Harrisfield Primary School

4730

Parent Information Handbook

Address:	495 Princes Highway Noble Park 3174
Telephone:	(03) 9546 9210
Web:	www.harrisfieldps.vic.edu.au
Email:	harrisfield.ps@education.vic.gov.au
Principal:	Mrs Trish Harry
Assistant Principal:	Mr George Tsianakas
Administration Office:	Mrs Belinda Hall
Address:	495 Princes Highway Noble Park 3174

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VISION STATEMENT

Harrisfield Primary School strives to develop the personal and interpersonal skills of every student to enable them to become active participants in their global community.

Our contribution to their learning journey will build the foundations for them to be innovative thinkers and life- long learners, prepared to face the challenges of an ever-changing society.

A

ACE Values

Harrisfield Primary School prides itself on its core values that are encouraged and reinforced constantly.

The Whole School Community of students, teachers and parents are encouraged to behave in a manner that supports the values of **Agreement**, **Communication** and **Equity** established by the school.

These are outlined in more detail in a handout available at the school office. The Whole School Community is encouraged to adhere to these values and monthly awards are made to students who demonstrate ACE skills consistently.

Agreement

We maintain a safe, harmonious and supportive learning environment by:

- ensuring that education is our priority
- adhering to relevant codes of behaviour and protocols
- caring for, and respecting others
- making decisions collaboratively
- creating and working towards achievable goals
- participating with enthusiasm
- developing personal resilience
- celebrating successes

Communication

We interact effectively by:

- keeping the school community informed
- communicating openly and honestly
- showing a friendly and caring attitude
- treating others with compassion
- being respectful in all interactions, including online
- listening without interrupting
- using humour appropriately
- returning all forms on time
- using diaries consistently

Equity

We respect the differences and rights of others by:

- being welcoming and respectful of the school community
- embracing individual needs
- being respectful of all cultures and their traditions
- being inclusive
- treating all genders equally
- providing opportunities for all voices to be heard
- maintaining confidentiality and privacy

Absences/Attendances

Computer generated class attendance lists are maintained by all class teachers. Attendance is registered by **9:05** am and **2:30** pm each day. **Parents must provide a reason for each absence.** The following methods can be used to record your child's absence:

- Voicemail / Phone Call: 9546 9210
- **Email**: harrisfield.ps@education.vic.gov.au
- **In-person notifications**: call into the administration office between the hours of 8.30am and 4pm
- **Text message**: 0410 622 730
    - When texting an absence, please:
        - ✓ Include the name(s) of the absent student(s)
        - ✓ Include the reason for the absence
        - ✓ Text before 10am

Please note: The mobile will have limited monitoring after 10am. The mobile will not be monitored outside of school hours.

For security purposes, all parents must go through the office when their child leaves or arrives at school outside the regular hours.

Addresses and Contact Details

Contact details for all students are kept in the office and must be kept up to date. Please notify the office of any changes as soon as possible.

Annual Report & Annual Implementation Plan (AR & AIP)

The Department of Education requires each school to complete an Annual Report and Annual Implementation Plan. These documents include information relevant to the school over the year. The report is submitted to School Council and to the Department. Copies are available from the office or on our website www.harrisfieldps.vic.edu.au

Assemblies

These take place every Friday in the School Hall at 3.10pm. All classes attend. All parents, family and school community members are welcome and encouraged to attend. Our School Student Leaders plan and conduct the assembly. Awards, including monthly ACE awards, are given, ACE Values are reinforced, and announcements are made. Occasionally guest speakers are invited for a special purpose.

B

Bicycles/Scooters/Skateboards

Bicycles, scooters and skateboards cannot be ridden to school or left at school during the school day.

C

Camps

Independence and interpersonal skills are nurtured by these programs:

- **Grade 5/6** (Even Years): Three-day camp
- **Grade 5/6** (Odd Years): Long-day excursion
- **Grade 4 (**All Years): School sleepover

All children are encouraged to take part in these activities. If there are financial concerns, please contact the principal.

