient. As an important part of our reporting system, parents and students are invited to attend an interview with the class teacher at the beginning of each semester.

Keeping Up to Date

It's important that we have your details up to date. We need to have your current contact information as well as family details, medical information and emergency contacts. Please advise of any changes as soon as possible.

Progress Reports

Formal reports are sent home at the end of each semester. These reports indicate your child's progress in all learning areas.



Attendance

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of learning. If your child is absent an explanatory note should be sent to school explaining the reason for the absence. Parents may wish to phone this information to the school, but a written note is preferred. Absence notes can also be submitted via email or our school app. Parents of students who are absent from school for unexplained periods of time may be referred to the Home School Liaison Officer who will seek reasons for absences.

Students taking holidays during school term are invited to apply for leave prior to taking the holiday.

Late Arrival to School

Students arriving late to school must obtain a "Late Pass" from the office that is handed to their teacher upon arrival in class.

Leaving School Early

If students have to leave the school during the day for an appointment or other reason, they must bring a note from their parent or caregiver to the teacher prior to the time. When you come to collect your child, you must first report to the office, your child will be called to meet you at the office. Children are not permitted to leave the school grounds unsupervised under any circumstances.

Family Law Court Matters

Please provide copies of any Family Law papers such as access papers or residence orders when enrolling your child or as soon as they become available.

Before and After School Care

Jigsaw OOSH operate before and after school care onsite for our students. They operate from the school hall between the hours of 7:00am and 8:30am and 2:45pm and 6:30pm. Additional information is available from the office or online.



School Events

Stage Assemblies (K, 1-2, 3-4 and 5-6)

Stage assemblies are held every fortnight. Students receive merit and Crikey awards and personal best work is recognised at these assemblies. All classes take it in turns to host these assemblies.

Whole School Assemblies

Whole school assemblies are held each Friday morning at 9:00am. These assemblies are an opportunity for student achievements to be recognised and important announcements made. We advertise when special awards are to be presented so that parents can attend if able.

Opal Assembly

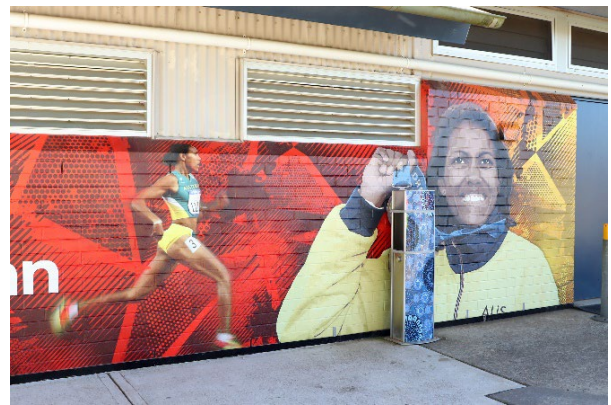
Held at the end of each term, our Opal Assemblies are formal occasions where student progress in the merit system is recognised. Our Pearl Awards and Opal Awards are presented at this assembly and classes and performance groups take it in turns to perform.

Open Day

Leading up to Education Week in Term 3 we invite families to join us and see the classroom and how learning looks in their child's class. Parents are invited to attend using the school app.

Presentation Day

Presentation day is held in December each year. Certificates and presentations are awarded to students to recognise their achievements in the academic, social and sporting areas.



Safety Reminders

Allergies at School

We have a large number of students with serious allergy conditions requiring EpiPen treatment if affected. We request parents avoid sending foods with any form of nuts including, peanuts, pistachios, cashews and almonds to school. We also have students with allergies to milk, wheat, shellfish and pomegranate. We have also recently discovered some liquid hand soaps contain these ingredients.

These allergic reactions are life threatening and I am sure many parents understand the level of anxiety these families have when sending their children to school. Please assist us in discussing with your children the importance of not sharing food with other students or eating food that has not been provided by you.

By working together we can ensure the safety of all our students.

Morning Arrivals

Just a reminder that when our students arrive in the playground before our 8:30am bell they need to go straight to the designated area and sit with their bag until the 8:30am bell rings. Safety concerns were raised by staff last year regarding the early arrival of students.

