

# 2023 Parent Information



## Highvale Primary School Welcome



Education is a partnership between school and home.  
We look forward to continuing this journey with you  
and your family in 2023.

# Vision



Our globally diverse school community works together to nurture engaged, socially responsible and resilient learners. Students are empowered to experience challenge, develop independence and achieve success.

Our practice:

- places students at the centre of all decision making.
- is always informed by evidence and research.
- includes high expectations of our students, staff and community.
- creates a safe, inclusive learning environment for everyone.



# School Values

Our School Values are the cornerstones of our whole school student wellbeing framework. They underpin the proactive approach we use to teach and develop consistent, positive behaviours and relationships across our school.

## Highvale 'Achieving Excellence' through

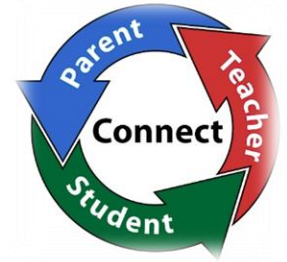
<b>Respect</b>	Considering others, their property and the environment
<b>Responsibility</b>	Being reliable, resourceful and owning your actions
<b>Honesty and Integrity</b>	Being fair and trustworthy
<b>Commitment</b>	Persisting, giving your best and bouncing back



# School Goals

## 2023 DET & HPS Goals

- **Wellbeing:** DET State-wide Goal: Effectively mobilise available resources to support students' wellbeing and mental health, especially the most vulnerable.
- **Learning:** DET State-wide Goal: Support both those who need scaffolding and those who have thrived to continue to extend their learning, especially in numeracy.
- **Engagement:** School Strategic Plan Goal: To improve student empowerment

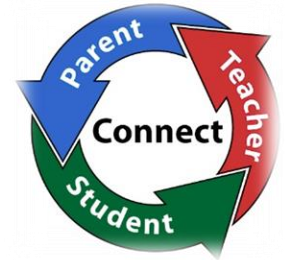


# The Partnership

Through this presentation we aim for all parents and carers to learn the following:

## Learning Intention

We are learning about the 2023 context of Highvale Primary School. This includes processes, expectations and opportunities to engage in the learning partnership with my child and our school.



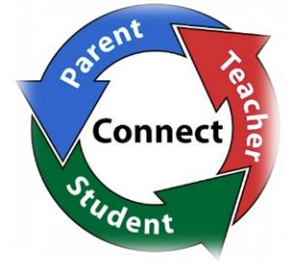
# The Partnership

We aim for all parents and carers to know and understand the following:

## Success Criteria

I know and understand:

- How and when to contact my child's teachers.
- Highvale Primary School's vision, goals and performance.
- How my child's cognitive (learning), social emotional and physical needs will be supported.
- Our school community expectations and communication channels.



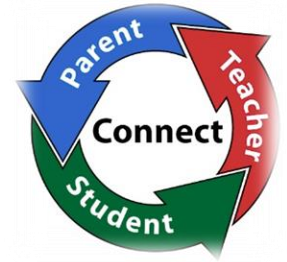
# 2023 School Community

We are a proud multicultural community with an enrolment of 334 students.

Our students come from many language and cultural backgrounds. These include:

English, Burmese, Marathi, Malayam, Persian, Tamil, Indonesian, Bulgarian, Cantonese, Mandarin, Korean, Hindi, Sinhalese, Kannada, Dutch, Gujarati, Tagalog, Malay, Urdu, Hausa, Arabic, Vietnamese, Bengali, Dari, Punjabi.





# 2023 School Community

## School Council

School Council oversees the governance of our school. It is comprised of seven Parent members, four Department of Education (DET) members and up to two Community members. Council meet twice each term on a Tuesday evening.

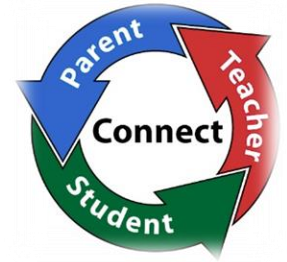
The HPS School Council has three sub committees who focus on the following areas:

- Finance – Including Curriculum Contributions and Voluntary payments
- Education & Partnerships
- Facilities & Environment.

By joining School Council, your children may feel a greater sense of belonging to our school. School Councilors play a significant role which supports all our students by helping to provide the best learning environment for every student. Every year we need new parents on School Council to help our current and future students.

*Please contact Mr. Richardson if you are interested or would like more information.*





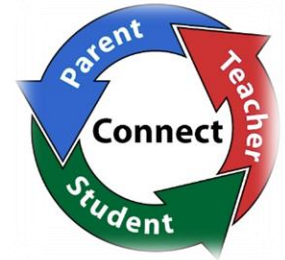
# 2023 School Community

## Covid

Our school community has done an amazing job during the past three years of the pandemic and continue to do so in Term 1, 2023.

During 2023, the Department of Education will provide updates to schools regarding any changes in conditions under which all government schools, including ours, must operate. HPS leadership will keep our school community informed through School Stream communications and our newsletter as required.

Please remember, if you require assistance with anything Covid related please call our office on 9887800 .



# 2023 School Community

## Highvale Primary Community Group (HPCG)

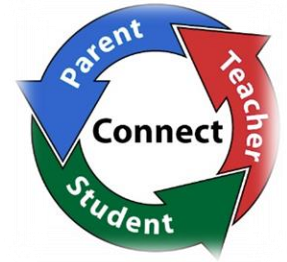
Our HPCG is the key parent and carers community group at Highvale. The two key functions of our HPCG are the provision of extracurricular activities for our students and families and fundraising. The work of our HPCG supports our School Vision and Goals for every child in our school.