Child Safe

Harrisfield is a child safe school. Please refer to our website for our policy.

Classes

We try to keep class sizes to a minimum. Each year the principal and staff will place each child in a situation which is appropriate to his/her needs. Academic, social, physical and other factors are all taken into consideration.

We believe that the classroom should mirror real life where people of different ages, abilities and talents can work together harmoniously.

Class Supervision

For safety reasons children are not permitted in their classrooms at any time unless a teacher is present.

Consent Forms

These forms are always sent home for approval prior to any school excursion or additional school activity. The forms are also used to record **an emergency contact for the day** when you do not want to change the permanent contact record at the school.

Consent forms must be signed so that we can take appropriate action if an accident occurs and you or your nominated contact person cannot be reached. **Please ensure these forms are returned by the due date.**

Curriculum

At Harrisfield Primary School, our curriculum is designed to develop strong foundations in literacy and numeracy, ensuring every student is supported and challenged at their point of need. Learning programs include opportunities for extension and modified work to cater for individual strengths and goals.

Teaching and learning are guided by the Victorian Curriculum 2.0, ensuring a consistent and high-quality approach across all year levels. Our language program is Auslan (Australian Sign Language), reflecting our commitment to inclusion and communication for all.

Students also participate in specialist subjects, each for one hour per week:

- Science
- Physical Education and Health
- The Arts
- Digital Technologies

For further details, please refer to the Department of Education's Curriculum Policy: https://www2.education.vic.gov.au/pal/curriculum-programs/policy

D

Diary

Students in all grades are required to maintain a school diary to support their organisation and learning. This is also used as a means of communication between home and school and should be checked daily by parents.

Drop Off and Pick Up

We expect all children to arrive punctually each morning, so they are ready to begin learning on time. Drop-off should not occur before 8.45 am, as staff supervision begins at this time.

The school day finishes at 3.30 pm, and staff supervise student departure until 3.45 pm. Any students not collected by this time will be brought to the school office for pick-up by their parent or carer.

For the safety of all families, please note:

- The 'Kiss and Go' area is for quick drop-off and pick-up only. Parking is limited to a maximum of 5 minutes.
- Parking on the Princes Highway nature strip is strictly prohibited at all times.

E

Early Leavers

No child is permitted to leave the school during school hours unless accompanied by a parent or adult nominated by the parent. Please contact the school to confirm if any special arrangements need to be made. If you collect your child/ren early, it is important to visit the school office to collect your child.

Eating Times

To support our healthy eating strategy the following eating times are scheduled:

- 10.00 am Fruit
- 11.05 am Healthy Snack
- 1.40 pm Lunch

Students are allocated time in class to eat their food. If they do not finish in the allocated time, they are welcome to take their remaining food outside to eat in the undercover area.

Emergency Contact

If your child becomes unwell or has an accident it is essential that we can contact a parent or carer quickly.

Please make sure your phone numbers, addresses, and emergency contact details are always up to date. If your contact information changes, let us know straight away by calling the office on 9546 9210, sending a note with your child, or speaking with our office staff in person.

If you are unavailable during the day, please nominate a trusted relative, friend, or neighbour who can collect your child in case of an emergency.

Enrolment Procedure

Most primary schools start taking enrolments in June each year, for the following year. Children must be five years of age or older by 30 April of the year they start school.

To enrol your child, schools need:

- evidence of your child's date of birth
- names and addresses of the child and parents, guardians and carers
- parents' phone numbers (home, work, mobile) and email addresses
- names and contact details of emergency contacts
- doctor's and dentist's names and phone numbers
- Immunisation Status Certificate
- health and welfare information (for example, does your child have asthma, diabetes, allergies, poor eyesight or hearing, specific custody arrangements)
- information about the language/s your child speaks and hears (to help the school build on your child's knowledge and appreciate our community's cultures).
- relevant VISA details, if applicable

See https://www.vic.gov.au/enrolling-foundation-prep for more information.

