



*Resilience - Excellence  
Compassion*

# *Halls Gap Primary School Information Booklet*

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## **Introduction**

The Staff, School Council and Parents of Halls Gap Primary School extend a warm welcome to you and your child/ren as members of our school community.

We trust that your child's stay at Halls Gap will be happy and successful and that your involvement with our school community will be enjoyable and rewarding. We hope that, as parents sharing the education of your child, you will actively support our activities and functions.

We look forward to working together to provide the best possible educational opportunities for the students attending Halls Gap Primary School, catering for their considerable range of talents and abilities.

This booklet has been prepared to provide information about the school and its programs for parents and students. Please read it and keep it handy for future reference. If you have any questions or would like further information about any school activity, please ask the Principal or staff at the school

Our school recognises that the best educational opportunities are provided when a positive relationship exists between school and home. We look forward to working with you to develop exemplary programs for your child.

## **Term Dates 2023 – 2026**

### 2023

Term 1: 27<sup>th</sup> January (school teachers start) to 6<sup>th</sup> April

Term 2: 24<sup>th</sup> April to 23<sup>rd</sup> June

Term 3: 10<sup>th</sup> July to 15 September

Term 4: 2<sup>nd</sup> October to 20<sup>th</sup> December

### 2024

Term 1: 29<sup>th</sup> January (school teachers start) to 28<sup>th</sup> March

Term 2: 15<sup>th</sup> April to 28<sup>th</sup> June

Term 3: 15<sup>th</sup> July to 20<sup>th</sup> September

Term 4: 7<sup>th</sup> October to 20<sup>th</sup> December

### 2025

Term 1: 28<sup>th</sup> January (school teachers start) to 4<sup>th</sup> April

Term 2: 22<sup>nd</sup> April to 4<sup>th</sup> July

Term 3: 21<sup>th</sup> July to 19<sup>th</sup> September

Term 4: 6<sup>th</sup> October to 19<sup>th</sup> December

### 2026

Term 1: 27<sup>th</sup> January (school teachers start) to 2<sup>nd</sup> April

Term 2: 20<sup>th</sup> April to 26<sup>th</sup> June

Term 3: 13<sup>th</sup> July to 18<sup>th</sup> September

Term 4: 5<sup>th</sup> October to 18<sup>th</sup> December

## 1. *Our Vision*

Halls Gap Primary School seeks to engage, motivate, and equip all students with the capacity to manage themselves, their relationships with others, to understand and act effectively in the world, and to prepare students with the skills to strive for success in education, work, and life. Our values of Excellence, Resilience and Compassion are taught and communicated through our teaching and learning programs supported by the embedding of the School Wide Positive Behaviour program. Halls Gap Primary School's vision is to create an environment whereby our students can reach their full potential intellectually, creatively, physically and socially.

### **School Profile**

Halls Gap Primary School is located in a picturesque setting adjoining the Grampians National Park. The school serves the local community with many of the school families involved in tourism, retail and Parks Victoria.

Halls Gap PS strives to equip students with capacities to manage themselves and their relations with others, to understand and act effectively in the world, and to prepare them for success in education, work and life.

Three core interrelated strands encompass all areas of learning which form the bases for planning and programming at Halls Gap Primary School.

- Physical and Personal Learning – Health and Physical Education, Personal Learning, Interpersonal Learning, Civics and Citizenship.
- Discipline Based Learning – The Arts, English, Languages Other Than English, Humanities (Geography, History and Economics), Mathematics and Science.
- Interdisciplinary Learning – Communication, Design, Creativity and Technology, Information and Communications Technology and Thinking,

Early Years Programming and catering for individual learning needs are strong features across the school. Multi-age groupings operate in all curriculum areas from Prep to Grade 6.

The school broadens its curriculum options by utilising the services of the Mobile Area Resource Centre based in Great Western. Strategies used to enhance children's learning include cross-age tutoring, buddy system, multi age groupings and one on one intervention. Additional programs that assist in the all-round development of the child, including Junior School Council, Swimming Program (survival and competition), Athletics, cluster school activities, bike education, Zone sporting opportunities, extensive transition activities, camps, excursions and incursions, and school concert.

