

# HARTWELL PRIMARY SCHOOL



2026



RESPECT

EMPATHY

CO-OPERATION


INTEGRITY

OPTIMISM

<b>HARTWELL PRIMARY SCHOOL STAFF</b>	<b><u>Principal Team</u></b>	
	<b>Principal</b>	<b>Lisa Banks</b>
	<b>Assistant Principals</b>	<b>Adrian O'Connor / Susie Dalton</b>
	<b><u>Prep</u></b>	
	PC	<b>Rose Cincotta (Team Leader)</b>
	PG	Jane Guthrie/Daphne Scoutas
	PM	Bella Moar
	PK	Ben King
	PR	Amelia Robison
	<b><u>Year 1</u></b>	
	1K	<b>Stacey Kujawa (Team Leader)</b>
	1D	Madison Darkin
	1M	Catherine MacDonald
	1W	Freya Willis/Pauline Miritis
	<b><u>Year 2</u></b>	
	2W	<b>Maggie Wilson (Team Leader)</b>
	2R	Caroline Ross-Williams/Sarah Nettlefold
	2B	Kate van Seville
	<b><u>Year 3</u></b>	
	3C	<b>Kim Chen (Team Leader)</b>
	3B	Emily Brendish
	3G	Charley Gayfer
	3T	Sharni Timms
	<b><u>Year 4</u></b>	
	4M	Harriet McDonald-Ranga ( <b>co Team Leader</b> )/ Emily Williams
	4O	Lauren Opie ( <b>co Team Leader</b> )
	4S	Rob Speekman
	<b><u>Year 5</u></b>	
	5R	<b>Anabelle Barker (Team Leader)</b>
	5E	Emily Batskos
	5K	Emillie Hunt/Bea Kroyherr
	<b><u>Year 6</u></b>	
	6D	<b>Megan Donelly (Team Leader)</b>
	6W	Emma Warrington
	6N	Imogen Noonan
	<b><u>Specialist Teachers</u></b>	
	Disability Inclusion	Kate White
	Physical Education	Jo Bayes/Sian Naulls
	Visual Arts	Jude Insole / Louise Blamey
	L.O.T.E	Pal Di'Angelo (Italian) Lily Luo (Mandarin)
	Music & Performing Arts	Zoe Lin / Aleesha Carina
	Science	Georgie Howarth / Katrina Hall
	Learning Support	Tori Knight
	Library Technician	Michele Ritchie
	<b><u>Integration Aides</u></b>	
	Nick Holdsworth	Mariana Tinoco-lafelice
	Jacinta O'Neill	Lynn Jack
	Hayden Smith	Phoebe Finlay
		Georgie Nancarrow
	<b><u>Administration Team</u></b>	
	Business Manager: Lyn Rodda	
	Pam Smith	Bev Gardiner
		Virginia Hunt
	<b><u>First Aid</u></b>	
	Julia Reger-Martin	Karin Butt


<b>KEY DATES</b>	<b>TERM 1</b>	
	Saturday 21/2	Picnic and Movie Night
	Monday 2/3	Preps Full Time
	<b>2 – 6 March</b>	<b>Year 6 Canberra Camp</b>
	<b>Monday 9/3</b>	<b>Labour Day Public Holiday</b>
	11/3 – 23/3	NAPLAN Years 3 and 5
	16/3 – 20/3	Parent Teacher Meetings
	Wednesday 24/3	Class and Student Photo Day
	Thursday 25/3	Sibling, Graduation and Group Photos
	<b>2/4</b>	<b>Last Day of Term 1: Finish 2.30pm</b>
	<b>TERM 2</b>	
	Monday 20/4	Curriculum Day (student free day)
	Tuesday 21/4	First Day of Term 2
	4/5 – 14/5	Year 1 Swimming Program
	18/5 – 28/5	Year 2 Swimming Program
	1/6 – 12/6	Year 3 Swimming Program
	<b>Monday 8/6</b>	<b>King's Birthday Public Holiday</b>
	15/6 – 25/6	Year 4 Swimming Program
	<b>Friday 26/7</b>	<b>Last Day of Term 2: Finish 2.30pm</b>
	<b>TERM 3</b>	
	Monday 13/7	Curriculum Day (student free day)
	Tuesday 14/7	First Day of Term 3
	27/7 – 6/8	Prep Swimming Program
	14/9 – 16/9	Year 5 Camp 'The Summit'
	17/9 – 18/9	Year 2 Camp Activities
	<b>18/9</b>	<b>Last Day of Term 3: Finish 2.30pm</b>
	<b>TERM 4</b>	
	Monday 5/10	First Day of Term 4
	12/10 – 14/10	Year 4 Camp 'Forrest Edge'
	14/10 – 16/10	Year 3 Camp 'Forrest Edge'
	Monday 2/11	Staff P.P Day - (student free day)
	Tuesday 3/11	Melbourne Cup Public Day
	6/11	Ready, Set, Go 1 (new Preps 2027)
	13/11	Ready, Set, Go 2 (new Preps 2027)
	Saturday 21/11	<b>SCHOOL FAIR</b>
	27/11	Ready, Set, Go 3 (new Preps 2027)
	2/12	Prep 2027 Information Night
	4/12	Curriculum Day
	17/12	Year 6 Graduation
	18/12	Last Day of Term 4: Finish 1.30pm

**HARTWELL APPS**



Compass

For these Apps, go to Apple 'app store' or Android 'play store' and download. You will be asked to select Hartwell.



