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### 2017 SCHOOL IMPORTANT DATES

#### Term 1

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9 January</td>
<td>General Staff Return – Reception reopens</td>
</tr>
<tr>
<td>Monday</td>
<td>30 January</td>
<td>Professional Development Day</td>
</tr>
<tr>
<td>Tuesday</td>
<td>31 January</td>
<td>Professional Development Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Administration Day</td>
</tr>
<tr>
<td>Wednesday</td>
<td>1 February</td>
<td>First full day of classes for students</td>
</tr>
<tr>
<td>Monday</td>
<td>13 March</td>
<td>Labour Day Public Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>31 March</td>
<td>End of Term 1 (for staff and students)</td>
</tr>
</tbody>
</table>

#### Term 2

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>17 April</td>
<td>Commencement of Term 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Professional Development Day</td>
</tr>
<tr>
<td>Tuesday</td>
<td>18 April</td>
<td>Students return</td>
</tr>
<tr>
<td>Tuesday</td>
<td>25 April</td>
<td>ANZAC Day Public Holiday</td>
</tr>
<tr>
<td>Sunday</td>
<td>7 May</td>
<td>Vesak Day</td>
</tr>
<tr>
<td>Monday</td>
<td>12 June</td>
<td>Queen’s Birthday Public Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>30 June</td>
<td>End of Term 2 (for staff and students)</td>
</tr>
</tbody>
</table>

#### Term 3

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday</td>
<td>12 July</td>
<td>Commencement of Term 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Staff Retreat</td>
</tr>
<tr>
<td>Thursday</td>
<td>13 July</td>
<td>Staff Retreat</td>
</tr>
<tr>
<td>Friday</td>
<td>14 July</td>
<td>Staff Retreat</td>
</tr>
<tr>
<td>Monday</td>
<td>17 July</td>
<td>Professional Development Day</td>
</tr>
<tr>
<td>Tuesday</td>
<td>18 July</td>
<td>Students return</td>
</tr>
<tr>
<td>Sunday</td>
<td>3 September</td>
<td>Vu Lan Day</td>
</tr>
<tr>
<td>Friday</td>
<td>22 September</td>
<td>End of Term 3 (for staff and student)</td>
</tr>
</tbody>
</table>

#### Term 4

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday</td>
<td>7 October</td>
<td>Moon Festival</td>
</tr>
<tr>
<td>Monday</td>
<td>9 October</td>
<td>Commencement of Term 4 (all staff and students)</td>
</tr>
<tr>
<td>Monday</td>
<td>6 November</td>
<td>Professional Development Day</td>
</tr>
<tr>
<td>Tuesday</td>
<td>7 November</td>
<td>Melbourne Cup Day – Public Holiday</td>
</tr>
<tr>
<td>Friday</td>
<td>8 December</td>
<td>Last day for students</td>
</tr>
<tr>
<td>Friday</td>
<td>15 December</td>
<td>Last day for teaching staff</td>
</tr>
<tr>
<td>Friday</td>
<td>22 December</td>
<td>Last day for administration staff</td>
</tr>
</tbody>
</table>
# SCHOOL BELL TIMES

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>School supervision starts</td>
</tr>
<tr>
<td>9:00 am</td>
<td>Class starts</td>
</tr>
<tr>
<td>9:00 am – 11:00 am</td>
<td>1st session</td>
</tr>
<tr>
<td>11:00 am – 11:15 am</td>
<td>Recess</td>
</tr>
<tr>
<td>11:15 am – 1:00 pm</td>
<td>2nd session</td>
</tr>
<tr>
<td>1:00 pm – 1:45 pm</td>
<td>Lunch break and playing time</td>
</tr>
<tr>
<td>1:45 pm – 3:30 pm</td>
<td>3rd session</td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>
MISSION STATEMENT
Hoa Nghiem Primary School encourages and supports students as individual learners from a Buddhist perspective. The school maintains a strong sense of Buddhist community values while providing an education program to children from Foundation to Grade 6. We aim to see students become learners for life by means of enquiry, critical thinking, creativity and perseverance and support students to achieve optimal levels in a broad range of curricular and co-curricular activities.