The school enjoys the added benefits associated with being nestled within the Grampians National Park. The school grounds provide both large open spaces for play and activities while maintaining the feel of being very much within a rich, natural environment. The school nature reserve provides an added dimension for activities and programs.

Halls Gap Primary School is a member of the Grampians Cluster (Halls Gap, Great Western and Concongella). The cluster schools enjoy shared group days, cultural activities, sporting opportunities, camps, transition and networking opportunities.

### **Our values of Excellence, Compassion and Resilience encourage students to:**

Excellence – strive to be the best that we can be

Compassion – give care and consideration towards others

Resilience – show strength of character and a positive outlook

### **School expectations include:**

- Inclusive teaching practices
- Accessible educational provision for all students
- Parent/carer partnerships and liaison
- Community partnerships which engage families and the community in ways that support student achievement and success

- Provision of appropriate student services
- Development and provision of appropriate, relevant, and challenging curriculum that gives students the opportunity to experience success in their learning.

## Democratic Principles

The programs and teaching at Halls Gap Primary School support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Annual Report to the Community – available on the school's website

## 2. *School Times*

The school day is divided into three sessions:

### SESSION 1

Commences at 9:00 am and ends at morning recess at 11:00 am

### SESSION 2

Commences at 11:30 am and ends at lunch time at 1:00 pm

The school has supervised eating time in classrooms from 1:00pm to 1:10pm

### SESSION 3

Commences at 1:45 pm and ends at 3.15 pm, the end of the school day.

## 3. *Assembly*

Assemblies are held fortnightly on Monday afternoons at 2:45pm. These are held under the shade sail, in front of the flags unless the weather is wet and/or cold, in which case they will be held in the gym. Our senior students run the assembly with class presentations rotating through the term. Values awards are presented by each teacher to class members who have been exhibiting positive behaviours and a new value is introduced. Announcements of general school house-keeping and upcoming events are made, and school achievements and activities are celebrated. All family members are welcome to attend.

## 4. *Student Engagement*

### Definition

Student engagement can be defined as three interrelated components: behavioural, emotional and cognitive.

- **Behavioural engagement** refers to students' participation in education, including the academic, social and extracurricular activities of the school.
- **Emotional engagement** encompasses students' emotional reactions in the classroom and within the school, and measures students' sense of belonging or connectedness to school.
- **Cognitive engagement** relates to students' investment in learning and their intrinsic and self-motivation.

### Rationale

The Department of Education and Early Childhood Development (DET) is committed to providing safe, secure and high-quality learning and development opportunities for every student in all Victorian schools. Students can only reach their full educational potential when they are happy, healthy and safe, and when there is a positive school culture that is fair and respectful to engage and support their learning.

## 5. Curriculum Provision

Halls Gap Primary School provides a diverse curriculum in a rural school environment that enables personal attention for individual students in small classes. Halls Gap Primary is proud of its programs that are delivered in a safe, caring and supportive environment by a small team of dedicated teachers, parents and friends of the school.

Halls Gap Primary School is heavily committed to the implementation of successful programs in English and Mathematics. All classrooms participate in daily two-hour literacy sessions, during which they are immersed in stimulating reading, writing, speaking and listening activities. Prep, Year One and Year Two students are taught early literacy skills through Speech Sound Pics (SSP), a speech to print approach to teaching the reading and spelling of words. In the upper year levels, a combination of Soundwaves spelling and grammar strategies is used to compliment the Victorian English Curriculum. The V.C.O.P writing program is embedded to establish genre-specific writing features and the four core elements of Vocabulary, Connectives, Openers and Punctuation. 60- or 90-minute lessons in numeracy skills follow recess in all classrooms. Teachers use explicit teaching strategies, hands on learning, iMaths and Mathletics regularly within their programming.