F

First Aid

During the course of a school day it may be deemed necessary for your child to go to the First Aid Room. This may be the result of an accident or because they are feeling unwell. Staff who are on duty in the First Aid Room all have Level 2 First Aid qualifications to ensure that children receive appropriate treatment. When a child is deemed well enough, they will be returned to class. If there is any doubt about a child's wellbeing, parents will be contacted immediately to come and collect their child from school.

Finances

The School Council ratifies the allocation of all the funds to programs. The Finance Sub-Committee regularly monitors and reports to council on progress against the budget.

Financial Contributions from Parents

Each year, families are invited to make voluntary contributions to support our school's programs and resources. These contributions are requested at the end of each year for the following school year. Your support helps us provide the best possible learning experiences for all students.

For more information, please refer to the Department of Education's Parent Payments Policy: https://www2.education.vic.gov.au/pal/parent-payment/policy

Fundraising

The Fundraising Sub-Committee of School Council coordinates a range of fundraising events throughout the year to support our school community. Funds raised are allocated to specific projects such as improving school grounds, purchasing new equipment, or adding shaded seating areas for students.

Families are also encouraged to contribute by donating their time, skills, or resources during working bees and other school improvement projects. Every contribution helps make a difference for our students.

H

Head Lice

This is a problem which unfortunately occurs in schools everywhere. Please inform the school if your child has been treated for head lice so that a notice can be immediately distributed to parents from that specific grade. Information can be obtained from the office about treatment. Further information can be found at http://www.health.vic.gov.au/headlice/about.htm

Heating & Air Conditioning

All classrooms are fitted with heating and air conditioning.

Homework

All homework is in line with the **Harrisfield PS Homework Policy**.

Homework is strongly encouraged but there is no penalty if it is not completed.

Home Reading: All students (F-6) are expected to regularly take books home to read. Parents are encouraged to support their child's reading.

For our Grade 3-6 students:

- Teachers share weekly homework tasks through Google Classroom.
- Students are asked to write their answers by hand in their homework books.
- Families may request a printed copy of the homework instructions.

House System

Each year, house captains (and vice captains) are selected from the Grade 6 children through popular ballot and teacher input.

Meetings are held as required. All children will be assigned to houses and siblings shall be placed in the same house unless otherwise requested.

There are four houses – Red (Kangaroos), Blue (Blue Tongued Lizards), Green (Crocodiles) and Yellow (Dingoes).

I

Illness

We want punctual, regular attendance; but a sick, unhappy child cannot possibly concentrate on learning and there is also the possibility of infecting other people. The best place for a sick child is home.

Interpreters

These are made available by a government program. Interpreters are available for all interviews required between teachers and families. They are also available for phone calls made between home and school. For enquiries, please contact the school Office staff.

L

Late Comers

We encourage all children to attend school on time. Parents with latecomers should report to the office before going to class. Late students must obtain a late pass to present to their teacher on arrival to class.

Library

Children are encouraged to use the library. All children may borrow books for up to two weeks. Parents are asked to see books are treated carefully and returned by the due date. If your child misplaces or loses a library book, a note with the cost of a replacement book will be sent home.

Lost Property

All lost property is sent to the school office for sorting. Parents and carers are encouraged to check the lost property area regularly for any missing items.

Please ensure that all clothing and personal belongings are clearly labelled with your child's name as it makes it much easier for us to return lost items quickly. If uniforms are seen without a name they may be labelled by Harrisfield staff.

Any unclaimed items after a period of time may be discarded or sold at second-hand prices, with proceeds supporting school programs.

M

Medications

To ensure your child's safety and wellbeing, it's important that teachers are aware of any medical conditions or medications your child may need while at school, on excursions, or at camp.