The school's supervision roster starts from 8:30 am. There is no adult staff available to ensure the safety of children in the playground prior to that time. We understand fully that many parents have commitments at work which require them to leave before 8:30 am. However, there is available within the school, a Before and After School Care service which operates from 7:00am - 8:30am every school morning. Alternatively, you may be able to make arrangements with friends or neighbours for the supervision of your children. Some families in the school with working parents take turns to take each other's children to school. As well, many employers will be sympathetic to parents with responsibilities for caring for children and will allow some flexibility in parents' working hours.

We look forward to your support with this important safety issue.

Exiting Our School

The entrance and exit from the school should be through the gate on Morrell Crescent and the two gates nearest to the office at the front of the school. Parents and students are NOT to use the car-park gate or the gate near the staffroom. Cars and delivery trucks often use the car park and, as such, it is out of bounds for students.

The police and rangers will also be monitoring parking in the bus-bay. Please do not park in the designated bus bay and remember that the area directly in front of the bus bay is a drop-off and pick-up area. You need to remain in your car if you park in this area.

Late Pick Ups

Our school day finishes at 2:45pm. We understand that many unplanned events can cause parents to be delayed in picking up children. Please ring the office and let us know if this has occurred. Students who have not been picked up are taken to our office area.

Riding to School

We are thrilled to see some of our students taking the healthy option where possible and choosing to walk or ride to school. At all times, student safety is a priority at Hambledon. For those few students who ride bikes or scooters to school. Please remember:

- All students must have a helmet. If any student comes to school without a helmet, his/her bike or scooter will be 'minded' until either a helmet comes to school or a parent collects the bike or scooter,
- All bikes and scooters need to be left in the allocated areas near the sports shed. They should not be brought into the courtyard or classrooms.
- Students need to walk their bike / scooter in and out of our school grounds. Students should not ride their bike / scooter along pedestrian pathways within the school to ensure the safety of other parents and students.

Many thanks to those students and families who are already ensuring safe riding procedures are followed. Your continued support for the safety of our students would be greatly appreciated.

Mobile Phones and Smart Watches Reminder

We recognise that these devices may be perceived by some parents and carers as devices to improve the security and safety of their children. The following guidelines have this understanding in mind – while also being directed by the policies of the Department of Education.

- In general students are discouraged from bringing mobile phones to school;
- Students who need to have a mobile phone need to hand the phone to the office on arrival at school. The phone will be collected as the student leaves school in the afternoon;
- Students may wear smart watches, however the calling and messaging features must be switched off on arrival at school.
- If parent/carers require their child to take a mobile phone to school, then a signed and dated letter must be sent to the Principal explaining the need for the student to bring their phone to school;
- The school will accept no responsibility for lost, stolen or damaged mobile phones or smart watches or for costs incurred while these devices are on school premises;
- Any surrendered phones will be stored in the Principal's office of the school;
- Any urgent need by a parent/carer to contact their child during the day should be met by calling the school office on 9837 3200.

We would like to thank those students who have been following the procedures in place.

Are your details up to date?

Have you moved or changed phone numbers? Please inform the front office with any changes in your living situation so we can contact you if the need arises.

Student Toilets Out of Bounds to Adults

Just a reminder to any parents or visitors attending our school to pick up or drop off students. Please be aware due to child protection and other safety reasons adults should never use our student toilets.

We have toilets in the main administration block and one at the end of the hall which can be accessed from the outside. Please help us keep our children safe by following this important procedure.

Dogs in the Playground

Many children have a fear of dogs and concerns have been raised regarding the number of dogs in our playground. We have looked up the relevant policies on this area and the following statement is made:

The NSW Consolidated Act pertaining to dogs states that dogs are prohibited in some public places. Section (e) of the Act specifically refers to schools and states that this applies to dogs whether they are leashed or unleashed. The exceptions are Assistance dogs that are specifically trained to assist those who are sight or hearing impaired.

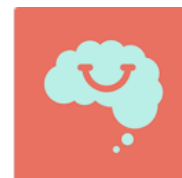
While we know this is disappointing to many families we thank you for your anticipated cooperation in this matter.

Wellbeing

When parents/carers enrol their children at Hambledon Public School they enter into a partnership with the school that is based on shared responsibility for student wellbeing. This shared responsibility enables and fosters a school environment where learning is valued, all members of the school community are respected and included, and safety is important.

Smiling Mind

Smiling Mind is a meditation app for young people. It has been developed by a team of psychologists and uses mindfulness to boost calmness, contentment and clarity. Mindfulness meditation has been shown to help manage stress, resilience, anxiety, depression and improve general health and wellbeing.