Throughout the year, students are taught Victorian Curriculum levelled topics within the subject areas of History, Science and Geography. As well as learning new facts and information, these subjects provide excellent opportunities for students to learn research and presentation skills, and share and make connections to prior knowledge and learning.

### MARC Library

The Mobile Area Resource Centre library is an important resource centre for children and teachers. Children are encouraged to borrow books regularly. This service comes to our school every second Thursday. As well as providing a borrowing service, the MARC librarian provides a library skills development program and literary appreciation sessions for all students. Please remind your child or children to change their books regularly. Please help us to avoid overdue books by checking the return dates with your children.

### Learning Technologies

Learning Technologies is an important part of programming at Halls Gap Primary and is used to enhance learning across all curriculum areas. Teachers are committed to incorporating technology into a rich learning environment. Children in Prep to Year 3 have access to iPads and laptops in their classroom. We run a Bring Your Own Device (BYOD) program for students in Years 4 to 6. At the end of Year 3, information is provided to assist families make an informed choice of suitable device for use at home and in the classroom. All facilities have Wi-Fi connection. Programs are used to research information, solve problems and present work creatively, as well as the use of online assessment programs and targeted literacy and numeracy Apps for practice and consolidation of learned topics. All classrooms are installed with a Smartboard or interactive television, used for whole class instruction.

### Health and Physical Education

Physical Education and sport are highly valued curriculum areas at Halls Gap Primary. The Physical Education program comprises of a fortnightly, 90-minute PE specialist program where the students are explicitly instructed in a range of physical skills across a range of sports. They participate in weekly outdoor games and activities during teacher rotations and have the opportunity to join lunch time and after school sessions such as Circus skills and Acro-balance, and Soccer.

The Physical Education program is complemented by opportunities to compete against students from other schools in our annual athletic sports, swimming carnival and cross-country run. They are encouraged to participate at local, divisional, regional, and state levels of competition.

In addition, we regularly apply for grants through Sporting Schools Victoria enabling qualified instructors to visit and deliver quality instruction, or teachers to specifically designed programs. In Term One each year, all students participate in an eight-day swimming program. We have recently engaged golf and football sessions. Parental permission is required for children to participate.

### Languages Other Than English - Chinese

All students have the positive experience of learning a second language at Halls Gap Primary. They participate in weekly, one hour LOTE sessions with focus on spoken and written Chinese language and cultural studies.

### Homework -

#### Whole-school Home Reading Program:

In keeping with our commitment to home-school partnerships, the staff of Halls Gap Primary School places a great deal of emphasis on our home-reading program. Staff are happy to assist parents with home reading guidance and strategies if required. Through co-operation between parents, students and teachers, and with REGULAR reading practice, children are able to develop and progress their reading skills.

## **Classroom Program:**

Homework, other than home-reading and phonics, is not generally set for students in the earlier years of schooling. For children in Year 3 to 6, tasks may be set of a formal or informal nature and may include written work, proof reading of written work, word study activities, shared reading, completion of work set in class, research projects, mental math, online Mathematics practice, puzzles or problem solving. This will vary from year to year.

Rather than being an onerous or unpleasant activity, homework is designed to be an opportunity for parents to work with their children. When homework is set, we appreciate parent support to see that it is completed satisfactorily. If you have any concerns in this area it should be discussed with the child's class teacher.

## **6. Learning Support**

Halls Gap is an inclusive school that caters for students with additional physical, learning or social-emotional needs. Additional support can be offered through a 1:1 tutoring program or in class support in consultation with the classroom teacher.

### **Program for Students with Disabilities (PSD)**

If a child requires specific funding through the Program for Students with Disabilities (PSD) the process will commence in consultation with parents/carers. The collection and preparation of documents is quite involved and can take some time to be processed. Parents seeking to enroll a student who has additional needs should make an appointment with the Principal. We aim to achieve smooth transitions into Halls Gap Primary School and provide the best outcomes for children in a timely manner.