Please make sure that any conditions such as asthma, diabetes, or serious allergies are clearly documented and discussed with school staff so that appropriate action can be taken if needed.

If your child requires medication during the school day and you are unable to attend, staff can administer it with your signed authorisation. Please contact the office for the necessary forms and further details.

Children with asthma are encouraged to manage their medication independently, where appropriate. This helps build confidence and independence in managing their own health.

Money

Any money and notes sent from home should be in an envelope and given to the Office at the beginning of the school day.

P

Parent Teacher Communication

We value open and regular communication between parents and teachers. Working together helps support each child's learning and wellbeing.

There are several ways families can stay in touch with their child's teacher:

- Student Diary or Communication Book – for quick notes, messages, or reminders.
- Meet the Teacher sessions (Term 1) – an opportunity to share important information about your child early in the year.
- Parent–Teacher Interviews (Term 3) – to discuss progress, learning goals, and next steps.
- Phone Calls or Compass Messages – for timely updates or brief discussions.
- Classroom Visits or Appointments – can be arranged before or after school as needed.

Parents are also encouraged to contact their child's teacher at any time if they have questions or concerns. Likewise, teachers will make contact if there is a need to discuss your child's progress or wellbeing.

Personal Property

Students and visitors sometimes bring personal items to school, such as mobile phones, toys, sporting equipment, or calculators. Please note that the Department of Education does not provide insurance for personal property brought to school, and cannot cover loss, theft, or damage to these items.

We ask families to carefully consider what is brought to school and to avoid sending valuable items wherever possible. This helps ensure belongings remain safe and learning time is focused and distraction-free.

Photo Policy

Parents and carers are welcome to take photos of their own child during school events and activities. However, photos should only be taken if your own child is the main focus.

To respect the privacy of all students and families, please avoid photographing or recording other children without permission.

Playground Areas

Children have access to a variety of safe and engaging play areas during break times. These include the school oval, asphalt courts, and both Junior and Senior playgrounds, each equipped with age-appropriate play equipment designed to support active and cooperative play.

Prep Entry

Children beginning school in Prep, along with their parents and carers, are invited to take part in our Transition Program held in Term 4. This program is designed to help children feel comfortable and confident about starting school and to support families in understanding school routines and expectations.

During the sessions, we focus on the specific needs of children beginning school, including social, emotional, and learning readiness.

Pupil Free Days

Each year, the Department of Education sets the number of Pupil Free Days for schools. These days are used by staff for professional learning, curriculum planning, and school improvement activities.

The School Council approves the dates and purposes of these days each year, and families are notified in advance through Compass.

R

Reports

Students receive progress Reports twice per year, at the end of Terms 2 and 4. Report Interviews for all parents are held after the Term 2 Reports are issued and interpreters are available.

Restricted Items

To help keep everyone safe and focused on learning, some items must not be brought to school. These include:

- Dangerous or illegal items
- Chewing gum, soft drinks, and energy drinks
- Toys or gadgets that may cause distraction, damage, or conflict
- Electronic devices (other than approved learning tools)
- Phones and smart watches (if these must be brought to school they need to be left at the front office before class begins)

If a restricted item is brought to school, it may be confiscated and returned to a parent or carer at the end of the day.

We thank you for your support in reminding children to bring only what they need for learning each day.

S

School Council

The School Council governs school policy and financial policy. The School Council consists of 15 members, 10 elected non-Department members and 5 elected Department members. The School Council generally meets on the third Tuesday of the month at 6.00 pm in the staffroom. An Annual Reporting Meeting night is held each year. The first meeting of each year incorporates elections for half of the council. Councillors are elected for a 2-year term. School council meetings are held at least 8 times a year.

School Crossing

Our school crossing supervisor is provided by the local council under very strict guidelines.

The supervisor is on duty from 8.10 am to 9.10 am and from 3.00 pm – 4.00 pm daily. Please remind children to use the crossing properly. Our school crossings are at the Callander Road entrance and Bowmore Road for those who use our back entrance.