Week	Term 1	Term 2	Term 3	Term 4
1	Awareness	Recognising Emotions	Gratitude	Positive Relationships
3	Attention	Managing Emotions	Making Decisions	Positive Communication
5	The Senses	Self- Compassion	Setting Goals	A Curious Mind
7	Savouring	Optimism	Empathy	Growth Mindset
9	Movement	Strengths	Acts of Kindness	Resilience

Positive Behaviour for Learning

At Hambledon Public School we encourage positive behaviours from all students. Positive Behaviour for Learning (PBL) is a school wide program that allows the use of a shared language to discuss behaviour and learning expectations across the school. We encourage students to be safe, respectful, responsible citizens, and to achieve their goals by developing the qualities of a good learner. Our SRC representatives deliver the message of each focus to all classes during eating time on a Monday, which is reinforced in classes throughout the week.

Hambledon Citizens

Week	Term 1	Term 2	Term 3	Term 4
1	I walk safely and sensibly.	I act safely on the school grounds.	I sit safely on my chair.	I respect personal space.
3	I wear my school hat on the playground.	I look after school equipment.	I wear my uniform with pride.	I keep my classroom neat and tidy.
5	I show respect for others.	I speak politely to others.	I keep my hands and feet to myself.	I walk my bike and scooter on the school grounds.
7	I knock, enter and wait.	I put my rubbish in the bin.	I look after my belongings.	I wear my school hat on the playground.
9	I line up and wait quietly for my teacher's instruction.	I use my best manners.	I am food wise.	I make positive choices.

Hambledon Learners

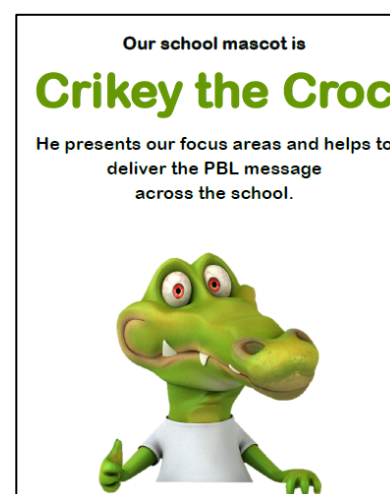
Week	Term 1	Term 2	Term 3	Term 4
2	I set achievable goals.	I work towards my goals.	I know my strengths and weaknesses.	I reflect on my learning.
4	I show initiative.	I listen actively.	I adjust my learning goals.	I inquire.
6	I make connections.	I learn from my mistakes.	I take risks.	I have a positive attitude.
8	I collaborate with others.	I communicate clearly with others.	I think critically.	I persevere with challenges.
10	I ask questions.	I use feedback to improve.	I think creatively.	I use my imagination.

Merit System

Hambledon Public School has a merit system in place to encourage the positive behaviours for both a citizen and a learner.

The ultimate goal of our merit system is to achieve a Diamond Award by the time students reach Year 6. The timeline for this process may vary according to the students' achievements, but generally will take approximately 2 years for a student to achieve an Opal Award.

See Appendix B for our Merit System Overview.



Learning Support

The school supports students, parents and teachers to achieve positive outcomes for all students. The team is comprised of a coordinator and a series of personnel who all bring particular expertise, skills, knowledge and experiences together to support students. The team can be accessed through discussions with your child's teacher, or an appointment can be made with the Principal or Deputy Principal.

School Counsellor

Our school counsellor works with students who have been referred by their teachers for assessment of learning difficulties, behaviour and/or social needs. Parents are required to complete a consent form prior to the counsellor working with their child. Parents may also refer their own children if they feel it is needed.

English as an Additional Language/Dialect

The EALD Program is available for students whose first language is not English. Students eligible for EALD support range from those newly arrived in Australia and beginning to learn English, to Australian born students from a non-English speaking background.

Your Child's Health

First Aid

In case of an accident students will be taken to the school office for care and observation. If the student requires medical attention the office staff will ring the parents or the nominated emergency contact person. Please notify the school if you change your contact details as it is essential that the school has current phone numbers for emergency situations.

Medication

In compliance with the NSW Department of Education ALL medication must be administered by the office staff and times of administration is noted for each dosage in the school's medical register.

If your child needs to take medication you will need to come into the office and fill in a medical form or else send in a written note with clear instructions of:

- child's name;
- class;
- name of medicine and dosage;
- time to be given and
- day(s) to be given

Please send in enough medication for the day's dosage, or, if on a regular medication please see the office staff.