## **7. Excursions and Cultural Activities and Camps**

Our curriculum program is enhanced through the engagement of cultural performances, special visitors, excursions and camps. Our aim is to develop students' understandings of their environment, the wider community and varied cultures, while encouraging cooperation and independence. Recent school camps have been to Melbourne, Sovereign Hill, Ballarat and Cape Bridgewater and local Grampians venues.

The cost for these activities is often fully covered or subsidised by the school, Market fundraising or Junior School Council. However, on occasions we need to seek additional costs from parents. All excursions will have an information letter to parents and an attached permission form sent out prior to the excursion. These are generated through the school's administration system and should be returned as soon as possible after completion.

Local excursions, within the town (walking only), can include trips to the Cricket oval, Community Garden, park, Botanical Gardens and walking trails, Community Centre, and shops. They are covered by a minor excursions authorisation which needs to be completed at the beginning of each year.

Please note: Children will not be able to participate in an excursion if the required permission note and medical information have not been signed by a parent or guardian prior to the excursion.

## **8. Special Programs and Extension Activities**

### **Student Leadership**

Our Junior Council plays an important role in the school and creates an opportunity for all students to have a say in decision-making. In addition to fostering a sense of belonging and developing the students' leadership and organisational skills, the Junior Council encourages students to care for one another and to be aware of community issues. While most of our senior students become involved in various leadership roles, we do expect that Junior School Council take on various tasks on a regular basis such as organising charity fundraisers, leading small group and whole school activities, buddy initiatives, and role modelling.

Leadership programs (cluster initiatives) are periodically undertaken and might encompass a conference in Horsham, Ballarat or Melbourne or other venues and activities as set by the cluster organisers. More details will be provided when planning is finalised and information released to participating schools.

### **School Buddy Program**

Each year all students are paired with another student who then becomes their buddy for the twelve months. The buddy program fosters positive relations in a caring and supportive environment. The buddy program is vital in developing a strong sense of community and working together.

## **Co-operative Learning**

At Halls Gap Primary we place considerable emphasis on co-operative learning activities and students making real decisions about their own learning. Our programs provide children with opportunities to participate in small group and whole class activities, as well as multi-age level groups during whole school activities.

## **9. Child Safety and Welfare**

Halls Gap Primary follows Child Safety Standards to ensure all students are safe, included, happy and cared for. We have a general school rule that we should not do anything that will cause hurt or worry to ourselves or to others. This helps to keep all students safe and happy. Please discuss this with your child. Our aim is to help children co-operate with others and be responsible for their own behaviour. The school's School Wide Positive Behaviour matrix is available on the school website and will be published in our first Newsletter of the year.

## **10. Communication**

### **The Newsletter**

The Halls Gap Primary School newsletter is an important method of communication with our school community. It is distributed every second Tuesday throughout the school terms via email. If requested, a regular hard copy can be sent home. Copies are available for collection at the office on Tuesday afternoons. We aim to provide as much information in the newsletter as possible. It is important that you check important dates and event details. We welcome parent or community notices to be included need to be at the school by 9am Monday. The newsletter can be received by email, school website and hard copy.

### **XUNO**

The XUNO online communication platform and associated App has been introduced during 2022. It manages a variety of teacher and school-based administration requirements and has a parent portal. Here parents can log absences, message teachers, access documents, access the school calendar and receive school notifications.

We are currently building the capacity of our teachers and community to use this program, progressing towards greater use over the coming year.

A user booklet will be provided to new families. Please contact the school if assistance is needed.

### **Notices**

Despite attempts to include most items of information in the fortnightly newsletter, some other notices will be necessary – notes about excursions and events that occur in between newsletters. These notices and the newsletter will be given to the eldest child in your family attending our school, unless the notice only applies to a particular grade or part of the school. Please check with your child each day to see if any information has been sent home. Help your child to manage notes and newsletters by establishing an expectation that they take the initiative to hand them to an adult when arriving home after the school day. Notes are to be returned to the black *Notes* box which is attached to the counter below the office window.

