



# HAMPTON PRIMARY SCHOOL

## INFORMATION BOOKLET

### 2018



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Principal: Sue Knight

## **INTRODUCTION**

As new parents to Hampton Primary School, we extend a warm welcome to you and your children.

Hampton Primary School has an established reputation for curriculum delivery, a highly professional staff and the provision of an excellent teaching and learning environment that meets the needs of all students.

The school council, teachers and parents of Hampton Primary School work in partnership to:

- Enable students to achieve academic excellence
- Develop the special talents and abilities of each student
- Provide a cooperative environment in which students can share the responsibility for their own learning, behaviour and health
- Foster values and skills that enable students to adapt to change and thrive in the future
- Develop cooperative relationships with the wider school community.

Excellent programs are established through professional development for both teachers and parents. Team planning, regular curriculum evaluation and high expectations for student learning enable students to reach their full potential.

The whole school community works in cooperation to provide a quality education for its students so they can become successful and effective adults.

Welcome to our school and we hope your association is a positive and productive one. If you have any comments or questions, please contact the school. Education is a dynamic process and your input ensures that it continues to be.

**Sue Knight**  
**Principal**

## **HAMPTON'S HISTORY**

The extension of the railway line from Brighton Beach to Sandringham in 1887 caused a rapid increase in the number of permanent residents in the Hampton district. In the early years of this century, most children attended "Hampton College" in the Hampton Hall (now the Girl Guides' Hall) in Hampton Street.

After second grade, most children were sent to Sandringham State School, although some girls stayed longer because of their parents' concern at the long journey through the thick scrub. In 1909, local people made an approach to the Premier, Sir Thomas Bent, and in 1910 a three acre site was purchased for the sum of eight hundred and seventy-five pounds. (\$1750).

It was decided to build a school that could cater for 200 pupils. The school opened in January 1913, having cost a total sum of two thousand, six hundred and eighty-eight pounds, nineteen shillings and four pence. (\$5,377.93)

The prediction of the District Inspector, Mr Holland, that "a school for an even larger attendance will be required eventually" proved to be an accurate one, as enrolment had almost reached 300 by the end of the first year.

During the First World War students were involved in the War Effort. By 1918 concerts and contests run by the school had raised six hundred pounds - a very large sum in those days. After the war the Closer Settlement Commission purchased most of the farmlands in Hampton for returned servicemen and their families. By 1926 the school was badly overcrowded, even though the original single storey buildings had been converted to double storey.

When the Second World War began in 1939 the school became involved again in the war effort. The senior girls knitted hundreds of woollen comforters for the soldiers, while the older boys helped parents and teachers dig trenches for air raid shelters. At the end of the Second World War there was another big increase in student enrolments, as the Housing Commission built homes on most of the remaining land in the district. By 1949 there were 400 children in the infant department alone.

In 1951 a new prefabricated building was erected for use as an art and craft centre and in 1957 a new central library was opened. The multi-purpose hall was built in 1977 and the new brick canteen was later added to it, replacing the old timber one. In the mid 1990s a new library was built and In recent years the interior of the school has been upgraded with new carpeting, air conditioning and interior toilets. In 2010 a new Learning Space was completed which now houses six classrooms and flexible learning areas.

**Graeme Disney**

## 1. GENERAL INFORMATION

### TERM DATES FOR 2018

Term 1	Teachers start	Monday 29 January 2018
	ALL children start	Tuesday 30 January 2018

### Foundation Children:

**Foundation students will not attend school on Wednesday Jan 31, 7<sup>th</sup> Feb, 14<sup>th</sup> Feb, 21<sup>st</sup> Feb, and 28<sup>th</sup> Feb**

Term 1	Ends 28 March 2018		
Term 2	16/4/18	-	29/6/18
Term 3	16/7/18	-	21/9/18
Term 4	8/10/18	-	21/12/18

### SCHOOL HOURS

School commences:	9.00am		
Morning Recess:	10:40am	-	11.10am
Lunch:	12.50pm	-	1.50pm
School Dismisses:	3.30pm		

Teachers collect students from the line-up area each morning and walk them into the yard at the end of the day.

