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WE SEEK THE BEST
FOR AND FROM
EVERY STUDENT

DR ANDREW HIRST, PRINCIPAL



JUNIOR SCHOOL - MYRNIONG - HANDBOOK 2019

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contact



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CONTACT

JUNIOR SCHOOL RECEPTION

Cnr Kent Road & McArthur Street
HAMILTON 3300
Tel: 03 55711066
Mrs Natalie Povey, Junior School Secretary
jsreception@hamiltoncollege.vic.edu.au

EARLY LEARNING CENTRE

Cnr Kent Road & McArthur Street
HAMILTON 3300
Tel: 03 55721847

OUT OF SCHOOL HOURS CARE

Cnr Kent Road & McArthur Street
HAMILTON 3300
Tel: 03 55721847

ADMINISTRATION

PO Box 286
HAMILTON 3300
Tel: 03 55721355
Account queries & out of school hours only
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UNIFORM SHOP

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welcome
2019



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WELCOME

I warmly welcome your family to The Hamilton and Alexandra College's Junior School. Situated in the magnificent Myrniong Homestead and surrounding buildings, the Junior School offers an engaging learning environment and a community where all members are encouraged, challenged and valued from Early Learning to Year 6. Our talented teaching, maintenance and administration staff work closely as a team to provide an energetic learning community.

This handbook aims to answer many of the day-to-day queries regarding the operation of the Junior School, from Early Learning to Year 6.

Further information, including a Curriculum Guide and School Policy documents can be accessed via the School's web-based portal – SIMON, under the Knowledge Banks section. Each family is provided with log in access.

At Myrniong, we encourage every child to develop their special talents, abilities and interests. Through a Positive Education approach, adopted in recent years, we actively foster self-esteem, self-confidence, self-regulation, a growth mindset, a sense of wellbeing, character strengths and the social skills necessary to be a well-rounded individual. The Junior School has adopted the 'KidsMatter' framework, which supports schools in promoting mental health and wellbeing for all community members. Our aim is that each individual student feels empowered to strive to *be the best that he or she can be*.

Our intention is to produce self-directed individuals with the cognitive capacity for high performance, both independently and as members of a community, and with a sense of empowerment to make positive contributions to their community.

The Junior School is committed to helping each student achieve a strong sense of self-worth and strong progress in literacy and numeracy, as well as the acquisition of 21st Century Skills which include:

- creativity and innovation
- digital capabilities and fluencies
- critical thinking and problem-solving
- communication (Information literacy, Media Literacy and ICT literacy) and collaboration
- flexibility and adaptability
- initiative and self-direction

Our programs are geared to encourage children to maximise their potential over a number of fields. In addition to our excellent academic program, we are proud of our Upper Primary leadership program and comprehensive Visual & Performing Arts program. The Physical Education, Sporting and Outdoor Education programs are another feature of the school and provide age-appropriate challenges for all children. A wide variety of sport offered, with a strong emphasis on the pleasure of participation and developing healthy competition.

We take great pride in the "family atmosphere" at Myrniong. Parental involvement is encouraged and communication between home and school is essential. We welcome dialogue and feedback, and believe that your questions, ideas, concerns and positive feedback will help to guide us along the way. I sincerely hope that you enjoy your association with Myrniong and assure you that our doors are open, and you are always welcome in our beautiful homestead, classrooms and grounds.

Mr Stephen Nelson
Head of Junior School



introduction



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OUR FOCUS

To seek the best for and from every student.

OUR CORE VALUES

- Respect
- Gratitude
- Compassion
- Resilience
- Optimism

OUR LEARNING PHILOSOPHY

Our learning philosophy is to promote:

1. A learning culture
2. Positive and caring relationships
3. A team of excellent staff
4. A connected community
5. A secure future



history



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OUR HISTORY

In 1962, Hamilton College became Australia's first co-educational Presbyterian Boarding School following the amalgamation of Hamilton and Western District Boys' College (founded in 1871 as a school for boys) and Alexandra College (founded in 1872 as a school for girls).

The history of Hamilton College is closely connected with the district in which the schools were founded. The boys' college was opened 37 years after the first permanent settlement in Victoria. Mr Peter Learmonth, one of the school's founders, had been an overseer for Francis Henty.

As settlement became more permanent, the settlers and their families looked beyond their immediate needs for survival and constructed churches, established local government councils and helped start schools for their children.

No secondary schools were available in the Hamilton district and slow transport and long distances made it difficult for children to go beyond the primary level. The need for post-primary education in the district was obvious.

With enterprise and independence, the two schools were established as University Colleges, built by interested citizens and concerned Western District parents who wanted their children to receive a sound education in their own district.

With the establishment of the Uniting Church in 1977, Hamilton College became associated with the Uniting Church of Australia.

Today the school is a thriving educational establishment that continues its tradition of providing students with an academic education that rivals the best in Australia.

In 2006, we celebrated the 135th anniversary of the founding of our School. In 2012 we celebrated the amalgamation of the Hamilton and Western District Boys' College and the Alexandra College.

Since 2001 we have been known as The Hamilton and Alexandra College, to recognise the contribution over many years of the Alexandra College to our school and the Hamilton community.

organisation



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OUR SCHOOL

“Myrniong”, a 14-hectare property, is situated within 1.5 kilometres of the Senior School. Myrniong is the site of the Junior School including the Early Learning Centre, the Boarding Houses, the Refectory, the Equestrian facilities and an oval.

LEADERSHIP TEAM

The **Head of Junior School** is responsible for the entire Junior School, and reports to the Principal. The **Deputy Head of Junior Years** oversees Prep to Year 6 matters and the **Director of Early Learning** oversees Early Learning Centre matters – both are responsible to the Head of Junior School.

CLASS SIZES

Our small class sizes ensure we are in the best position to cater for individual student differences.

Our Early Learning Centre licence has our Piccolo program capped at 20 students and our Piccino program, is capped at 22.

Our Out of School Hours Care program has a maximum of 22 students, with a maximum of five Piccino participants per session. A second staff member is employed where numbers exceed 11.

TRANSITION PROGRAMS

There is a comprehensive transition structure for Piccino children entering the Prep program, and again for the transition from the Junior School Year 6 students entering the next phase of education at the Middle Years Positive Education Centre in Year 7.

The Middle Years program provides a special system of pastoral care, where Year 6 students get to know Senior School teachers from the Senior faculties. Members of staff from both the Junior and Senior Schools liaise to ensure that the transition is smooth for all students.

TEACHERS

PREP to YEAR 6 TEACHERS 2019

Prep	Mrs Sharon Kelly
Year 1	Mrs Penny Callinan and Miss Patricia See
Year 2	Miss Simone Brabham
Year 3	Mrs Bernadette Milich (Deputy Head of Junior School)
Year 4	Mr Stephen Mirtschin
Year 5	Mr Graham Lewis
Year 6	Mr Nick Palmer and Miss Sophie Ross

EARLY LEARNING STAFF 2019

Early Learning Centre Director	Mrs Frances O’Brien
Early Learning Educator/Before School Care	Mrs Gabriella Bench
Early Learning Educator/After School Care	Ms Nadine Stewart
Early Learning Educator	Mrs Katrina Bull
After School Care (Wednesdays)	Mrs Bernadine Kelvy
After School Care	Ms Katrina Arnel

MIDDLE YEARS LEARNING TEAM

Students at Year 6 also work with several Senior School teachers as a part of the **Middle Years experience (MYe)**. Students travel to Senior School to use facilities such as the Science Centre.

HOUSE SYSTEM

We have 4 Houses at the Junior School: **Berry, Laidlaw, Learmonth** and **Young**. The role of the Houses is important in fostering peer support and team spirit. The House system also provides another layer of pastoral care. Students have lunch together in their Houses a couple of times a term. The House Captains run Assemblies and the Houses lead Church Services, to which family and friends are invited. Students also gather in Houses for special events throughout the year and compete for House cups in a wide variety of competitions. Every student belongs to a House and members of the same family are aligned to the same House.