### **Student Diaries**

All students are provided with a diary which is used for home-school communication with the classroom teacher. It is also used as a daily reading log which is checked daily. It includes information on readers, spelling lists, homework, and general information. Please check with your child what their class routine is and discuss how they will be using the diary throughout the year. This is a communication book for both parents and teachers to use. Check and sign the diary daily.

### **Social Media**

You will find the school's Facebook pages by searching for Halls Gap Primary School and Halls Gap Parents page. We use this for both notifications and publishing photos of activities and excursions.

## **11. School/Home Cooperation and Support**

### **Working together to ensure success**



Teachers at Halls Gap Primary School are keen to involve parents in as many school activities as possible. We believe that it is most important for parents and teachers to work together in the education of all children.

## **At School -**

In strengthening the partnership between home and school, you may like to become involved in some of the following school activities:

- assisting with cooking/art activities
- listening to children read
- word processing children's stories
- helping with working bees, watering, or looking after the garden
- assisting with the Craft Markets held at regular intervals throughout the year (the major fundraising source for the school)

If you would like to volunteer your time for any of the above activities or have an area of expertise that you would like to share, please get in touch with your child's teacher.

## **At home -**

It is vital for your child's positive educational development that they know you are interested in their schoolwork and social relationships. Please actively listen to your child read daily and express your interest in their learning. Encourage them with any homework they have and ask them about the topics they are working on in Writing, Mathematics and Science. Talk to them about their friendships and play.

Please do not hesitate to speak to the teachers or the Principal if you have any concerns about any aspect of your child's school life.

## **Reports & Student/Parent/Teacher Conferences -**

Written reports will be provided to each student in June and December. These give details as to student academic progress, effort, behaviour, and personal and social capabilities. Formal conferences between students, parents and teachers are held twice each year to celebrate classroom work and achievements, discuss future progress plans and address any academic or personal issues. Dates and information about how to schedule a booking will be provided through the Newsletter and an additional note sent home.

Of course, you are not limited to these times to meet with your child's teacher. You are most welcome to discuss any aspect of your child's or children's school life at any time throughout the year. Please contact the relevant teacher to make an appointment.

## **12. Specialist Student Services**

Please contact your child's teacher if you feel he or she need the services of any of the groups listed below:

### **Counselling -**

Psychologists and social workers may be available to work with parents who have children with emotional or social difficulties. They can work with teachers to develop special programs for these children.

### **Health -**

The visiting school nurse can be contacted if you have any medical concerns. Each Foundation child will receive a full medical assessment during their first year at school. A pack will be sent home during Term 1.

### **Speech -**

The services of a speech pathologist may be arranged if you have any worries or concerns in this area.

### **Medical / Dental -**

Free dental services are available at regular intervals. Information and permission forms will be sent home prior to any visits.

## **13. Lunch Orders**

Lunch orders are available on Wednesdays only. A price list for lunch orders will be provided to all families at the beginning of the school year. Copies are available from the school. Lunches are supplied by the Bakery and Coolas Ice Creamery. Lunch orders are to be placed in the lunch bag before class time on Wednesday mornings. This will be available near the kitchen during Breakfast Club. A parent volunteer drops off and collects the orders.

## **14. Eating at School**

Children have the opportunity during the morning classroom session to have a healthy fruit or vegetable snack. Water is freely available at most times during class. At 11am, students eat a recess snack in their own time followed by a play. During Term 1, 2 and 4 children eat lunch together at the picnic tables under teacher supervision. During Term 3 the children eat in their classroom. We have a dedicated eating time from 1:00pm to 1:10pm. While children can heat food in the school microwave, we do ask that noodle cups and foods requiring boiling water are not sent to school – they create a safety problem when children are preparing foods.

## 15. **Parent Contributions/Payments**

Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements.

Families will be issued with a statement at the beginning of the school year, detailing the amount that is spent on necessary curriculum resources for each student. Families can pay this amount as a voluntary contribution. There may be further extra-curricular items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis and notes will be sent home as need arises.