On the last day of Terms 1, 2 and 3 students are dismissed at 2.30pm following a school assembly. On the last day of Term 4, students are dismissed at 1.30 following a school assembly.

### SUPERVISION OF STUDENTS

The school-ground is supervised from 8.45am and until 3.45pm after school. There are three teachers on duty at both recess and lunchtime. Children are supervised inside when the weather is considered unsuitable for outside activity. Parents are asked to wait until an announcement is made before bringing their child inside on a wet day. Teachers may be in a meeting.

### ROAD CROSSING

Parents are requested to insist that children use the school crossings in Hampton Street, or Ludstone Street to or from school. The crossings are supervised from 8:00 am to 9:00 am and from 3:00 pm to 4:00 pm. Also, we ask your cooperation, in parking your car clear of marked areas and observing the 2 minute parking zone during school pick up and drop off.

### BICYCLE SAFETY

VicRoads recommends that children under 9 years old do not ride bikes or scooters in traffic unsupervised. Students who ride to school must wear an approved safety helmet and remember that bicycles and scooters are not to be ridden in the school grounds. A bike shed is available and locked during the school day however as it remains unlocked overnight it is highly recommended that bikes and scooters are taken home every afternoon.

## **ASSEMBLIES**

Whole school assemblies are held on Tuesday afternoons at 3.00pm in the courtyard. Parents and friends of the school are welcome to attend. Parents are asked to view assembly in the courtyard from the top floor due to the number of children downstairs.

## **LUNCHES**

Children are supervised while they eat their lunch. Lunchtime begins at 12.50pm and children eat their lunch in their classroom. Children who have not finished eating by 1.00pm sit in the eating garden whilst they finish their lunch.

## **CANTEEN**

The SNACK SHACK is open each MONDAY, WEDNESDAY and FRIDAY. The Snack Shack is not open on the first day and last day of each term. Price Lists will be sent home from time to time and can also be viewed on the school's website. Canteen orders can be placed via flexischools.com.au. If you do not wish to order via Flexischools, please print your child's name and grade on a bag. Write the order, enclose correct money inside the bag and fold the bag. Parents are always needed to help in the canteen - If you would like to help, or need further information, please contact the school on 9598 1412.

## **FEES, BOOKLISTS AND VOLUNTARY CONTRIBUTIONS**

Hampton Primary School makes it a priority to provide each of our students with a rich curriculum.

Fees for the following year are issued in October. The school does rely heavily on support from our local community to provide an enriching range of educational experiences and opportunities and also subsidises the cost of the school nurse.

The programmes at our school utilise a variety of expert resources to deliver high quality, technology enabled learning both in and out of the classroom. Our curriculum covers many disciplines including academics, sport, music, art, culture and personal development.

Optional Extras (or non-essential materials and services) are provided in addition to the standard curriculum program, and are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students they will be required to pay for them.

The school relies heavily on the Voluntary Contribution and Building Fund donations for the ongoing maintenance and development of the school facilities.

If you are experiencing financial difficulties, please see the Business Manager or Principal. If you are a Health Care Card or Concession Card holder, you may be eligible for financial assistance or CSEF funds. CSEF Forms are available from the School Office. For more information please visit [www.education.vic.gov.au/csef](http://www.education.vic.gov.au/csef).

## **EXCURSIONS**

Our school has an extensive excursion and in-school visit program. These visits are normally prepared as part of the group's teaching program and therefore all children are expected to attend. All excursions require parent consent and/or payment on Compass. If consent has not been received by the cut-off-date your child cannot attend the excursion. In this instance no refund will be issued. For local walking excursions, parents will be asked to sign an annual local excursion form.

