



Welcome  
to  
Rolling Hills Primary  
School



Quality Education - A Lifelong Investment



## Our Vision:

Inspiring all learners to be resilient, ethical citizens who will thrive in a global, innovative and sustainable community.

### **Assemblies**

Assemblies occur on a fortnightly basis, on Mondays from 2.45pm in our gym. The purpose of our assemblies is for our community to come together as a whole, with students, staff, parents and friends, creating an interaction between the school and the community. Families are invited and encouraged to attend assemblies at any time throughout the year.

Classes take turns to lead assemblies and perform musical items or display newly learned skills.

### **Awards**

Awards are provided to acknowledge student effort and achievement. Awards are presented at the whole school assembly and in within classrooms.

### **Bell Times**

8.47am	First Bell - Children come inside the buildings to prepare for the day
8.50am – 10.50am	Morning session (morning tea is eaten under teacher supervision)
10.50am – 11.20am	Morning Recess
11.20am – 12.20pm	Morning session continues
12.20pm – 12.30pm	Lunch (eaten under teacher supervision)
12.30pm – 1.00pm	Lunch recess
1.00pm – 2.00pm	Afternoon session
2.00pm – 2.30pm	Afternoon Recess
2.30pm – 3.30pm	Afternoon session continues
3.30pm	Dismissal

### **Book Club**

Scholastic Book Club is offered to our students on a regular basis. Catalogues are sent home and items are ordered online by the due date. Orders are sent home with students or can be held at the office if the order is a surprise!

### **Buddy System**

Rolling Hills has embraced the Alannah and Madeline initiative *Buddy Bears* and all Prep classes have a buddy class, usually from Grade 5. This initiative promotes friendship and caring across different levels of the school. A special brightly coloured seat in the playground caters for the child who needs to find a friend.

### **Camping Program**

Currently Year 3, 4 5 and 6 students have the opportunity to participate outside the school environment in a quality curriculum or adventure-based camp. Junior levels share a camping experience such as dinner or a one-night sleep over at the school. The camping program enhances outdoor education and all other school programs by encouraging and developing positive relationships between students and teachers whilst helping students develop new skills. It allows students to display skills in areas they may not normally access in a school setting. The emphasis is placed on enjoyable activities which foster cooperation, problem solving and leadership, which develops a sense of responsibility within the group.

### **Canteen**

The school Canteen provides lunch orders and over the counter sales on Tuesdays and Thursdays. The aim is to provide nutritious, health-giving foods that are reasonably priced. The canteen is operated by a canteen manager with support from voluntary helpers. We have a 'special' canteen day each term where new items can be ordered to support a school program or community event.

## ***Car Parking***

We have a Kiss and Drop Zone traffic flow scheme in operation during MORNINGS ONLY from 8am - 9am Monday to Friday. Kiss and Drop Zones are located at both the front (Landscape Drive carpark) and back (Cheriton Drive carpark) of the school. It is important that the front car moves right down to the lowest point in the parking bay to avoid congestion. Drivers are asked to leave in order, after children are safely out of the car.

It is essential the children only alight from the curb (passenger) side of the vehicle to keep them off the roadway. Please respect the rights of other drivers, and other students, by encouraging your child to exit your vehicle without delay, to ensure that the smooth flow of traffic is not interrupted.

The system DOES NOT OPERATE in the afternoons. Parents may not enter the school carparks after 3pm due to the dangers of students walking through the areas. Please do not park in the Staff or Pre-School car parks.

## ***Chaplain***

We are extremely fortunate to have our Chaplain, Alice Romijn, at the school on Tuesdays. Alice is available to work with staff, students and parents. Our Chaplain supports the existing program within the school to optimise student wellbeing. Alice is happy to make a time to speak to any parents who may wish to discuss a personal matter or concern.

## ***Communication***

We provide many different forums for communicating between parents and the school. The main form of communication is using Compass, an on-line student management system. Information is also shared through the school newsletter (published online fortnightly), the school web page, our Facebook page and at parent/teacher interviews.

Parents are encouraged to talk freely with the class teacher; however, it may be necessary to arrange an appointment, at a mutually convenient time, outside of class times.

## ***Contact Details***

Please help us to take the best possible care of your child by keeping contact information up to date. Details can be changed at any time using the Compass tool. Whilst we always endeavour to contact parents first, emergency contacts are also required.

## ***Emergency Procedures***

Staff and students carry out regular emergency drills to ensure we are well prepared in case of an emergency. Evacuation areas are clearly displayed for parents and visitors to the school should we need to evacuate the premises. Detailed procedures for evacuation and lock-down processes are displayed in all areas of the school.

## ***Excursions and Visiting Artists/Speakers***

Excursions and incursions are planned to support the curriculum. Families pay for excursions as they arise.

## ***Extreme Weather***

If the weather is extremely cold, wet or hot, the students remain indoors and are supervised for inside play activities.