Qkr!

**HARTWELL PRIMARY 2026 - QUICK GUIDE**

**School Office: 9889 4012**

**OSCH (TeamKids): 0484 300 350**

**Email: [hartwell.ps@education.vic.gov.au](mailto:hartwell.ps@education.vic.gov.au)**

**Website: [www.hartwellps.vic.edu.au](http://www.hartwellps.vic.edu.au)**

*'Ten to 9, be on time!'*

<b>School Times</b> <b>The school day commences at 8:50am</b> with a bag bell.	<b>Regular and punctual attendance is expected.</b> Please note, students should not arrive at school before 8.45am as there is NO teacher supervision in the yard until that time.
<b>10.40am – 11.10am</b>	Morning Recess
<b>12.50pm – 1.50pm</b>	Lunch Time
<b>The school day finishes at 3.30pm</b> with a bag bell.	Teachers are on duty until 3.45pm. After this, students must <u>be accompanied</u> by an adult or attending OSHC if onsite.

### Arriving Late / Leaving Early

If your child arrives late or leaves school outside of normal dismissal times, they must be **'Signed In / Signed Out' on the office device by an accompanying adult**. If you do need to take your child early from school, please AVOID recess and lunchtimes as the students can be difficult to locate during these times.

### Unwell?

If your child is unwell and needs to be collected from school, you will receive a call from our First Aid staff. We request you collect your child as soon as practically possible. If you are unable to be contacted, we will then attempt to reach the Emergency Contacts we have on file, so it is important this information is up to date. We ask that you communicate any illness/virus/infection that is easily shared (chicken pox, headlice etc).

### Absence

At Hartwell we promote 'Everyday Counts' - it is a requirement for all children to attend school. If your child is absent due to sickness, a medical appointment or parent choice you will need to let the school know via Compass. You will receive an alert/notification at 9.30am if your child is not at school. We ask you ensure all absences are accounted for.

### Uniform

The school uniform, school bag, hats, library bags and art smocks are available from Spartan School World.

**Phone:** 03 7003 4897    **Website:** <https://www.spartanschoolworld.com.au/collections/hartwell-primary-school>



### Second Hand Uniform Shop (onsite)

**Open: 1<sup>st</sup> and 3<sup>rd</sup> Friday of every month from 8.30am-9.15am (not in the school holidays)**

**Second hand uniform can be donated to the Second Hand Uniform Shop during their opening times.**

**Hats are compulsory every day from September to April. (i.e. Term 1 and Term 4).**

**PLEASE NOTE: No coloured hair please during term time and earrings that are either small hoops or studs are preferable for safety. Please ensure shoulders are covered and appropriate shoes and runners are worn at school.**

### Whole School Assembly

School assemblies are held most weeks on **Monday morning at 9.05am in the hall**. During Monday assembly the children acknowledge the Traditional Owners of the Land, recite the school pledge and sing the Australian National Anthem Advance Australia Fair. Assemblies are for celebrating student achievement and sharing important school information. Certificates and other awards are often presented at Monday assemblies.

 <p><b>Lunch Orders</b></p> <p>Lunch orders available daily. Orders are made via Website: <a href="https://classroomcuisine.com.au/login">https://classroomcuisine.com.au/login</a></p>	 <p><b>Before / After School Care</b></p> <p>Team Kids provides Before / After School care, School Holiday and Curriculum Day childcare and recreational activities. <b>Phone:</b> 0484 300 350 <b>Website:</b> <a href="https://teamkids.com.au">https://teamkids.com.au</a></p>	 <p><b>Instrumental Music Program</b></p> <p>Please see further information: <a href="https://www.hartwellps.vic.edu.au/curriculum/music-performing-arts">https://www.hartwellps.vic.edu.au/curriculum/music-performing-arts</a></p>
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## Excursions / Incursions

Excursions and incursions are an important part of our educational program. Prompt payment and permission, including permission to seek medical care, is completed via the QKR App. It is not the responsibility of the teacher to continually follow up payments and permissions. Please ensure these forms are filled out promptly as we cannot take your child on an excursion without your consent.



Hartwell Primary School aims to provide clear, consistent and professional communications to students, parents and carers, and the wider school community.


We promote 'respect, kindness and understanding' with every communication, written or verbal.

