PARENT HANDBOOK

VICTOR HARBOR PRIMARY SCHOOL

Reception to Year 6

Your guide to school life

Learning, wellbeing, everyday routines and family involvement.

8552 1166 • dl.0453.info@schools.sa.edu.au

CONTENTS

01 Welcome and our school

02 School Day and Key Contacts

03 Communication and Attendance

04 Teaching and Learning and Student Support

05 Wellbeing health and safety

06 Uniform and everyday essentials

07 Technology and personal devices

08 Family involvement and school life

09 Enrolment payments and services

01 WELCOME AND OUR SCHOOL

WELCOME TO VICTOR HARBOR PRIMARY SCHOOL

Dear Parents/Caregivers,

Welcome to Victor Harbor Primary School.

We are delighted to welcome you and your child to our school community. Whether your family is joining us for the first time or continuing your journey with us, we look forward to working together to support your child's learning, wellbeing and growth.

Victor Harbor Primary School is a community-focused school committed to providing a safe, inclusive and engaging learning environment for all students from Reception to Year 6. We value the strong partnerships that exist between home and school and believe that children achieve their best when families and educators work together.

At VHPS, we are committed to supporting each child to develop the knowledge, skills and confidence they need to become successful learners and active members of the community. We aim to provide rich learning opportunities that encourage curiosity, responsibility, resilience and respect for others.

This handbook has been developed to give families an overview of school life at Victor Harbor Primary School. It includes important information about our day-to-day procedures, communication processes, attendance, student wellbeing, learning programs, and the many ways families can be involved in school life. We hope it will be a useful reference for you throughout the year.

We recognise that starting at a new school, or beginning a new school year, can bring many questions. We encourage you to contact us whenever you need clarification or support. Open and respectful communication is an important part of building positive relationships, and we value opportunities to connect with families both formally and informally.

We look forward to working in partnership with you to provide the best possible foundation for your child's lifelong learning. Together, we can create a positive and supportive school experience in which every child is known, valued and encouraged to do their best.

Thank you for being part of the Victor Harbor Primary School community.

Kind regards,

Adele Kenny
Principal
Victor Harbor Primary School

BRIEF HISTORY AND CONTEXT

Victor Harbor Primary School has a proud history of public education dating back to 1874. Located on the Fleurieu Peninsula in South Australia, approximately 80 kilometres south of Adelaide, the school has been an important part of the local community for more than 150 years. The school relocated to its current site on The Parkway in 1986 and continues to build on its long-standing commitment to providing quality educational opportunities for children and families.

Today, Victor Harbor Primary School caters for students from Reception to Year 6 and is committed to providing an inclusive, supportive and engaging learning environment where every student is valued and encouraged to reach their full potential. Our school community reflects a diverse range of backgrounds, strengths, interests and learning needs, and we recognise the importance of responding to each student's individual needs.

Our approach is built on strong relationships, positive partnerships with families and the wider community, and a shared commitment to learning, wellbeing and continuous improvement. We aim to develop confident, resilient and capable learners who are equipped with the knowledge, skills and dispositions to contribute positively to society.

Situated on Ngarrindjeri Country, our coastal location provides meaningful opportunities to connect learning with the local environment, culture and community. We acknowledge the importance of fostering respect, inclusion and a sense of belonging for all members of our school community.

Guided by our shared values of Respect, Honesty, Responsibility, Safety and Trust, Victor Harbor Primary School is committed to ensuring that every child has the opportunity to learn, grow and thrive.

OUR PURPOSE

Our purpose is to build a supportive school community that enables students to become confident, resilient lifelong learners, ready to contribute positively to society. Victor Harbor Primary School is an inclusive and nurturing environment, where every person is valued and empowered to learn and grow.

OUR VISION

Community: Our vision is to be a vibrant and welcoming community that fosters and encourages positive, trusting partnerships with students, families and the wider community. We prioritise wellbeing and a sense of belonging to ensure that everyone feels safe, respected, and engaged in their learning journey. In our school, diversity is celebrated, and we aim to recognise and support the unique needs, interests, and cultures of each student and their family.

Teaching & Learning: At Victor Harbor Primary School all students learn and grow. We aim to provide high-quality teaching and learning, equipping students with the academic and social skills needed to thrive in a rapidly changing world. Our school's coastal location at the mouth of the Hindmarsh River enriches learning by connecting it with the natural environment. This setting provides our students with unique experiences and fosters a deep connection with the Ngarrindjeri land on which we teach and learn.

Beyond the classroom: We are committed to ensuring all children become fulfilled individuals, responsible active citizens, and lifelong learners. By fostering curiosity, creativity, and critical thinking, we aim to prepare our students to enter the world beyond the classroom with confidence, resilience, and independence. Together, we aim to build a culture of respect, ensuring that everyone succeeds.

When our children thrive, so does our community.