If your child is on an individual management plan because of an illness/condition please forward this to the school and discuss with the school executive the management of this plan.

Immunisation

The New South Wales Department of Health recommends that all children entering school be fully immunised. Your child will be in contact with many children and infections spread easily in these circumstances. We strongly recommend that all children are up to date with all of their vaccinations.

Illness

If a child becomes ill at school, every effort will be made to contact the parents or emergency contact person nominated on the student information card. If this is not possible the child will be made comfortable at school. In more serious cases an ambulance will be called.

If your child is ill before school please keep them at home as we do not have the facilities/staff to monitor sick children.

Allergies, Anaphylaxis, Asthma and other Medical Conditions

It is imperative that the school is aware of your child's allergies and any medical conditions. Students with asthma must have a current action plan and a copy is to be given to the school office. ASCIA plans are also required for all students with anaphylaxis and severe allergies. Please advise us immediately if any of your child's medical details change. Please contact the school if you have any questions or concern relating to your child's health care at school.

Infectious Diseases

During the time your child is at school he/she will probably contact one or more of the infectious diseases common in children. Most of those can be easily passed onto other children so the Department of Education has rules about excluding children from school until they are better. Below are some of the most common. For exclusion periods of other diseases please contact your doctor.

Infectious Disease	Exclusion Time from School
Chicken Pox	5 days after the first spots appear
COVID-19	As per current health guidelines. If symptoms occur you should seek medical advice.
Glandular Fever	It is important to keep your child away from school from the point of view of infection, but some children with glandular fever are too sick to attend school.
Infectious Hepatitis	Until the child has recovered, and from the first signs of jaundice.
Measles	5 days after the appearance of the rash.
Mumps	Until the child has fully recovered, and for one week after the appearance of the swelling.
Whooping Cough	If the child has not received any antibiotic treatment then the child should be kept away from school for three weeks From the onset of the “whoop”. If appropriate antibiotic treatment is given, the child only needs to be kept away from school for 5 days from the onset of the treatment.
Parvovirus B19	Whilst rash, inflammation and fever are present.
Impetigo (scabby sores)	Your family doctor should be consulted. If the sores are being treated and are properly covered by a clean dressing, children are allowed to attend school. If they are not covered and are on exposed parts of the body such as the scalp, hands or legs, the child should be kept at home until the sores have healed.
Pediculosis (Head Lice)	Until appropriate treatment is begun.
Ring Worm	Until appropriate treatment is begun.
Scabies (The Itch)	Until appropriate treatment is begun.

Learning

Homework

The class teacher sets homework on a weekly basis. It is intended that completing set tasks at home will support student learning and develop better study skills and habits. Homework may vary in nature and a research project may be set.

Home Reading

Home readers are distributed by classroom teachers. Students may receive books or printed decodable texts. Texts are selected to reinforce in class learning and can be read independently. Students may change their home reader once they have finished reading it allowing multiple opportunities to engage in reading. Kindergarten and Year 1 students will have set texts that will match their phonics focus as they establish foundational reading skills.

Library

Students may borrow a book from the school library for a week. Please ensure that your child has a library bag to protect the books that they borrow. Books that are lost or damaged must be paid for or a replacement purchased. Parents are also able to join our library to borrow books to assist their children with reading.

Sport

All grades have designated sports days that are confirmed at the beginning of each year. Students are to wear sport uniform on these days. In addition, students will also participate in class, grade, or stage-based sessions at other times during the week.

Our sport houses are named after iconic Australian sports people. Bradman (Green), Perkins (Blue), Freeman (Red) and Maroney (Yellow).

Extra-Curricular Activities

Excursions

Our school participates in excursions to support and enrich a child's learning experiences. These excursions may be part of a whole school activity or in smaller groups. Excursions are organised on a grade/stage basis. Overnight excursions/camps are arranged for our senior students.

Performing Arts

We have a wide range of performing arts opportunities available for students. Students can join dance groups, choirs, recorder ensembles, skipping and drumming groups during their time at Hambledon. These groups involve rehearsals during recess or lunchtime, performances at school and other venues and individual practice at home. Students also have opportunities to participate in public speaking, debating, spelling bees and art competitions during various times throughout the year.