SCHOOL PHILOSOPHY

The essence of the Buddha’s teachings is simple and can be practiced in our daily lives. The Buddha’s teachings are known as, ‘the middle way’ because they are free from extremes.

Venerable Thich Nhat Hanh once reminds us that, ‘The mindfulness practices are very concrete. You cannot talk about them; you have to live them.’

Hoa Nghiem Primary School’s students practice meditation every morning before class. Through meditation, we exercise mindfulness and reflect on our actions in the guidance of the Buddha’s Five Precepts.

We recognise the importance of literacy and numeracy in students’ early years of schooling. Our school caters for each individual student by providing a differentiated teaching and learning approach. Compassion and wisdom are also integral parts in promoting our school’s teaching and learning approach, we highly encourage students to bring the practice home and share with their families. We care to foster a love of learning and develop skills leading to independence and success on our students as we believe that knowledge leads to wisdom and this can be applied in their daily lives.
SCHOOL VALUES

As a Buddhist school, our values reflect our traditions and are based on the Noble Eightfold path.

Our school values include:

1. **Open mind - Open Heart**
   We understand that we are responsible for our personal peace and happiness. We practice deep listening as the key skill to develop understanding, compassion and empathy. Students also practice a child-friendly version of the Five Precepts: no killing, no stealing, no lying, respect for self and respect for others, especially the elderly. These are gates to protect children and nurture them towards an open mind and open heart.

2. **Right Mindfulness**:
   ‘Right’ in this sense is not referring to right and wrong. It has been translated from the Pali word “*samma*”, which can be more accurately described as appropriate, mature or wise. We implement right mindfulness in our breathing, sitting, eating and learning in order to bring true happiness and improve the quality of our lives. Students are encouraged to explore their world and their future at the present moment: ‘here and now’.
3. Inspiration:

Three Refuges

I take refuge in the Buddha, the one who shows me the way in this life.
I take refuge in the Dharma, the way of understanding and of love.
I take refuge in the Sangha, the community that lives in harmony and awareness.

We are inspired by the Three Refuges: by trusting in the Buddha, Buddhist teaching (Dharma) and Buddhist community leader (Sangha) as ‘the Way of life’. Hence, our students are nurtured through inspiration, and from that, their creativity blooms and they can better reach their potential.

4. Confidence:

Each individual is in command of their own life. We encourage students to exhibit confidence and courage when opportunities arise. We desire our children to live ethical and moral lives and lead others to do the same.

5. Team work:

We are proud to belong to the school community and respect its ethos and culture. By working together, we are stronger in mind, heart, and shared responsibility. We value our immediate community and seek to be effective global citizens.

Through my love for you,
I want to express my love for the whole cosmos, the whole of humanity, and all beings. By living with you, I want to learn to love everyone and all species. If I succeed in loving you, I will be able to love everyone and all species on Earth... This is the real message of love.

Thich Nhat Hanh

VeryBestQuotes.com
photo by Cheryl Emgey
CURRICULUM

Our school is registered with the Victorian Registration and Qualifications Authority (VRQA) and a member of Independent School Victoria (ISV).

Our school utilises the Victorian Curriculum. The Victorian Curriculum incorporates the Australian Curriculum and reflects Victorian priorities and standards. This curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

8 Learning Areas:

1. English
2. Mathematics
3. Science
4. Technologies
5. Humanities – History and Geography
6. Languages Other Than English – Vietnamese
7. The Arts – Music, Dance, Drama and Visual Art
8. Health and Physical Education

4 Capabilities:

1. Critical and Creative Thinking
2. Ethical
3. Intercultural
4. Personal and Social

Teachers use the Victorian Curriculum to develop teaching and learning programs that build on students’ current learning. It enables teachers to plan rigorous, relevant and engaging learning and assessment experiences for all students.
Teaching and Learning Framework:

Our school utilises a ‘Classroom Instructions that Work’ framework

From there, *Wisdom – Compassion - Courage* are embedded in our school culture, in alignment with our school values and philosophy to guide teaching and learning. We lead our students to use their

- **Mind** for **Wisdom** to demonstrate understanding abilities and analytical skills
- **Heart** for **Compassion** to show mindfulness in attitudes, dispositions, motivations and inspiration in everything they do.
- **Actions** to practice **Courage** in strengthening their skills, capabilities and proficiencies.