02 SCHOOL DAY AND KEY CONTACTS

SCHOOL TIMES

Time	School routine
8:30 am	Before-school duty begins; OSHC ends. Student Services and Front Office open.
8:50 am	Morning siren to go to class
9:00–9:50 am	Lesson 1
9:50–10:40 am	Lesson 2
10:40–11:00 am	Recess
11:00–11:50 am	Lesson 3
11:50 am–12:40 pm	Lesson 4
12:40–12:50 pm	Eating time
12:50–1:30 pm	Lunch play
1:30–2:20 pm	Lesson 5
2:20–3:10 pm	Lesson 6
3:10 pm	Dismissal
4:00 pm	Front Office closes

SCHOOL CONTACT DETAILS

Contact	Details
Telephone	8552 1166
Email	dl.0453.info@schools.sa.edu.au
Postal address	100 The Parkway, Victor Harbor
Website	http://www.victorr7.sa.edu.au

LEADERSHIP TEAM AND KEY SUPPORT STAFF

Staff member	Role
Adele Kenny	Principal
Jess Morris	Deputy Principal
Jenna McCLaren	Wellbeing Leader
Katie Hodgson	Intervention and Learning Support Coordinator
Milly Smart	Teaching & Learning Coordinator
Nicole Lander	Disability Senior Leader
Kerry Packer	Business Manager
Mel Cronje	AIT (Autism Inclusion Teacher)
Justine Harris	AET (Aboriginal Education Teacher)
Keisha Barrows	ACEO (Aboriginal Community Education Officer)
Jo Knight	PCW (Pastoral Care Worker)

03 COMMUNICATION AND ATTENDANCE

COMMUNICATION WITH FAMILIES

At Victor Harbor Primary School, we value positive, respectful and open communication between families and staff. Strong communication helps us work together to support each child's learning, wellbeing and development.

We use a range of communication methods to keep families informed about school life, important dates, events and student learning. These may include:

- school newsletters
- ClassDojo
- notes or notices sent home
- emails
- the school's social media channels
- communication from the front office when needed

NEWSLETTERS AND NOTICES

School newsletters provide families with regular updates about school events, important reminders, student achievements and upcoming activities. Notices may also be sent home throughout the year to share specific information about excursions, special events, permission requirements or whole-school matters.

APPS AND PLATFORMS

ClassDojo is our main communication platform and is used by teachers and families to share messages, classroom information and updates about learning and school activities.

SOCIAL MEDIA

Victor Harbor Primary School may also use approved social media channels (Facebook and Instagram) to celebrate learning, share school highlights and provide general community information. Social media is used in line with departmental expectations and student privacy requirements.

COMMUNICATING WITH TEACHERS

Families are encouraged to contact their child's classroom teacher through ClassDojo if they have:

- a question about classroom learning
- information they would like to share
- a minor concern
- a matter directly related to their child's class experience

Teachers will respond as soon as practicable, taking into account their teaching responsibilities and other school duties. Messages may not be answered immediately during teaching time.

If a matter would benefit from a more detailed conversation, families are encouraged to arrange a suitable time to speak with the teacher.

WHEN TO CONTACT LEADERSHIP OR THE FRONT OFFICE

Families are encouraged to contact the Front Office or a member of the Leadership Team if:

- the matter is urgent
- they have been unable to resolve a concern at the classroom level
- the issue relates to whole-school matters
- they require additional support

Please note that ClassDojo is not monitored as an emergency communication service. For urgent matters requiring immediate attention during school hours, families should contact the Front Office directly by phone or in person.

We value working in partnership with families and encourage respectful communication that supports positive relationships and the best outcomes for students.

UPDATING FAMILY AND STUDENT DETAILS

It is essential that the school has accurate and up-to-date information for every student to support their safety, wellbeing and learning.

Families are asked to notify the Front Office as soon as possible of any changes to:

- Residential address or postal address.
- Parent, carer or emergency contact phone numbers.
- Email addresses.
- Emergency contacts and authorised collection arrangements.
- Family circumstances or custody arrangements that may affect the student or school communication.
- Medical conditions, allergies, medication requirements or other important health information.

Please contact the Front Office to update these details and provide any relevant documentation where required. Changes to contact details should not be communicated through ClassDojo alone, as the school's official student records must also be updated.

Keeping your details current ensures that the school can contact families promptly when necessary and that important information about students is accurate.

Working together: We encourage families to maintain regular communication with the school and to let us know when information changes so we can continue to provide a safe, supportive and connected learning environment for every student.

ATTENDANCE, ABSENCES AND PUNCTUALITY

Regular school attendance and arriving on time are important for student learning, wellbeing and social development. At Victor Harbor Primary School, we encourage all families to support regular attendance and establish routines that help students make the most of every school day.

STUDENT ABSENCES

If your child is unable to attend school, please notify the school as soon as possible by either calling the front office on 8552 1166 or via the 'Report an Absence' link on our website. Parents and carers are expected to provide a reason for their child's absence.

Where an absence is known in advance, families are encouraged to notify the school beforehand. If your child is unwell, please keep them at home when necessary to support their recovery and help prevent the spread of illness.

The school monitors student attendance and may contact families when an absence is unexplained or when attendance concerns arise. We work in partnership with families to identify and address barriers to regular attendance and to support students to engage positively with learning.

Please inform the school of any circumstances that may affect your child's attendance so that appropriate support can be considered.

All absences of 3 days or more (for example a family holiday) must be in writing and explained via an Exemption Form C. These forms are available via the front office.

LATE ARRIVALS

Students who arrive after the commencement of the school day must report to the Front Office to be signed in.

Arriving on time helps students settle into classroom routines, participate in important learning at the beginning of the day and avoid disrupting the learning of others. Families are encouraged to plan morning routines to support punctual arrival.

EARLY DEPARTURES

If a student needs to leave school before the end of the school day, a parent or authorised carer must report to the Front Office to sign the student out. Wherever possible, families should notify the school in advance of planned early departures.

For student safety, children will only be released to an authorised person. Staff may request identification or confirmation of collection arrangements where necessary.

Families are encouraged to minimise early departures wherever possible, as leaving school early can interrupt learning and classroom activities.

WORKING TOGETHER TO SUPPORT ATTENDANCE

Regular attendance is a shared responsibility between the school and families. If your child is experiencing difficulties attending school, please contact the school so we can work together to identify strategies and provide appropriate support.