The HPCG Meet monthly and can be contacted via email at [highvalepcg@gmail.com](mailto:highvalepcg@gmail.com). Alternatively please call the school office for further information.

### Why join?

- Connect with other families at school.
- Instil sense of community and social contribution in your children.
- Understand school experiences.
- Enjoy safe, happy and fun events together.
- Meet and work with teachers.



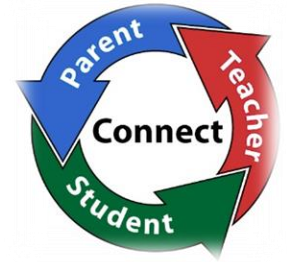


# 2023 School Community

## Staff

Like our students and their families, each of our staff members is unique. This adds to the quality and diversity of skills in our team and supports professional growth. Staff perform many roles, the key being the daily care and teaching of each of our students.

To ensure the effectiveness and quality of our work, staff work in Professional Learning Teams. These are structured across the school to ensure each Learning Community of students is supported by teams of teachers together with our principals and education support staff.



# 2023 School Community

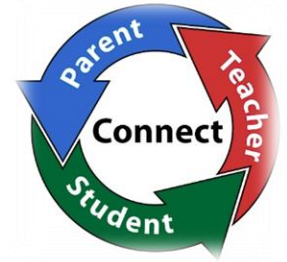
## Teacher and Parent Meetings

**We welcome and encourage communication between parents and teachers.**

Teachers have a range of commitments each day between 8.00am – 5.00pm. Please use the following processes for effective communication.

- Email should be used for short, succinct, non urgent messages that do not require a conversation or meeting.
- Face to face meetings should be booked if you need to discuss your child's learning, wellbeing or any other matter. **Please do not hesitate.** To arrange a time that is suitable for both you and your child's teacher, please email the teacher or call the office. To enhance flexibility for parents and staff, where appropriate, teachers may organise these meetings using WebEx or Google Meet.

Please note that class teachers are available before or after school via prior arrangement. They are not available after school on Mondays, Wednesdays and some Tuesdays due to a range of work commitments.



# 2023 School Community

## Teacher and Parent Meetings

### **Class Teacher Availability:**

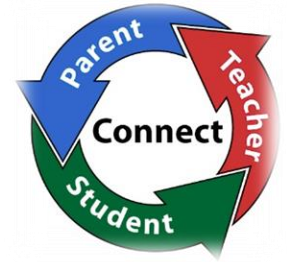
**Before school** – Monday - Friday [via prior arrangement.](#)

**After school** – Most Tuesdays, Thursday [via prior arrangement.](#)

\*Please do not approach your child's teacher at line up at the start of the school day. Please use the required processes.



**Specialist Teacher Availability** - Please email the teacher directly or call the office to make an appointment on the teacher's day of work.



# 2023 Core Curriculum

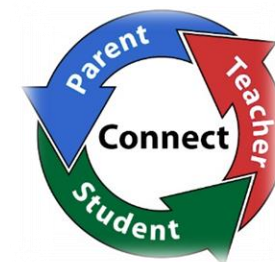
## Victorian Curriculum

All core student learning is informed by the Victorian Curriculum 'Learning Areas' and 'Capabilities' <https://victoriancurriculum.vcaa.vic.edu.au/>.

The team of teachers in each Learning Community, work together and also across teams to maximise expertise. To plan differentiated, targeted learning programs, all teachers assess regularly and draw upon each student's progress data. This is used in combination with the Victorian Curriculum's content (Learning Areas/subjects) and knowledge and skills (the Capabilities needed to practice and demonstrate the learning) to plan the learning program.

As well, teachers at our school are trained to teach English as an Additional Language (EAL) through our ongoing work in TESMC (Teaching English to Students in a Mainstream Classroom). All students are supported through this approach with some specific strategies used to teach EAL learners. We use the TESMC approach in the classroom as well as through specialist support where required.





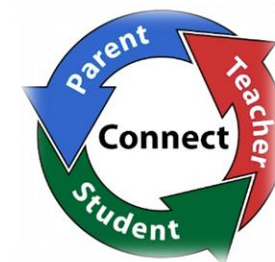
# 2023 Core Curriculum

## Victorian Curriculum Prep – Year 2

Each P-2 class across the school teaches the following:

- **English:** 2.5 hours daily. Reading & Viewing, Writing, Speaking and Listening. This includes Synthetic Phonics.
- **Mathematics:** 1 hour minimum of 4 times each week.
- **Concept Curriculum: Science, Health, The Humanities** and **Digital Technologies** are taught through the whole school term Concept. For example, this term all students are learning about the Concept of Community. This teaches The Humanities content in Year 1-6 and Health in Prep. In Term 2, our whole school Concept is 'Change' which is a Science & Health unit.

Term	2023	2024
1	Happy, Healthy Communities Thrive	Happy, Healthy Communities Thrive
2	Our Environment is Precious	Our World is Diverse
3	We can learn from History	Past & Present Decisions Impact Our Future (P-6 School Production)
4	Health and the Environment are Connected (Y3-6 Camps)	We Grow and Change



# 2022 Core Curriculum

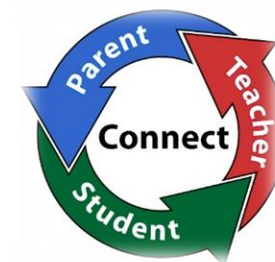
## Victorian Curriculum Year 3 - Year 6

Each Y 3-6 class across the school teaches the following:

- **English:** 2.0 hours daily. Reading & Viewing, Writing, Speaking and Listening. Synthetic Phonics is continued for students requiring additional support.
- **Mathematics:** 1 hour minimum of 4 times each week.
- **Concept Curriculum: Science, Health, The Humanities and Digital Technologies** are taught through the whole school term Concept. For example, this term all students are learning about the Concept of Community. This teaches The Humanities content in Year 1-6 and Health in Prep. In Term 2, our whole school Concept is 'Change' which is a Science & Health unit.