## **LOST PROPERTY**

Please name all jumpers, hats, lunchboxes, drink bottles and personal items. All lost property items will be kept in a crate in the foyer between the music room and the hall. More valuable items such as money, jewellery, and toys are held at the office. Any enquiries regarding Lost Property should be directed first to the child's teacher and then the office. Lost Property items are displayed in the courtyard on a regular basis.

## **STUDENTS' VALUABLES**

We discourage students from bringing valuables to school. Whilst we will take reasonable measures to find valuables that are lost or misplaced, the ultimate responsibility for the care of these items must rest with the children. Please give careful consideration before allowing your children to bring valuables to school.

## **MONEY SENT TO SCHOOL**

Any cash for school-related events should be brought by an adult to the office. Students are not to bring cash relating to school payments.

## **NOTICES/NEWSLETTERS**

Most communication with parents regarding school events, excursions, sporting events etc. is done via Compass. The Newsletter is issued weekly on Compass. It can also be viewed on the website.

## **SCHOOL POLICIES**

School policies are able to be viewed on Compass under the Community Tab in School Documentation.

## **LIBRARY**

Children may borrow books on a regular basis. Cloth bags to carry books to and from school are required. These can either be made at home or purchased from the uniform shop. Students are encouraged to read for pleasure as well as information. If a book is lost or damaged it will have to be replaced.

## **OUT OF SCHOOL HOURS CARE PROGRAM**

Camp Australia offers an Out of School Hours Care Program every day from 7.30am-9.00am in the morning and from 3.30pm to 6.00pm in the afternoon. The program runs in the Hall.

Enrolment forms and full details can be obtained from the office, logging on to [www.campastralia.com.au](http://www.campastralia.com.au) or by ringing the Out of School Hours Care (OSHC) number directly on 0452 214 371.

## **PARENT/TEACHER MEETINGS**

Year level information sessions are held in February. Parent/teacher interviews are held early in term 2. In addition you are always welcome to discuss your child's progress, by making an appointment with the teacher.

## **STUDENT PHOTOS**

All students will have their school photo taken in March. These can be purchased from the photographic company.

## **WORKING WITH CHILDREN CHECK**

Under the *Working with Children Act 2005* (the Act), people who are doing **child-related work** need a Check. This applies to both paid and volunteer workers. Child-related work is an activity undertaken in any of the occupational fields referred to as 'services, bodies or places or activities' in the Act.

You do need a Check if you meet ALL 5 criteria listed below:

1. You engage, or intend to engage, in child-related work as an employee or volunteer.
2. You are an adult working/vol with under 18 year olds.
3. You are working in any of the occupational fields listed in the Act.
4. Your work involves direct contact with children. Direct contact means physical, face-to-face, written, oral or electronic contact.
5. Your contact with children is part of your duties and not incidental to your work.

Please be aware that to participate in any Hampton Primary School Volunteer roles (Classroom helpers, Snack Shack volunteer, events volunteering etc) we require you to hold a current **Working With Children Check**. It is suggested if you do not already hold a Current Check, please apply on-line at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au). If you have a current WWWC we request that you update your details and include Hampton Primary as one of the volunteer organisations before commencement.

## **SCHOOL UNIFORM**

School uniform is compulsory at Hampton Primary School. Our colours are red and green.

Hampton Primary School is a sun smart school. Students are required to wear broad brimmed hats outside between September 1 and April 30. They are available at the uniform shop.

### **The school uniform for girls is:**

#### **Summer**

- green and white culottes with gingham top, or
- bottle green shorts
- short-sleeved polo shirt, or T-shirt (red or green)
- green and white dress
- bottle green or white socks
- sunglasses (optional)

#### **Winter**

- school track-suit (red or green)
- green bootleg pants
- long sleeved polo shirt or skivvy (red or green)
- green gabardine pinafore
- green and red tartan pinafore
- green winter culottes
- bomber jacket, polar fleece bomber jacket or school windcheater (red or green)
- bottle green scarf & beanie (optional)
- bottle green gloves (optional)
- bottle green tights, bottle green or white socks.