School Photos

Professional Photographers are invited to take school photos of the children. All children are photographed, but it is not compulsory to purchase the photos. Payment envelopes are provided to the children for orders. Notification of the school photos date is via the newsletter.

School Structure

The school is divided into 3 levels:

- Foundation/Preps
- Juniors (Grade 1 & 2)
- Seniors (Grades 3 to 6)

School Times

We expect children to be punctual so that learning time is used efficiently. Please help your child to start school on time.

8:57 am	School commencement warning
9:00 am	School commencement/class administration
9:05am-10:05am	Period 1
10:05am-11:05am	Period 2
11:10am-11:40am	Recess
11:40am-12:40pm	Period 3
12:40pm-1:40pm	Period 4
1:50pm-2:30pm	Lunch
2:30pm-3:30pm	Period 5

Special Events

Each year Harrisfield Primary School celebrates various events. These are outlined below:

- ***Leaders Induction***: This is a special Assembly held to induct the new School Captains and School Student Leaders who take on various roles throughout the year.
- ***Junior School Council Induction***: A special Assembly is held to induct the two Junior School Councillors from each year level and present them with their badges.
- ***Anzac Day***: A special Assembly is held for students and parents to celebrate the achievements and memory of the Australian ANZACs
- ***Remembrance Day***: A special Assembly is held to honour the memory of our soldiers who fought to protect our country.
- ***Year 6 Graduation***: This is a Dinner and a Presentation to celebrate the achievements of our outgoing Year 6 students at the end of the year.
- ***Harmony Day:*** Students will participate in activities celebrating many cultures. A whole school dinner is also held after school.

Strategic Plan

This 4-year plan is a commitment by the school council to put into place quality education for all its students. Taking into account Department (DE) policies, the perceived needs of the learning community and the available resources, it provides the framework for ongoing improvement to our school programs. It also indicates the many mechanisms by which we can evaluate those programs and then report to the community on our progress. Copies are always available from the office for your perusal.

Student Leaders

At Harrisfield Primary School, we are proud to provide opportunities for students to develop leadership skills and contribute to our school community.

Grade 6 School Leaders

Each year, Grade 6 students are elected as School Captains and House Captains. These students take on important responsibilities such as:

- Leading school assemblies
- Representing the school at special events
- Assisting with school tours
- Supporting environmental and wellbeing initiatives
- Leading and organising student action teams
- Representing and supporting key curriculum areas

Junior School Council (JSC)

Students from Grades 3 to 6 are represented through our Junior School Council. Each class elects a JSC representative who meets regularly to share student ideas, discuss school improvements, and help plan student-led activities.

SunSmart

Harrisfield Primary is an accredited SunSmart School. Students are expected to wear broad brimmed or legionnaire hats when participating in outdoor activities during allocated periods including school excursions and camps.

https://www.sunsmart.com.au/

Support Agencies

City Of Greater Dandenong	8571 1000
Monash Link Community Health Service	1300 552 509
Monash Link Dental	1300 654 889
Greater Dandenong Community Health Service	9792 8100
City Of Greater Dandenong Family Day Care	8571 1805

Swimming

Our swimming program focuses on building confidence, safety, and enjoyment in and around the water. Students learn essential water safety skills and swimming techniques that help them participate safely in a range of water activities.

Lessons cater for all ability levels from beginners developing basic water confidence to more advanced swimmers refining their skills.

Swimming sessions are held at a local indoor heated pool, where students are supervised by qualified swimming instructors and school staff in small group settings to ensure safety and individual attention.

T

Term Dates

2026

1. Term 1: 27th January (teachers & staff start) to 2nd April
2. Term 2: 20th April to 26th June
3. Term 3: 13th July to 18th September
4. Term 4: 5th October to 18th December

Toilets

Children are encouraged to use the toilets during recess and lunch breaks. If they need to go during lesson times, they go in groups of three for safety reasons. Please inform the school if your child has a medical condition regarding toileting.