HOUSE TEACHERS 2019

Berry	Mrs Bernadette Milich, Mrs Lou Drummond & Miss Sophie Ross
Laidlaw	Mr Stephen Mirtschin & Mr Stephen Nelson
Learmonth	Miss Simone Brabham, Mr Graham Lewis & Mr Nicholas Palmer
Young	Mrs Sharon Kelly, Mrs Valetta Bolton, Mrs Penny Callinan



term dates 2019



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TERM DATES 2019

TERM 1 10 weeks	January	Monday 7th	School office opens
		Wednesday 30th	Start of term
	March	Monday 11th	Exeat: Labour Day
	April	Friday 5 th	End of term
TERM 2 10 weeks	April	Monday 29th	Start of term
		Monday 25th	Anzac Day Holiday
	June	Friday 7th	Reporting Day: no classes
		Monday 10 th	Exeat: Queen's Birthday
		Friday 21 st	End of term
TERM 3 10 weeks	July	Tuesday 16th	Start of term
	August	Monday 5th	Exeat: Sheepvention
	September	Friday 20 th	End of term
TERM 4 10 weeks	October	Tuesday 8th	Start of term
	November	Tuesday 5th	Melbourne Cup holiday
	December	Wednesday 11 th	End of term: students
		Friday 13 th	End of term: staff



hours of the day 2019



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HOURS OF THE DAY: 2019

<p>Early Learning Centre (ELC)</p>	<p>Piccolo Sessions Wednesday 9am – 3.15pm</p> <p>Piccino Sessions Monday Tuesday Thursday Friday 9am – 3.15pm</p>	<p>The Piccolo (3-4 year old) program runs on Wednesdays each week.</p> <p>The Piccino (4-5 year old) program runs Monday, Tuesday, Thursday and Friday. Children may attend three or four days per week.</p> <p>Days are booked via the College Registrar, Mrs Susie Holcombe.</p> <p>Parents are welcome to spend some time with their children at the beginning of the day to support them in settling in.</p> <p>Parents are not to arrive and leave children prior to 8.45am. This is the time that staff prepare the educational program for the day.</p> <p>Before School Care is available from 8am and After School Care is available until 5.30pm every day. These services are available for Piccino children and charges apply. Children are required to bring their own after school snack. Due to <u>limited</u> Piccino places on our licence, <u>permanent bookings are required</u> to ensure a place. Please inform Early Learning staff or the Junior School office if your child will be attending this service.</p>
<p>SIGNING IN AND OUT</p>		
<p>Prep to Year 6</p>	<p>Daily 8.55am - 3.15 pm</p> <p>Bell 8.55am</p> <p>Class 9am</p> <p>Fruit time 10am</p> <p>Recess 10.50am</p> <p>Bell 11.17am</p> <p>Class 11:20am</p> <p>Lunch eating time 12.40pm</p> <p>Lunch play time 12.50pm</p> <p>Bell 1.27 pm</p> <p>Class 1:30pm</p> <p>School day ends 3.15pm (3:30pm for some Year 6 classes*)</p> <p>Bus by 3.20pm</p>	<p>Parents and caregivers must sign their child in and out each day. If you are delayed or have arranged for another person to collect your child, please notify staff by phone, email or via your child’s communication book. Students may only be collected by a person nominated on their ELC enrolment form.</p> <p>Punctuality is expected. As classes begin at 9am sharp, it is important that students arrive before the first bell at 8.55am to be organised before class starts. Students arriving late must be signed in at the office by a parent.</p> <p>Students may arrive at school from 8:30am. Children who arrive between 8am and 8.30am must be signed into Before School Care.</p> <p>Fruit Time enhances students’ ability to remain focused. Children are encouraged to bring a piece of fresh fruit to enjoy in the morning.</p> <p>At the end of the day children are expected to leave the school grounds as quickly as possible. No child should be in the school grounds or in their classroom after 3.30pm without special permission. Students at School after this time will be directed to the After School Care program, where relevant charges will apply.</p> <p>Year 6 students who are dismissed from classes held at the Senior School and aren’t collected at 3:30pm will be transported back to Junior School After School Care.</p> <p>*Some Year 6 Specialist classes, held at the Senior School (such as Science and Physical Education) may run until 3.30pm. Your child’s class teacher will advise you of these arrangements at the start of the year.</p>

Out of School
Hours Care

Daily
8am - 8.30am
and
3.30pm – 5.30pm

Children arriving between 8am - 8.30am must report to Early Learning Centre for the **Before School Care** program. Children must be signed in. Charges apply.

After School Care is available until 5.30pm. A teacher will walk the children across to the Early Learning Centre once the final bell has sounded.

Children attending Out of School Hours Care need to have an **OSHC Enrolment Record** clearly stating the adults permitted to collect students. Please note that a minor (under 18) cannot sign a student in or out of Out of School Hours Care. Parents need to book students in, via reception before recess on the day of the booking to determine whether a place is available.

Parents with permanent bookings will need to advise the school (via Junior School reception) if they do not require their place, otherwise they will incur a charge.

Where these rules create any difficulty, please contact the Head of Junior School on 5571 1066 to discuss the matter.



staff 2019



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Academic Staff	Mr Stephen Nelson Mrs Frances O'Brien Mrs Sharon Kelly	Head of Junior School Director of Early Learning Prep Teacher	B. Teaching, Dip. Ed. B. Early Childhood Ed. Hon Dip. Teaching, Grad Dip. Spec. Ed-Integration		
	Mrs Penny Callinan	Year 1 Teacher (M, T, Th)	B.App.Sci (Planning) B.Teaching (Hons)		
	Miss Patricia See Miss Simone Brabham Mrs Bernadette Milich	Year 1 Teacher (W & F) Year 2 Teacher Year 3 Teacher Deputy Head of Junior Years	B.Ed. B. Arts, B. of Tch. (Primary) B. Arts, Ed. B.Ed		
	Mr Stephen Mirtschin Mr Graham Lewis Miss Sophie Ross Mr Nicholas Palmer Ms Valetta Bolton	Year 4 Teacher Year 5 Teacher Year 6 Teacher Year 6 Teacher Learning Support	B.Ed B.T.R.P., B.Sc (Hons), Grad. Dip. B.Ed M.Ed, B.Ed, CAEL, GCER B.A., Grad. Dip. I&T (Spanish), Grad. Dip. Ed. (Secondary) Grad. Cert. Special Ed.		
	Mrs Lou Drummond Mrs Anna Robertson Mrs Rosana Marshall Mrs Lisa Addinsall	Reading Recovery Learning support / Enrichment Learning Support Year 6 Art Teacher	Dip. Ed (Primary), B. Edu M.Ed., B.Ed. B.A. Grad Dip Grad. Dip. Ed., Dip. Vis. Arts, Advanced Dip. Business Management		
	Mrs Bec Cameron Mrs Louise Patterson	Piccino to Year 5 Art Teacher Physical Education Teacher Sports Co-ordinator	B.Ed. B.Ed.		
	Mrs Marg. Simkin	Librarian	M.Ed (Teacher Librarianship), M.Ed (Knowledge Networks & Digital Innovation); B.A., Dip.Ed., Head of Information Services		
	Mrs Anne Kristin Christie	Classroom Music Performance Arts Piccino to Year 6	B.Ed. M.Mus		
	Mrs Anli Zuo Mrs Katrina Bull	Mandarin Chinese Teacher Early Learning Centre assistant	B.Ed		
	Administrative Staff	Mrs Natalie Povey Mrs Nichole Atchison			
	Out of School Hours Care	Mrs Gabriella Bensch Ms Nadine Stewart Mrs Bernadine Kelvy Ms Katrina Arnel	Before School Care Early Learning Centre After School Care After School Care After School Care	Dip. Com Serv (Early Childhood) B.A, B.Prim. Ed., Dip. Lib. Cert III Child. Serv Dip Child Serv A.Mus.A., L.Mus.A., Dip Arts	
		Private Music Teachers	Mrs Kathryn Salt Mrs Leesa Clarke Mr Ben Singh	Piano Flute Strings	M.Mus. Grad. Dip. (Instr. Perf.) B.Mus
			Mrs. Kate Wear Mr Michael Walsh	String & Year 2 Strings Guitar	B.Mus., Grad. Dip. Thed
	Mr. Michael Evans-Barker		Percussion		

School Nurse	Mrs Elizabeth Munro and Mrs Rachel Vallance		Hon.B.Soc.Sc. (Nursing) Cert IV Training & Assessment Registered Nurse (Div 1)
Maintenance Staff	Mr Nick Dopheide Mr Craig Kennedy Mr Shane Bonnett	OH&S Coordinator Grounds & Maintenance	Dip. Farm Mgt Cert. IV OH&S
Gap Students	Mr James Fear Mr Fred Martin		
Bus Drivers	Mr Rob O'Neill Mr Shane Bonnett Mr Peter Blain Mr Colin Hayden	Warrnambool Within Hamilton Mortlake Portland	



programs
prep to year 6



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The Victorian Curriculum F-10, which is aligned with the Australian Curriculum V 8.0 provides the essential structure and philosophy for our curriculum development:

Classroom Teachers are responsible for teaching the discipline based learning areas of English, Mathematics, the Sciences, the Humanities, Technologies and Health. They also conduct the Wellbeing & Values Education programs.

Specialist Teachers are responsible for the areas of Art, Physical Education, Music, Performance Arts, Library and Mandarin Chinese.

There is a shared responsibility between classroom teachers and specialist teachers for developing notions of literacy, numeracy, ICT capability, critical and creative thinking, personal and social capability, ethical behaviour and intercultural understanding.

Student Learning Services staff support the learning of individuals with identified and assessed learning difficulties.

Programs are developed to cater for different learning styles, to foster team work and with the aim of meeting individual learning needs. Students are encouraged to take responsibility for their learning through goal setting and self-assessment.

Positive Education philosophies are embedded into our programs, through classroom interventions which are designed with the aim of establishing: growth mindsets, mindfulness for increased engagement, signature strengths, increased resilience and positive emotion all of which allow students to flourish in their learning.