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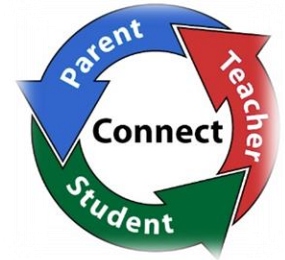
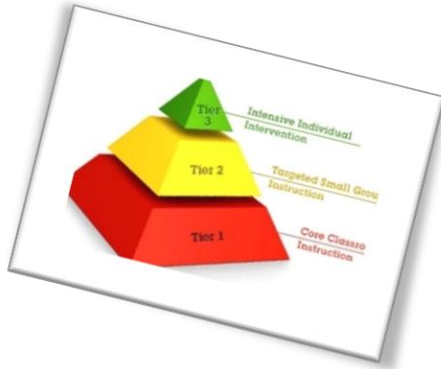
# 2023 Core Curriculum

## Victorian Curriculum

Core curriculum Learning Areas are also taught through our **Specialist program** to all students each week. These include:

- **Performing Arts** – Dance, Drama, Music
  - **Physical Education**
  - **STEAM** – Science & Design Technologies (engineering)
  - **STEAM** – Visual Arts, Media Arts, Mathematics
- \*Note Digital Technologies and Mathematics are integrated through both STEAM programs
- **Languages** – German or Mandarin





# 2023 Wellbeing

## 2023 Goal

In response to the pandemic, all school across Victoria will focus on accessing available resources to support students' wellbeing and mental health. Where possible this may include health professionals employed by our school.

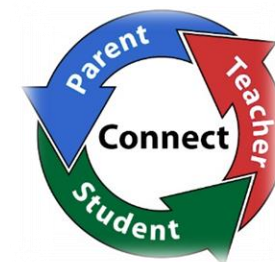
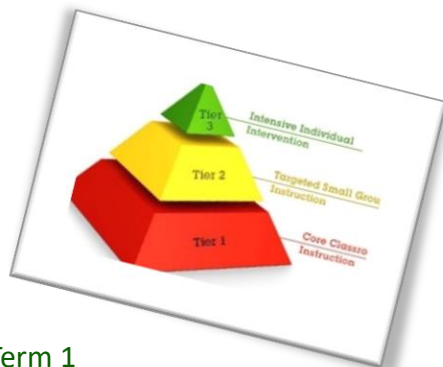
Our Term 1, whole school, Health and Humanities concept, '**Happy, Healthy Communities Thrive**', aims to establish a schoolwide positive learning environment and behaviours to support wellbeing. Our work this year will focus on strengthening engagement through further development of student voice, agency and leadership and student forums.

## Positive Behaviour for Learning (PBL)

The provision of our safe and welcoming environment is supported through our whole school Positive Behaviour for Learning (PBL) framework.



This evidence based approach is framed by our School Values, focusing on developing positive behaviours and social skills to build positive relationships.



# 2023 Wellbeing

## Term 1

During the first month of Term 1, each class works with their teacher to prepare for a successful year. Students revise each of our four School Values and participate in activities to reengage with Positive Behaviour for Learning (PBL) and the PBL School Matrix. Students and teachers form agreed expectations to provide a calm and safe learning environment both in the classroom and outside at play.

This approach is used across the school. It is replicated by specialist teachers and reinforced and encouraged daily through simple tools such as positive feedback and 'Acknowledgment Eggs' when expected behaviours are observed.

Positive behaviours and social skills are further developed through a range of programs and events.

These include:

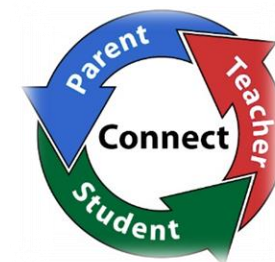
- Response to Individual Needs Framework (RTI)
- Wellbeing & Traditional Assemblies
- Student Empowerment Forums (Voice, Agency and Leadership)
- Student Representative Council (SRC)
- Leadership and Multicultural Program (LAMP)
- Cooperative Kids
- Restorative Practices
- P to 6 Buddies Program
- Buddies Day
- eSmart and digital safety
- Extracurricular events and programs including Instrumental Band Program and Interschool Sports



Comprehensive information regarding student wellbeing can be found in the 'HPS Student Wellbeing and Engagement Policy'. This is located on our School website at <https://highvaleps.vic.edu.au/parent-information/#policies>



# 2023 RTI

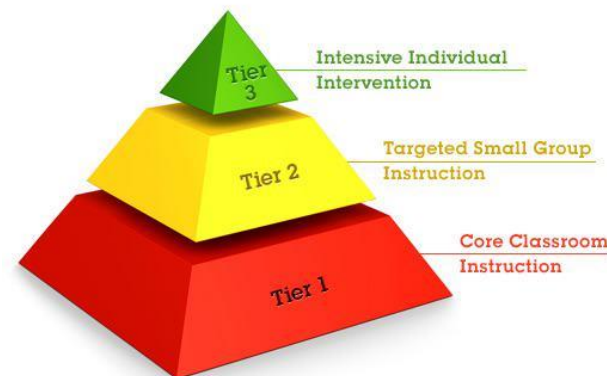


## Response To Individual Needs (RTI)

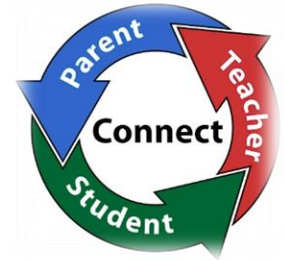
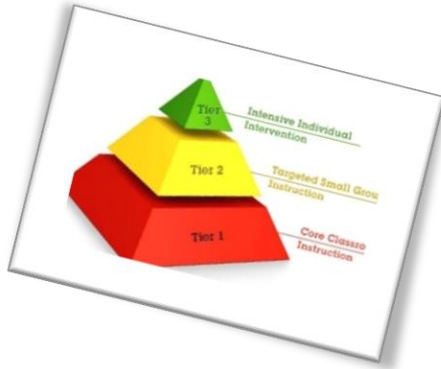
### Extension, Enrichment & Intervention

