



HOWRAH PRIMARY SCHOOL

Prep to Year 6 Information Booklet 2019

WELCOME FROM THE PRINCIPAL

Howrah Primary School is one of Tasmania's leading schools with excellent facilities set within expansive and picturesque sports and playing fields.

The two key values of equity and excellence underpin all that we do and are encapsulated in the school motto "Every Child, Every Chance, Every Day".

Our dedicated staff are committed to working in partnership with parents, carers and children to ensure that each child is provided with the best possible educational experiences.

I look forward to meeting as many members of our school community as possible in the coming year and I am always happy to receive feedback on how we can make Howrah the best possible school for your child.

Sue Bullen
Principal

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ADMINISTRATION

TERM DATES

- Term 1 Wednesday 6 February to Thursday 11 April
 (Easter - 19 April-23 April)
- Term 2 Monday 29 April to Friday 5 July
- Term 3 Tuesday 23 July to Friday 27 September
- Term 4 Monday 14 October to Thursday 19 December

Teacher Professional Learning Days

Tuesday 5 February

Monday 22 July

Friday 25 October

Moderation Day

Friday 12 April

These dates are subject to change.

Amendments will be advertised in the newsletter.

OFFICE HOURS

Monday – Friday 8:30am – 4:00pm ☎ 6246 6333

SCHOOL HOURS

9:00am - 3:00pm

Supervision in the playground and classroom commences at
8:30am.

ABSENCES

If your child is absent for any reason it is important that you notify the school on the day by:

☎ 6246 6366 or SMS 0409 406 166.

If you are unable to do this, please send a short note explaining the reason for the absence to the school office on your child's return.

ALLERGIES

HOWRAH PRIMARY IS NUT AND EGG AWARE!

We have students who are allergic to nuts and eggs. As this allergic reaction can be **life threatening**, the school asks that these products are not brought to school in children's lunch boxes or for class celebrations. Items not to be brought to school include but are not limited to - **all** nut products - peanut butter, Nutella, peanut oil in margarines and **all** egg products.

It is important that all classes observe this nut and egg aware policy due to the danger of an allergic child coming into contact with residue left by other classes. The parents/carers and staff greatly appreciate your co-operation in this serious matter.

BANKING

The Commonwealth Bank provides a banking service to students. An account can be opened at your local Commonwealth Bank of Australia branch or online at:

<https://www.commbank.com.au/personal/accounts/savings-accounts/youthsaver.html#>

Bank books are collected in class on Wednesday and are returned to students on Thursday.

CANTEEN

Howrah Primary School has a silver accreditation canteen service on Wednesday, Thursday and Friday. The canteen is run by our Canteen Manager together with parents/carers and student volunteers.

The schools preferred option for canteen orders is by using the Qkr! app, a free app which enables families to use their smartphones to place and pay for lunch orders. Alternatively orders can be written on a brown paper bag with money enclosed.

Orders are collected at 9:00am from the classroom and lunches are delivered to classrooms by 12:50pm. Every effort is made to provide a healthy balanced menu and to keep prices low.

Volunteer help is vital to keep the school canteen open on these days. Volunteers are required to hold a Registration for Working with Vulnerable People. Please contact the office on ☎ 6246 6333 if you are available to assist.

CAR PARK SAFETY

To ensure all students are safe please:

- Drive slowly.
- Park in the designated spaces.
- Carefully supervise your child/children as they walk to your car.

PARKING

Parent/carer/visitor parking is available adjacent to the kindergarten building.

DROP OFF AND PICK UP ZONE

Our car park has a clearly marked drop off and pick up zone. When using this zone:

- It is critical your child/ren enter the car on the curb side of the vehicle and do not walk our into the driveway to get into your car
- Plan to arrive after 3:05pm to give the students a chance to assemble
- Park before and after each opening, then 8 cars can be filed simultaneously
- Park close to the curb so cars can pass on the outside
- When your child is not there, do not hold up other parents/carers. Drive around and line up again to give students time to arrive.

DISABILITY PARKING SPACES

Our car park has several clearly marked Disability parking spaces. Parking in these spaces requires an Australian Disability Parking Permit to be attached to your rear-view mirror.

STAFF PARKING

Parking spaces marked in yellow are for **STAFF USE ONLY**.

CLASS TIMES

Morning Session	9:00am	-	11:00am
Recess	11:00am	-	11:30am
Middle Session	11:30am	-	12:50pm
Lunch	12:50pm	-	1:40pm
Afternoon Session	1:40pm	-	3:00pm

Supervision in the playground and classroom commences at 8:30am

CURRICULUM INFORMATION

Developing higher order thinking skills and deep understandings underpin curriculum delivery at Howrah Primary. We are teaching and reporting against the Australian Curriculum and offer students a range of specialist programs.