Inter-School Sport

PSSA (Public School Sporting Association) facilitates interschool sporting competitions around NSW. Each Friday a number of teams represent Hambledon, competing against neighbouring schools. Students in Years 4-6 are eligible to try out for various teams. Each Friday, teams represent Hambledon and compete against other schools in the local area. Inter-school sport opportunities include European Handball, T Ball, Softball, Cricket, AFL, Rugby League, Oz Tag, Football, Netball.

Student Representative Council

Each class elects two students per semester to be part of the Student Representative Council. These students have their badges presented at the beginning of each semester at a whole school assembly. The SRC meets regularly to discuss issues relevant to our students and provides valuable input to the school community.

Other Opportunities

Scholastic Book Club

Students can purchase books through the Scholastic Book Club. Pamphlets are sent home each term, and all books are ordered online through the Scholastic website www.scholastic.com.au/schools/bookclub/.

School Photographs

School photographs are arranged each year and families are given the opportunity to purchase these if they wish. Class, individual and family photographs are taken, and this will occur in early Term 2.

Swim Scheme

Students in Years 2-3 can participate in Swim Scheme lessons in Term 4. Swim scheme is held at Riverstone pool and students travel to and from the centre by bus. Information including the cost will be made available in Term 3.

Scripture

Scripture lessons are provided by visiting lay teachers each Tuesday. Lessons take place between recess and lunch and last 30 minutes. Students who do not attend scripture lessons are supervised by a teacher.

Getting Involved

Parents and Citizens Association

Our Hambledon P&C meets on the 3rd Monday of each month at 7:00pm. All members of the school community are most welcome to attend these meetings. The P&C raises money to support students' learning through a variety of activities and provides important opportunities for parents to be involved in the school. More information can be found on the P&C website: www.hambledon.uniformshop.net.au.

Parent Helpers

If you would like to be a parent helper, please contact the office to organise an induction session with one of our Deputy Principals before you start.

Parents and grandparents who come into the school to work on a voluntary basis are asked to sign in and sign out at the office. Signing in and out is a child protection and health and safety requirement in all schools.

All parent helpers are asked to wear a 'Hambledon Helper' badge that identifies them while on school grounds. Parent helper requirements can be found in Appendix A at the end of this booklet.

Voluntary School Contribution

A voluntary school contribution is set each year by the P&C with the funds being used to meet some of the costs of resources and materials used by the students. The contribution is set at \$30 per child. These payments may be made in full or by instalments.

Technology

Our students are required to use a number of different logons. Sometimes this can be confusing. Hopefully this will clarify the purposes of each log on.

DoE Logon

On enrolment at a Government school, every student is given their own, unique logon (e.g. bill.bloggs). Students use this logon to access the computers and the internet at school. The DoE username also forms the first part of their DoE email account (e.g. bill.bloggs367@education.nsw.gov.au). The DoE logon will also give each student access to their online student portal at <https://student.det.nsw.edu.au>

Premier's Reading Challenge (PRC)

The Premier's Reading Challenge (PRC) is a government initiative that aims to encourage a love of reading for leisure and pleasure in students, and to enable them to experience quality literature. In the younger years (Kindergarten – Year 2) students do not have to read the books; the books can be read to them. It is not a competition but a challenge to each student to read, to read more and to read more widely.

The Premier's Reading Challenge (PRC) is available for all NSW students in Kindergarten to Year 9, in government, independent, Catholic and home schools. The PRC logon is the same as the DoE logon (see above) <https://online.det.nsw.edu.au/prc/home.html>

Mathletics

Mathletics is an online learning resource which helps students enjoy mathematics and improve their results. It provides a range of mathematical activities from various topics covering the full primary mathematics curriculum. All students, from Kindergarten to Year 6, will receive a Mathletics logon and password. This logon only works at <http://community.mathletics.com/signin/#/student>

SeeSaw

Seesaw is a web-based platform that allows parents and carers to share in their child's learning. It is a secure online learning journal where children can create and upload their work to document their learning. Your child will add things like photos, videos, work samples, drawings and voice recordings to their Seesaw journal. Information on Seesaw's privacy policy, storage of information and how Seesaw keeps information safe can be found on the Seesaw website <https://web.seesaw.me/privacy>



Appendix A

Code of Conduct for Parents/Visitors

Volunteers and Visitors Policy

Updated April 2023 - Revision Date April 2026

Code of Conduct for Volunteers and Visitors

A code of conduct for volunteers and visitors ensures that everyone who visits the school site can do so in a safe and harmonious manner to ensure that students, staff, parents, and other visitors are not subjected to aggressive, hostile or violent behaviours.