RTI is an approach utilised by every teacher to support each student's social, emotional, cognitive and physical development. RTI is founded on knowing each student well, including their background and individual needs.

- Class and specialist teachers differentiate the learning for individuals and groups of students based upon what they can currently do and what is next in their learning. Students learn to set 'I will' goals to clarify and focus the next step in their learning.
- Critically, where, extension, enrichment or intervention are required, it happens in each classroom.
- Where further individual or group support is needed for extension, enrichment or intervention, students are supported through specific programs by specialist RTI teachers, education support staff and our speech pathologist.
- Specific RTI support for Tier 3 students is planned through Individual Education Plans (IEP) supported by Student Support Group (SSG) meetings each term.



## 3 Tiers of Support



# 2023 RTI

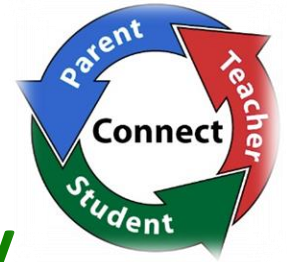
## Tutor Learning Initiative

- In 2023, the 'Tutor Learning Initiative', continues to provide additional tutoring to students who did not make the expected learning growth in 2021. Parents of this program have previously been contacted by our TLI tutors. This approach mirrors the work we have been doing at HPS through our RTI program for several years.

## Student Excellence Program

The Student Excellence Program provides resources which further support our RTI extension and enrichment.

- The **Victorian High Ability Program (VHAP)**, continues in 2023. With resources provided by DET, the VHAP will further support our RTI work in the area of extension and enrichment. Selected students work in small groups with a mentor to further develop their knowledge in a subject area. The program is highly engaging and information will be provided in newsletter updates throughout the year.
- The **Victorian Challenge and Enrichment Series (VCES)**. Although this program was interrupted last year, our teachers continued to provide VCES opportunities through online learning through their class programs where possible. In 2023, we will reengage with this program as it becomes available from DET.



# 2023 Learning Community

## Class Structures

There are 14 classes at Highvale Primary School. These are comprised of the following:

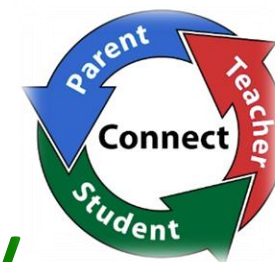
- Two Prep classes
- Two Year 1 classes
- Two Year 2 classes
- Two Year 3 classes
- Two Year 4 classes
- Four Year 5&6 classes.

*\*Note – In 2024 the 'Four Year 5&6 classes' will transition to a straight structure and there will be Two Year 5 classes and Two Year 6 classes.*

## Learning Community Structure

Each class belongs to one of four learning communities of students, teachers and support staff. When advantageous, the classes in these communities plan, work and learn together. This assists students and teachers to build positive relationships and supports transition across the school. Our Learning Communities are:

- Prep Learning Community
- Year 1&2 Learning Community
- Year 3&4 Learning Community
- Year 5&6 Learning Community



# 2023 Learning Community

## Student Daily Organisation

**Preparation for the day ahead - To encourage effective transition at the beginning of the day, students are supported to develop their **organisational skills** using the following process.**

**8.45 – 8.58am** Students enter school grounds. **Teachers are on Yard Duty from 8.45am.**

- Parents are encouraged to drop students off at the school gates if walking.
- **Students who arrive prior to 8.45am must be with their parent.**
- **Alternatively the student must be booked into OHSC if their parent cannot stay with them.**

**8.45 am** Teachers in their class from 8.45am except when on Yard duty.

- A minimum of 1 teacher per double room.

**8.45 am** All students arrive at school and enter their classroom and unpack their bag.

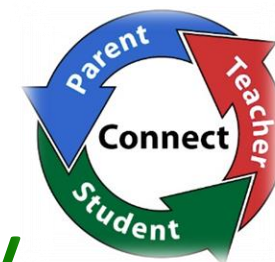
- Year 3-6 students also unpack and store their BYOD in their classroom.
- Students prepare their learning work space for the first lesson (E.g. Chair down, pencil case ready etcetera).
- All students place their bag neatly in their bag rack or bag cubicle.
- Students go back outside to play.