Health and Physical Education

The Health and Physical Education Program includes weekly lessons with a specialist Physical Education teacher and targeted programs including The Growing Up Program and the Swimming and Water Safety Program. In addition, the school conducts athletics, cross country, swimming and triathlon carnivals and participates in interschool carnivals in each of these sports. We also participate in the Year 6 Eastern Schools Winter Sports Roster, fielding teams in netball and football.

Information and Communication Technology

Each classroom has an interactive whiteboard, a number of computers and laptops, iPads and tablets which are used as powerful learning tools by teachers. All classes also have access to our ICT computer lab for whole class lessons.

Languages other than English - French

Year 3-6 students participate in French lessons during the year.

Library

The school's library is available to children for borrowing as well as research and reference. Parents/carers are requested to assist children in returning books promptly and in good condition. All students are required to have a library bag to ensure our books are protected as best as possible.

Music

Each class from Prep-Year 6 participates in a weekly music lesson with a specialist music teacher. Students in Year 3-6 have the opportunity to participate in a specialist music program, including choir, ukulele and woodwind.

EMERGENCY CONTACT/SICKNESS/ACCIDENTS

Howrah Primary School has a well-equipped medical room and always has a trained First Aid Officer on duty. The First Aid Officer/Teacher determines whether parents/carers are contacted when a child is ill or injured at school. Please ensure that the school is informed immediately of any change to family contact details as it is important that we can contact you quickly in case of illness or accident.

HEALTH AWARENESS

Snack Attack

Snack attack is part of the school's commitment to encourage healthy eating in our school and takes place every day before recess. Students are asked to bring a piece of fruit or vegetable sticks to snack on to promote healthy eating.

Healthy Lunchbox

Remember that eating healthy food helps children concentrate and learn, so a healthy lunchbox at school is vital. The best lunch is one that is nutritious and quick to prepare, but also fun and easy to eat. Encouraging your children to be involved in choosing foods and preparing their lunch can help ensure that it not only gets eaten, but is enjoyed as well.

For further information check out the Move Well Eat Well website managed by the Tasmanian Department of Health and Human Services at:

<http://www.dhhs.tas.gov.au/mwew/families>

HOUSE GROUPS

Howrah Primary School has three house groups: Acacia (Yellow), Banksia (Green) and Waratah (Red). Students are allocated to a house group in Year 3 and are encouraged to wear their house colours on carnival days.

HOWRAH PRIMARY SCHOOL HOME AREA

Information regarding our home school area can be accessed under the enrolments tab on the school website:

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

HOWRAH NEWS

Our newsletter, Howrah News is emailed to families every Wednesday. Please email howrah.primary@education.tas.gov.au to provide your preferred email address. If email is not your preferred method, there is still the option of receiving a paper based newsletter.

INFECTIOUS DISEASES

Please notify the school if your child contracts an infectious disease (e.g. chicken pox, conjunctivitis, influenza, slapped cheek syndrome, whooping cough, school sores or hand, foot and mouth).

For further information please visit the Department of Education website: <https://www.education.tas.gov.au/parents-carers/parent-fact-sheets/infectious-diseases/>

LATE ARRIVAL/EARLY PICK UP

Please advise office staff if your child is going to be late to arrive at school or being collected early. Please sign your child in and out at the office.

LEVIES

Kindergarten	\$148.00
Prep	\$218.00
Year 1-2	\$218.00
Year 3-5	\$253.00
Year 6	\$299.00

There is a 10% discount off the General Levy for third and subsequent children.

Levies provide for stationery, books, learning materials and performances. The levy is payable by all families at the beginning of each school year and payment should be finalised before the end of Term 1.

Families wishing to discuss a payment plan should contact the School Business Manager on 06246 6333 before the end of March 2018.

Payment can be made by BPAY, Centrepay or at a Service Tasmania Shop. Alternatively payment can be made at the school office by cash, cheque or EFTPOS.

Financial Assistance (STAS)

The Student Assistance Scheme provides assistance to low income families towards the cost of levies. This is income dependant. Application forms are available from the office or online at:

<https://www.education.tas.gov.au/parents-carers/parent-fact-sheets/fees-levies/>

MEDICATION PROCEDURES

It is Department of Education policy that all medications, prescription or non-prescription, to be dispensed at school must have an accompanying departmental form completed by a doctor giving clear directions for administration, as well as a departmental form completed by a parent or carer. These requirements apply to all medications including asthma puffers.

Medication is kept locked in the office, and dispensed by office staff in accordance with the doctor's instructions.

MOBILE PHONES

Students bringing mobile phones to school are expected to adhere to the schools ICT Resources Acceptable Use Agreement for Students and Families. This agreement is signed by each student, their parent/carers and teacher/principal at the beginning of each school year.

OUTSIDE SCHOOL HOURS CARE

The Outside School Hours Care service (Before School, After School and Vacation Care) is provided by the Clarence City Council. Care is available to children from 7:30am – 8:30am and 3:00pm – 6:00pm Monday to Friday.

