



# Hillcrest Primary School

Early Childhood Centre  
Parent Handbook 2021



**HILLCREST  
PRIMARY  
SCHOOL**

Future-focused Learning



Welcome to the Hillcrest Primary School Early Childhood Centre. We look forward to getting to know you, and your child, as you join our school community.

If you have already been a member of our school in the past, we look forward to continuing our friendship and hope that all parents, carers and children alike enjoy a fantastic year together with us.

This Parent Handbook has been designed to provide you with all the information you require about our school, its operation and the many opportunities that are available for your child.



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## School Contacts

<b>Address</b>	2 Bay View Street Bayswater WA 6053
<b>Telephone</b>	9238 1000
<b>E-mail</b>	<a href="mailto:Hillcrest.PS@education.wa.edu.au">Hillcrest.PS@education.wa.edu.au</a>
<b>Website</b>	<a href="http://www.hillcrestps.wa.edu.au">http://www.hillcrestps.wa.edu.au</a>
<b>Facebook</b>	Hillcrest Primary School #schoolonthehill #schoolofchoice
<b>Instagram</b>	Hillcrest.PS

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<b>Principal</b>	Liz Ford <a href="mailto:Elizabeth.Ford@education.wa.edu.au">Elizabeth.Ford@education.wa.edu.au</a>
<b>Associate Principals</b>	Jacqui Phillips <a href="mailto:Jacqui.Phillips@education.wa.edu.au">Jacqui.Phillips@education.wa.edu.au</a> Adam Mosconi <a href="mailto:Adam.Mosconi@education.wa.edu.au">Adam.Mosconi@education.wa.edu.au</a>
<b>Manager Corporate Services</b>	Lyn Mohr <a href="mailto:Lynda.Mohr@education.wa.edu.au">Lynda.Mohr@education.wa.edu.au</a>
<b>School Officer</b>	Tania McKenzie (Mon-Fri) <a href="mailto:Tania.McKenzie@education.wa.edu.au">Tania.McKenzie@education.wa.edu.au</a>



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## 2021 School Year Dates

### Semester 1

Term 1	Monday 1 February – Thursday 1 April
Vacation	Friday 2 April - Sunday 18 April
Term 2	Monday 19 April - Friday 2 July
Vacation	Saturday 3 July - Sunday 18 July

### Semester 2

Term 3	Monday 19 July - Friday 24 September
Vacation	Saturday 25 September - Sunday 10 October
Term 4	Monday 11 October - Thursday 16 December



### School Development Days (Students do not attend)

Term 1	Thursday 28 January, Friday 29 January
Term 2	Tuesday 8 June
Term 3	Monday 16 August
Term 4	Friday 12 November Friday 17 December

### Public Holidays

Term 1	Monday 1 March	Labour Day
	Friday 2 April	Good Friday
Term 2	Monday 26 April	ANZAC Day
	Monday 7 June	Western Australia Day

## Hours of Attendance

**Early Childhood 8.40am – 2.50pm**

*Recess 10.30am – 11.00am*

*Lunch 12.15pm – 1.15pm*

**Years 1-6 8.50am – 3.00pm**

*Recess 10.30am – 10.50am*

*Lunch 12.30pm – 1.10pm*

Once your child has been enrolled, attendance at school is compulsory. The Department of Education does not approve the taking of leave during term. Family trips should be organised wholly within published holidays. Permission must be requested from the Principal for any exemption of this ruling to be considered.

## School Board

### MEMBERS OF COUNCIL

#### President

Veronica Holyoak

#### Vice President

Dan Bull

#### Councillors

Liz Ford

Narelle Collins

Adam Mosconi

Emily Costley

Kate Bird

Clinton Edwards

Alison Hall

Jessica Bucknall

Sereena Garbett

Bronwyn Wallis

The School Board is strongly represented by active and informed community members who effectively guide and promote decision making.

If you are interested in joining the School Board or P&C, keep your eyes on Facebook and Compass for details. All School Board members and P&C exec members are granted exclusive access to the staff carpark for their commitment and time spent in improving the school.