Volunteers and visitors are expected to:

- Treat all persons associated with the school with respect and courtesy.
- Allow staff to supervise, investigate and manage students.
- Discuss issues or concerns about the school, staff, or students through the correct procedures.
- Follow school procedures governing entry and behaviour on school grounds, including any restrictions that may be imposed.
- Visit the office not classrooms when your child/ren is departing school grounds early or arrives late to school.

Any person contravening this Code of Conduct is advised that the provisions of the *Enclosed Lands Protection Act (1901) and its Amendments* will be followed if any of the following occur:

- Actual physical assaults or threatened physical assaults on students, staff, parents, or community members at the school or during school activities.
- Behaviour in the presence of students, staff, parents, or other visitors to the school that causes alarm or concern to the students, staff, parents, or other visitors.
- Use of offensive language (i.e., swearing) in the presence of students, staff or other visitors to the school.
- Any interruption to the learning environment of the school such as entering classrooms without permission.

Volunteer Helpers and Visitor Policy

Throughout the school year teachers need volunteers to assist in classrooms and around the school in many facets of education.

Parents and other volunteers assisting with activities do so on the understanding that:

- Teachers are responsible for the programs operating within the classroom and/or school.
- Teachers are in charge and have ultimate responsibility for the safety, welfare and care of the students.
- They accept joint responsibility for children under their care for the duration of the time at school.
- Their conduct and manners should always be acceptable and an appropriate model for students.
- They should refrain from smoking in the presence or sight of students – the school is a government non-smoking area.
- They should not consume or have consumed alcohol prior to working with children.
- They should cooperate with teachers in charge to ensure safety and welfare of students.
- They should sign themselves in and out in the attendance folder at Hambledon Public School's front office when participating in school activities.
- They wear a "Hambledon Volunteer" lanyard as identification whilst assisting with students.
- They should provide the office with a current Working with Children Check documentation or number (WWCC)

Additional Tips

- Be warm and accepting of all students and their issues, not just your child.
- Don't fall into the trap of comparing students' abilities or behaviour especially with you own children
- Remember not to touch or hug.
- Stay in full view of the class and the teacher.
- Confidentiality is essential. This is a trusted position.
- Once the session is over, please leave and if there is anything you need to follow up with the teacher phone or email to make a time to chat.
- Enjoy yourself. You'll learn heaps!

Confidentiality is of prime concern. Parents and volunteers are not to discuss any information they obtain at school with anybody, other than the classroom teacher or the principal.

As schools are mandatory reporters with Community Services (formally DOCS), any disclosures by students made to parents and volunteers must be reported to the principal or nominee.

Any parent or volunteer helper not fulfilling these requirements may be excluded from the volunteer program.

Staff Awareness – Staff Meeting: Tuesday 4th April 2023

Ratified Staff Meeting: May 2023

Presented to P&C Meeting: Monday 15th May 2023

Crikey Checkpoint Charts

There are 3 different designs for the Crikey Checkpoints Charts. Students may choose any of the 3 chart designs – there is no particular order or relevance as the different ‘journey/map’ designs are just for variety and fun 😊



Each Crikey Checkpoint Chart has 40 ‘checkpoints’.

There are 20 ‘checkpoints’ on each side. Students will need to complete BOTH sides of the Checkpoints Chart to earn a **Crikey Award**.



Students working towards their **WHITE OPAL AWARD** will work through **charts 1-9**

Students working towards their **BLACK OPAL AWARD** will work through **charts 10-18**

Students working towards their **RED OPAL AWARD** will work through **charts 19-27**

The **Diamond Award** will be presented to students in Year 6 who have received ALL three Opal Awards or 8 Crikey awards through Year 5 and 6.

These students will be acknowledged at our final Opal Assembly for the year.

MERIT SYSTEM OVERVIEW

White Opal Award Charts 1-9

Black Opal Award Charts 10-18

Red Opal Award Charts 19-27



40 'Crikey Checkpoint' stamps

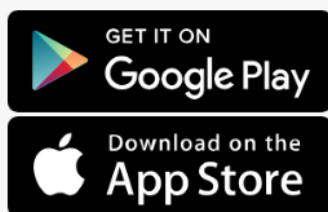


Download the Sentral for Parents app



- 1) Download Sentral for Parents from your app store
- 2) Register an account
- 3) Verify your email address
- 4) Link yourself to your child/ren using the access key we email you

- ✓ Targeted communication based on year level/ involvement
- ✓ School calendar
- ✓ Submit absence info
- ✓ Online payment and permission *COMING SOON*





SAVE TIME with our ONLINE CANTEEN!