## ***Fees/Levies***

All Victorian primary schools find it necessary to place a levy on families to supplement funds provided by the government. The fees at Rolling Hills Primary are carefully reviewed each year to ensure the best possible programs can be provided at the lowest cost to families. Parents are asked to make additional payments throughout the year for excursions and incursions.

## ***First Aid***

When a student is taken ill during class, they are sent to the First Aid Room. Our staff are trained to deal with minor ailments, but in more serious circumstances, parents will be notified and asked to collect their child. Our staff are Level 2 First Aid trained and are available at all times to deal with medical incidences.

In keeping with policy, parents will be notified if their child receives a knock to the head. Often this will be a courtesy call, but occasionally you may be required to collect your child.

An Anaphylaxis, Asthma or other medical plan (e.g., diabetes) should be completed for students with medical conditions. Copies of medical plans are kept by the class teacher, specialist teachers, in the First Aid Room and in the office, for reference at any time. A letter is sent home to all families in the child's class to advise of anaphylaxis to ensure precautions are taken with food items in lunchboxes. Epi-Pens are kept in the First Aid Room and all staff receive regular Epi-Pen training.

## ***Head-Lice***

The school's Head-Lice Policy outlines procedures in case of outbreaks. It is advisable to check your child's hair regularly and please notify the school if your child becomes infected. Students who have been treated are able to return to school after the treatment.

## ***Houses***

There are four Houses at the school, used for House Sports and school and class activities:

Green – Bradman, Yellow – Rafter, Blue – Thorpe, Red – Freeman.

House Captains will be elected by year 5 and 6 students within the house.

## ***Infectious Diseases***

Families should notify the office if their child/ren become unwell with a contagious or infectious disease. A note will go home to the relevant class/es and will be mentioned on the Compass management system. In some circumstances children who are not immunised may be excluded from school if a contagious disease is reported.

## ***Information & Communications Technology***

A range of ICT devices are important educational tools and are integrated across the school curriculum. Children have access to a range of technology options in all classrooms and in the Library.

Each room has access to laptops in grades 3 - 6 and iPads in Preps - 2 which are linked to the internet. There is also access to digital cameras and interactive whiteboards. Senior students are able to bring their own laptop and connect to the school Internet Wi-Fi. Rolling Hills Primary School specifies that children using the internet will be required to sign an internet user's agreement stating that they will follow the school's non-negotiable internet access policy.

Cyber safety is of paramount importance. Students are taught the appropriate way to access and use digital devices including password security, not posting private information, posting appropriate information, checking the reliability of websites and general safety in the online environment.

## ***Instrumental Music***

Instrumental Music tuition is available from a range of qualified instrumental music teachers during school time through Noisecraft Studios. Lessons are provided on a user pays basis. Application forms are available from the school office and lessons usually begin by March each year.

## ***Student Representative Council***

Two representatives in each class from Year 3 to 6 are elected to represent the children on Junior School Council. This provides students with the opportunity to further their leadership skills and develop cooperation and teamwork as they have a voice in decisions relating to the school. The SRC organises fun days as fundraisers for minor programs within and beyond the school. A nominal charge per participating child assists the Student Representative Council in raising money for charitable organisations.

## ***Late Arrival/Early Leave***

Children arriving at school after the 8.45am bell or who need to leave for appointments before 3.30pm dismissal must be signed in or out at the main office.

## ***Library***

Rolling Hills Primary School library provides access to an outstanding set of resources and is managed by a library technician. All classes are scheduled for a weekly library lesson which is taken by the class teacher.

## ***Lost Property***

Lost property is collected near the main office. Named clothing is returned to the owners. Unnamed and unclaimed clothing is disposed of at the end of each school year.

## ***Lunch***

Students eat recess and lunch in the classroom or school yard, under the supervision of their teacher. If students forget to bring their lunch, our administration staff will contact the parent(s) and ask for lunch to be brought to school if possible or seek parent permission to purchase lunch from the canteen. No wrapped food is to be taken into the playground and rubbish is taken home for disposal.

All students are encouraged to pack lunches which minimise the amount of waste going to landfill. Reusable containers, home-made baked goods and fruits or vegetables are great ways of reducing packaging. Reusable canteen satchels are also available at the office for lunch orders. This supports our Sustainability program.

## **Medication**

Should it be necessary for your child to take any medication during school hours, written instructions with dosage and administering times should be given to the office staff by the parent. ***Under no circumstances should medication be brought to the teacher by the child.*** Medication will be kept in the First Aid room and administered through the office.

## **Money at School**

Any money forwarded to school needs to be handed to the class teacher in a clearly labelled, secure envelope with the child's name, class, purpose and amount written on the front.

## **Nature Protectors**

Two students from each grade are elected as Nature Protectors. These students meet regularly to plan and carry out a range of projects to keep the school environment attractive and sustainable. They weed and water gardens, maintain the worm farm systems and share practical, eco-friendly tips with their class.