## Parents & Citizens Association

### MEMBERS OF P&C

#### President

Graham Hall

#### Vice President

Georgina Ker

#### Secretary

Dagmara Kennedy

#### Treasurer

Michelle Fleming

#### Uniform Shop Coordinator

Tanya Arnold

#### Canteen Manager

Melissa Emanuele

#### School Banking

Mandy King



Parents are extensively involved, supporting Hillcrest financially through operation of the canteen, uniform shop and many exciting and well organised fundraising events.

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### School Vision

Hillcrest Primary School, together with our wider community creates a positive learning environment where diversity is celebrated, excellence is encouraged and all students strive to reach their academic, social, physical and creative potential.

### School Motto

Wargado: To seek



### History of the School

Hillcrest Primary School, together with the wider community, creates a positive learning environment where diversity is celebrated, excellence is encouraged and all children strive to reach their academic, social, physical and creative potential.

Hillcrest Primary School was founded in 1950 and is prominently situated on the crest of a hill overlooking the City of Bayswater. Tracing its history to before establishment the local Wadjuk people used the distinctive bush setting and sweeping views as a gathering place to share food and impart the wisdom and knowledge of crafting tools, spears and cooking implements. This relationship with Noongar Land is recognised in the naming of several key buildings. The most notable is our Administration, opened in 2016, which is proudly inscribed with the words 'Malya-Ba Mia' signifying our 'Place of Learning'.

Our learning community currently has four hundred and fifteen students, which is growing steadily. Experienced, caring and dedicated staff work closely with parents as essential partners in creating a learning environment that encourages students to realise their full educational, social, physical and creative potential.

Continuous improvement of curriculum delivery is supported through collaboration within Phase of Development (POD) and Year Level teams. Working closely together, staff are supported by educational experts and specialist teachers providing quality instruction. In addition, a team of highly qualified support staff provide greater assistance with differentiating the curriculum for students.

The Learning Intervention Focus Team or LIFT assists teachers with identification and support of students requiring curriculum divergence and enrichment. Comprising members of the school leadership team as well as School Psychologist, Learning Support Coordinator, Aboriginal and Islander Education Officer and Chaplain meet fortnightly to prioritise assistance and allocate resources.

Community partnerships with a substantial number of local businesses and personalities generously enhance the success of school and extra curricula programs. These include our Sustainability initiatives, Breakfast Club, Before After and Vacation School Care, Music Extension, Health and Fitness Groups as well as a collection of After School Community Sports.

# Hillcrest Business Plan 2021 - 2024: Our School

## Our vision: Hillcrest empowers future-focused learners



### Our students

Our school will...

- Use evidence based practice to select appropriate whole school programs
- Seek innovative learning practice to support individual learning styles
- Celebrate every child's individuality and identity
- Promote Active Citizenship to instil a sense of responsibility and accountability, giving a sense of purpose and to foster natural curiosity
- Use data driven practice to foster year on year growth
- Create learning environments that promote resilience, optimism, confidence and self-efficacy
- Build STEM skills across the curriculum

### Our staff

Our school will...

- Develop potential leaders
- Maintain high levels of collaboration
- Grow professional skills in leaders
- Lead improvement through professional learning
- Maintain accountability to build trust
- Build relationships with students and community, as custodians of the culture of the school
- Provide a supportive environment that values all stakeholders
- Increase capacity and confidence in the use of ICT



### Our community

Our school will...

- Create active and engaging partnerships
- Promote greater community values
- Encourage participation in the school at whole school events, in the classroom and at an individual level
- Create an Education Hub with community workshops
- Invite the community to be visible at school
- Encourage the community to support the school

### Our environment

Our school will...

- Create a circular economy through sustainable initiatives
- Respect and connect with the environment
- Respect local culture and history
- Optimise the tools and conditions for learning
- Teach and value sustainability practices throughout the school
- Support mental wellness and resilience

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## The Curriculum

At Hillcrest Primary School, we teach the Western Australian Curriculum which is for all students Kindergarten to Year Ten. It sets out the curriculum, guiding Principles for Teaching, Learning and Assessment and support for teachers in their assessment and reporting of student achievement.