By prioritising attendance, communicating absences promptly and ensuring students arrive on time, families help create the best possible conditions for learning, connection and success at school.

VISITOR SIGN IN EXPECTATIONS

Victor Harbor Primary School is committed to maintaining a safe and secure learning environment for all students, staff and visitors.

All visitors, including parents, carers, volunteers, contractors and external service providers, must report to the Front Office upon arrival before proceeding anywhere else on the school grounds.

Visitors are expected to:

- Sign in using Sine.
- Clearly identify the purpose of their visit.
- Wear a visitor sticker issued upon signing in.
- Follow staff directions and all relevant school safety procedures.
- Remain in the areas relevant to their visit and not enter classrooms or learning areas without permission.
- Sign out at the Front Office when leaving the school.

Parents and carers who are dropping off or collecting students outside the usual arrangements, attending appointments or meeting with staff must follow the school's sign-in and sign-out requirements.

For the safety and privacy of our students, visitors must not move around the school unaccompanied unless authorised to do so.

Student safety is everyone's responsibility. Thank you for helping us maintain a safe, welcoming and secure environment for our school community.

COMPLAINTS AND PROBLEM RESOLUTION

We encourage families to raise concerns promptly and respectfully. For classroom matters, please contact your child's class teacher first. If the issue is not resolved, or if it relates to a broader school matter, please contact a member of the Leadership Team or the Principal. If needed, families may also access the Department for Education's complaint management process for further support- Feedback and complaints about a school or preschool | Department for Education

04 TEACHING AND LEARNING

At Victor Harbor Primary School, we are committed to providing high-quality, inclusive and engaging learning experiences that enable every student to learn, grow and reach their potential. We aim to develop confident, curious and capable learners who are equipped with the knowledge, skills and dispositions to succeed both at school and beyond.

LESSONS AND TEACHING APPROACH

The school day is organised into six 50-minute lessons, with breaks for recess and lunch.

Our teaching approach balances explicit instruction of new concepts and skills with guided practice, independent learning and opportunities for students to think critically, creatively and collaboratively.

Teachers use a range of evidence-based teaching strategies to respond to students' individual learning needs. Learning is differentiated and personalised wherever appropriate to ensure students are supported, challenged and engaged in an inclusive classroom environment.

THE SA CURRICULUM

Victor Harbor Primary School delivers the South Australian Curriculum across all year levels, providing students with a broad and balanced education across eight learning areas:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Health and Physical Education
- Languages (Indonesian)
- Technologies
- The Arts

Specialist teachers provide instruction in Physical Education, Indonesian, Technologies and Performance Arts, bringing specialist knowledge and experience to these learning areas. Classroom teachers plan for and deliver learning across the remaining curriculum areas, creating meaningful connections between subjects by integrating learning through knowledge-rich units of work.

LITERACY

We believe every child is entitled to sustained, high-quality, evidence-based literacy teaching through the English curriculum. Strong literacy skills provide the foundation for learning across all curriculum areas and support students to communicate, understand and engage with the world around them.

Reception to Year 2

In the early years of schooling, literacy instruction includes the InitiaLit program, which supports the development of reading, spelling and writing skills through systematic and explicit teaching. They learn the relationships between sounds and letters, build vocabulary and comprehension through quality children's literature, and practise reading, handwriting, spelling and writing. Students in Reception to Year 2 are also explicitly taught phonological awareness skills, helping them recognise and work with the sounds within spoken language.

Years 3 to 6

As students' progress through primary school, literacy learning builds on their early foundational skills. Students engage in both shared and independent reading, alongside teaching and activities that strengthen their fluency, comprehension, vocabulary and written expression.

The focus gradually shifts from *learning to read* towards *reading to learn*, enabling students to interpret and understand increasingly complex texts, think deeply about what they read, and apply their literacy skills across the curriculum.

Our students participate in the *Department for Education Spelling & Morphology Program*, which supports their development of both reading and spelling skills.

NUMERACY

We aim to develop confident, capable and creative mathematical thinkers. Our approach carefully sequences learning so that students build on their knowledge and skills each year, progressing from novice learners towards mastery. We foster positive mathematical mindsets, strong problem-solving and reasoning skills, and a deep, genuine understanding of mathematical concepts.

Reception to Year 4

In the early years, students develop foundational number sense, mathematical language and age-appropriate skills through hands-on experiences and opportunities to explain and record their thinking. Students learn to apply their mathematical knowledge to a variety of practical and problem-solving situations.

Across the school, teachers use curriculum resources and planning frameworks, such as the concrete-pictorial-abstract (CPA) model, to provide a comprehensive mathematics program that builds knowledge and skills over time in a structured and cohesive way.

Years 5 to 6

In Years 5 and 6, students engage with Maths Pathway, a personalised digital mathematics program that supports learning at an individual pace. Students work on learning suited to their needs and participate in targeted mini-lessons with their classroom teacher to address specific learning goals. They also engage in regular rich learning tasks to explore how to solve complex mathematical problems.

PLAY IN THE EARLY YEARS

Play is an important part of learning in the first year at Victor Harbor Primary School. Through carefully planned play provocations, students actively explore ideas, develop skills and make connections between their interests and formal learning.

Teachers intentionally plan experiences that align with the curriculum, particularly the content knowledge and dispositions for learning, while responding to students' developmental stages, strengths and interests. Through play, students have opportunities to:

- Build social, emotional and physical skills
- Develop oral language and communication
- Strengthen early literacy and numeracy skills in meaningful contexts
- Explore ideas, solve problems and think creatively
- Develop relationships with peers and trusted adults
- Connect real-life experiences with classroom learning
- Build confidence and independence as learners
- Develop a positive transition from kindergarten to school

These experiences provide opportunities for teachers to observe learning, provide targeted support and extend students' knowledge and skills.