## **Out of School Hours Care**

Rolling Hills provides Out of School Hours Care. The operating hours are 7.00am – 8.45am and 3.30 – 6pm. OSHCare is held in the William Barak Centre, within the school ground, next to the administration office. Our caring staff ensure that there are many fun activities in which all the children can participate. Breakfast and afternoon tea is provided during the sessions. Students are dismissed from OSHcare at 8.45am after morning session. For afternoon sessions students go to the William Barak Centre as soon as they are dismissed from their classroom.

Registration for OSHcare can be made through the main office. OSHcare is a registered service, ensuring families can access government rebates for childcare. For enquiries, please phone Nicole & Debbie at OSHcare during operating hours on 9726 9396 or contact the school general office.

After 9am any new bookings or cancellations are made by calling the school office. Students will be notified of any changes via the tub system to the classroom.

## **Parent Participation**

Our school benefits hugely from active parent participation. We encourage families to be involved in volunteering for school activities such as working bees, canteen duty, library processing, lost property, and excursion support and classroom helpers. Activities require parents to have a copy of a current 'Working with Children Check' card lodged at the office. Parents are encouraged to support the Parents and Friends Association and bring their personal skills to support the programs in a variety of ways.

## **Playground Duty**

There are two teachers and several Education Support staff supervising students in the yard at all recess times. The yard is supervised before school until 8.50am and after school until 3.45pm. Staff wear bright coloured jackets to help the students locate them quickly and easily and carry basic first aid equipment.

## **Reports**

Written reports are sent out twice a year via Compass to inform parents of students' academic progress. with clear and consistent information in keeping with the Victorian Curriculum. Key information is provided on student achievement as well as a focus for future learning. Teacher comments are supported by an A – E report card, where 'C' is the expected level of achievement in each year level.

## **School Council**

At Rolling Hills, we have a School Council consisting of elected parent and staff representatives with the principal as executive officer. Councillors serve a two-year term. Council is responsible for all school policy decisions, administration of school finances, minor capital works to building and grounds and employment of non-teaching staff.

## **School Nurse Program**

A School Nurse conducts health examinations of state school children in the first year at school. The nurse also accepts referrals by parents and teachers if health concerns arise.

## **Sickness**

Infections spread quickly at school. If you believe your child may be using sickness to mask other problems, please speak to the class teacher about any concerns.

## **Specialist Programs**

Our students are provided with a wide range of specialist programs, including Visual Arts, Performing Arts, Physical Education and Global Studies, led by specialist teachers in each subject.

**Global Arts** – missing this

**Physical Education** - The focus of the Physical Education Program is to deliver a program of sequential skill development, promoting fun, fitness and a positive attitude to participation. Our program is facilitated by an indoor gymnasium, two astro turf outdoor courts, a large hard-court area and a well-maintained oval. Students in all year levels participate in one-hour Physical Education lessons each week, with an additional hour of Sport for students in years 3 to 6. The Phys Ed program includes sport carnivals including athletics, swimming, cross country, interschool sport and hoop time basketball.

**Visual Arts** - Students are provided with opportunities to explore different media and to create visual art for personal satisfaction and to display for the school community.

## **Support Staff**

Students at Rolling Hills Primary School have access to a range of additional support services. The Wellbeing Leader manages the program for providing additional support when needed.

## **Transition**

Preschool children are invited to visit the school at various times throughout the year where they meet specialist teachers and their class teacher for the following year.

Year 5 and 6 children visit local secondary colleges to participate in a variety of programs to make the move from primary to secondary school a smooth transition.

## **Uniform**

School uniform is compulsory at Rolling Hills Primary School. Children are expected to wear shoes at all times. Children are not permitted to wear thongs at school, including on casual dress days.

The 'Sun-Smart' policy promotes the use of hats and suitable clothing. Both broad brimmed hats and legionnaires hats, which provide maximum protection against UV radiation, are available through the uniform shop or the main office. On free-dress days, students are required to wear sun-smart clothes and safe, appropriate footwear. The following is an overview of clothing requirements.



### **Unisex Clothing (Summer)**

Shorts (navy)  
Polo shirt (red with striped collar and logo)  
Windcheater (red with logo)  
Bomber Jacket (navy fleece with logo)  
Sun hats (Australian slouch or Legionnaire style – navy with logo)

### **Unisex Clothing (Winter)**

Trackpants (navy). No stripes or logos.  
Windcheater (red with logo).  
Polo shirt (Long sleeved, red with striped collar and logo).  
Skivvy Red, navy or white.  
Bomber Jacket (navy fleece with logo).  
Raincoat.

### **Girls Optional Uniform (Summer)**

Dress (Blue, white, and red check)

### **Girls Optional Uniform (Winter)**

Pinafore (Blue, white and red check)

All items on our uniform price list/order form are available through the uniform shop.

Uniform shop hours are advertised in the school newsletter.