The Western Australian Curriculum provides a coherent and comprehensive set of content and achievement standards which Hillcrest Primary School staff use to plan student learning programs, assess student progress and report to parents.

The Western Australian Curriculum uses the Australian Curriculum, Assessment and Reporting Authority (ACARA) documents. This covers the eight learning areas of English, Maths, Science, History and Social Science, The Arts, Technologies, Health and Physical Education, and Languages. This sits alongside the cross-curriculum priorities of Indigenous Culture, Asia and Australia's Engagement with Asia, and Sustainability. All of this is underpinned by skills known as General Capabilities. (Literacy, Numeracy, Information and Communication Technology, Critical and Creative Thinking, Personal and Social Capability, Ethical Understanding and Intercultural Understanding) Students are equipped to learn skills that should help them with future understandings.

### **Our Beliefs about Teaching and Learning**

At Hillcrest, we believe students learn best when staff and parents work together to support them in their learning. Students are stimulated, supported, encouraged, included, welcomed, happy, valued and engaged at Hillcrest. We tailor the curriculum to suit the needs of all students, and provide a safe and inclusive learning environment. Our open communication with parents means that we can work as partners in the education of all students. After all, it takes a village to raise a child!

### **Assessment and Reporting**

Hillcrest Primary School is committed to providing high quality educational programs for its students. Assessment, monitoring and reporting are integral to the achievement of high learning outcomes and form part of the interacting processes of teaching and learning. Our goal is to provide useful and timely feedback to students, parents and teachers. Students are issued with digital reports via email twice a year.



## Information, Communication and Digital Technology

Hillcrest Primary School students use a range of information communication technologies to access the curriculum. We have banks of iPads in use across all Phases of Development to complement student learning. Our classes are equipped with interactive whiteboards. The Digital Technologies curriculum is taught with up to date, motivating resources.

The use of technology has the capacity to enhance learning and teaching methods. Society is changing rapidly in its demands, and the students of today learn to handle information and communicate using new technologies. Lifelong learning has become a necessity in order to meet the challenges of the future. Students will develop skills including the ability to find and use information and technology, and to approach learning in a manner that is both receptive and critical and apply problem solving skills.

We primarily use online platforms as our communication to parents. Compass is our school based app that is regularly updated with information, notes and events. Facebook and Instagram also used for staff and student updates and good news stories. The sign on Coode Street keeps the public updated of events.

## Inclusivity

Hillcrest Primary School ensures the needs of both students at educational risk and, talented and gifted students are recognised and addressed. Students are identified as being at risk if they have not attained major learning outcomes or are working at a level significantly lower than expected or are not engaged in their schooling.

If identified as being at risk, class based intervention programs are implemented to meet the needs of the student. Parents of students identified at risk are encouraged to attend regular case conferences. If you have concerns about the progress of your child, please contact the class teacher or an Associate Principal.



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## Absences, Accidents and Illnesses



At Hillcrest we have an Every Student, Every Day policy. Students are required by law to attend school once enrolled. They must present at school each day for the duration of the school day.

### Procedure in Case of Absence

On the day of the absence, the parent or carer is requested to submit the absence on Compass, telephone or email the school or teacher to report their child's absence and the reason for it. If there is an unexplained absence, you will receive a text message at 11:30 with prompts on how to reply. Alternatively, a note can be given to the teacher on child's return. Planned absences (eg holidays) of three days or more must be submitted, in writing, to the Principal for approval. We ask that all students that are sick be kept at home, to reduce the risk of passing on sickness.

### Arrival and Departure

The following guidelines are to help protect your child and assist in the smooth running of the classroom.

- A Parent, carer or other responsible adult must bring and collect your child from the Early Childhood Centre.
- Arrive on time as Literacy and Numeracy programs commence first thing in the morning.
- Remain with your child until the classroom door opens at 8:30am. It is important that parents or guardians supervise children until school begins.
- If there are any changes in arrangements in who is picking up your child, please let the teacher know.
- Inform the teacher and the school office of any custody or access restrictions concerning your child. All family information is kept in the strictest confidence.