The voluntary contribution can be paid as a lump sum or installments, in agreement with the Business Manager.

## 16. **Camps, Sports & Excursion Fund (CSEF)**

The Victorian Government provide CSEF to assist eligible families to cover the costs of excursions, camps, and sporting activities. If you hold a valid concession card, you may be eligible. Application forms will be sent home at the beginning of the school year. If you have any questions about this please speak to the Business Manager on the available days.

## 17. **Travel Conveyance Allowance**

To be eligible to receive conveyance allowance, a student must:

- be aged between five years (by 30<sup>th</sup> April) and 21 years
- live more than 4.8km by the shortest practicable route from the **nearest** school
- be enrolled at the **nearest** government school
- be 4.8 km or more from nearest bus stop if a bus is being caught to school.

Reimbursement for private car travel to the nearest school is made on the basis of the one-way distance travelled per vehicle and the number of students in that vehicle. Payment is made to the family operating the vehicle. The vehicle rate is determined by the distance between a student's place of residence and their school. If you feel you are entitled to the conveyance allowance, please fill in an application form and lodge it at school by mid-February. Payment of private car conveyance allowances to schools will be made to schools. The school will then make payments to parents.

## 18. **School Council**

The Halls Gap Primary School Council is an elected body that represents the parents and staff. Its functions are:

- (a) To work together to develop school policy and educational aims. This forms the basis of our School Strategic Plan.
- (b) To administer school finances.
- (c) To ensure buildings and grounds are maintained and improved.
- (d) To foster community interest in the school.

School Council is an extremely important decision-making group. They are the voice of the school community and have some direct influence over the educational programs and outcomes within the school. The School Council meets up to eight times per year. Elections are held during March of each year. Half of the elected representatives retire each year but can seek re-election. New members are elected for a two-year period. We actively seek membership and encourage individuals to contact us if interested in joining.

## **19. Fundraising**

Halls Gap Primary School has a dedicated and supportive group of parents who work under the auspice of School Council. Participation in our fundraising activities creates opportunities for members of our school community to become involved in the practical workings of the school. Funds raised have provided numerous resources that continue to support and enhance the learning programs. Information relating to events and volunteers is published in the school newsletters, Parents Facebook page and flyers sent home. We welcome and encourage all families to get involved.

## **20. Enrolment Procedures**

Children who turn 5 years of age by the 30<sup>th</sup> of April can be admitted to our Prep class. If you have any doubts as to whether your child should be starting Prep or remaining in Kindergarten for another year, please seek guidance from the Principal and Prep teacher.

Children can be enrolled by calling at the school office to collect the enrolment form. On completion, please return it to the office along with a copy of your child's birth certificate extract and certificate of immunization for our records.

As Prep children adjust to starting school, they become very tired. Therefore, the Prep students do not attend on Wednesdays until the first Wednesday in March.

## **21. First Day Attendance**

On the first day it is a good idea to leave as soon as possible after you have placed your child in the care of the classroom teacher. Provide a water bottle, fruit snack, recess snack and lunch. Ensure all clothes and belongings, particularly jumpers, lunch boxes and drink bottles are named. Prep students *are not* required to bring a pencil case. Be punctual for drop off and pick up to avoid any unnecessary anxiety.

## **22. School Attendance**

In order for your child to reach their full potential at school it is critical that they regularly attend. Research has shown that many children are put at educational risk if they miss more than 12 days of school in a year. We would strongly encourage you to organise holidays and shopping excursions, i.e. non-essential absences during weekends and school holiday times.

*However*, if your child is ill, he or she should not attend school. Sick children will not be able to undertake normal class programs and their attendance at school can compromise the health of other students and staff. Children who present at school with cold and flu symptoms, or other illnesses will be cared for until a parent or carer can be contacted to take them home.

Student absences are recorded daily on our XUNO communication system and are monitored by the Department of Education (DET). Absences are noted on school reports sent home in June and December.