SPECIALIST LEARNING AREAS

Technologies

At our school, students engage in learning in both Digital and Design Technologies as part of the curriculum. Through hands-on, creative and practical experiences, students develop skills in coding, robotics, design thinking and construction. They may create games, program robots and participate in imaginative building challenges using materials such as cardboard. These opportunities foster curiosity, creativity, collaboration, problem-solving and critical thinking, while supporting students to design, produce and evaluate solutions in meaningful and engaging ways.

Performing Arts

Our students participate in a rich and engaging Performing Arts curriculum that supports creativity, confidence, self-expression and collaboration. Through learning in the Arts, students are encouraged to explore ideas, develop skills, respond to different forms of artistic expression and share their own creative work with others. Our program helps students to build both technical skills and an appreciation for the arts as an important part of learning and community life.

Indonesian

At our school, students learn Indonesian, engaging in experiences that develop their knowledge of both language and culture. Students build their skills in speaking, listening, reading and writing, while exploring Indonesian traditions, celebrations, food, geography and daily life. These learning opportunities foster curiosity, communication skills and intercultural understanding, helping students develop respect for and appreciation of diverse cultures and perspectives.

Physical Education

Students participate in Physical Education lessons that promote active lifestyles, teamwork and fair play. Through games, sport and movement activities, students develop physical skills, confidence and coordination, while learning to cooperate with others, show respect and participate positively. These learning experiences encourage students to enjoy being active and support the development of healthy habits for lifelong wellbeing.

SPECIALIST PROGRAMS AND ENRICHMENT OPPORTUNITIES

Learning at Victor Harbor Primary School extends beyond the everyday classroom program. Students have opportunities to participate in additional programs and activities that enrich their learning, support wellbeing and encourage them to discover new interests and talents.

These opportunities include:

- Swimming and aquatics education programs
- Camps and outdoor learning experiences across year levels
- Instrumental music opportunities
- Choir rehearsals and performances
- School musicals
- SAPSASA sporting carnivals and activities
- Book Week
- Lunchtime clubs, such as art club and chess
- Leadership opportunities (SRC, House Captain and School Leaders)

These experiences help students build confidence, independence, teamwork and resilience while developing a strong sense of belonging and connection to their school community.

Music and Choir

We are fortunate to offer strong choral and instrumental music opportunities at our school.

Our school choir is made up of students in Years 3-6 who choose to participate. Choir provides students with the opportunity to develop vocal skills, confidence and teamwork through regular rehearsals and performances. The choir practises once a week and each year performs at major events such as the Southern Festival of Music and may also be invited to perform at local community venues.

We also hold a biannual school musical for students in the Middle and Upper Primary. Students can audition for principal roles, or are involved in the ensemble, dance troupes, or in backstage roles. Performances are held at the town hall and is a highlight of the school year.

Junior Primary students also have performance opportunities at our assemblies and Early Years Christmas Concert held each year.

Instrumental Music Program

Our Instrumental Music Program is available to students in Years 3-6. Department for Education specialist music teachers visit the school once a week to provide lessons in instruments such as:

- flute
- clarinet
- saxophone
- trumpet
- trombone

Lessons are provided free of charge; however, families are responsible for the hire of instruments and the purchase of music materials. Students involved in the program also form part of the school band.

As places in the program are limited and instruments are in high demand, older students and those demonstrating strong musical aptitude may be given priority.

We value the important role the Arts play in enriching student learning and providing opportunities for students to participate, perform and connect with the wider community.

ASSESSMENT AND REPORTING

At Victor Harbor Primary School, assessment is an important part of teaching and learning. Teachers use a range of assessment strategies to monitor student progress, identify strengths, and plan for next steps in learning. Assessment may include classroom observations, work samples, discussions, tests, projects and ongoing feedback.

Families are kept informed about their child's learning and progress throughout the year. This occurs through regular communication, parent-teacher discussions (Term 1, Term 3 optional) and formal written reports. In line with Department for Education requirements, parents and caregivers receive 2 written reports each year (Term 2 & 4). These reports provide information about student achievement, progress and areas for further development.

We value working in partnership with families and encourage parents/caregivers to contact their child's teacher if they would like to discuss their child's learning, progress or support needs at any time during the year.

LIBRARY AND RESOURCE CENTRE

The school library is open for student borrowing and each class visits once a week to borrow books. Students are encouraged to bring a library bag to help protect books from drink spills and lunches.

We encourage all students to borrow regularly and enjoy reading, while also returning books promptly so they can be shared with others. The library is also open to students during lunchtimes.

BUDDY CLASSES

At Victor Harbor Primary School, each class has a buddy class. The buddy class program helps build positive relationships between older and younger students and encourages cooperation, communication and a sense of connection across the school.

Buddy classes meet regularly for social interaction and shared learning experiences, giving students opportunities to get to know one another and provide support in the yard and around the school. At times, buddy classes may take part in special activities together, and older students may assist younger students with tasks such as reading, writing and classroom activities.

The buddy class program is an important part of building a caring, inclusive and supportive school community.