### Emergency Contact Details

If your child is unwell or is involved in an accident at school, it may be necessary to send them home or to a doctor. It is therefore very important that the school has your emergency contact numbers and that these are kept up to date.

### Administering Medication

If your child needs medication you will need to fill out an authorisation form before school staff can administer it. These forms are available from the office.

*Please note the Infectious Diseases information at the back of this handbook.*

### Food Allergies

Hillcrest Primary School is a nut free school. Please be mindful that some children may have food allergies. To reduce possible allergic reactions we ask that children refrain from bringing any foods to school that contain nuts. This includes: Nutella, peanut butter, some chocolate spreads or other foods containing nut pieces (eg muesli bars).

### **Nurse and Dental Services**

During the year, your child may be seen by the school health nurse and the dental clinic. The school nurse will come to the school to assess your child's growth, development and general health. The nurse can also refer your child to other support services such as speech therapy if required. Parents will be notified via Compass when the nurse is scheduled to visit, and must complete the permission slip.

From Pre-Primary, children can have a dental check up and receive dental treatment at the clinic situated at Hillcrest Primary School. Both of these services are free but parents must complete the necessary forms first.

### **Head Lice**

If you notice your child has head lice, please keep them at home until they have been treated and the eggs removed. We would appreciate it if you could let the school know so we can pass on to other parents to check their child's hair.

### **Late Arrivals and Early Departures**

All late arrivals must go through the front office for a late pass. To pick your child up early, please sign them out at the front office, where you will be given a pink slip for the teacher. Please keep these to a minimum.

**Just a little bit late doesn't seem much but.....**

<b>He/ She is only missing just.....</b>	<b>That equals.....</b>	<b>Which is.....</b>	<b>And over 13 years of schooling that's...</b>
<b>10 minutes a day</b>	<b>50 minutes a week</b>	<b>Nearly 1.5 weeks a year</b>	<b>Nearly half a year</b>
<b>20 minutes a day</b>	<b>1 hour 40 minutes a week</b>	<b>Over 2.5 weeks a year</b>	<b>Nearly one year</b>
<b>30 minutes a day</b>	<b>Half a day a week</b>	<b>4 weeks per year</b>	<b>Nearly 1.5 years</b>
<b>1 hour per day</b>	<b>One day a week</b>	<b>8 weeks per year</b>	<b>Over 2.5 years</b>
<b>Did you know that your child's best learning time is at the start of the school day? That's when every minute counts the most!</b>			

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## What to bring to Kindergarten & Pre-Primary each day

- ✓ A roomy bag or backpack (Hillcrest Backpacks are available at the Uniform Shop, but a smaller one might be a better option in Kindy)
- ✓ A school hat
- ✓ Pre-cut piece of fruit in a container or plastic bag for recess
- ✓ A drink bottle with WATER only
- ✓ A packed lunch. Please do not send lollies or chocolates
- ✓ Spare underpants and clothes in case of accidents, to be kept in your child's bag



Please make sure all items are clearly marked with your child's name, to minimise losses.

### Toys and Special Belongings

We ask that children leave their toys and special belongings at home as it is easy for these things to become lost or get broken in the school environment.

## School Uniform

School policy states all students must wear school uniform. A uniform helps the students to create a sense of identity and promote a positive image of the school.

Hillcrest uniform is a red school polo, black shorts, pants, skirts or skirt and a red school jacket. Hillcrest hats are required for outdoor play, and sensible, enclosed shoes are also recommended. (You child will take their shoes off, so shoes with Velcro are a good idea).

Uniform items are available for purchase from the uniform shop on a designated afternoon or by completing an order form which is available from the school office. The Parents and Citizen's Association organise uniform purchases and sales to assist parents. Prices are kept to a minimum. The Uniform Shop is open on the first Friday of every month.