## **The school uniform for boys is:**

### **Summer**

- bottle green gaberdine shorts,
- short sleeved polo shirts or T-shirts (red or green)
- green or white socks.
- sunglasses (optional)

### **Winter**

- school track-suit (red or green)
- long sleeved polo shirt or skivvy (red or green)
- bomber jacket, polar fleece bomber jacket or school windcheater (red or green)
- bottle green scarf (optional)
- bottle green gloves (optional)
- green or white socks.

Shoes can be either leather school shoes or runners.

### **School Uniform Shop**

#### **The school uniform can be purchased at**

PSW Cheltenham,  
15 Mills Street,  
Cheltenham.

Online ordering available  
[www.psw.com.au](http://www.psw.com.au)

Tuesday to Friday 9am to 5pm  
Saturday 10am – 1pm

Please label school bags inside with name, address and telephone number. It also assists identification if a plastic ring holder containing your child's name is clipped to the handle ring.



## **2. STUDENT WELLBEING AND FIRST AID INFORMATION**

### **Attendance**

Regular attendance contributes towards the development of good schoolwork, good social habits and independence. Absences are a handicap to a child's progress BUT home is the place for a sick child. He/she cannot concentrate, runs the risk of his/her own health deteriorating by being at school and also may be the cause of infection to other children.

It is important children are at school on time. Arriving late is upsetting and unsettling for both the child who is late and their class. Children arriving late to school should be escorted to the office where a late pass will be issued before they go to class. It is important that ALL children are at school by 8.55am to be ready for the commencement of the day at 9.00am.

### **Absent Children**

Parents are required to use Compass to register absences. Each family is issued with a username and password which they use to log in to explain the reason.

If you know your child will be absent for an extended period of time (e.g. holidays), please inform the class teacher and this can also be logged on Compass.

### **Taking children out of school for appointments**

When parents or their nominated representative are picking children up early from school for appointments, personal reasons or sickness, you must go to the office first to collect an early departure slip and then collect them from their classroom. Children will only be released to a custodial parent unless permission for other arrangements is provided.

### **Emergency Information**

Please make sure that you provide us with two Emergency Contact numbers. It is very important that we are kept up to date with any changes in home, business and emergency contact phone numbers and addresses.

### **Medication for Pupils**

If your child requires medication at school, please deliver it to the office and fill out a Medication Authority Form. The medication will be kept in a locked cabinet in the first aid room, and the school nurse will supervise and assist the child as the medication is taken.

### **Head Lice**

The fact that your child has clean hair DOES NOT mean that it cannot be infected. Please inspect hair regularly. The 1mm long, off-white eggs are stuck very firmly onto the hair and are difficult to remove. Lotions, to kill eggs and nits, a fine metal comb for the removal of eggs and nits, can be obtained from pharmacy. Because of the infectious nature of this problem, children MUST be excluded from school until the correct treatment has been carried out.

### **Adrenaline Auto Injector Register**

A child who is anaphylactic is required to have an up to date ASCIA plan signed by their doctor and provide a Student Individual Anaphylaxis Management Plan each year.

### **Asthma Register**

If your child suffers from asthma, even occasionally, please fill out an Asthma Register form. This register is kept in the First Aid room and is referred to if your child suffers an attack at school. This form should be updated if your child's condition, or medication changes. You

should also provide the school with a ventolin puffer and SPACER to use if your child has an attack at school. Please book a time to see the school nurse if you have any concerns about your child's asthma.

### **Medical Emergencies**

The school has a nurse staffing the sickbay from 10.30am until 3.00pm each day. In addition, a number of our staff are First Aid trained and can deal with minor accidents. However, if your child requires medical attention due to accident or sudden illness, this will be sought promptly. We will make every effort to contact parents in the event of an emergency.