In the classroom environment, students will:

- **Know** their personal, cultural and Buddhist identities.
- **Understand** different cultural perspectives and the commonality of the human experience.
- **Be able to** analyse issues that have personal, local, and global significance and relevance.
Specialist Programmes:

Hoa Nghiem Primary School provides an extensive programme in all learning domains. In addition to the regular classroom programme we have a number of specialist classes:

- Art
- Music
- Physical Education
- Inquiry Science
- Language Other than English – Vietnamese

EXCURSIONS & EVENTS

Hoa Nghiem Primary School promotes a variety of special events, incursions, excursions and guest speakers to enrich the learning in all areas.

Excursions

Hoa Nghiem Primary School holds a range of excursions that are directly linked to the teaching and learning programme and the school’s values. These are held at various times throughout the year.

Swimming Programme

We host Swimming programme twice a year where water skills and safety are taught by professional trainers.

Community involvement in the school

There are many opportunities for parents to be involved in school activities.
COMMUNICATION

A positive three-way relationship between family, staff, and students is an essential element to a successful education. Hoa Nghiem Primary School focuses on creating an environment which encourages close communication between home and school. The connectedness between school life and the home environment enables the best outcomes for the children. We have a number of paths in place to facilitate this link.

Contact Points:
You are welcome to give short messages to the class teacher before or after school. However if the matter needs further discussion please make an appointment either directly with the teacher or through the School Office. If you wish to discuss a matter with the Principal or Teaching and Learning Coordinator please contact the School Office.

Student Diaries
Student Diaries are provided for all students. This should be checked every night for notices, homework and returned classroom work.

School Absences:
If your child is absent from school due to illness or any other reasons, please notify the School Office by telephoning 8510 2244 or email office@hoanghiem.vic.edu.au after 8:20 am.

It is a requirement that the school is able to account for all student absences to ensure our students are safe and to maintain accurate attendance records.

Singing Bowl
The Singing Bowl, our weekly newsletter, contains information on the range of the activities going on in the school. It is a very important communication link between home and school.

Notices
Notices about excursions or urgent matters, will be distributed as necessary. Please check nightly with your child so that you do not miss a notice.

Information Evenings and Gathering Dinner:
Information Nights and Gathering Dinner are conducted throughout the year for all parents. These evening provide important information for family regarding class requirements, procedures, curriculum, learning beyond classroom and family engagement to assist children learning through the year. These also include information sharing with regards to curriculum initiatives, message from the Chair. Parents will be informed of these evening via newsletter, invitations or letters.

Informal information
It is important to notify our child’s teacher of any unusual, changes in circumstance that may affect your child. Staff members are able to be contacted to share information or concerns via voice mail, email or by appointment.
ASSESSMENT AND REPORTING
There are two scheduled meetings each year. The first is an individual family meeting with classroom teacher a parent-teacher meeting. The second is a parent-teacher-student meeting, that gives the students the opportunity to talk about their work at school.

Student Reports:
A written student report is provided for all students at the end of each semester. They are a means of formally acknowledging and recording a student's developing academic ability and personal qualities, as demonstrated through their interaction with peers and staff in the school environment. Reports provide an avenue for feedback to students on their progress and achievements in:

- English
- Mathematics
- Integrated Studies
- Specialist subjects

AWARENESS PROGRAM
The Awareness Program is based around school values and Buddhist teachings (dharma), with a different theme each term. The Awareness Program involves discussion and investigation and is designed to build students' confidence and resilience as well as enhancing their interpersonal development, teamwork and speaking and listening skills. The Awareness Program is supported by daily meditation, including an extended period of whole-school meditation on Monday mornings in the Buddha Hall.