If your child is away from school the school must be notified. This can be done by ringing the office, providing a written note to the classroom teacher or entering the details on XUNO. These details are kept and become part of the audit system required by the DET. If your child is going to be late to school or leave prior to the end of the school day, please notify the class teacher. When dropping off or collecting your child from school during class time, parents/carers must present at the office to 'sign in' or 'sign out' the student as we are required to keep a record of onsite attendance.

Should your child be absent without notification you will be contacted as soon as practical by the school.

Student willingness to attend can be addressed by implementing simple strategies. Please contact your child's teacher for assistance if this is an issue.

## **23. Illness and Accidents**

If your child becomes ill at school or is injured, we will contact you or your nominated contact person, so that necessary arrangements can be made.

## **24. Student Records and Family Details**

In the interests of student safety, it is vital that schools keep accurate records. Please ensure that you notify the school immediately should your personal or family details alter; particularly personal, work and emergency telephone contact numbers.

## 25. **Wet Days or Very Hot Days**

On wet or very hot days, children are supervised in the classrooms during the recess and lunch breaks. On normal summer days, children are encouraged to apply sunscreen, play in the shade, take rests from exertive play and drink plenty of water. All classrooms are air-conditioned.

## 26. **School Closure on Extreme Fire Danger Days and Code Red Days**

**CODE RED DAYS** – Halls Gap Primary School has been identified as being at high fire risk on the Department's [Bushfire At-Risk Register](#). This requires that we close on days determined **Code Red** by the Emergency Management Commissioner. Where possible, four to seven days' notice of a planned closure will be provided; parents and carers should, however, **expect that in some instances fewer than 4 days' notice may be provided**.

**Once a Code Red day has been determined by the Emergency Management Commissioner this decision will not change – regardless of any changes in the weather forecast.** This will help limit confusion and help your family plan for how your children will be cared for when the school is closed. Notice will be provided to you directly when we are advised that our school will be closed due to a Code Red Day, **NO staff will remain on site** and all out-of-school care / after school programs **will be cancelled**.



## 27. **School Uniform**

Halls Gap Primary School uniform is compulsory. The wearing of school uniform helps to encourage pride in the school and assists in developing a school identity. School uniform provides a level standard of dress among children and also provides economical standard clothing.

Our school uniform is quite simple. Royal blue jumpers and polo shirts with our gold school logo, blue and white checked summer dresses, navy blue track pants, shorts or culottes/skorts and royal blue/navy checked winter pinafore. Students require navy blue shorts or netball style skirt for inter school sporting events.

It is extremely important that children come to school in neat, clean clothes every day. Leather shoes or sports shoes are suitable for school wear. Please do not allow children to wear open toed shoes to school. It is recommended that longer than shoulder length hair should be tied back, and fringes must be out of eyes.

**Children must wear a navy blue wide brimmed hats during Terms 1 and 4 in accordance with our SunSmart guidelines.** These are provided by the school as part of our uniform. Baseball caps are not acceptable as they do not protect the ears, neck and sides of the face.

Uniform items are kept in stock for purchase at the office. A number of second-hand items are also available. Please contact the office for uniform requirements.

## 28. **School Bags**

It is important that your child has a suitable school bag to bring to school every day - one that is not too awkward to carry but will hold your child's lunch, articles of clothing, book cover and samples of work. When notices or newsletters are handed out students are expected to put them in their bag ready to be taken home. School bags, library bags and blue book pockets can be purchased from the school office.

## 29. **Lost Property**

**Please name all personal clothing, equipment and containers. We cannot return items to their owners if they are not clearly labelled.**

If property is lost, ask your child to check their classroom, locker and office. Boxes of lost property are kept in the office foyer and collected items advertised at the end of each term. Unidentified objects will be given to charity at the end of the school year.

*Please teach and encourage your children to be responsible for their own belongings.*

### **30. Office Hours**

The School Business Manager is available to manage finances and queries on Tuesdays and Wednesdays between 8:30am and 4pm.

*\* All Information accurate at time of printing and subject to change at any time without notice*