## Full hat, Full Sun Policy

All Hillcrest, students are required to wear their hats to participate in activities in the outdoors. We encourage you to apply sunscreen to your child before school each day. Parents may send sunscreen in their child's bag. Teachers can remind them at recess or lunch to apply their sunscreen, but we recommend you use a long lasting sunscreen that lasts all day.



## Settling Your Child

It is quite normal for both the child and the parents to be anxious about starting a new life experience. If your child is unhappy or frightened about starting their Early Childhood Education, here are some hints to help:



If you have a positive attitude and look forward to the first day of school, your child will probably do the same.

It is important to say goodbye to your child before leaving. Sneaking away in fear of upsetting your child, may increase their feelings of insecurity.

If you are feeling anxious after leaving your child you are welcome to phone later in the morning to check that they have settled.

At any time if you need to talk about your child and how they are settling in please just ask the teacher.

## Parent Involvement

### Rostered Help

You can be involved in the school by being on parent roster. When on roster you help out in the morning from approximately 8.40am – 10.30am with a variety of different tasks, including such things as helping with activities or perhaps playing a game with a small group of children. We really value parental involvement so please write your name on the roster displayed. Grandparents, aunts, uncles and significant others in your child's life are also welcome to be on roster.

### Other Involvement

We invite your participation in the school but recognise that not everyone can be available during weekdays. You can still be involved as we often need parent help with such things as repairing toys, covering books, mending, sewing or helping out on weekends with busy bees. There are many ways you can help, so talk to the teacher if you would like to be involved.

You may also wish to become a member of the school's Parents and Citizens Association which assists with fundraising. The P&C meets in weeks Three and Seven each term in the Staff Room on Wednesday at 7pm.

## Parking

Please be aware that there are parking restrictions around the school at pick up and drop off times. This is for the safety of students. Failure to comply with the rules could result in a fine from the City of Bayswater. We are unable to assist when fines are issued. The Kiss and Drive is strictly out of bounds for parking, as traffic is held up. Please see the brochure for further information on how to ensure you follow the City regulations.

## Teacher Planning and Preparation time

At times the classroom teacher will be out of the class and replaced by another specialist teacher. This 'duties other than teaching' or D.O.T.T. time is used for planning, preparation and assessment of the program. This time can also be used to meet with parents when needed.

## Writing Style

The style of writing that we use at Hillcrest Primary School is called "Victorian Modern Cursive". We have included a copy of this style. You can help your child at home if you wish. At the commencement of the Early Childhood program, your child needs to be able to write their name, but if they can't we will work with you to achieve this.

Capitals are used for the start of names only (e.g. Peter not PETER). We also focus on teaching letter sounds (e.g. a – apple) before the letter names.

### Victorian Modern Cursive

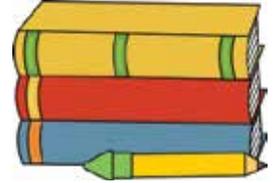
Aa Bb Cc Dd Ee Ff  
 Gg Hh Ii Jj Kk Ll  
 Mm Nn Oo Pp Qq Rr  
 Ss Tt Uu Vv Ww Xx  
 Yy Zz



## Excursions and Incursions

Your child may be involved in various school excursions and incursions throughout the year. Details will be sent home as these occur, with pricing information. We ask that you return permission slips and money promptly.

## Library



Every student in the school has access to the library. Books may be borrowed and taken home for you to enjoy with your child. Please return the books in the condition that you received them, and in the unlikely event of damage to a book, please speak to librarian to see if payment is necessary.

## Birthdays

Hillcrest Primary School encourages healthy eating. We ask that you do not send in cakes or sugary treats for your child's birthday, and save these for home and parties. The canteen offers birthday platters of fruit or healthy pizza, or perhaps you could send in a non-food item instead (eg a pencil) for them.

## Sustainability

At Hillcrest, we embrace lots of sustainable initiatives. We recycle phones, batteries and teach the students how to recycle. We have bokashi bins, worm farms and compost bins. We have developed vegetable patches throughout the school, and the canteen is an eco canteen. We are a Waterwise school and encourage sensible use of resources. If you would like to know more about our sustainable initiatives, or are able to help, come and have a chat with our Sustainability teacher.