Application forms are available from the Council office or by contacting the Outside School Hours Care Coordinator on:

06217 9610 or www.ccc-children.com.au

PARENTS AND FRIENDS SUB COMMITTEE

All parents/carers are encouraged to become members of our Parents and Friends' Committee. The P&F works hard for our school and their fundraising has supported many projects. Please read your school newsletter for information and meeting dates. All welcome!

PERSONAL PROPERTY

The school does not accept responsibility for lost and damaged personal property. Children should not bring items to school that may be damaged. Please ensure all children's clothing is clearly named. Lost property is held in the top corridor at the Howrah Road campus.

REPORTING TO PARENTS/CARERS

Term 1 - A progress report is provided in first term to advise how students have settled into the new school year. Parents/carers are offered an opportunity to have a parent/teacher discussion. The purpose of these discussions is to provide an opportunity to share information about children with the teacher early in the year, enabling teachers to plan to meet individual needs.

Term 2 - A comprehensive report is sent home mid-year, followed by parent/teacher/student discussions, where learning goals are established for the remainder of the year.

Term 4 - At the end of the school year all students receive a summary report of their progress.

Parents/carers are encouraged to contact their child's teacher at any time during the year if they have a concern, a celebration to share or if they wish to discuss their child's progress. If a meeting is required we ask that you contact the school office or write a note to the teacher so that a mutually acceptable time can be arranged.

A strong partnership between home and school is vital in ensuring that we are able to provide the best possible education for your child. This partnership is built on effective communication.

SCHOOL ASSEMBLY

Parents/carers are encouraged to attend assembly on Fridays at approximately 2:00pm. Classes take turns in presenting and sharing at assemblies. Assembly dates and classes are advertised in Howrah News.

SCHOOL ASSOCIATION

The purpose of the School Association is to enable the school community and staff to work in partnership to provide the best possible education and school life for the children at our school.

Elections for school community representatives are held annually and parents/carers and community members are encouraged to nominate.

SCHOOL SAFETY

Dogs, cats and other animals are not permitted on Department of Education property.

All schools are smoke-free zones. This includes the school grounds *for the health and safety of our students*.

SCHOOL UNIFORM - UNIFORM SHOP

All students are expected to wear school uniform and not accessorise their school clothing with non-school uniform items, particularly leggings and coloured runners.

Please check the newsletter for Uniform Shop opening days and times.

An order form can be completed and left at the office. The order will be delivered to your child's class.

SKATEBOARDS, BICYCLES, SCOOTERS

Students who ride a bike, scooter or skateboard to school must wear appropriate protective gear. Students must dismount as soon as they enter school grounds and walk their bike, scooter or skateboard to the designated storage areas.

Students who fail to abide by the protective gear policy will not have their bike, scooter, skateboard released to them at the end of the day.

SPORTS CLUB ASSOCIATES

Clarence Junior Football Club

http://websites.sportstg.com/club_info.cgi?c=1-110-31347-0-0

Howrah Junior Soccer Club

<http://erjsa.com/links/>

Howrah Sunshine Tennis Club

<http://www.sunshinetennisclub.org.au/>

Information regarding these clubs and more is available from the Clarence City Council - ☎ 6217 9500.

STUDENT REPRESENTATIVE COUNCIL

The SRC (Student Representative Council) is a group of students, two representatives from each Year 3-6 class, who meet regularly to discuss how they can support the school and community.

SUPPORT SERVICES

Howrah Primary School provides a School Psychologist, Social Worker, and Speech and Language Pathologist service if required.

SUN SMART SCHOOL

Sun exposure in childhood and adolescence greatly increases the chances of developing skin cancer later in life.

The SunSmart Schools program aims to minimise student and staff exposure to ultraviolet (UV) radiation from the sun at school and during school-associated activities. Howrah Primary is a Sun Smart School. Sun-safe clothing is part of our school and sports uniform. Children must wear sun-safe broad brimmed or bucket hats when outside during Terms 1 and 4.

Close fitting wrap-around sunglasses that comply with Australian Standards AS1067:2003 are encouraged but optional.



TRANSPORT

Buses

Information regarding bus services can be obtained by contacting Metro on 13 22 01 or on line at www.metrotas.com.au/.

VOLUNTEERS AND VISITORS

We welcome school community members who volunteer to work with our students. Volunteers help with student learning and have a very positive impact on our school culture.

All volunteers need a Working with Vulnerable People (Child Related Activity) card

- to register complete an online application at http://www.justice.tas.gov.au/working_with_children
- take the application receipt and proof of your identity to a Service Tasmania Office to finalise the application
- present your Working with Vulnerable People card at the school before you commence as a volunteer

Between 9:00am – 3:00pm all volunteers to the school must present their Working with Vulnerable People card at the office, collect a lanyard and sign in/out in the visitor book.

Visitors can visit the classroom by written invitation when teachers have organised special events for their class. They meet in the foyer, sign in and are accompanied to the room by a senior staff member.

Signing in and wearing a lanyard lets us know who is on the school property, ensuring security and safety for students, staff and visitors.