CLASSROOM PROGRAMS: PREP to YEAR 6

The emphasis of classroom programs is to ensure a solid foundation and development of competencies in the areas of literacy and numeracy. Classroom teachers plan for regular assessment and monitoring and provide extension, enrichment and support within their programs. Understanding by design drives curriculum planning.

Literacy /English	<p>A daily two-hour literacy block, focusing on the areas of Reading, Writing and Speaking & Listening is an aim of our English program. Providing real purposes for reading, and broad audiences for writing, along with providing a balance between fiction and non-fiction text are important considerations in the planning of programs. Modelled, Shared, Guided and Independent reading and writing practices are integral to instruction from Prep to Year 6.</p> <p>Readers' Circles and Readers' Workshops are conducted as a part of the Literature program from Year 3, which encourages all students to develop a love of reading and to broaden their selection of, and interest in, fiction. Grammar, spelling and handwriting are considered fundamental aspects of writing and are taught within the context of the Writing program.</p>
Library	<p>The Library program has two main emphases: Literature and Information Literacy (research skills). Within the context of the Library programme students undertake research tasks, using a number of sources including digital information and build on their awareness and appreciation of a variety of literature styles and authors. The Handbury Library is very well stocked and students are encouraged to borrow weekly.</p>
Numeracy /Mathematics	<p>A thorough grounding in all aspects of Mathematics is provided. Five hours per week are dedicated to learning Mathematics. Units of work in Number and Algebra, Measurement and Geometry, and Statistics and Probability are taught throughout the year. There is a particular emphasis on developing 'number sense' and mathematical thinking and reasoning. Hands-on activities, problem-solving contexts, financial literacy, the use of computers and calculators and the integration of Mathematics into other curriculum areas are features of the program. While a text book appears on the booklist at some year levels, this is only one aspect of the program, which is enriched and complemented with a breadth of carefully selected resources to meet individual learning needs.</p>
Inquiry Learning	<p>The Sciences, Humanities, Health and Design Technology subjects are taught through an Inquiry Learning approach which fosters investigation, exploration, questioning and critical and creative thinking skills. Along with knowledge and skills, Inquiry units aim to develop essential concepts and values, and transferable understandings that students will apply beyond school. Students focus on one or two units per term. This provides an opportunity for in-depth study and the development of expertise. Through Inquiry units, students are encouraged to become responsible and active citizens and to draw on their learning to take positive action in their community.</p>
Thinking Curriculum	<p>As well as being embedded into Inquiry Learning, a range of thinking tools and strategies are introduced and explicitly taught at each level. Students learn to use 'graphic organisers' as a way of mapping out their thinking. They learn questioning techniques and are required to reflect on their learning and set some of their own learning goals. This approach aims to develop our students into flexible and creative learners, who are adaptable and can transfer skills to new learning situations. Visible thinking strategies are used in ELC to Year 6 classes.</p>

<p>Information & Computer Technology</p>	<p>Teachers attend regular professional development and integrate technology across all curriculum areas. Each classroom has access to iPads and laptops. Computer software is taught within contexts across the curriculum. Cyber Safety and Cyber Citizenship are also taught. Computational thinking is introduced at all levels.</p>
<p>Wellbeing & Values Education</p>	<p>The College has adopted the 'Come and See' program, produced by the Education Unit of the Uniting Church. The program speaks from a Christian perspective yet affirms the richness of our multi-faith society and offers many opportunities for further understanding of other authentic pathways to God through other faiths. Units of work are arranged around four concepts which enable students to develop understandings about and relationships with - themselves (knowing & valuing self), other people, the world (e.g. environment, social justice issues), and their own community. Wellbeing and Values Education is taught by the classroom teacher through a Social and Emotional Learning program called secondSTEP. The program supports the College's Positive Education philosophy.</p> <p>Students attend Junior School Church Services each semester and participate in whole School Easter and Christmas Services.</p>

SPECIALIST PROGRAMS: PREP to YEAR 6

An appreciation of tradition, culture, self-expression, personal identity and communication is fostered through our variety of Art, Music, Performance Arts, Physical Education, Library and Mandarin Chinese programs.

Mandarin Chinese	Mandarin Chinese is introduced from Piccino. The program aims not only to teach children to speak in another language but to give them a greater understanding of cultural traditions.
Art	The individual and collaborative works of students are showcased throughout the Junior School – even in the gardens! Our Arts Centre, features a large workshop, a gallery and an Art garden and is the scene for some original and spectacular creations, under the guidance and encouragement of our specialist Art teachers. Students work with a variety of media and learn specific techniques for each of these. Our Myrning Arts Festival is an annual celebration which culminates in a special exhibition, featuring works by all students.
Music	<p>We are proud of our strong music tradition. Children participate in weekly lessons with a Music specialist and a Performance Arts teacher. The Music program is based on a developmental approach to learning. Within this context, the students learn to understand and respond to musical elements through singing, playing instruments, listening, writing, creating, arranging and moving. All students take part in a String Instrument program in Year 2.</p> <p>Private instrumental tuition is offered for students interested in learning strings, guitars, piano, woodwind, brass or percussion – with guidance from the Director of Music for selecting the right instrument for each child. Students are encouraged to be involved in the Junior School Pizzicato Strings Group and Eisteddfod Competitions. Instrumentalists are provided with regular performance opportunities at our weekly Assemblies.</p>
Performance Arts	Building on from the classroom Music program, students develop their performance skills, combining singing with aspects of drama, movement and recital. Students prepare items for Eisteddfods, Arts Festivals, Services and celebrations, and develop confidence before an audience. Students in Years 3 & 4, biennially, attend the IPSHA Music Festival (for independent schools) at the Melbourne Town Hall as a three-day Performance Arts experience.
Physical Education /Sport Movement & Active Living Programs	<p>The Physical Education program is sequential focusing on the development of fundamental motor skills that form the basis of all sports. The emphasis of this program is participation and enjoyment for all, with the aim of developing lifelong participation in an active lifestyle. Students work to achieve personal success appropriate to their level of development. A Swimming Intensive program is conducted as a part of the Physical Education program and run by qualified AusSwim instructors sourced locally. Students also attend a range of sport clinics led by Sporting Associations such as Cricket Victoria, Australian Ballet, AFL and Hockey Victoria.</p> <p>Team sports are introduced during Physical Education, and students are encouraged to join and compete in College teams. Competitive sport is generally accessible to children eight years and above.</p>
Outdoor Education	<p>Our students participate in camps from Year 1. These begin as an overnight camp in the younger years and then proceed through to a three-day camp in the Upper Primary Years. The Year 5 camp is run by AUSCAMP and is designed to provide simple challenges which prepare students for the more rigorous outdoor education experiences at Secondary School. Camp locations include Portland or Warrnambool and The Little Desert for the Lower Primary students, Melbourne and Naracoorte for the Middle Primary School and Bridgewater for Upper Primary students. Costs are not included in the student tuition fee and are paid for separately. Camps are a compulsory component of the program.</p> <p>In preparation for the Year 1 camp, Prep students participate in a day long experience, away from the College in the second semester. Students visit the Halls Gap Zoo during their ‘Big Day Out’.</p>

Excursions & Incursions	Visiting guest artists, performers and presenters, along with visits to local and regional locations form part of the rich variety of learning experiences offered. Excursions and incursions vary from year to year based on availability and the programs being run by the College. Costs are not included in the student tuition fee and are paid for separately. Parents are informed about the nature and costs of these experiences in advance.
Extended Excursions	<p>Year 6 will attend an extended excursion to Canberra visiting major attractions such as Government House, Parliament House, War Memorial, Questacon and the Australian Institute of Sport.</p> <p>The Year 5 students attend an extended excursion to Sovereign Hill, as a part of their studies of Australian History. This excursion includes two nights away.</p> <p>Years 3 and 4 students also attend an overnight excursion to Melbourne, every second year, as a part of the Independent Primary School Heads Association of Australia, Victorian Music festival. They perform at the Melbourne Town Hall with other independent schools during August.</p> <p>Costs are not included in the student tuition fee and are paid for separately. Extended excursions are a compulsory component of the program.</p>
Student Learning Support	A Specialist Learning Services teacher and Reading Recovery teacher work in intimate small group and one-to-one settings to assist students who have been assessed with specific learning needs or difficulties.
Clubs and Interest Groups	At different times of the year special interest clubs are offered. These are flexible and have included Chess Club, Red Cross Youth Group, KidsMatter team, Art Club, Gardening Club, Craft Club, Running Club, Writing Club, Ukulele group and Compass Award group.



information

elc3 & elc4



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GENERAL INFORMATION: Piccolo & Piccino at Early Learning Centre (ELC)