## 'Up to Date' Information and Emergency Contacts

*First things first... check your own contact details. Make sure you have provided current and up to date information.*

Each child at the school **must** have up to date Emergency Contacts which enable teachers to contact parents/guardians quickly in the case of an emergency. **It is imperative that the emergency information is correct and up to date.** Should you change your place of employment, telephone number or address, please inform the school immediately via email.

<p><b>CONTACT US via the School Office</b></p> <p><b>Phone:</b> (03) 9889 4012 <b>Email:</b> <a href="mailto:hartwell.ps@education.vic.gov.au">hartwell.ps@education.vic.gov.au</a> <b>Website:</b> <a href="http://www.hartwellps.vic.edu.au">www.hartwellps.vic.edu.au</a></p>	<p><u>The school office is open from 8.30am – 4.00pm.</u> <b>We ask that you save these details in your phone and email contacts for quick and easy access.</b></p>
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<p><b>COMMUNICATION VIA OUR HARTWELL Apps:</b></p> <p>Hartwell Primary School uses the two smart phone / device apps for keeping parents and carers up to date with the daily operation of our school. Ensure you have both these apps downloaded and readily accessible, as well as notifications enabled.</p>		
 <p>The COMPASS Parents app is our main method of communicating with our families. The app is primarily used for:</p> <ul style="list-style-type: none"> <li>reporting student absences</li> <li>newsfeeds and alerts</li> <li>booking Parent / Teacher interviews</li> <li>accessing the newsletters and correspondence</li> <li>student academic reports</li> </ul>	 <p>QKR is a simple and secure method of making payments. This app is used for:</p> <ul style="list-style-type: none"> <li>excursions / incursions</li> <li>annual school contributions</li> <li>school events such as fundraising</li> </ul>	

## Contacting Your Child's Teacher/s and School Staff

Class teachers are the first point of contact for parents and carers in relation to a student's academic progress and wellbeing. You are welcome to contact your class teacher or specialist teacher via the school office, either by phone or email.

We aim to respond within 48 hours but of course will be in contact earlier if the correspondence is urgent. Please remember that teachers are usually unable to talk during school hours, however they will attempt to return the call or email as soon as practically possible.

## FRIENDS of HARTWELL

Many of our fundraising, community and social events are run via 'Friends of Hartwell'. This very active committee support our school and we invite you to be involved.



### Student Responsibilities

#### Mobile Devices – Phones & Smart Watches

*As defined by the Department of Education, students **ARE NOT PERMITTED** to use or have access to personal digital devices during school hours.*

**At Hartwell this includes mobile phones and smart watches.** If these items are at school, phones and smartwatches will be stored securely during the school day.

*Parents are NOT to contact their child via the device for ANY reason during the*

*school day but instead use the school phone number for support.*

If your child needs a digital device for a medical reason, please contact the class teacher to arrange a management plan.

#### Personal Property

Parents are advised that as the Department of Education does not provide insurance cover for the student's personal possessions (e.g. jewellery, etc) valuable items **should not be brought into school.**

## Parent Responsibilities

### Read and Respond to School Communications

Please take the time to read the newsletters, email and school information. They are first line of communication for our community. Please respond in a timely manner with permissions, information and in particular providing any medical equipment/information for your child.

#### Medication

**Anaphylaxis/Allergies/Asthma:** **all medications must be onsite with an in-date management plan.** We will contact you should we need further information or if the medication is due to expire.

If your child requires any other **prescribed medication at school**, you will need to complete a Medication Administration Form (available on the website or at the school office).

#### Traffic Around the School

We ask our community to be very aware of the busy roads around the school in the morning and afternoon. We have two systems that have been developed with Vic Roads and Boroondara Council to promote safe travel to and from school but also to support our Hartwell neighbours during these times.

Our traffic flow map is on our website with suggested routes for walking to school. We have three Crossing Supervisors: Highfield Road /Milverton Street, Toorak Road/Oberwyl Road and on Oberwyl Road opposite Gate 3 (Prep Learning Community).

We ask that you support the children and ensure they reach school safely. If you are driving, please slow down and allow children/parents to cross at junction points.

## Cycling To and From to School

Parents/carers are responsible for their children travelling to and from school. Before allowing your child to ride to school (independently or with adult supervision) we ask you to consider their cycling experience, ability to perceive hazards, the traffic conditions and the distances involved (our roads are very busy!).

Currently at Hartwell, only the students in **Grades 5 and 6** who ride bikes to school have the option to leave them onsite in the bike racks. At times we may have capacity to accommodate other year levels (arrange this via your class teacher), but on the whole due to limited bike rack space we ask that the parents of students in other year levels take the wheels home.

We do our best to ensure that bikes are not tampered with during the school day, but as with other personal property, the Department of Education is not liable for any damage that may happen.

## FURTHER INFORMATION

You can find more information on the school website [www.hartwellps.vic.edu.au](http://www.hartwellps.vic.edu.au)