**8.55 am** Music plays – Students stop playing and move straight to their line-up area.

**8.58 am** Bell rings – Teachers welcome students. Announcements and proceed into class.

**9.00 am sharp** Classes commence.

**\*Late arrivals must be signed in at the office by the parent or carer.**



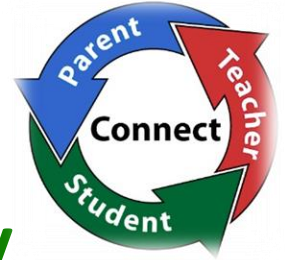
# 2023 Learning Community

## Typical Daily Timetable

9.00am	Classes commence	Student Attendance Roll is taken by teacher
<b>9.00-11.30am</b>	<b>English</b>	Reading & Writing, Speaking and Listening (inc. Synthetic Phonics)
<b>11.00-11.30am</b>	<b>Morning Recess</b>	Students eat play lunch inside for first 5 minutes
<b>12.00-12.50pm</b>	<b>Mathematics</b>	
12.50 -1.00pm		Eating Time inside
<b>1.00-1.50pm</b>	<b>Lunch</b>	Student Attendance Roll is taken by teacher @ 1.50pm
<b>1.50-3.30pm</b>	<b>Concept &amp; Specialist Program</b>	
3.30 pm	Classes conclude	Home Time

**\*Please note students must be picked up by 3.45pm or booked into OSHC.**





# 2023 Learning Community

## Seesaw

Through the remote learning period, many parents became very familiar with Seesaw. At HPS, Seesaw supports opportunities for parents to engage in their child's learning. Our aim is to provide regular examples of your child's work, enabling parents and carers with the opportunity to stay informed of progress. The student work shared through Seesaw provides examples of the learning tasks used to inform the Semester 1 and 2 Student Report.

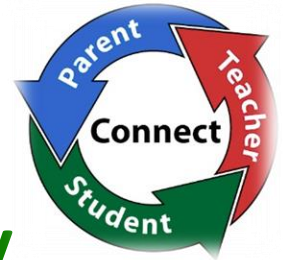
During 2023 we will continue to keep parents informed using assessed examples of your child's work. In addition, students have the opportunity to share some of the work they are most proud of through Seesaw. These are known as 'Student Voice' tasks. Parents are encouraged to discuss each Seesaw task with their child.

### Seesaw Purpose:

- To inform student reporting.
- A minimum of 2 'Student Assessment Tasks' are provided digitally to parents each term.
- Creates regular opportunities for parents to view examples of their child's work, together with an assessment rubric, teacher comment, student goal 'I will...', 'I can...' and student comment.
- To enable parents to discuss their child's learning with them and provide feedback to further support learning.
- Enhance student motivation and engagement through regular goal setting, reflection and voice.

**To sign up** - see the [Seesaw HPS Parents Guide](https://highvaleps.vic.edu.au/parent-information/). <https://highvaleps.vic.edu.au/parent-information/>.





# 2023 Learning Community

## Assessment, Information & Reporting

### February 2023

- P-6 Meet and Greet Questionnaire & Optional online interviews.
- P-6 Parent Information Communication

### April 2023

- Term 1 Student Progress 'Summary' Report.

### June 2023

- Semester 1 (Term 1 & 2) Student Report.

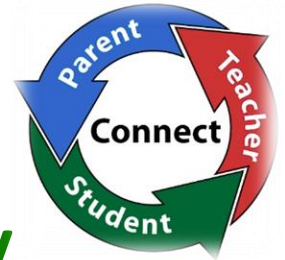
### July 2023

- Parent/Teacher Interviews.

### December 2023

- Semester 2 (Term 3 & 4) Student Report.
- Preschool – Prep Interviews.





# 2023 Learning Community

## Digital Technologies

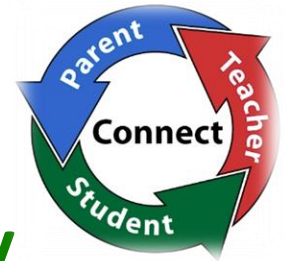
### We are an eSmart accredited school

- Teaching students to be smart, safe and responsible online. This is a shared responsibility between school and home.
- Our Prep – Year 6 Concept Curriculum includes an explicit focus on the ‘Digital Technologies’ Learning Area each term.
- eSmart is aligned with the Victorian Curriculum and endorsed by the Office of the eSafety Commissioner.
- Parents received a copy of their child’s ‘**Safe & Acceptable Use expectations**’ earlier this term.

### Digital Technologies support learning

- Technology is one tool that is used to support learning. It is used when it is purposeful and advantageous to learning.
- The use of technologies to support learning continues to evolve rapidly.





# 2023 Learning Community

## Digital Technologies

Digital Technologies School Policy.

Student 'Safe & Acceptable Use Expectations':

- <https://highvaleps.vic.edu.au/parent-information/#news>

Prep – Year 6 Class Digital Technologies sets:

- Yoga laptops, iPads, interactive screens and headphones.

Year3-6 **Optional** BYOD Program:

- LWT online portal - <http://highvaleps.orderportal.com.au/> .
- Information is available through the office and website.

Supports **Homework**:

- Feedback to students.
- Mathletics, Reading Eggs, Sunset Maths.



Year 3-6 Safe & Acceptable Use Expectations

**B**ully Stoppers.  
Make a stand. Land a school.

### Digital Learning & Technologies

*Students are expected to be responsible users of digital resources at all times. Misuse could result in a withdrawal of access and/or further action.*

*To support your child's understanding, please read through the 'Safe & Acceptable Use Expectations' and then ask your child to explain to you, their 'My ideas on safe and responsible behaviour'.(see worksheet below).*

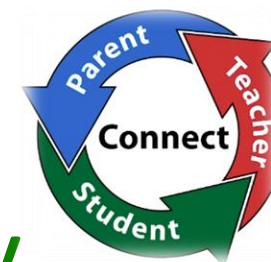
*Should you have any questions, please contact your child's teacher.*

### Safe & Acceptable Use Expectations

#### Aim

To communicate our school's expectations for the expected safe and acceptable use of digital technologies for learning, including BYOD devices, the online environment, networks, hardware, software and peripherals.