Delivery & Collection of Children	<p>On arrival at the Early Learning Centre parents/guardians are required to sign their child's attendance and support their child to unpack their bag. It is important to develop your child's independence by allowing them to attend to their own morning tasks.</p> <p>At the end of the day parents/guardians are required to sign their child out of the Centre. Only those adults who are Authorised Nominees on your child's enrolment form can collect your child.</p> <p>We are all responsible to ensure the safety of all the children at the centre and as such we ask parents and accompanying adults for their assistance in ensuring that doors, gates and barriers, including playground gates, are closed after entry or exit.</p>
Fruit & Lunch	<p>Each child needs to bring a piece of fruit or vegetable for their morning snack, along with a water bottle.</p>
Nut-Free Centre	<p>The Early Learning Centre has a nut free policy (policy document is available upon request) which means that peanut and nut products are NOT permitted for any students. This includes peanut butter, muesli bars etc. The purpose of this recommendation is to prevent accidental ingestion and possible allergic responses by students with known severe and life threatening allergic reactions to nuts.</p>
Birthdays	<p>We all enjoy celebrating our birthdays. Families are most welcome to bring a birthday cake or other birthday treats to share for their child's birthday. However, we do ask that a list of ingredients is supplied in case of allergies.</p>
Communication	<p>The Early Learning Centre has an open-door communication policy and we aim to create positive communication between home and the Centre, to support the children in their learning. Parents are asked to share any concerns and developments which may affect children with staff.</p> <p>Each night, your child will bring home their 'satchel' containing newsletters, notices and their communication diary. Parents are encouraged to use this book to communicate with staff.</p> <p>Throughout the year you will have the opportunity to discuss your child's learning at formal and informal meetings. If you wish to discuss any issue regarding your child's development, please make an appointment with the Director of Early Learning.</p>
Excursions	<p>To broaden the learning experiences of the children, we will attend a variety of excursions. Notices and consent forms for excursions will be sent via CareMonkey. This is an online program and you will receive access on enrolment.</p> <p>During excursions, it is important that children are wearing correct uniform so that they can be easily identified. Additional parent assistance would be appreciated on these occasions.</p>
Health & Medication	<p>If your child is unwell or will not be attending for other reasons, please telephone on 5572 1847 or leave a message with the Junior School office on 5571 1066.</p> <p>Parents/guardians are requested to notify the staff if their child has, or is suspected of having, an infectious disease or infestation; including head lice (if lice eggs have been found in your child's hair please indicate when treatment was commenced).</p> <p>A Department of Human Services 'Communicable Diseases Exclusion Table' is available for your reference.</p> <p>If your child requires medication during a session, please inform staff and sign the medication form. Please note that medication cannot be sent in by bus. Please ensure that medication is labelled and given directly to staff who will make sure that it is stored appropriately.</p>

Medication will not administered to a child unless it has been authorised. Non-prescribed medications (with the exception of sunscreen) will only be administered for a maximum of 48 hours, after which a medical management plan from a doctor will be required.

Where a child has a medical condition, parents/guardians are responsible for:

- informing the staff of their child’s medical conditions and informing the service of any specific requirements that their child may have in relation to their medical condition.
- developing a risk minimisation plan with the staff members.
- providing a medical management plan signed by a medical practitioner, either on enrolment or immediately upon diagnosis of an ongoing medical condition. This medical management plan must include a current photo of the child and must clearly outline procedures to be followed by staff in the event of an incident relating to the child’s specific health care needs.
- notifying staff of any changes to the status of their child’s medical condition and providing a new medical management plan in accordance with these changes.

The Early Learning Centre has a Sun Protection Policy, which includes the need to provide an appropriate sunhat and clothing for your child. Please ensure your child has a College legionnaire’s hat and assist your child to apply their sunscreen on arrival. Sunscreen will be reapplied by staff throughout the day.

<p>Lost Property</p>	<p>Lost property is located in the foyer. Please check regularly for any missing items. Please ensure your child’s items are clearly labelled.</p>
<p>Parent Participation</p>	<p>At the Early Learning Centre we recognise the importance of creating a caring and secure learning environment for every child, by working closely and cooperatively with families. Parents are welcome and encouraged to participate in their child’s day. Please let staff know if you would like to join any of our sessions or excursions. Your participation is welcomed and appreciated.</p>
<p>Parent & Friends Class Reps</p>	<p>At the beginning of the year, volunteer Parent & Friends Class Representatives are sought for each group. These parents help by organising social events for families, such as coffee mornings, parent dinners and a Christmas break-up. If you are interested, please see the Director early in Term 1.</p>
<p>Perishable Food Storage</p>	<p>Perishable food, such as yoghurt or sandwiches with meat fillings, are stored in a refrigerator. As we only have a limited amount of fridge space, we ask that entire lunch boxes are not put in the fridge. Instead, please wrap and name perishable food items or place them in smaller named containers. These can then be placed in the “Lunch Food” basket in the fridge at drop off.</p>
<p>SunSmart</p>	<p>The Hamilton and Alexandra College is a SunSmart School and all children are required to wear a hat and sunscreen for outside play from 1 September through to 30 April. During this period, please apply sunscreen on your child on arrival. Staff will ensure that SPF 30+ sunscreen is reapplied during the day.</p> <p>During very hot days outdoor play will be kept to a minimum. Please ensure that your child brings their school hat for every session and wears sun protective clothing. If your child does not bring a hat, a spare will be provided and sent home for laundering.</p> <p>If your child has allergies related to sunscreen we request that you purchase a suitable product to be left at the Centre for your child.</p>
<p>Toys</p>	<p>We discourage children from bringing their own toys, as it can cause distress when these are lost or broken. However, children are encouraged to bring items of interest for discussion, news or display at any time.</p>
<p>Uniform</p>	<p>Please ensure that all clothing items are clearly named, including spare items kept in the bag and second hand uniform items.</p>

Children attending Piccolo sessions are not required to wear school uniform, however clothing should be appropriate for running and climbing.

Uniform is compulsory for children attending our Piccino program.

Daily Requirements

Please ensure that all items are clearly named.

- Bag / backpack – large enough to hold all belongings whilst zipped up.
- Satchel – for communication diary and notices
- Legionnaire hat
- Packed lunch, snack and water bottle (named)
- A piece of fruit or vegetable snack
- Change of clothes; pants, top, socks and underwear (in case of accidents and for messy play)
- Art smock (to be left at the Centre)

Please note that the Satchel bag, Art Smock and Legionnaire hat are available for purchase from the Uniform Shop.

A Typical Piccolo Day

The session commences at 9am. During the morning, children are involved in open-ended indoor and outdoor activities, including painting, drawing, modelling, dramatic play, running, jumping, climbing, sand play, water play, mud play, and construction activities.

You have the option to book your child into the morning session which concludes at 12.30pm. Alternatively, you can book for a full day session concluding at 3.15pm. Fees are calculated accordingly.

A Typical Piccino Day

The session commences at 9am. **Please note that children are not to be dropped off prior to 8:45am (permanent bookings are required for Out of School Hours Care).** Our sessions are flexible and open-ended and include indoor and outdoor play. Children will be encouraged to participate in a range of activities and experiences and staff closely monitor and support their learning and development.

During the day, children are involved in indoor or outdoor activities, including painting, drawing, modelling, maths and literacy games, dramatic play and construction activities, climbing, sand play, water play, mud play and tending to the garden and vegetable garden. The children will also come together throughout the morning to discuss news, problem-solve, make plans for the day and explore current learning topics.

Morning tea takes place after a group time in which children will share learning experiences, songs, dance and stories.

Children also attend various specialist sessions across the week, such as Library, ICT, Mandarin Chinese, Art and Music.

Children will have lunch around 12.40pm – earlier or later depending on needs and activity.

Children engage in mindfulness activities which teach calming and relaxation techniques required to support their body's need for rest and relaxation. Our Piccino days are active and full. Children need some time to simply 'be' which is why we provide the time and space in the daily program for the children to relax and recharge.