### **Medical Examinations**

A school nurse from Community Services Victoria visits the school each year to survey the health of all Foundation children. You will receive notice before this occurs, and will be required to fill out a form. The nurse will contact you if there are any concerns regarding your child's health. Other pupils may be referred if a medical problem is suspected.

## **STUDENT WELLBEING PRACTICES:**

At Hampton Primary School we have a consistent and positive approach to behaviour management that fosters a school climate where personal responsibility and self-discipline are developed. We aim to foster respect for each other and an understanding of responsibility for and consequences of your actions. We recognise that our school must provide all children with a safe and orderly learning environment at all times. Underlying our endeavour to create a 'safe school' is a staff commitment to model appropriate behaviour and provide positive role models. Teachers will be proactive and aware - planning for behaviour and working with students with a positive mind set. All teachers are responsible for every child in the school; if a teacher sees a student whose behaviour indicates there is a problem, that teacher will deal with the situation in a manner consistent with the Student Management Policy.

At Hampton Primary School we are committed to the following strategies:

- ✚ creating class norms and behavioural agreements which are displayed prominently in each classroom (Start Up Program),
- ✚ speaking in positive manner to improve self-esteem,
- ✚ acknowledging student achievement in newsletters and assemblies,
- ✚ encouraging friendships,
- ✚ providing appropriate supervision of school grounds,
- ✚ ensuring understanding and awareness of school expectations,
- ✚ providing student support,
- ✚ providing an engaging and varied learning environment,
- ✚ using restorative practices to sort through issues.

In the first two weeks of the school year, students focus on developing an ethos of responsibility for their own learning environment. Teachers concentrate on establishing an effective learning community. Together we develop a values driven culture supported by the skills taught through planned, responsive and proactive programs. These include *Friendly Kids*, *Friendly Classrooms* and *Bounce Back* (Helen McGrath), and the 'Start Up' program. We are currently implementing the *Bully Stoppers Program* initiative and use 'Peacemaker' student leaders to assist junior school students to sort through playground issues.

## **Infectious Diseases**

As infectious diseases spread quickly a child must be excluded from school for the period mentioned or until a medical certificate is provided.

Chickenpox	Until fully recovered Note: Some remaining scabs are not an indication for continued Exclusion.
Impetigo (School Sores)	Until sores have fully healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands and legs are properly covered with dressings.
Measles	Until fully recovered.
Pediculosis (Head Lice)	Until appropriate treatment has commenced i.e. until an appropriate lotion is used to kill the lice.
Pertussis (Whooping Cough)	Until appropriate antibiotic treatment has commenced and continued for 5 days.
Ringworm	Until appropriate treatment has commenced, supported by when requested, a medical certificate
Rubella (German Measles)	Until fully recovered and at least four days from the onset of the rash.
Scabies	Until appropriate treatment has commenced, supported by a medical certificate.
Streptococcal Infections (including Scarlet Fever)	Until a medical certificate of recovery is produced.

Meningococcal Infection, Tuberculosis, Typhoid and Paratyphoid Fever please phone the school.

## **Certificate of Immunization**

In order to keep children safe, in the event of a disease outbreak, unimmunised children are quickly and easily identified and excluded from school until the risk of infection has passed. Prior to entry to school, the parent/guardian of a foundation child or a new student to Hampton primary is requested to provide an Immunisation History Statement issued by the Australian Immunisation Register. By Law, you must provide this statement to Hampton Primary School when enrolling your child for the first time or when going to a new Primary School. If your child has not received any immunisations you must still provide an Immunisation History Statement, which states no vaccines have been given or provide an exemption Statement.