# 2023 Learning Community

## Homework

- HPS Homework is a whole school, research informed, developmental approach.
- Homework is set at 'practise' level so that students can practise their learning from school.
- Homework policy <https://highvaleps.vic.edu.au/parent-information/>.
- Homework will commence by start of Week 5. Prep will commence based upon readiness.

### Prep to Year 2:

- Take Home Reading Books - Digital PM books and Reading Books (Readers).
- Sight Words – Prep.
- Letters and Sounds and Spelling (Year 1&2). Prep will be introduced as required.
- Mathletics – Year 1&2.
- Homework sheet sent out each week through Seesaw – Year 1&2.

### Year 3 to Year 6:

- Homework overview sheet sent out each fortnight through Seesaw.
- Reading 80 minutes per week which is recorded in the student's diary and signed by a parent.
- Individual Spelling words based on Letters and Sounds focus.
- Targeted Reading Eggspress and Mathletics tasks.
- Concept Learning as required based on the topic.
- Unfinished work.

**Year 3&4 Homework**

**Parent**  
Parents are encouraged to read the Highvale Primary School Homework Policy located under policies on our school website and to read each Monday homework sheet and sign it for completion on the second following Friday, allowing 4 school evenings for completion.  
NOTE: Maximum of 60 minutes of homework per day. Homework tasks will not be assigned over the weekends or during the holidays.

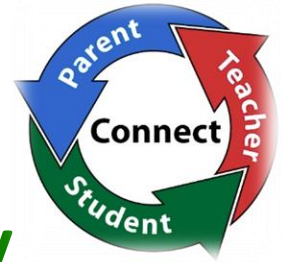
**Students**  
• Practice and consolidate the concepts that have been introduced during class time.  
• Develop self-discipline and responsibility.  
• Reading: Develop consistency through daily reading to, with, or by parents/careers.  
• Mathematics: Practice of mathematical skills.  
• Word study: Including spelling and phonics will be introduced as required.  
• When appropriate, students may be introduced to tasks which require them to gather information or materials to support a class inquiry concept.  
• Where required, homework may include the completion of published class work.

Date: Weeks 5 and 9 (26<sup>th</sup> November to 0<sup>th</sup> December)

This week's Homework	
Reading	Mathematics
<b>Weekly Reading and Reading Eggs</b> • Weekly Reading of 20 minutes a day, four times a week, reading 80 minutes a week. • Record each reading session in your student diary and have it signed by an adult. • Teachers will check entries each Friday.  <b>Complete assigned Reading Eggs tasks</b> - Our focus over the coming weeks will be on <i>comprehension</i> .	<b>Spelling and Mathematics</b> • Practice your individual words which are written in your Student Diary. Words will be part of your specific letters and sounds learning for the week. • Spelling words will be tested each week.  <b>Mathematics</b> Teachers Parents are able to view the required tasks in Mathletics. The set for completion will appear as tasks on your child's log into their Mathletics account. Complete Once assigned Mathematics activities are complete, students may work on Mathletics or choice tasks. Students are also asked to complete assessment (Summative) to practice their fluency (example - Number Facts) skills.

**Signature**  
Completion of published class work (if required).  
Teacher will follow up with parents if this applies to your child.

Dear Parents and Carers,  
If you have any questions regarding homework please contact your child's teacher.  
Thank you



# 2023 Learning Community

## Parent Engagement in Learning - Volunteers

We welcome volunteers throughout the school in a range of roles and highly value parent support.

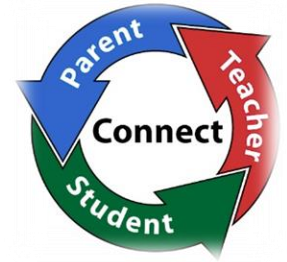
Prior to assisting in a classroom, parents must attend the relevant 'Children's Literacy, Numeracy and Wellbeing for Parents' training sessions. Arrangements for these will be communicated as soon as possible **through School Stream**.

As well, assistance at P-6 excursions and Year 5/6 sport is most welcome – Parent Volunteers assist in reducing costs associated with these programs. Please see your child's teacher or Brooke Scott (from Term 2) regarding how you can help. Please note, you do not need to be a Year 5/6 parent to assist with Interschool Sport.

As part of the Child Safe Regulations, all volunteers need to sign the HPS Student Code of Conduct and have a valid Working With Children's Check (WWCC) lodged at the office. WWCC applications can be completed online at <http://www.workingwithchildren.vic.gov.au/>.

All parents, carers, visitors and volunteers must sign in at the school office and collect and wear a Visitors Pass.



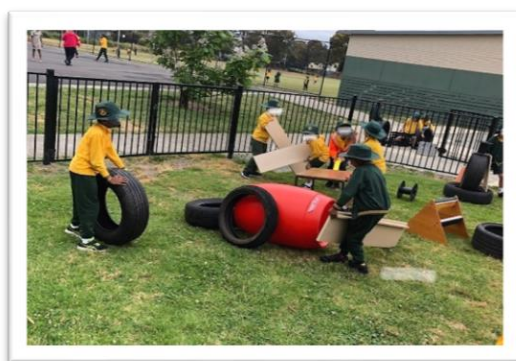


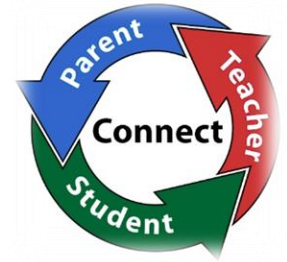
# 2023 Extracurricular

## Additional Opportunities for our Students

Extracurricular opportunities are those provided as enrichment opportunities for our students. These are optional and are provided by our school in addition to the standard Victorian Curriculum requirements. These opportunities are heavily informed by student voice and subject to the availability of resources, including staff and parent volunteers.