PLAYGROUND AREAS AND SUPERVISION
Older children are expected to be careful when playing near, or with, younger children and look after them. The playground is supervised by the teachers at all times between 8:30 am and 3:45 pm. Children who arrive at school before 8:30 need to be supervised by a parent or carer until the teacher on duty arrives at the playground. Likewise, it is expected that all children will be collected by 3.30pm unless arrangements have been made with the Office Manager or Principal.

ARRANGEMENTS FOR OTHERS TO COLLECT CHILDREN
If making arrangements with others to collect your child, please make sure these are clear to both your child and the teacher. If the person is someone not known to us, please inform us of the arrangements.

Always ensure that emergency contact information is up to date.

PUNCTUALITY
It is essential that your child arrives at school on time for the following reasons:

- The class programme begins at 9.00 am and instruction begins at this time. If your child is late they will miss out on important initial information for the first learning session.
- Being late usually means being in a rush and that can become unsettling for your child, and spoil the beginning to their school day.
- Late arrivals disturb classes.
- Being on time is a good habit to develop in children when young. It is a courtesy and ultimately demonstrates a respect and commitment to the education process.

Please telephone or email the Office to notify us of your child's lateness.
**MEDICAL/ABSENCES**
The school only has limited facilities for care of sick children, and it must be understood that schools do not have people who are available to care for sick children. A child who has symptoms of illness should be kept home from school. All absences need to be accounted for. Again, please notify us of your child’s absence by telephone.

When a child is ill at school, the parent will be contacted at home or work and asked to take the child home. If you are not able to be contacted, the school will telephone one of your nominated emergency contacts.

**PLEASE ENSURE THAT YOUR CONTACT NUMBER AND THAT OF THE EMERGENCY CONTACT PEOPLE ARE KEPT UP TO DATE WITH THE SCHOOL.**

Infectious diseases spread quickly at school. There are some diseases which require exclusion. If in doubt, contact the school.

Medication: If your child requires the administration of medications at school, the Administration of Medication form must be signed by parent/guardian.

Parent/guardian of asthmatic children needs to sign and complete an annual Asthma Management Plan, detailing the child’s current asthma treatment.

Any child with a medical condition such as Epilepsy, Diabetes, etc.... requires a management plan to be completed at the start of each year.

Anaphylaxis: It is the responsibility of parent/guardian of any child with a life threatening allergy (anaphylaxis) to notify the school and complete an Anaphylaxis Management Plan each year. It is also the responsibility of parent/guardian to supply an Epi-pen for the child.

**LEAVING SCHOOL DURING SCHOOL HOURS**
Children will not be permitted to leave school during school hours unless collected by their parents or nominated adult. All parents collecting children must report to the office and sign their child out of school. On their return to school the child must also be signed back in at the General Office.

**VISITORS TO THE SCHOOL**
All visitors to the school are required to report to the General Office and collect a visitor’s badge, signing in on arrival and out on departure.

**HOMEWORK CLUB**
An after school homework club is run in the Library by tutors and supervised by staff. All children need to be booked into the club by calling the school office or notify the Office Manager. A consent form is required for children to attend the Homework Club on their first session of the year.

**LUNCH ORDERS**
Lunch orders are available Monday to Friday. The school canteen provides a range of vegetarian food and drinks for the students. Parents may order their child’s lunch by writing items the order form, including the correct change, and giving it to their teacher by 9:00 am.
LIBRARY
Students in every year level are encouraged to make full use of our Library. The Library has a collection of fiction and non-fiction material suitable for children from Foundation to Year 6. Each class is scheduled to visit the Library once a week. Class teachers make use of the Library for extra research sessions for their students. Students may borrow books at the classroom lesson time or during advertised open times.

COLLECTING STUDENTS
For safety reasons we request that students wait inside the school grounds for their parents. In Term 1 each year, Foundation parents/guardians are required to collect their child from their classroom.

RELEVANT SCHOOL POLICIES
The school has developed a number of policies in order to clarify its goals and values. All policies are ratified by School Board and are reviewed regularly. Please contact our School Office or visit our website for further information.