



# Margaret Hendry

## SCHOOL

Where learning is inherently playful



# Welcome to Margaret Hendry School

Welcome to Margaret Hendry Schools (MHS). This document contains important information about the school for children and families. It explains some of the terms used throughout the school, as well as our approach to learning.

We are very excited to host our first community event for 2021! **The Margaret Hendry Experience Welcome BBQ and Picnic** will be held on Tuesday 9 February. The Margaret Hendry Experience Welcome BBQ and Picnic, is an informal event led by children. Children will show you through their neighbourhood explaining what a typical day of learning looks like at Margaret Hendry school. Whilst learning coaches will be eager to meet you all, there will not be time for sustained discussion. We invite families to bring a picnic from home or buy sausage sandwiches for the family and sit with our community to share a meal and make new friends.





## Home learning groups

Each child is allocated a **home learning coach** (teacher) and a **home learning group** (class). A home learning group is made up of children across Kindergarten, Year 1, Year 2; Year 3, Year 4, Year 5; and Year 6 and is within a single **learning neighbourhood**.

Every morning when the music plays at 9am, children line up outside the door of their learning neighbourhood and are greeted by their learning coach. Children meet in their home learning groups at various times during the day as a familiar place to connect with their learning coach and peers, as well as to aid with transitions. Children also participate in activities such as music and physical education, in their home learning groups or with other children in their learning neighbourhood.

## Personalised Workshops

During the day, children participate in **targeted workshops** in reading, writing and mathematics. Children may have a different learning coach than their home learning coach for these workshops.

The groups are **stage-based** rather than **age-based**. This means that each group works within the stage of the Australian curriculum that meets their individual learning needs. The groups are quite flexible, and children move between groups during the year to focus on particular strengths or areas for development.

## The Hub

The Hub is a common area within the neighbourhood where children come together to use their learning assets, skills and dispositions to independently and collaboratively follow lines of inquiry. When learning in the hub, our pillars of Connect and Collaborate shine. Educators make connections between workshops and hubs to promote deep learning and provide children with voice and choice. Provocations can be used to 'front load' thinking, foster curiosity before learning, review learning from workshops or to extend on learning after workshops.

## Library

The school's library is jam packed full of high-quality fiction and nonfiction literature. It is open for **home borrowing** each morning and afternoon, for families to enjoy with their children. In addition, children participate in library sessions with Bridgette, the school's teacher librarian, and access the library throughout the day to enhance and enrich their learning and to follow personal interests and endeavours during breaks.

## SchoolTalk

SchoolTalk is a tool which enables our team to plan collaboratively and to plan for personalised learning for children. Existing families have a login to SchoolTalk and this will enable you to view your child's workshop schedule and learning goals. During the year, learning artefacts will be added to your child's profile. Families new to the school will be invited to the SchoolTalk platform at the commencement of term 2 after the team have time to accurately plot children along the learning progressions.

Families new to the school will be invited to the SchoolTalk platform at the end of week 1 to enable them to view their child's daily schedule and workshop design. By term 2, the team will have had time to assess learning and accurately plot new children along the learning progressions.

## Learning Overviews

You can stay abreast of the learning intentions for your child via the Learning Overviews issued week 2 of each term. The learning overview will have the name and email of each learning coach in your child's neighbourhood, term calendar as well as ways in which you can connect with your child's learning at home and school.

We are inviting families to connect with their Home Learning Coach in weeks 3 & 4 for a Welcome Yarn. More information will come out closer to the dates.

## Getting in touch

Your child's learning coach is always available to discuss any aspects of your child's learning. You can contact them by email, and they will be in touch within 3 days. Families are always welcome to discuss their child's learning needs or progress. The easiest way to book an appointment is to email or talk with your home learning coach directly ([first\\_name.surname@ed.act.edu.au](mailto:first_name.surname@ed.act.edu.au)). Families with children who have an Individual Learning Plan or Targeted Support Plan will soon be contacted to establish a meeting and discuss learning goals.

For further information on our Communication Guidelines, please read our Communication Guidelines on our website:

[http://www.margarethendryschool.act.edu.au/guidelines\\_and\\_policies](http://www.margarethendryschool.act.edu.au/guidelines_and_policies)

At Margaret Hendry School, we want to share information in a way that is easy and meaningful to you. The traditional newsletter has been integrated into our website. Every 3 weeks, we update information on our website and email a flyer with links to new content to families.

A **weekly overview** of events is used each Sunday evening via the schools Facebook page.

We are also very active on our social media channels. Follow us!



## **Term dates for 2021**

### **Term 1 - Monday 1 February - Thursday 1 April**

- Monday 1 February (Monday-Wednesday preschool group & kindergarten)
- Tuesday 2 February (years 1-6 students)
- Thursday 4 February (Wednesday-Friday preschool group)

### **Term 2 - Monday 19 April - Friday 25 June**

### **Term 3 - Monday 12 July - Friday 17 September**

### **Term 4 - Tuesday 5 October - Friday 17 December**

## **School day**

School starts: 9:00am

Break 1: 10:45-11:30am

Break 2: 12:45-1:30pm

There are a range of clubs available to children during these times and this schedule will be shared with families in the coming weeks.