SUPPORTING EVERY LEARNER- STUDENT SUPPORT & INTERVENTION

At Victor Harbor Primary School, we value inclusion and believe every child can learn, grow and succeed. We recognise and celebrate the diversity of our students and the unique strengths, interests, experiences and needs they bring to school. We are committed to creating a safe, supportive and connected learning environment where all students have access to the curriculum, can participate in school life and are supported to achieve success. Through differentiated teaching, personalised support and strong partnerships with families, we work to ensure every student feels included, valued and able to achieve their potential.

Our teachers provide high-quality classroom learning for all students and carefully monitor progress along the way. When a student requires additional support, we use a Response to Intervention (RTI) approach to provide support at the right level and at the right time. This may include classroom adjustments, small group support or more targeted intervention programs. These supports are closely monitored and reviewed to ensure they are responsive to student progress and needs. Adjustments are provided at the required level to support students' access to learning, wellbeing and engagement.

For some students, more personalised planning and support may be needed. If a student requires more specialised support, the school may work with families, and support services to apply for additional funding through the IESP process to help ensure the right provisions are in place. Where appropriate, the school may also make internal or external referrals and connect families with relevant local services, including wellbeing and counselling supports.

At Victor Harbor Primary School, we believe that learning is a shared journey. By working together, we strive to ensure every student feels safe, supported, included and connected, with every opportunity to participate, make progress and continue to learn and grow. Parents/caregivers are encouraged to speak with their child's class teacher if they have any concerns about their child's learning, wellbeing or progress.

TIDAL ROOM

The Tidal Room is a self-regulation space designed to support students' wellbeing, engagement and readiness for learning. It provides a calm, safe and supportive environment where students can access scheduled breaks, targeted lessons and other planned supports to help them develop strategies for self-regulation. Staffed by highly trained and specialised SSOs, the Tidal Room works in partnership with teachers and school staff to ensure students receive the support they need to feel settled, connected and ready to learn.

The Tidal Room is not only available when students are feeling overwhelmed; it is also a proactive space where students can learn, practise and strengthen strategies that support emotional regulation, resilience and successful participation in learning. Support in the Tidal Room may include planned check-ins, targeted wellbeing support, individual or small group sessions, assistance with transitions, and opportunities to develop coping strategies, social skills, communication, problem-solving and emotional awareness. By providing structured and responsive support, the Tidal Room helps reduce barriers to learning and reinforces routines that help students feel safe, calm and ready to return to class.

DISABILITY UNIT AND SPECIAL CLASSES

Victor Harbor Primary School is proud to host a Department for Education Special Option Disability Unit that supports students from across the Southern Fleurieu region. The Unit provides highly individualised learning programs in a small-group setting for students with a range of intellectual and physical disabilities, including those with complex support needs.

The Disability Unit caters for students from Reception to Year 6 and is organised into junior and senior multi-age class groupings. With specialised resources and a higher staff-to-student ratio (1:8) than mainstream classes, the Unit is able to provide tailored learning experiences that respond to each student's strengths, abilities, communication styles and developmental needs.

Our dedicated staff work closely with students, families and support services to create a safe, supportive and engaging learning environment. We are committed to helping every student build independence, develop relationships, communicate in ways that are meaningful for them, and participate as fully as possible in learning and school life. We value the unique contribution each student makes to our school community and strive to ensure all students feel included, respected and supported to achieve their potential.

Victor Harbor Primary School also provides two Special Classes, a Junior primary (R-2) and Primary class (3-6) for students whose learning needs are best supported in a more specialised educational setting. These classes offer targeted teaching, personalised support and learning programs designed around students' individual goals, strengths and needs.

Our staff work in partnership with families and relevant professionals to support student learning, wellbeing, engagement and positive social development. Where appropriate, students are provided with opportunities to participate in the broader life of the school through shared activities and learning experiences.

The Disability Unit and Special Classes are highly valued parts of Victor Harbor Primary School and reflect our strong commitment to inclusion, equity and belonging. We believe every student has the right to feel safe, be supported, participate fully, and experience success in learning.

05 WELLBEING HEALTH AND SAFETY

VALUES & BEHAVIOUR

At Victor Harbor Primary School, we are committed to providing a safe, inclusive and supportive learning environment where every student is known, valued and respected. We believe that positive relationships, clear expectations and a strong sense of belonging are essential for students to learn, grow and thrive.

Our school values of Respect, Safety, Responsibility, Trust and Honesty underpin all aspects of school life and help guide the way we learn, work and interact with one another.

- **Respect** means treating others with kindness, care and consideration, and valuing the rights, feelings and differences of others.
- **Safety** means creating an environment where everyone feels physically and emotionally secure.
- **Responsibility** means taking ownership of our actions, behaviour and learning.
- **Trust** means building positive relationships through reliability, fairness and mutual support.
- **Honesty** means speaking truthfully, acting with integrity and making positive choices.

We encourage all students to demonstrate these values in the classroom, in the yard and in their interactions with peers, staff and the wider community. Our behaviour expectations are outlined on our behaviour policy and support students to develop self-regulation, resilience, empathy and positive social skills. Staff work alongside students to explicitly teach and reinforce these behaviours so that all learners can participate successfully in school life.

Bullying, harassment and unsafe behaviour are not accepted at our school. Concerns are taken seriously and responded to in a timely, fair and supportive way, with a focus on maintaining safety, restoring relationships where appropriate, and helping students learn positive ways to manage conflict and interact with others.

We value the partnership between home and school and encourage families to work with us in supporting student behaviour. By working together, we can help every child develop confidence, positive relationships and a strong sense of belonging within the VHPS community.

STUDENT SERVICES AND WELLBEING TEAM

Student wellbeing is a priority at VHPS. We recognise that learning and wellbeing are closely connected, and we aim to support students socially, emotionally and academically. The Student Services and Wellbeing Team work closely with students, families, staff and support services to respond to individual needs, promote engagement and strengthen each child's sense of connection, belonging, and success at school.