Extracurricular opportunities may include one or a combination of foci including health and wellbeing, academic, social, ethical or environmental.





# 2023 Extracurricular

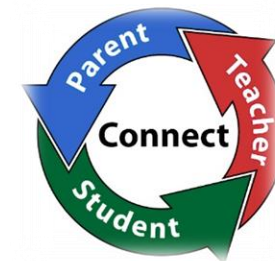
## Additional Opportunities for our Students

Some activities are provided by staff, others through grants sourced by the school, and others are provided by our **Highvale Primary Community Group (HPCG)** of parents. Some opportunities are offered via parent payments (such as Instrumental Band) whilst others are provided through a combination of staff and parents (e.g. Carols Evening).

**It is important to note that the school does not receive any funding for these activities**, hence they are optional. Parent payments and volunteers are sometimes required to provide them. For example the HPS Year 5&6 Interschool Sport Program and lunchtime activities such as Dance, Robotics, Chess, Basketball & Soccer coaching. Other extracurricular opportunities are funded through grants or are free due to staff and parents volunteering time and expertise.







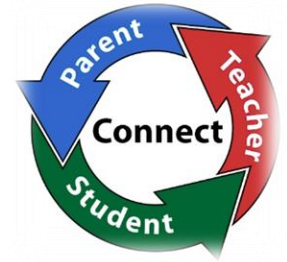
# Extracurricular

## Optional Opportunities for our Students

*Note, these opportunities are optional. This is because they are not required to teach the standard Victorian Curriculum. They are provided periodically, are not funded by the Victorian Government so depend upon the availability of school resources. Some opportunities require a parent payment.*

- Sporting Schools Program
- Year 3&4 Intra-school Sport
- HPS Student Leadership Program
- Student Representative Council (SRC Year 1-6)
- Leadership and Multicultural Leaders Program (LAMP)
- HPS Choir
- Combine & Design Club
- Minecraft group
- Lunchtime Library & relaxation
- HPS GREEN Team & Sanctuary
- JMSS Science, Math and Robogals
- Loud Lunchtimes
- HPS Instrumental and Band Program
- Y3&4 CAMP Program
- Y5&6 CAMP Program
- I Sea, I Care Dolphin Ambassadors
- Year 5&6 Inter-school Sport
- Division and State Sport Competition
- Division and state Languages Competition
- Robotics
- Chess Club
- Tennis
- Sporting star Programs
- And many more...



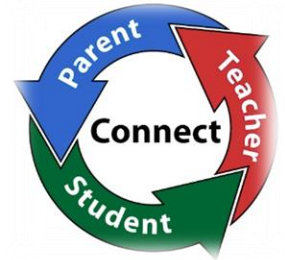


# 2023 Student Safety

## Staff Car Park and Turning Circle Safety

- We are very fortunate to have a space for parents to 'kiss and drop off' students on school grounds.
- The safety of our students is our primary concern.
- All adults must abide by the Turning Circle Safety Rules 'HPS Vehicle Access Rules'  
<https://highvaleps.vic.edu.au/parent-information/#policies>
- We ask that families using the Turning Circle are considerate of others using this area.
- The Staff Carpark strictly for staff use only between 8.20am-4.00pm.
- Please note that gates are locked when staff are not onsite due to some expensive vandalism in recent years.





# Communication

## Administration Staff

### Business Manager

#### Rebecca Foot

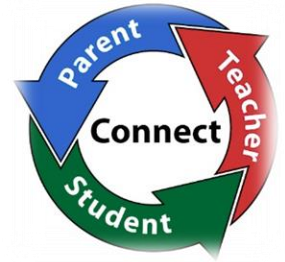
- Administration
- Payment Plans
- Qkr for payments (through School Stream)
- Phone calls

### Admin Support and Enrolments

#### Andrea Gill

- Front desk
- Enrolments and School Tours
- School Stream
- Student absences
- Phone calls





# Communication

## **School Stream:**

- The key means of **day to day** Communication for important news, events or communications.
- Includes Parent Payments through Qkr.
- Excursion, Incursion, Events permissions.

## **Highvale Happenings – Digital Newsletter:**

- Please check the newsletter each Thursday fortnight for key dates and events.

## **Highvale website**

- <https://highvaleps.vic.edu.au/> This includes our **Virtual Tour**
- Parent Menu includes policies and useful school documents.

## **Seesaw**

- Student learning examples of progress and updates

## **Interviews & Meetings by appointment:**

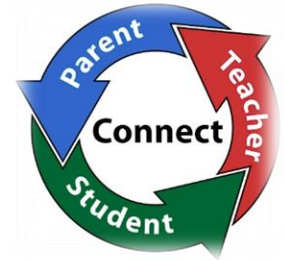
- Student Progress - Parent Meet & Greet, Interviews and Information Events. Bookings provided through 'School Interviews Online'.
- Scheduled meetings. In 2023 face to face is the preference, however Webex and Google Meet will be used when required.

## **Student Learning Bulletin and Term Parent Plans:**

- Term Curriculum Planner for Parents – Describes the teaching and learning program for the term.

## **Parent Contact Details.**

Please contact the office to update your details whenever they change.



# Communication

## Email Etiquette

Staff provide their email address as a means for improving avenues for communication.

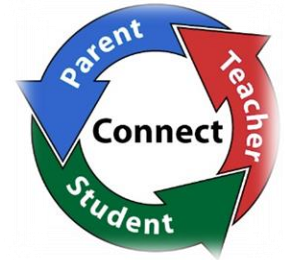
Emails and online meetings must extend the same courtesy as a face to face meeting.