The day concludes with a 'group time' to reflect on the day.



a to z
prep to year 6



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENTIAL

Absence	<p>Parents need to notify the College by telephone when their child is absent due to illness. Please follow up this phone call with a letter or note in the record book (which is a legal document).</p> <p>If you are aware that your child will be absent ahead of time (e.g. dental appointment) you may advise the class teacher via the Record Book. Permission for holiday absences during school hours must be requested in writing to the Head of Junior School.</p>
Administration of Medication during School Hours	<p>If your child requires medication at school, you must complete a medication form and leave this, along with the medication at Junior School Reception. It is recommended that Ventolin is administered under the supervision of a teacher.</p>
Administration of Medication at Out of School Hours Care	<ul style="list-style-type: none"> • If your child requires medication at Out of School Hours Care, you must complete a medication form and leave this, along with the medication with the Out of School Hours Care Leader. • Where a child over preschool age is to self-administer medication (Ventolin) or medical procedures (blood sugar readings), written permission must be provided by a parent/guardian. • The self-administration of medication or medical procedures by children over preschool age will be undertaken only under the supervision of a staff member with current approved first aid qualifications. • Parents/guardians are required to provide written details of the medical information and administration protocols from the child's medical/specialist medical practitioner. • Non-prescribed medication (with the exception of sunscreen) will only be administered for a maximum of 48 hours, after which a medical management plan from a doctor will be required for its continued use.
Assemblies and Church Services	<p>Junior School Assemblies, involving children from Prep to Year 6, are held weekly in the Refectory/Multi-purpose Room. Throughout the year we hold Class Assemblies designed to showcase the end product of a unit of work undertaken by classes. Students from the Early Learning Centre Piccino group often join us for these Assemblies.</p> <p>Assemblies provide a performance avenue for instrumental music students and a forum for shared messages around our values and positive education.</p> <p>Dates will be advertised in advance in the newsletter. Parents, family and friends are welcome to attend.</p> <p>We ask that parents attending Assemblies are sensitive and respectful to other parents/guardians who may not want their child to be photographed or videoed.</p>
Assessment	<p>Assessment is an ongoing part of the Teaching and Learning programs at College. Specific diagnostic testing in the areas of literacy and numeracy is conducted at the beginning and end of each year for students in Prep to Year 6.</p> <p>Peer-assessment and self-assessment are also important forms of feedback and reflection. The formal reports for Semesters 1 and 2 include a student self-assessment.</p> <p>External Assessment undertaken includes the Science, English and Mathematics ICAS (International Competitions and Assessments for Schools) papers for Years 2 to 6.</p> <p>NAPLAN tests are conducted in May for Years 3 and 5 students. It is expected that all students will sit these tests. A NAPLAN Information Session will be held around the time of the report distribution to assist parents in interpreting test results.</p> <p>Classroom assessment is aligned with Australian Curriculum Standards and Victorian Essential Learning Standards. Teachers use both <i>formative</i> and <i>summative</i> assessments. Formative assessment provides direction for the way forward for your child. Summative assessment summarises their achievement in a particular unit of study.</p>

Bicycles	Students who wish to ride bicycles to and from school may do so with written permission from their parents/guardians. By law, it is compulsory to wear a safety helmet when riding a bicycle. When students arrive at school they park their bicycle behind the Boarding House. Children are to walk with their bicycles in the vicinity of the school buildings.
Boarding (Casual)	Casual boarding (occasional nights) may be available to Year 5 and 6 students via discussion with the Director of Boarding. Families who live out of town may request boarding overnight for students requiring an early start for a school camp or sporting activity.
Booklist	<p>At the end of the year parents are issued with a 'Booklist' (list of requirements – texts, software licences and stationery) for each child for the following year. Teachers aim to keep booklist requirements to a minimum. Booklist items are supplied through Warrnambool Books. If preferred, some stationery items may be purchased by you, privately. If this is the case, please purchase the <i>specified materials</i> in the <i>quantities</i> listed and check requirements with the classroom teacher.</p> <p>The following items are available from the Uniform Shop - Sports Bags, Chair Bags, Instrumental Music wallets, Satchels, Art Smocks and reusable insulated Lunch Order bags.</p>
Bus	<p>In the morning, children travelling on Government buses are transported to the Baimbridge College bus exchange. The children then board one of the two buses which take them to the THAAC Senior School where they then board a College bus to travel to the Junior School. The College's Portland, Warrnambool and Mortlake buses travel directly to the Junior School.</p> <p>All children are marked on a roll, indicating whether they are travelling by bus at the end of the school day. It is possible for students travelling to basketball training to travel on the College bus to the Senior School Sports Centre.</p> <p>Children travelling to the Baimbridge College bus exchange at the end of the day are dropped in the exchange and do not have to cross a road. Children who are travelling on the Portland bus are transported to the Senior School and accompanied to the Portland bus.</p> <p>Before buses leave the Junior School grounds children are checked off a bus roll. There is a teacher on duty to supervise these procedures for the early part of the year until the procedures of movement to buses are well established. Teachers supervise boarding of buses each afternoon.</p> <p>If your child sometimes travels by bus and sometimes by car, it should be clearly indicated in the student record/communication book each day how they will be travelling. Any changes in children's travel arrangements should be notified to staff via the Junior School Office.</p>
Casual Bus Travel	<p>The procedure to adopt for casual bus travel is as follows:</p> <ol style="list-style-type: none"> 1. Casual travel will only be granted in response to a letter of request from students' parents/guardian. 2. Casual travel will only be granted if there is sufficient room on the bus. 3. No student will be allowed casual travel on a Ministry Bus without a green bus pass signed and stamped with their school stamp. 4. Requests for casual travel should be handed in to the Junior School Office before 9.30am on the morning of the day on which travel is requested, with the name of student, date and bus requested. 5. Green passes for casual travel will be issued by the Junior School office after permission has been granted from the Baimbridge College Bus Coordinator. 6. Bus travellers should notify their regular bus driver of their alternate arrangements.

Rules for Bus Travellers

1. Children must stay seated whilst on the bus.
2. No part of a child's body can protrude from the bus.
3. Children must not throw litter from the bus.
4. Children may talk quietly, however when the bus stops they need to be silent.
5. Children must indicate during daily roll call whether or not they will be travelling on the bus that day.
6. Bus travellers must take great care waiting for, boarding and leaving their bus. Bus travellers stand well back from the kerb.
7. Seat belts must be worn.

Bus Routes

Coleraine (Numbers 1 & 2)
 Melville Forrest (Number 3)
 Toolang (Number 4)
 Cavendish (Number 5)
 Mooralla (Number 6)
 Glenthompson (Number 7 & 9)
 Victoria Valley (Number 8)
 Dunkeld (Number 10)
 Woodhouse (Number 11)
 Tabor (Number 12)
 Caramut (Number 13)
 Yatchaw (Number 14)
 Macarthur (Numbers 15, 16 and 17)
 Wallacedale (Number 18)
 Condah (Number 19)
 Digby (Number 20)
 Merino (Number 21)

Bushfire – Code Red Days

Neither the Junior School or the College is listed on the Bushfire At Risk Register. Inclusion on this register would require closure of the School on a Code Red alert day. However, several school bus routes travel through such areas and accordingly will not operate on designated Code Red days.

Our buses from Mortlake, Portland and Warrnambool also pass through designated areas, they will not operate on Code Red days. Families who use Neil Guthrie's service from Casterton should check with Mr Guthrie about his situation.

For students consequently unable to attend school, we will endeavour to place as much information about school work and tasks online so they can complete some of it at home. Whilst we understand that such interruptions to routine are never ideal, these decisions are made with the safety of students the priority.

Cafeteria - Lunch Orders & House Lunches

Children can order lunches from the Senior School Cafeteria. The Cafeteria is operated by volunteer parents and friends. All parents are encouraged to fulfil at least one Cafeteria duty during the year.

Students are required to use the approved insulated 'Stickybeak' reusable lunch bags when ordering from the Cafeteria – blue for cold food and red for hot food items. Bags can be purchased from Junior School reception or the uniform shop (\$8 per bag). A Cafeteria Order price list is sent home to all families at the beginning of the school year.

Please adhere to the following guidelines for ordering lunches:

- All bags need to be emptied of rubbish and leftovers. (Parent helpers at the Cafeteria have been advised by the P&F NOT to do this.)
- The following list outlines what foods go in each coloured bag. This is strictly adhered to for food safety reasons. If the incorrect bag is sent or not sent at all your child will not be able to receive all or part of their lunch order that day.

BLUE BAG – cold food:

Ice creams
Drinks
Chip packets
Wraps or Rolls
Buttered buns
And any other specials that are cold foods

RED BAG – hot food:

Pies
Toasted Sandwiches / focaccias
Sausage rolls
And any other specials that are hot foods

- **The lunch bag is placed into the tub on top of the desk by the school bell (students should not take their lunch order directly to the front reception).** At 9.15 am, all lunch orders are taken to the Senior School for processing.
- Completed orders are returned prior to the start of lunchtime, in Hot and Cold tubs, and distributed to all classes via Lunch Monitors.

Profits from the Cafeteria are used to purchase additional school equipment. The Cafeteria always requires willing helpers. If you're able to help please contact the Cafeteria Co-ordinator, Riana Beardsell on 55721355.

Camps and
Excursions

Camps (Year 1 to 6) and Excursions (all levels) are specifically planned to:

1. Enrich classroom and school-based learning across the curriculum.
2. Enhance personal development, both socially and academically.
3. Develop problem-solving skills.
4. Promote group cooperation.

Camps provide an excellent opportunity to develop and strengthen friendships and they encourage unity and bonding of each Year group. It is expected that students will attend planned Outdoor Education camps.

Consent and medical forms are distributed through the CareMonkey system. These include a brief medical history, current medication, family doctors, names and addresses, etc. Costs for overnight camps are calculated on a per head basis.

A Camp Information Evening for the Year 5 AUSCAMP Outdoor Education Camp is held in conjunction with our Family BBQ&A (Classroom Information Sessions) in Week 1, Term 1.

Choir

All Prep to Year 6 children participate in a choir through the Performance Arts program. The aims of participation are, broadening musical education and appreciation whilst maintaining a quality of choral ability. Students participate in a range of enjoyable choral activities and performances over the course of the year, including Church Services, the Hamilton Primary Schools' Arts Festival and the Hamilton Eisteddfod.