We support a range of needs, including friendships, social skills, emotional regulation, behaviour, conflict resolution and attendance. This may include regular emotional check-ins, support from our Wellbeing staff & Pastoral Care Worker, and opportunities to connect with others through initiatives such as Breakfast Club. We also work closely with our Aboriginal Support Staff in the neighbouring Nunga Room to support Aboriginal students and families and strengthen students' sense of culture, connection and belonging. Where needed, we work with families, classroom teachers and external services to put the right supports in place. Our focus is on building positive relationships, helping students feel safe and supported, and ensuring every child feels a sense of belonging and is ready to learn.

HEALTH, SAFETY AND MEDICAL INFORMATION

The health, safety and wellbeing of all students is a priority at Victor Harbor Primary School. We are committed to providing a safe and supportive environment and to responding appropriately to students' health and medical needs during the school day.

Basic first aid is provided for students who become ill or injured at school. If a student requires further medical attention, or if there is any concern about their wellbeing, parents/caregivers will be contacted as soon as possible. It is important that families keep emergency contact details up to date so the school can respond promptly when needed.

Where students require medication at school, this must be provided in accordance with school and Department for Education procedures. Medication should be supplied directly to the front office by a parent/caregiver, clearly labelled, and accompanied by the required documentation and instructions. Students should not carry medication themselves unless this has been approved as part of an individual health care plan.

Students with identified health needs such as asthma, allergies, anaphylaxis, diabetes or other medical conditions must have current medical information and, where required, an individual health care plan or action plan provided to the school. This helps staff to respond appropriately and safely to each child's needs. Families are asked to inform the school promptly of any changes to their child's health or medical requirements.

If a child becomes unwell at school, they will be supported by staff and monitored appropriately. Parents/caregivers may be contacted and asked to collect their child if they are unable to comfortably participate in learning or if symptoms indicate they should be at home.

The school follows departmental requirements for emergency management, including procedures for evacuations, lockdowns and other emergency situations. Staff and students practise emergency procedures so that responses are calm, safe and well understood.

Victor Harbor Primary School also promotes sun safety and student wellbeing during hot weather. Students are expected to wear hats in Terms 1, 3 & 4 in line with the school's sun safe policy. Outdoor activities may be modified or limited during extreme heat or unsafe weather conditions.

We appreciate families working in partnership with us to support student health and safety by providing accurate medical information, required plans and up-to-date emergency contact details.

CHILD SAFETY AND SAFEGUARDING

Victor Harbor Primary School is committed to providing a child-safe environment where all students feel safe, supported, respected and valued. The safety and wellbeing of children and young people is a priority in all aspects of school life.

All staff are expected to maintain professional, respectful and appropriate relationships with students at all times. Staff conduct is guided by departmental policies, codes of conduct and protective practices that help ensure safe boundaries and positive interactions between adults and children.

Protective practices support staff to act in ways that safeguard the physical, emotional and psychological wellbeing of students. These practices also help students feel secure and supported at school.

If parents/caregivers have any concerns about a child's safety or wellbeing, they are encouraged to contact the school as soon as possible. Concerns can be raised with your child's teacher, a member of leadership, or the Principal, and will be responded to seriously, sensitively and in line with departmental requirements.

INCLEMENT WEATHER

In the event of the local temperature being 36° or above at the beginning of break times, students will stay inside for the break. In the event of heavy rain during break times, students will return inside for their break.

DENTAL SERVICES

The School Dental Service is situated at the South Coast District Hospital. The Mobile Dental Service usually attends the school twice a year.

06 UNIFORM AND EVERYDAY ESSENTIALS

UNIFORM AND DRESS CODE

At Victor Harbor Primary School, our Uniform Policy has been developed to:

- promote a positive image of the school
- create a sense of identity among students and the community
- support student safety through ease of identification
- ensure students are dressed appropriately for all school activities

Our school colours are sky blue, navy blue and white.

UNIFORM EXPECTATIONS

Students are expected to wear clothing that reflects the school dress code each day. Clothing should be neat, practical, safe and suitable for active participation in all aspects of school life.

ACCEPTABLE CLOTHING

POLO SHIRTS

- Plain navy blue, sky blue or white
- This includes approved Year 6 tops, school musical tops and Nunga tops

PANTS

- Plain navy-blue trousers, track pants or leggings
- Plain blue jeans are acceptable
- Jeans must be blue only, not blue-black
- Jeans must have no holes, rips or tears

SHORTS AND SKIRTS AND SKORTS

- Plain navy blue
- Must be no shorter than mid-thigh length
- Bike shorts are not acceptable

DRESSES

- Navy and white check
- Must be no shorter than mid-thigh length

WINDCHEATERS AND JUMPERS AND JACKETS

- Plain navy blue, or approved school hoodie
- This includes approved camp tops and SAPSASA jumpers
- Hoodies, jackets and windcheaters that are heavily patterned, fur-trimmed or display a sports club logo are not acceptable

FOOTWEAR

Students are required to wear footwear that:

- encloses the toe and heel
- is suitable for a range of school activities, including running and exercise

For safety reasons, the following are not acceptable:

- thongs
- sandals
- gum boots
- crocs
- heeled shoes

HATS AND SUN SAFETY

Students are expected to wear a plain navy blue, non-corded broad-brim or bucket hat.

- Sun safe hats are compulsory for all outdoor activities longer than 15 minutes during Terms 1, 3 & 4
- Hats are not to be worn indoors

HAIR

It is recommended that long hair be tied back or plaited as a practical measure to help reduce the spread of head lice.