**Hambledon Public School Canteen
accepts orders using MunchMonitor**



Setting up an online account is easy!

1. Go to **www.munchmonitor.com**
2. Click **LOGIN**
3. Click **REGISTER**
4. Enter
 - School ID: **hambledonps**
 - Password: **munch2763**
5. Click **Submit**
6. Enter your email address
7. Enter the password you want. Make sure you can remember your password
8. Review and tick on the Terms of use
9. Click **Create your Account**
10. Click on the **Activation Link** in the email we sent
11. Follow the steps to **create your Parent Profile**
12. **Add Students** to your account
13. Click on **Account Top-up** to transfer money into your account
14. **You are now ready to order online!**

🔑 **SETUP A NEW ACCOUNT**

Your School ID

Your School Password

SUBMIT

Quick Information

Using MunchMonitor Online Ordering

- You can place orders online up to 4 weeks in advance
- Top-up your account online using VISA/MasterCard
- List allergies to alert canteen staff
- You can order anytime you want using web browsers such as Chrome or Safari
- You can use desktops, laptops, tablets or smart phone with internet access
- It only cost \$ 3.65 (incl. GST) per school term for the family account
- No sign up fee
- No transaction fee

Giving Student Snack Money using MunchMonitor Prepaid Card

- In the Student Profile, tick YES in ALLOW SNACK MONEY
- If you selected DAILY ALLOWANCE, enter the daily amount and the days to use
- If you selected WEEKLY ALLOWANCE, enter the weekly amount
- You can set banned food items from the menu
- The student or parent can GET THE PREPAID CARD from the SCHOOL CANTEEN
- You can view what they've ordered from the online transaction reports

Call us at 1300 796 190 or email us at help@munchmonitor.com
if you require further assistance.

MunchMonitor...making your school day easier



[Facebook.com/MunchMonitor](https://www.facebook.com/MunchMonitor)



Dear Parents and Caregivers,

Our school is committed to improving children's health through education and by supporting the Department of Health's Crunch&Sip® initiative.

Crunch&Sip® is a set break for students to eat fruit or salad vegetables and drink water in the classroom.

We invite you to support your child to participate in Crunch&Sip® by providing a clean water bottle to sit on the desk and a piece of fruit or vegetable each day for Crunch&Sip®.

Research has shown that drinking water and eating fruit and vegetables is essential for good health and can help concentration throughout the day.

Crunch&Sip® starts on the first day of Term 1. Please remember to send a small amount of fresh fruit/vegetable and a small clear plastic water bottle with a pop up top. Half an apple cut into slices, a few grapes or carrot sticks is sufficient. Fruit or vegie packs are available each day from the canteen for 60c.

You may like to visit the Crunch&Sip® website at: <http://www.crunchandsip.com.au>.

Thank you for your support.



Allowed during Crunch & Sip

Fruit

All fresh fruit - chopped melon, grapes, etc.
Fruit canned in water, juice or no added sugar, e.g. peach slices
Dried fruit-please limit as it contains concentrated sugar, increasing risk of tooth decay

Vegetables

All fresh vegetables - celery, capsicum, carrot sticks, broccoli bits, etc.

Water

Only plain water



Not Allowed during Crunch & Sip

Drinks other than plain water
Fruit or vegetable juices or fruit drink
Fruit cordial or mineral water
Fruit roll-ups, jams or jellies
Fruit cakes or pies
Fruit canned in syrup or processed
Canned or processed vegetables
Vegetable or potato crisps, chips
Vegetable pastries
Baked vegetable breads
Vegetable cakes, fritters, quiches etc.
Popcorn

Circle of Friends

Come join us in our circle of friends,
there's always room for one more

A circle that never ends,
All you do is open up the door.

Have you ever been left out?
Have you felt alone?
Have you ever needed a friend
to call your own?

There is someone out there who's
feeling just like you.
Open up your circle -
that's all you have to do.

Come join us in our circle of friends,
there's always room for one more.

A circle that never ends,
all you do is open up the door.



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Learning for life