The Chamber Singers choir is an auditioned group for students from Year 3 to 6 and is an opportunity to enhance the choral skills of children who demonstrate a talent in this area.

Church Services

Junior School Church Services are held each year. Services include Combined House Services, Easter, Nativity and Christmas Services, Blessing of the Pets and ANZAC and Remembrance Day Services. A member of the Uniting Church Clergy is invited to give an address. Families and friends are invited to join us for these special gatherings. Junior School Services are conducted at the Hamilton Uniting Church, unless otherwise indicated in the newsletter.

The whole School Easter Service is held at St. Andrew's Presbyterian Church at 2pm on the last **Wednesday of Term One**.

Concerns	<p>If you have a concern, in the first instance, please raise it with the relevant staff member. If you feel that your concerns have not been addressed, please make an appointment with the Deputy Head of Junior School or Head of Junior School. You are then welcome to meet with the Head of the Junior School, if necessary.</p>
Collandrian	<p>This is The Hamilton and Alexandra College annual magazine. It is distributed to all families in December and reflects on the year that has just passed.</p>
Communications	<p>Good communications are essential to any organisation. A number of formal means of communication have been established at The Hamilton and Alexandra College.</p> <p>Briefing sessions for all members of the Junior School Staff are held in the staff room at 8.15 am on Thursdays. Staff meetings and professional learning sessions across the College are held weekly on Tuesdays from 3.30 - 5pm. During these meetings student welfare and pastoral care issues are discussed.</p> <p>The College Facebook and Instagram pages distribute information daily and key dates and important information is available at www.hamiltoncollege.edu.vic.au.</p> <p>Communication to parents is achieved through the Principal's Newsletter each week, notices sent home, parent/teacher meetings, online reports, notes in the Record Book / Communication Book, together with direct contact by staff.</p> <p>The online, Parent Access Module, of our SIMON learning platform provides parents access to school policies and Curriculum Guides. It is also the online access point for viewing student reports.</p>
Curriculum Information	<p>An online Curriculum Guide outlining Classroom and Specialist programs for the whole year is available online. This guide provides valuable information about the content, skills and understanding covered, the learning outcomes expected, resources which children may need access. The online guide can be accessed via the Parent Access Module of our online platform – SIMON.</p>
Cross-Age Activities	<p>Buddies and other cross-age activities are held throughout the year. These activities are designed to be beneficial for both the older and younger students and to foster leadership, respect and support networks across the College. Younger students are 'buddied' with older students, to help them get to know older students in the playground.</p> <p>Cross-Age Buddy Groups Early Learning Piccino group & Year 4 Prep & Year 5 (The Alannah and Madeleine Foundation's Better Buddies Program) Early Learning Piccolo group & Year 2 Year 1 & Year 3</p>
Discipline Policy	<p>Setting clear expectations, guidelines and consequences and ensuring an atmosphere of positive encouragement, creates an environment where discipline issues are less likely to arise. School and classroom rules are regularly revised with students, particularly at the beginning of each term and before changes in routines or events. There is an emphasis on the importance of students learning to take responsibility for their own actions, i.e. developing self-regulation /self-discipline. Consequences for breaking rules include 'Time Out' and 'Restricted Play' areas. Misdemeanours are dealt with appropriately and are relevant to the situation.</p> <p>The College has a clear No Bullying Policy to deal with more significant behavioural issues – bullying is not tolerated.</p> <p>Character Strength Certificates are presented in class and the playground to acknowledge and highlight choices which contribute positively to our school community. Merit Certificates are given and attract 5 house points that go to the House Values Cup. Awards are also distributed in Assembly to reinforce positive behaviour to all students.</p>

Duty – Prep to Year 6 play times	<p>Before school there will be a teacher on duty from 8:30am between the Vines and Oaks buildings. Students from Prep to Year 6 should wait in this area for the first bell. At recess and lunch times, staff members are vigilant and circulate around the grounds, wearing a high visibility vest for easy location by students. A first aid bag is carried.</p> <p>During wet weather, students move indoors and play games in classrooms or the Handbury Information Centre. During periods of extended wet weather, a DVD (G-rated) may also be shown.</p>
Exclusion	<p>Please note that the College observes the recommended minimum exclusion periods regarding the outbreak of any infectious diseases or infestations.</p>
Excursion Policy	<ol style="list-style-type: none"> 1. A Parent Consent form is sent home at the beginning of each year. Parents are requested to sign the form that gives permission for their child or children to be transported, on School buses, on every day matters about the town. Such trips would include visits to the Senior School Library or gym, swimming at the Hamilton Pool, sports competitions, visits to Museums, Art Galleries and exhibitions and local items of interest. The School covers this expense. 2. For out of town excursions consent is required from parents/guardians through our online “CareMonkey” system. Cost for out of town excursions are usually calculated on a per head basis and parents are asked to pay in advance.
Family BBQ & A	<p>The Family BBQ and welcome to new families, is held in the second week of Term 1. This social occasion is for families from the Early Learning to Year 6 and will be held in the Myrning garden, commencing at 5:00 pm. BYO food (picnic or BBQ items). This evening is also an opportunity for parents to meet with classroom teachers to learn about the classroom routines, camps and the program for the year.</p> <p>All parents are strongly encouraged to attend, as it provides an excellent opportunity to meet with staff, ask relevant questions and clarify points of class and school routine. Specialist Teachers are also available to answer queries. Further information sessions will be provided throughout the year to inform parents about our Curriculum initiatives, assessment practices and sessions to develop partnerships in literacy and cyber safety.</p>
Fire Drill & Lock Down	<p>There are detailed Evacuation & Containment Plans in operation at the Junior School. These were formulated with the assistance of the Chief CFA Officer. In the event of a fire/evacuation, a continuous siren is sounded throughout the school and children move quickly and quietly to the designated assembly area at the bottom of the Oval stairs.</p> <p>A notice of these arrangements appears in each classroom next to the Fire Extinguishers and throughout the school. Evacuation Drills are held throughout the year to ensure children know of the procedure to be followed. In the event of a lockdown / containment, an intermittent siren is sounded, and students move out of view from windows and buildings are locked by staff members. An emergency management plan for the whole School has been published and is available for perusal.</p>
Student Functions	<p>Please note that functions which involve students, such as the Family BBQ & A are alcohol-free events.</p>
Home Learning – Prep to Year 6	<p>Home learning is expected at all year levels from Prep onwards. It helps children develop independent work practices and learn to take responsibility for establishing routines. Home learning also provides an opportunity for children to practise or reinforce skills already learnt and to share with parents some of their school related activities.</p> <p>There are times when the quality of learning can be improved with parental help - often this is best done through discussion and questioning which gives a child confidence to proceed alone. Children should work only for the designated time, and then have any incomplete work signed off by a parent. All Junior School students are enrolled in the Victorian Premier’s Reading Challenge and expected to complete the Challenge by Term 3.</p>

Prep/Year 1 - Children read to their parents for approximately 10 minutes each night.

Year 2 - Children may occasionally be set 20 minutes home learning to complement their nightly reading, Monday to Thursday.

Year 3 - Children will be set 30 minutes home learning each evening, Monday to Thursday.

Years 4 to 6 - Children will be set weekly home learning to be completed by Thursday. Mathspace is an online maths program used in Years 4 to 6. Students are placed into differentiated groups. Friday lunchtimes can be used as catch up sessions for students who have not completed online work or submitted written work.

Years 2 to 6

While the home learning times above include reading time, it is envisaged that children will select books that they enjoy and will want to read beyond the minimum set time, reading for appreciation and relaxation.

Teachers will stamp a 'late work' stamp in students' record books to advise you when home learning tasks have not been submitted on time.

NB Students' weekly home learning will be noted in Record Books and these must be signed every Thursday night by a parent or guardian.

Horsemanship	Horsemanship classes for Junior School students are held weekly on Wednesdays (excluding Term 3) at The Hamilton and Alexandra College Horsemanship Centre at Myrning. Students are instructed in three groups (according to ability) in flat work and jumping. Mrs Amanda te Boekhorst is the Director of Horsemanship.
House System	The House System forms an important component of the pastoral care program at the Junior School, as House teachers have contact with children throughout their primary years. This ongoing interaction builds positive pastoral relationships and allows further insight into overall personal development. Each child in the school is placed into one of four Houses, namely Learmonth (Gold), Laidlaw (Blue), Berry (Red) and Young (Green). Children who have family at the school, or whose parents are Old Collegians of the school are placed in the same House. House activities for Prep to Year 6 students include sporting fixtures, House Services, House Meetings, House Lunches, Focus Days and general House peer support structure. House trophies are presented for various activities, which include Swimming, Athletics, Public Speaking, KidsMatter, Chess, Reading, Conduct, Art, Music, Basketball, and Public Speaking. Piccolo and Piccino students attend some House activities during the year for a short period of time, for example a race at the House Athletics Day.
Inter-House Sporting Competitions	Our Inter-House Sporting Competitions for Prep to Year 6 students are: Term 1: Athletics Term 1: Swimming Term 2: Cross-Country Term 4: Old Fashioned Sports House Sport is held each Friday afternoon. Students will compete in small skill based games or take part in general fitness activities. The four Houses compete for the trophy awarded in each sport. At these events, and through records taken during Physical Education classes, students may qualify for District and Regional sporting competitions, undertaken at an age-group level, through School Sports Victoria (Primary Sport).