Please be mindful, that teachers are occupied during much of the day. Teachers check their email before the start of the day and often at the end, dependent upon meetings and other commitments.

A response will usually be forthcoming within two days. Often sooner.

Emails are best used when you have a message that does not require a lot of detail and is not urgent.

**\*If a message is urgent, please call the school office.**



# Communication

## Staff Emails

### Prep Learning Community

Jessica Kelaart (Prep K): [jessica.kelaart@education.vic.gov.au](mailto:jessica.kelaart@education.vic.gov.au)

Michelle Cheong (Prep C): [michellewengyee.cheong@education.vic.gov.au](mailto:michellewengyee.cheong@education.vic.gov.au)

### Year 1&2 Learning Community

Teagan Wood (1W): [teagan.wood@education.vic.gov.au](mailto:teagan.wood@education.vic.gov.au)

Andrea Rodriguez (1R): [andrea.rodriguez@education.vic.gov.au](mailto:andrea.rodriguez@education.vic.gov.au)

Mark Usai (1U): [mark.usai@education.vic.gov.au](mailto:mark.usai@education.vic.gov.au)

Stephanie Quarrier(2Q): [stephanie.quarrier@education.vic.gov.au](mailto:stephanie.quarrier@education.vic.gov.au)

### Year 3&4 Learning Community

Steven Smith (3S): [steven.smith3@education.vic.gov.au](mailto:steven.smith3@education.vic.gov.au)

Imogen Nightingale(3N): [imogen.nightingale@education.vic.gov.au](mailto:imogen.nightingale@education.vic.gov.au)

Nick Dempsey (4D): [nicholas.dempsey@education.vic.gov.au](mailto:nicholas.dempsey@education.vic.gov.au)

Emily Hine (4H): [emily.hine2@education.vic.gov.au](mailto:emily.hine2@education.vic.gov.au)

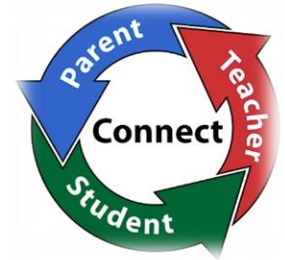
### Year 5&6 Learning Community

Emily Dvorscek (5/6D): [emily.dvorscek@education.vic.gov.au](mailto:emily.dvorscek@education.vic.gov.au)

Tamara Scully (5/6T): [tamara.scully@education.vic.gov.au](mailto:tamara.scully@education.vic.gov.au)

Eleni Giakoumis(5/6G): [eleni.giakoumis@education.vic.gov.au](mailto:eleni.giakoumis@education.vic.gov.au)

Ben Latta (5/6L): [benjamin.Latta2@education.vic.gov.au](mailto:benjamin.Latta2@education.vic.gov.au)



# Communication

## Specialist Teachers - Staff Emails

**Megan Fegan (RTI P-3 /Tutor)** [megan.fegan@education.vic.gov.au](mailto:megan.fegan@education.vic.gov.au)

**T1 Hannah Browning-Briese (Tutor)** [hannah.browning-briese@education.vic.gov.au](mailto:hannah.browning-briese@education.vic.gov.au)

**T2 Jane Shaw (RTI Y4-6)** [jane.shaw@education.vic.gov.au](mailto:jane.shaw@education.vic.gov.au)

**Helena Salles (German)** [helena.salles@education.vic.gov.au](mailto:helena.salles@education.vic.gov.au)

**Robin Miao (Mandarin)** [jifen.miao@education.vic.gov.au](mailto:jifen.miao@education.vic.gov.au)

**Han Guo (Mandarin)** [han.guo@education.vic.gov.au](mailto:han.guo@education.vic.gov.au)

**Pereena Sinclair (STEAM / EAL)** [pereena.sinclair@education.vic.gov.au](mailto:pereena.sinclair@education.vic.gov.au)

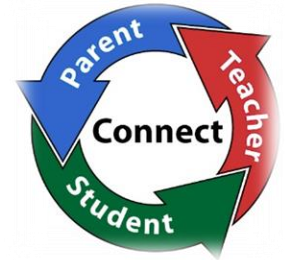
**Caisha Williamson (STEAM Science & Design)** [caisha.williamson@education.vic.gov.au](mailto:caisha.williamson@education.vic.gov.au) (T3&4)

**Erin Stoddart (Performing Arts)** [erin.stoddart@education.vic.gov.au](mailto:erin.stoddart@education.vic.gov.au)

**T1 Ashton Duke (PE)** [ashton.mcdermott@education.vic.gov.au](mailto:ashton.mcdermott@education.vic.gov.au)

**T2-4 Brooke Scott (PE & Sport)** [brooke.scott2@education.vic.gov.au](mailto:brooke.scott2@education.vic.gov.au)

**Natalie Yencken (PE)** [natalie.yencken@education.vic.gov.au](mailto:natalie.yencken@education.vic.gov.au)



# Out of School Hours care

## Academy for Kids

**Viv Mahomet**

0405 323 357

[vivien@academyforkids.co](mailto:vivien@academyforkids.co)

## Services

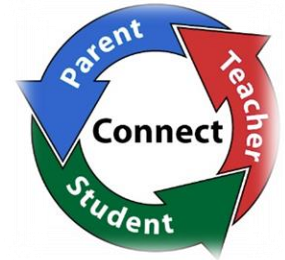
Before School Care from 7.00am.

After School Care until 6.30pm.

School Holiday / Vacation Care.

**Bookings, Hours and Enrolment contact Viv.**





# Thank you

**We are looking forward to continuing a wonderful year.**

**If you have further questions, please contact your child's teacher or the school office on 9887 8000.**