### 3. CURRICULUM

At Hampton Primary School, from foundation to year 6, the emphasis is on foundation learning - English and Mathematics. There is:

- a whole-school literacy plan including the early years literacy program, the daily literacy block for all classes, Reading Recovery and Levelled Literacy Intervention
- a daily numeracy block for all classes

Fitness and wellbeing are important for student health. Students have 2 sessions of PE per week. Grade 5 and 6 students are given the opportunity to participate in inter-school sport and students from Grade 3 can represent the school at District Sport Carnivals.

There are specialist teachers for Music, Visual Arts, Physical Education and LOTE. Mandarin is studied in the early and middle years, with a choice of languages offered in Grades 5 and 6 in preparation for transition to secondary school. The other key learning areas are delivered in an integrated curriculum.

There is a school camps program for students in years 3 – 6.

**AUSVELS:** - more information is available at <http://ausvels.vcaa.vic.edu.au/>

The new curriculum for Foundation to Year 10 in Victoria is known as AusVELS. This represents the integration of the new Australian Curriculum subjects into the Victorian Essential Learning Standards (VELS). VELS was the previous Victorian curriculum framework used by schools.

The implementation of AusVELS began in 2013. This included the introduction of the first four Australian Curriculum subjects, English, History, Mathematics and Science and the rest of the learning areas taken from VELS.

Parents will notice only small changes because of the similarities between the Australian Curriculum subjects and the previous Victorian curriculum. For example, in the AusVELS English curriculum, there is slightly more emphasis on grammar and more specific content is included in the AusVELS History curriculum. In some areas of Mathematics and Science, the VELS curriculum was more demanding than the Australian Curriculum. Where this was the case, the higher Victorian standards have been maintained in AusVELS.

Student achievement for Foundation–10 English, History, Mathematics and Science will now be reported against the new achievement standards.

#### **A Snapshot of AusVELS:**

- 11 Levels from F to 10
- Learning Areas (domains)
- Strands
- Content descriptions
- Achievement standards
- Work samples
- Cross Curriculum Priorities (CCPs)

## **EARLY YEARS LITERACY PROGRAM**

Literacy is the foundation of all learning. Our program is based on the recognition that all children should succeed in literacy by the end of their third year of schooling.

To achieve this:

- ✓ our staff are trained in the Early Years Literacy Program
- ✓ we timetable an uninterrupted literacy block every day in P- 6. It is devoted to reading and writing
- ✓ our classroom helpers are trained to deliver informed assistance in the literacy block
- ✓ we have established a cycle of continuous and meaningful assessment of student achievement
- ✓ we offer information sessions where parents learn how best to assist their children at home when learning reading and writing
- ✓ we offer the Reading Recovery Program for children in their second year of schooling who have not achieved a satisfactory level of competency
- ✓ we support children and their families through Individual Learning Improvement Plans.

How parents assist our Literacy program

Developing partnerships to improve student learning is an integral part of our literacy program.

There are three main areas that we consider as essential to this partnership:

- ✓ communication of progress
- ✓ education programs for parents
- ✓ involvement in school programs.

Our assessment and reporting cycle informs parents of their children's progress and informs our teaching so it is at the 'cutting edge' of children's needs.

We offer sessions for parents that will assist them in providing help at home to complement classroom programs in reading and writing.

Parents who assist in the literacy block are trained in the Classroom Helpers' Program. The program runs over five sessions. It is conducted by our Early Years Literacy Coordinator and offers meaningful information about the activities and experiences used in our teaching. This program is run each semester. Parents who wish to assist in the classroom must have a Working with Children Check. Application forms can be obtained at the post office and lodged free of charge.

## **4. SCHOOL COUNCIL**

Hampton Primary School Council is:

- the governing body of the school
- the focal point for decision making on school policy
- a body whose membership reflects the partnership between students, teachers and parents.

The School Council consists of 15 members:

- the Principal,
- 9 parents elected by the parent community and 4 staff.

- Two extra parent or community members may be co-opted by the School Council for a designated term.