KidsMatter

The Junior School is a registered 'KidsMatter' school with the aim to:

"Together as a community (of parents, staff and children) work cooperatively, compassionately and purposefully to understand, promote and enhance the mental health of all individuals."

KidsMatter isn't a 'program' but a framework for growing healthy minds and positive communities. It is estimated that in Australia one in seven school-age children has a mental health problem and only one in four gets the help they need. We know that having a secure sense of well-being in early childhood means that children are more likely to have good social and emotional skills as well as achieve greater successes at school and better lifelong outcomes.

The KidsMatter mission is to promote:

- the relationship between school and families in caring for kids;
- the importance of knowing ourselves and each other well and getting along with everyone;
- that every face has a place in our school community;
- that getting help is cool in a KidsMatter School.

The school has two KidsMatter action teams – one for students and one for staff and parents. Parents interested in joining the action team are encouraged to contact the school.

Lost Property

If your child loses something such as a jumper, shoes, lunch box, sports bag etc., please check the lost property pound located in the Myrning Homestead. Items misplaced in the Early Learning Centre will be put into a drawer.

If the item is not in the pound, please ask the Director of the Early Learning Centre or the Junior School Receptionist (Prep to Year 6).

Please clearly name ALL items of clothing, bags, shoes, water bottles, lunch boxes etc.

Please note that there is also a Lost Property tub at the Senior School sports stadium.

Leadership

Student leadership opportunities exist in the Student Representative Council each semester for students in Years 1 to 6. The SRC meets weekly to raise concerns and discuss new initiatives.

The Junior School elects two Year 6 School Captains.

Year 6 students also have the opportunity to become House Captains. Students present a speech to their House. Captains are elected by students, in conjunction with consideration by House teachers and other staff members. House Captains are responsible for organising weekly Assemblies and House functions from time to time during the year. House Captains represent the Junior School at formal functions and are expected to give Church Readings and short speeches at these functions.

Further roles of responsibility are allocated to our Year 6 students in the areas of sporting teams, Horsemanship, Community Liaison, Art, ICT, Library, Red Cross Youth, SRC and for Music / Orchestra. The aim is for students to develop their leadership capacities.

Classroom teachers also provide leadership opportunities and responsibilities for students at all year levels, within the context of the classroom.

Mobile Phones & iPods

Students are discouraged from bringing mobile phones to school. However, we understand that some of our bus travellers may require phone contact with parents in emergencies. Students who bring mobile phones to school must strictly adhere to the following rules:

- Phones must remain switched off in the bottom of school bags during the day
- Phones must not be taken out of bags and shown to other students
- The camera feature of a mobile phone / iPod/ iPad must not be used
- Phones are not permitted to be used on buses

A breach of these rules may result in the device being confiscated and placed in the school safe until it is retrieved by a parent. A serious breach of rules, such as inappropriate texting to other students, may result in the device being banned from school.

Parents should be aware of the Internet capabilities of a student's phone and understand that internet filters do not apply to phones.

Music (Instrumental)

Students from Prep to Year 6 can receive private tuition in a range of instruments. Application forms for Music tuition can be obtained from the Junior School reception. Music tuition is undertaken on a rotating timetable (wherever feasible) so that students do not miss the same lesson each week.

We recommend that you discuss with the classroom teacher whether they feel that your son/daughter will cope with missing classroom teaching time to attend instrumental lessons. Students accessing learning support programs will have Instrumental Music Lessons scheduled out of class time.

Permission to learn a second instrument needs to be negotiated with the Classroom teacher, Director of Music, Mr Benjamin Hiscock, and the Head of Junior School. Where students have permission to learn more than one instrument, only one lesson per week should take place in class time.

All students in Year 2 are involved in a String program for 12 months (within the classroom program) and this provides an excellent introduction to Instrumental Music.

A Junior Orchestra, 'Pizzicato Strings', is led by the String staff. There is ample opportunity for performance both within the school and at local Eisteddfods.

Newsletter

The College newsletter is emailed to families each Thursday evening. The newsletter aims to keep Senior and Junior School families in touch with School activities, dates, etc. Please read the newsletter each week to remain properly informed about the activities of the School. The newsletter contains important information and a list of notices that have been sent home for the week.

Parents and Friends Association (P&F)

Parents are encouraged to join the P&F. This hard-working group of volunteers organise social and fundraising activities that are very important for the School's welfare. Meetings are held early each term in the Zachariah Room at the Senior Campus and commence at 6.00 pm. All parents are welcome to attend.

P&F Class Parent Representatives

Each year, parents are encouraged to nominate for the role of being a P&F Class Representative. These parents coordinate social functions for parents / students or families at the year level, outside of school hours. Such events provide valuable opportunities for new families to get to know existing families. Class representatives also, from time-to-time, assist the Parents and Friends' Association coordinate fundraising activities and termly meetings. P&F representatives are not a spokesperson or advisor for the year level. Parents with concerns are advised to contact the College directly.

Parent Involvement

All parents are asked to indicate whether they would be interested in becoming a Class Representative for the Parents and Friends' Committee or in taking part in our Parent Involvement Program. The range of activities include assisting during Literacy Blocks in classrooms, listening to reading, or in our extra curricula and clubs programs, such as sport coaching and gardening. Some activities are based on a weekly program while others occur as the need arises. This is also negotiated with the teachers. Where parents have an individual area of expertise we are very happy to include this in our programs where possible.

Parties	<p>Children in all grades can celebrate their birthdays at school if they wish. This enables many children, who live far away, to celebrate with the whole class and prevent the hurt that may occur when children are excluded from private parties. If parents wish to provide a birthday cake (we ask that you provide cupcakes) please contact the Classroom Teacher concerned and make the appropriate arrangements. Please note that some of our students have food allergies or special dietary requirements.</p> <p>If you wish to distribute birthday invitations to only a few students, this must be done outside of the school.</p> <p>If birthday parties involve children staying the night, we recommend that these occasions take place when there is no school on the following day.</p>
Policies	<p>College Policies may be viewed through the College’s Intranet system – SIMON, via the Parent Access Module. The Early Learning Centre and Out of School Hours Care policies are also available for viewing in the foyer of the Early Learning Centre.</p>
Professional Learning	<p>We recognise that society and education are constantly and rapidly changing. Therefore, we continuously review and assess our approach and reflect on its relevance. Junior School staff members attend regular professional development sessions after school. From time-to-time, staff will attend sessions during the school day. In the event of a teacher being absent, they prepare a program for the Casual Relief Teacher.</p>
Public Speaking Competition	<p>A House Public Speaking Competition is conducted each year, involving students in Years 4, 5 and 6. A preliminary competition takes place in House Groups before finalists are selected to represent their House. Families will be formally invited to attend the Grand Final.</p>
Record Book/Diary/Communication	<p>All children have a Record/ Communication Book. Record Book covers must not be defaced or decorated and must be brought to school each day. This book has four main functions:</p> <ol style="list-style-type: none"> 1. Children use it to record each night’s home learning. 2. The book acts as a means of communication between home and school. 3. Commendable work and effort is recorded in the Record Book as well as disciplinary actions. 4. Recording of any medication and visits to Sick Bay. <p>The Prep to Year 6 Record Book also contains matters of School Policy (clearly stated and printed in the pages preceding weekly pages). The Bullying Policy can be found in these pages and all families should familiarise themselves with this information.</p> <p>Record Books must be signed by a parent or guardian every Thursday night. This is an important routine to establish and it continues into Senior School. Class teachers will view record books daily and sign them each Friday. A brief comment will be included where necessary.</p>
Reports – Prep to Year 6	<p>Detailed, written reports are prepared at the end of each Semester (the end of Terms 2 and 4). A computer generated report format will be used for the end-of-semester report and can be accessed online via the Parent Access Module of our online platform, SIMON. Please note that parents can print these from home.</p> <p>Learning Progress Meetings are offered during Terms 1 and 3.</p> <p>Parents are welcome to arrange an interview with class or specialist teachers at times other than those above to discuss a student’s progress, needs or matters of concern.</p>
School Nurse	<p>The School Nurse is available each day. If a child is unwell or has an accident at school, the Duty Teacher or Class Teacher notifies the Nurse, who attends to the child’s needs - whether this be a rest in the school sickbay, or a visit to the Doctor or Dentist.</p>

Visits to the School Nurse will be noted and parents/guardians will be contacted immediately to discuss the child's condition, the nature of the accident and/or the necessity to seek medical attention.

When the Nurse is unavailable the teacher will attend to the child and notify the parents as necessary. An illness and injury register is kept at the office for these instances.