14.

## Positive Behaviour

At Hillcrest, you will commonly hear the phrase, “You are a Hillcrest STARR!” Our whole school behaviour management system reinforces appropriate behaviour using a behaviour matrix. The letters of STARR stand for Safety, Teamwork, Achievement, Respect and Responsibility.

We believe that for children to know how to behave correctly, they need to be taught how to. Our weekly focus is taught to all students and they participate in activities to consolidate this.

Students are recognised with an explanation of which behaviour they have demonstrated correctly and provided with a stamp on their STARR card. Special recognition occurs for every 100 and 200 club member.

The Positive Behaviour Program provides the platform to support the students’ development and empowers them to take responsibility for their own behaviour and engagement. Through co-operation and participation we create an environment in which children acquire the skills to prepare them for future endeavours.



**Hillcrest Primary School**

Are you a Hillcrest STARR? 

<b>S</b> <sub>AFETY</sub>	<b>T</b> <sub>EAMWORK</sub>	<b>A</b> <sub>CHIEVEMENT</sub>	<b>R</b> <sub>ESPECT</sub>	<b>R</b> <sub>ESPONSIBILITY</sub>
WALK inside, around corners, on verandahs and through breezeways Wear FULL HATS outside Follow traffic rules at ALL TIMES ARRIVE at school between 8.30 - 8.50am Use toilet and drink fountains APPROPRIATELY SIT down to eat All RUBBISH goes in the bin CLIMB on climbing equipment only Keep FOUR LEGS of your chair on the floor	WORK TOGETHER to achieve a goal Use KIND WORDS and actions ACCEPT umpire's decision Wear correct uniform with PRIDE	LISTEN to instructions Allow others to LEARN Finish all set tasks to the BEST of your ability. Be PUNCTUAL, prepared and ready to learn Be focused and ATTENTIVE ASK for help when you need it	COMMUNICATE with mutual respect Follow instructions PROMPTLY TREAT all school and personal property with care. CARE for the environment Use MANNERS at all times. Hands, feet and objects are kept to YOURSELF Keep classrooms TIDY	Move quietly around the school during INSTRUCTION TIME Line up and enter classrooms QUIETLY Use technology APPROPRIATELY

## Infectious Diseases

For your information, the following are exclusion periods for common infectious diseases.

### Condition

Chicken pox  
*Conjunctivitis*

Diarrhoea  
*Hand, Foot and Mouth disease*  
 Hepatitis A

*Herpes simplex "Cold Sores"*

Impetigo  
 (school sores)

*Measles*  
 Meningococcal infection

*Molluscum contagiosum*  
 Mumps

*Parvovirus (B19 erythema infectiosus, fifth disease)*  
 Ringworm, scabies, pediculosis (lice)

*Rubella (German measles)*  
 Streptococcal infection (including scarlet fever)  
*Whooping cough*

Worms (intestinal)

### Exclusion

Exclude until all vesicles have crusted.  
*Exclude until discharge from eyes has ceased.*

Exclude until diarrhoea has ceased.  
*Exclude until vesicles have crusted*

Exclude until 14 days after onset of illness or 7 days after jaundice appears.  
*Young children unable to comply with good oral hygiene practices should be excluded if lesions are uncovered and weeping.*

Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing.  
*Exclude for 4 days after the onset of rash.*

Exclude until treatment has been completed.  
*Do not exclude.*

Exclude for 9 days after onset of symptoms.  
*Exclusion not necessary.*

Exclude for 24 hours after treatment has commenced.  
*Exclude for 4 days after onset of rash.*

Exclude for 24 hours after antibiotic treatment has commenced.  
*Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.*

Exclude until diarrhoea has ceased.

## Conclusion

If you have any questions or queries throughout the year, please come and see us. We look forward to working with you to provide an engaging, supportive and caring environment in which your child can learn and grow.