JEWELLERY AND MAKE-UP

The following are acceptable:

- watches (not smart watches)
- small earrings
- medical alert bracelets

The following are not acceptable:

- smart watches that take photos or make phone calls
- dangling earrings
- large necklaces
- make-up

PURCHASING UNIFORM ITEMS

School uniform items can be:

- purchased directly from the front office, or
- ordered through the school Qkr! app for collection at a later time

LOST PROPERTY

Lost property is kept at the front office. If your child is missing an item of clothing or another personal item, please check the lost property basket.

To help us return items promptly, we ask that all clothing and personal belongings are clearly labelled with your child's name. Named items can usually be returned to their owner quickly and easily.

Lost property is cleared at the end of each term. Items that remain unclaimed after a further term may be rehomed or donated to a local charity shop.

LUNCH AND WATER BOTTLES

Students are expected to bring a fruit snack and a healthy lunch each day. They are also encouraged to bring a refillable water bottle containing water only, which can be topped up at the outdoor water fountains.

If a student forgets their lunch, parents/caregivers will be contacted where possible. In emergency situations, fruit or sandwiches may be provided through Student Services if needed.

BREAKFAST CLUB

A Breakfast Club operates from Student Services between 8:30 am and 8:50 am on Monday, Wednesday and Friday mornings. This is a free service run entirely through volunteers and donations. All students are welcome to attend and must be responsible users of the Breakfast Club.

BUSES

Students who travel to and from school by bus are expected to follow bus safety rules and behave respectfully at all times. Safe and responsible behaviour helps ensure a positive journey for all students and supports the wellbeing of everyone using the service.

For information about bus routes, eligibility and transport arrangements, families should contact the relevant bus service provider or Victor Harbor High School for assistance.

07 TECHNOLOGY AND PERSONAL DEVICES

TECHNOLOGY AND DIGITAL USE

At Victor Harbor Primary School, digital technologies are used to support teaching, learning, communication and student engagement. We aim to help students develop the skills, knowledge and behaviours they need to use technology safely, responsibly and effectively.

Students are expected to use school devices, online platforms and digital tools in ways that support learning and reflect our school values of Respect, Safety, Responsibility, Trust and Honesty. This includes using devices carefully, following teacher instructions, accessing appropriate content only, and treating digital equipment and online spaces respectfully.

The school teaches and promotes internet and online safety, including the importance of protecting personal information, communicating respectfully, and using the internet in safe and appropriate ways. Students are supported to understand that online behaviour should reflect the same expectations that apply in the classroom and playground.

All use of digital technologies at school must align with school and Department for Education expectations for acceptable use. Misuse of devices, online platforms or digital communication tools may result in consequences and follow-up with families where required.

The school also seeks family permission regarding the use of student photos and videos for educational, communication and promotional purposes in line with departmental requirements. Parent/caregiver consent is respected, and student images or recordings are used only in approved ways.

MOBILE PHONES AND PERSONAL DEVICES

In line with the Department for Education's policy, primary aged students are not permitted to use mobile phones or personal devices at school during school hours. The Department and the school recognise that there may be legitimate reasons for students to bring a phone or personal device to school, including:

- to support student safety while travelling to and from school
- to allow parents/caregivers to contact their child outside school hours

During the school day, students are not permitted to access or use their mobile phones or personal devices. If brought to school, devices must be switched off or placed on silent and stored at the beginning of the day. Students will not be able to access their device until the end of the school day.

We value working in partnership with families to support students to become safe, responsible and respectful users of technology.

08 FAMILY INVOLVEMENT AND SCHOOL LIFE

PARENT AND CARER INVOLVEMENT

At Victor Harbor Primary School, we value the important role that parents and carers play in school life. Positive partnerships between home and school strengthen our community and support the learning, wellbeing and success of all students.

There are many ways families can be involved in the life of the school. Opportunities may include:

- supporting classroom activities
- assisting with special events and school programs
- helping with excursions and camps
- participating in fundraising or community events
- contributing through the Governing Council or other parent groups

VOLUNTEERING OPPORTUNITIES

We welcome the involvement of parents and carers who are able to support school activities. Volunteers make a valuable contribution to student learning and help strengthen connections across the school community.

GOVERNING COUNCIL AND PARENT GROUPS

Parents and carers are encouraged to become involved in the school's Governing Council. The Governing Council provides an opportunity for families to contribute to school decision-making, support school improvement and work collaboratively with staff in the interests of students and the wider school community. From time to time, other parent groups or community groups may also provide opportunities for involvement.

EXCURSION AND CLASSROOM SUPPORT

Parents/carers may be invited to assist with excursions, special events and classroom learning activities. Support from volunteers is appreciated and helps provide valuable opportunities for students. When assisting in classrooms or on excursions, volunteers are expected to follow school procedures, staff directions and confidentiality expectations.

INDUCTION AND SCREENING REQUIREMENTS

All volunteers must meet any required Department for Education screening and induction requirements before commencing. Depending on the role, this may include a current Working with Children Check, RRHAN-EC training, proof of identity, volunteer agreement and site induction.

The school will advise families of the current requirements for volunteering, including any necessary approvals before attending excursions, camps or classroom activities.

We value the support, time and contributions of our families and encourage parents and carers to become involved in ways that work for them.

HOUSE AND SPORTS DAY TEAMS

Students are allocated to a house at enrolment. We have 4 house teams.