Traffic And Parking

Parking areas around Harrisfield are clearly marked and council by-laws officers are often in attendance to ensure that drivers observe parking restrictions. Peak periods pose the most danger, so we ask parents to observe all traffic laws and to drive and park responsibly. Please also obey all parking and clearance times at the school crossings when they are operating.

U

Uniforms

Please refer to Uniform Policy and price list is available on the school website www.harrisfieldps.vic.edu.au or from the office. Details or our uniform supplier are detailed below.

Beleza Uniforms

162 Cheltenham Road

Dandenong 3175

Telephone: 9794 8775

Harrisfield Primary School Uniform

Tops

All tops must feature the Harrisfield Primary School logo

Short Sleeve Polo

Long Sleeve Polo

Windcheater

Hoodie

Fleece Jacket

Fleece Vest

Bomber Jacket

Bomber Jacket
Grade 6 students only

Hats & Hair

Wide brim maroon hats are compulsory from week 4 of term 3 to April 30th

Bucket Hat

Head Scarves /Turbans must be black, white, or maroon

Hair must be neat, tidy and uncoloured.

Hair accessories must be black, white, or maroon.

Hair which touches the collar must be tied back.

Summer Dress

Red Gingham Summer Dress

Bottoms

All pants must be plain black with no stripes, logos or branding.

Shorts
(not bike shorts)

School Pants
(cotton drill)

For religious reasons only black leggings may be worn under a summer dress.

Skort/Culottes
(not tennis or netball skirts)

School Track Pants

Leggings

Other Information

Sensible enclosed toe shoes. Runners recommended.

No dangling earrings.

No bangles or rings (for religious exemptions please see the principal).

No cosmetics. Clear nail polish only.

Watches may be worn but may need to be removed for physical activities. *(no smart watches)*

Uniforms must be:
- clean
- in good repair
- named

For more information, please refer to the full **Student Dress Code Policy** on the school website.

V

Visitors

For the safety of pupils, school policy is that all visitors report to the general office upon entering the school grounds. You will need to fill in the Visitor's Book upon arrival and leaving. This is located on the front desk. The office staff will issue a visitor badge.

On departure, please return badge to front office and sign out.

W

Weather Conditions

School continues as normal in most types of weather.

On rainy or cold days, if the weather is too wet or chilly, children are supervised indoors in their classrooms during recess and lunchtime. When there's a break in the weather, we encourage students to go outside for some fresh air and play. Please make sure your child brings a waterproof coat or warm jacket for these days.

On hot days, students are encouraged to play in shaded areas and drink plenty of water. Staff remind children to stay cool and protected. A wide-brimmed hat is required during Terms 1 and 4 as part of our SunSmart policy. On extremely hot days children are supervised indoors.

Wellbeing

Our Wellbeing team consists of our Disability Inclusion Leader, Mental Health and Wellbeing Leader (MHWL), Wellbeing Officer, Speech Pathologist and Occupational Therapist. If you would like to contact any of these people, please call the office to make an appointment.

Working With Children Check (WWCC)

The Department of Justice require parents wishing to volunteer at school, help out in classrooms or attend excursions to have a current Working with Children Check. Applications are available at Australia Post outlets, or you can also apply online at www.**workingwithchildren**.vic.gov.au

Y

Yard Duty

To help keep all students safe, the teacher on yard duty wears a fluoro vest and carries a backpack with basic first aid supplies. This makes it easy for children to identify the teacher on duty and ensures that minor injuries, such as cuts or grazes, can be treated immediately.

There are two teachers on duty before school, at recess, and at lunchtime.

Please note that staff supervision begins at 8.45 am and ends at 3.45 pm. Students should not arrive at school before or remain after these times unless attending an approved supervised activity.