<p>School Rules</p>	<p>All school rules are designed to foster a safe learning environment:</p> <ol style="list-style-type: none"> 1. Have care and respect for each other. 2. Good manners at all times to all people. 3. Respect other peoples' property. <p>Make our school a safe place:</p> <ol style="list-style-type: none"> 1. No throwing sticks, stones or acorns. 2. No dangerous items (or simulated weapons) allowed at school. Sporting equipment for the playground is modified (eg. plastic bats) for safe play. 4. No money to be bought to school (except lunch orders and specified purposes). 5. Bike riders must wear helmets park their bicycles behind the Boarding Houses on arrival. Skateboards and scooters are not to be brought to school. 6. Bus travellers must obey Bus Rules. Sit still on the bus. Wait away from kerb. Be quiet when the bus stops. Do not put any part of your body out of the window. 7. No climbing trees / hedges or onto the top of playing equipment. <p>Respect for grounds and buildings:</p> <ol style="list-style-type: none"> 1. Cricket / hockey balls are only to be used on the oval or nets when full protective equipment is worn and the game is supervised by a member of staff. 2. Computers are only to be used with staff permission, with approved sites and correct logins. 3. Students needing a photocopy must ask a member of staff. <p>Uniform Guidelines:</p> <ol style="list-style-type: none"> 1. Take pride in your uniform and appearance. 2. Wear the correct uniform. 3. No jewellery to be worn at school (girls may wear small stud earrings). 4. Leather school shoes are to be worn to, from and at school. Runners may be worn at recess and lunchtime. 5. Blazers must be worn by all students to and from school. 6. Jumpers are not to be worn as the outer garment of the uniform when travelling to or from school or in formal contexts.
<p>SIMON – school intranet/ learning platform</p>	<p>Students in Prep to Year 4 log onto the school intranet using a classroom login. Students in Years 5 and 6 have personal accounts which can be accessed from home. 'SIMON' shows student timetables and, where appropriate, home learning tasks that have been set. School policies can also be viewed via Simon. Parents have access to SIMON, via the Parent Access Module.</p>
<p>Speech Day</p>	<p>Junior School Speech Day is held in the second last week of the school year. All children from Prep to Year 6 attend this formal occasion. Parents and friends are invited to attend. There are four major prizes awarded to Year 6 students. These include Dux of Year 6, The Ann Scott Award, The Angus Wilson Award and Service to the School Community.</p> <p>Other awards are open to all students in Years 4 to 6 and include Academic Effort, Academic Achievement and Sportsmanship. Year 6 students are farewelled and presented with Certificates of Recognition. One or two members of the Year 6 Class present Valedictory Speeches. Musical and Choral items are included in the program.</p> <p>Uniform for this occasion</p> <p>Boys: summer shorts, mid length navy socks, short sleeved shirt with collar, tie and blazer</p>

Girls: summer dress, mid length white socks, hair ribbons in school colours (no head bands) and blazers

Sport	<p>Children in Years 3 to 6 can participate in a variety of sports in local competition. Our students also compete in the Combined Hamilton Schools' Athletics Cross-Country Run and Swimming Sports days.</p> <p>We also present teams in Netball, Basketball, Cricket, Football and Hockey. In some instances, children in Year 2 are permitted to compete in School teams. Teams are coached by teachers and parents (who must provide a Working With Children Check) and Senior students. Games are generally played weekly within the Hamilton area. Practice sessions for sporting teams are organised by the Head of the Sport or Coach.</p> <p>If your child has an interest in joining a College sports team please ask at reception who the best contact person is.</p>				
SunSmart	<p>As a SunSmart registered School, we require our students to wear hats at all times when outdoors from September to May. This includes wearing hats to and from school. The Junior School has a 'no hat, no play' rule and children must sit under cover in a designated area if they do not have a hat. Students are encouraged to wear sunscreen to school and reapply this during the day.</p> <p>Sunscreen is provided in each classroom. Students may wear sunglasses if they wish.</p>				
Swimming	<p>A Swimming Intensive program is conducted at the beginning of Term 1 for students in Years 3 to 6, and early Term 4 for students in Prep to Year 2. All students in Years 3 to 6 participate in the Royal Life Saving Society's Swim and Survive Program or a variation on this program where AUS swim instructors are not available.</p> <p>Prep to Year 2 students participate in a modified program. Children are taught in small groups by a qualified instructor and emphasis is on the development of swimming skills (with emphasis on technique) and general lifesaving skills. At the conclusion of the program, children who are ready will be tested at the appropriate level. The House Swimming Sports are held in Term 1 and all children are expected to participate.</p>				
Uniform Shop	<p>The uniform shop is located at the Senior School and stocks a full range of uniforms. Orders can be taken in person or by phone on 03 5571 1300 and goods will be delivered to students. The Uniform shop is open during school terms:</p> <table data-bbox="464 1413 847 1473"><tr><td>Tuesday</td><td>8:30am - 4:30pm</td></tr><tr><td>Thursday</td><td>12noon - 4pm</td></tr></table> <p>The uniform shop is run by Noone Image Wear, a school uniform specialist. Goods must be paid for and cannot be charged to school accounts.</p> <p>Additional Uniform Shop Hours are added at the beginning of each school year.</p>	Tuesday	8:30am - 4:30pm	Thursday	12noon - 4pm
Tuesday	8:30am - 4:30pm				
Thursday	12noon - 4pm				
SCHOOL UNIFORM General Rules Prep to Year 6	<p>Please ensure that all clothing items and bags are clearly labelled with YOUR child's name, including second-hand items.</p> <p>Students <u>must wear</u> the correct school uniform when travelling to and from school. The following items are also available from the Uniform Shop - Sports Bags, Chair Bags, Music Satchels, Polly Wallys, lunch order bags and Art Smocks.</p>				

BOYS' UNIFORM
Prep to Year 6

Please ensure that all clothing items are clearly named.

SUMMER (Terms 1 and 4)

Navy V neck jumper

Mid blue school shirt with College crest

(This must not be worn with a blazer or jumper)

or

Mid blue long or short sleeved school shirt and College tie (should be worn with a blazer)

Mid length blue walk socks

Black lace up school shoes (velcro school shoes are permitted for Prep and Year 1)

College blazer

Hat - navy broad brimmed cotton hat

College schoolbag/backpack

WINTER (Terms 2 and 3)

Navy V neck jumper

Mid blue long sleeved school shirt

College tie

Grey trousers

Black or grey socks

Black lace up school shoes (velcro school shoes are permitted for Prep and Year 1)

College blazer

College schoolbag/backpack

Navy Rainbird raincoat (optional)

GIRLS' UNIFORM
Prep to Year 6

Please ensure that all clothing items are clearly named.

SUMMER (Terms 1 and 4)

Navy V neck jumper

College summer dress

Mid length white socks

Black lace up or T-bar school shoes (velcro school shoes are permitted for Prep and Year 1)

College blazer

Hat - College straw hat or navy broad brimmed cotton hat

College schoolbag/backpack

WINTER (Terms 2 and 3)

Navy V neck jumper

College winter pinafore or skirt

Mid blue long sleeved school shirt

College tie

Navy tights or plain navy long socks

Black lace up or T-bar school shoes (velcro school shoes are permitted for Prep and Year 1)

College blazer

College schoolbag/backpack

Navy Rainbird raincoat (optional)

SPORTS UNIFORM
(Boys and Girls)

Please ensure that all clothing items are clearly named.

College navy sports shorts

College polo shirt

House coloured polo shirt for Inter House competitions

College rugby jumper

College track pants

Navy broad-brimmed cotton hats (as per boys uniform)

Runners

White sport socks

Regulation navy bathers (optional for Preps)

** We recommend that a second/old pair of runners are also left at school to enable children to play on the multipurpose courts and the oval during recess and lunch.

**UNIFORM FOR
FORMAL EVENTS**

Please ensure that all clothing items are clearly named.

Prep to Year 6 students attending formal events such as Speech Day, Carols Service or representing the College at RSL ANZAC Day & Remembrance Day Services are to wear the following uniform:

BOYS

Long grey pants, long / shirt with collar (short sleeved if it is summer), tie and blazer

GIRLS

Summer dress (Terms 1 and 4) or winter uniform (Terms 2 and 3), hair ribbons in school colours (no head bands) and blazers

Piccolo Uniform

Please ensure that all clothing items are clearly named.

Children attending Piccolo sessions are not required to wear uniforms, however clothing should be appropriate for running, climbing and messy play.

Piccino Uniform

Please ensure that all clothing items are clearly named.

Children attending Piccino sessions are required to wear the Early Learning Centre uniform:

Navy shorts

College polo shirt

College rugby jumper

Navy track pants

College legionnaires hat

FROM OUR JUNIOR SCHOOL COMMUNITY

“We have such amazing facilities and it is lots of fun having a sporting leadership role”

“The school has an incredible culture, created by it’s students and staff, parents, Old Collegians and past parents”

“We like to support great causes”

“There are lots of opportunities that supply us with challenging learning activities which are lots of fun”



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