House	Colour
Rumbelow	Red
Bruce	Green
Jenkins	Yellow
Penny	Orange

Families can request that students are placed in the same house as past students/relatives, please ask during the enrolment meeting.

SAPSASA

Victor Harbor Primary School provides opportunities for eligible students to participate in SAPSASA sport. SAPSASA gives students the chance to represent their school and district in a range of sporting activities, while developing teamwork, sportsmanship, skill and confidence.

Selection for SAPSASA teams is based on district processes and may involve trials, nominations or teacher recommendation, depending on the sport. Students who participate are expected to demonstrate positive behaviour, commitment and respectful conduct as representatives of the school.

Information about SAPSASA opportunities, trial dates, consent requirements and any associated costs will be provided to families when available. We encourage students to take part in these valuable opportunities to extend their skills, challenge themselves and enjoy being part of a team.

STUDENT REPRESENTATIVE COUNCIL (SRC)

The Student Representative Council (SRC) provides students with the opportunity to develop leadership skills and contribute to school life in a meaningful way. Through the SRC, students can share ideas, represent the views of their peers and participate in decision-making about school activities and initiatives.

SRC members work together to promote student voice, support positive school culture and contribute to projects that benefit the wider school community. The SRC encourages students to take responsibility, work collaboratively and develop confidence as active and respectful members of the school.

At Victor Harbor Primary School, we value student leadership and the important contribution students make to creating a positive, inclusive and connected school community. Each year level is represented by 2 students as well as our year 6 school leaders.

ASSEMBLIES

School assemblies are an important part of life at Victor Harbor Primary School. They provide an opportunity for students, staff and families to come together to celebrate learning, recognise achievements, share important information and strengthen our sense of community.

Assemblies may include class presentations, performances, awards, announcements and celebrations of student success. They also provide students with opportunities to develop confidence, communication skills and pride in their learning.

Families are encouraged to attend assemblies whenever possible and join us in celebrating the achievements and contributions of our students. Families will be notified of assemblies via ClassDojo.

ENROLMENT PAYMENTS AND SERVICES

ENROLMENT PROCEDURE

Students may transfer to Victor Harbor Primary School from other schools at any time during the year, subject to enrolment processes and availability.

Before a student commences at the school, a meeting will be arranged with the family, the student, and a member of the Leadership Team. This meeting provides an opportunity to discuss the students' educational needs, learning support, school routines, uniform requirements, and any other relevant information. Families will also be provided with an enrolment package and, where possible, a tour of the school.

Following this meeting, the Leadership Team will confirm the outcome of the enrolment process with parents/caregivers and discuss class placement and a suitable start date.

INTERNATIONAL STUDENT INFORMATION AND ENROLMENT

Victor Harbor Primary School welcomes enquiries from international families seeking a high-quality primary education in a safe, inclusive and supportive learning environment. Our school is part of South Australian Government Schools and offers students the opportunity to learn in a caring community while experiencing life and education in South Australia.

INTERNATIONAL STUDENT ENROLMENT

International students can apply to study at Victor Harbor Primary School through South Australian Government Schools. Enrolment, placement and visa-related arrangements for international students are managed through the Department's international enrolment processes.

FINANCE AND CONSENT

SCHOOL FEES AND MATERIALS AND SERVICES CHARGES

Each year, families are provided with information about the school's materials and services charge and any applicable additional costs. These charges support the resources, materials and services used by students as part of their learning program.

The South Australian Government has committed to removing universal materials and services charges for primary school families from 2027 as part of its cost-of-living measures. Schools will continue to receive funding through this initiative, and students will continue to be supported through school-based resources and classroom staffing.

Please note:

- the change is intended to apply from the 2027 school year
- families will not be required to pay the universal materials and services charge once the new arrangements commence
- families will still be responsible for costs such as uniforms, digital devices and optional excursions, as is currently the case
- this change does not apply to international or non-resident students

PAYMENT OPTIONS

The school offers a range of payment options for family convenience, including payments through the front office or the Qkr! App. Families are encouraged to make payments by the due date or contact the school if support is needed.

SCHOOL CARD INFORMATION

For primary school families, the planned removal of the universal materials and services charge from 2027 is expected to reduce the need to apply for School Card in relation to this charge. Further advice will be provided as arrangements are confirmed.

EXCURSIONS AND PAYMENT TIMELINES

From time to time, students may be invited to participate in excursions, camps, performances and other special activities. Information about these events, including costs, payment due dates and consent requirements, will be sent home in advance.

To assist with planning and organisation, families are asked to return payments and consent forms by the stated due date. If payment by the due date is difficult, families are encouraged to contact the school as early as possible to discuss available options.

CONSENT FORMS

Throughout the year, families may be asked to complete and return a range of consent forms. These may include permission for:

- excursions and camps
- use of student photos or videos
- access to digital platforms or online learning tools
- local visits or special events
- medical or health-related support arrangements where applicable

It is important that forms are completed accurately and returned promptly so that the school can safely support student participation in learning and school activities.

We encourage families to contact the front office if they have any questions about fees, payments, consent requirements or financial support options.

OUT OF SCHOOL HOURS CARE (OSHC)

YMCA OSHC provides a safe, fun and stimulating environment for children before and after school, as well as Vacation Care during school holidays.

For more information or to enquire about bookings, please contact:

YMCA OSHC
Phone: 08 8200 2516
Email: oshc@ymcasa.org.au

DEPARTMENT FOR EDUCATION PLAYGROUP

Our Department for Education Playgroup runs every Tuesday during term time and is located in The Block. Playgroup provides a welcoming space for young children and their families to connect, play and learn together in a safe and supportive environment.

For more information, please contact the school.