All parents and teachers are eligible to stand for School Council and to vote at elections. Elections are held annually in February/March. Councillors are elected for a two year term. The School Council meets on the third Tuesday of every month.

Five sub-committees operate. These consist of a minimum of two parents, one teacher and at least one council member who acts as convenor.

### 1. **Finance**

The Principal, the treasurer, the school council president, the convenor of the fundraising committee and one school councillor are on the finance committee. Other members are invited as the need arises. The committee shall:

- review the annual budget and submit the budget for the following year for the consideration of school council at each October meeting.
- estimate the amount of money required to implement programs and negotiate achievable targets for fundraising
- assist the school community with fundraising costs.

### 2. **Education**

The education committee shall:

- be familiar with current school policy
- oversee the development, implementation, review and revision of all aspects of the curriculum, the school strategic plan and the annual implementation plan
- encourage the participation and involvement of the school community in the educational programs of the school.

### 3. **Buildings and Grounds**

The buildings and grounds committee shall:

- encourage the participation and involvement of the school community and other agencies in the maintenance and improvement of the school buildings & grounds through appropriate working bees.
- Determine the maintenance and improvement needs of the school
- Recognise that the maintenance, improvement, modification and additions to buildings must be in accord with relevant regulations of the Department of Education and Early Childhood Development, Department of Planning and Housing and the City of Bayside.
- Prepare and recommend to school council a budget that covers buildings & grounds maintenance and improvement as well as developmental projects.

### 4. **Fundraising**

The fundraising committee shall:

- Plan and implement as appropriate, events that will enable school council to meet its financial obligations
- Consider social engagement and community connectedness in the planned events

Fundraising has supported a number of initiatives. The money raised has contributed to:

- Provide interactive whiteboards, lap tops and ipods to classrooms
- Camera equipment
- Installation of artificial turf on the school oval.

## 5. Canteen

The canteen committee is a small group that meets regularly throughout the year consisting of the canteen coordinator, a staff member and the Principal.

The School Council holds an Annual Reporting Meeting for the school community. All members of the school community are invited to attend. This is an opportunity for parents who are interested in becoming members of sub-committees or the school council to obtain an overview of the operation of the school council.

## 5. PARENTS' ASSOCIATION

This is an opportunity for parents to become actively involved in the life of the school. Meetings are usually less formal; occur monthly either at 9am or in the evening. The purpose of the association is to facilitate communication between home and school and encourage involvement and support in classrooms at the school organisational level and maximise input from parents on various policy matters. Examples of this would include assisting with school events on fundraising, social and those with an educational focus – including Trivia Night, Art Trail, sausage sizzles etc.

The involvement on School Council is more formalised and operates according to state legislation whereas involvement at the Parents' Association level tends to be more flexible.

Attendance at meetings is encouraged but not essential for active involvement in school life.

## 6. COMPASS SCHOOL MANAGER PARENT PORTAL

The Compass School Manager Parent Portal is an online application that will help parents access up-to-date and meaningful information about our school and your child's progress. It is **essential** that you access Compass on a regular basis to ensure that you have not missed out on important information.

Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter approval for absence or lateness
- Communicate with your child's teachers
- View the school calendar for events and incursions/excursions
- Download and view your child's progress and semester reports
- Book parent-teacher conferences
- Pay school fees
- Provide parental permission for events/excursions. Please note that if consent is not received by the due date, students **will not** be able to attend the respective activity.

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass which is included in your enrolment information. To access the parent portal, go to the Hampton primary School website [www.hamptonps.vic.edu.au](http://www.hamptonps.vic.edu.au) and click the Compass link on the homepage

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by the school for SMS, password recovery and email communication throughout the year.

If you have forgotten your password or are having any difficulties logging in, please contact our Administration Staff on 9598 1412 or [hampton.ps@edumail.vic.gov.au](mailto:hampton.ps@edumail.vic.gov.au).