School ends: 3:00pm

We ask that your child is collected promptly at 3:00pm.

## **Contact information**

Phone: 6124 2800

Email: [margarethendry@ed.act.edu.au](mailto:margarethendry@ed.act.edu.au)

Website: [margarethendryschool.act.edu.au](http://margarethendryschool.act.edu.au)

Office hours: 8:30am-3:30pm

## **Before and after school care**

Woden Community Service provides Out of School Hours Care (OSHC) for pre-school and primary school age children at Margaret Hendry School. Margaret Hendry OSHC runs Before School Care, After School Care and School Holiday Program.

Their operational hours are:

Before school care: 7:15-9:00am

After school care: 3:00-6:00pm

School holiday program: 7:30am-6:00pm (excluding public holidays)

## What to bring to school

- Sun safe hat - there is a strict 'no hat no play' policy.
- Packed lunchbox with a dedicated fruit or vegetable snack (please see images for ideas)
- Water bottle
- Spare change of clothes (pants and underwear for juniors as required)
- Shoes that can be independently put on and taken off.

Please ensure all personal items are clearly labeled. **We are a nut and egg free school** - please avoid sending any nut and egg related products in your child's lunch.



**The school does not have a school canteen.**

## Phones/toys at school

Any electronic devices (phones/iPads etc) must be handed in to the office at the start of the day. There is no responsibility taken by the school for lost or stolen items.

Please do not bring toys from home. In a school setting, personal items can get lost and cause undue anxiety for the child. If there is a special item you want to share with the class from a holiday etc, please ask an educator for learning coach and we can arrange something. Safe comfort items are encouraged, so if your child needs a blanket, teddy or such, we ask that it is labelled and that the child understands they need to manage it independently.

## Entry and exit points

Please enter the school via the gates near the bike shed and the gates near the hall as a general rule. This helps us keep our reception area free of heavy foot traffic and support families and children effectively during peak times.

## **Medical conditions and medications**

Please let your home learning coach know if your child has any medical conditions that they should be aware of or if they work with external providers (i.e. psychologist occupational therapist).

If your child requires medication at school, please drop it off at the front office. The office staff will ask you to fill in an 'Authorisation to Administer Medication' form.

If your child has asthma/epilepsy/anaphylaxis or any medical condition that requires an action plan, please make sure this is current and provide it to the front office along with any necessary medications.

## **Car park**

With over 80 staff members there are not many car parks for families. We strongly encourage families to refer to the parking map to see alternative parking options and wherever possible, walk or wheel to school.

## **Attendance**

If your child is going to be absent from school, please notify the front office by calling 6142 2800 or emailing [MHDS.absences@ed.act.edu.au](mailto:MHDS.absences@ed.act.edu.au) with your child's name and reason for absence.

If your child will be away for longer than 3 days, we do require a written explanation emailed to [MHDS.absences@ed.act.edu.au](mailto:MHDS.absences@ed.act.edu.au).

If your child arrives at school after 9:10am, they need to come through the front office with an adult and collect a late slip.

If you need to collect your child early from school, come to the front office and sign your child out. You will receive a leaving slip which will be passed to their home learning coach upon collection.

We have a hand over hand policy in **preschool** as per national regulations. Families, or those with drop off and pick up consent, will need to ensure they connect with preschool staff when dropping off or collection children each day.

## **Birthday guidelines**

We often have a range of diverse allergies within the school. If an item is to be brought in to share for birthdays, we suggest a packet or two of icy poles to share as an allergy free option. In preschool there are 22 students per class, 21 in K-2, 25 in 3-5 and 25 in year 6.

For more information on our Birthday Guidelines, please follow this link to our website: [http://www.margarethendryschool.act.edu.au/guidelines\\_and\\_policies](http://www.margarethendryschool.act.edu.au/guidelines_and_policies)

## **Community Hub**

The schools coffee cart is in the Community Hub every morning, along with our Breakfast Hub.

Tammi O'Callaghan is our Director of Community & Family Partnerships. She can be contacted via email that can be found in the staff directory in this handbook.

## **Home Learning**

Children are encouraged to read every night. The children will be given the opportunity to take home quality literature. The library is also open before and after school every day apart from Tuesday. 8:40-9:00am and 3:00pm-3:15pm.

Our home learning guidelines are available on our school website:

[http://www.margarethendryschool.act.edu.au/guidelines\\_and\\_policies](http://www.margarethendryschool.act.edu.au/guidelines_and_policies)

## **COVID-19 easing of restrictions**

As we look forward to 2021, we expect schools' operations to return much closer to normal including activities such as camps, domestic excursions, school sporting carnivals and school performances. It will be exciting to have these events back in school calendars.

Preventing the spread of COVID-19 will continue to be a key consideration we will need to factor into planning for these activities.

Parents and carers should be welcome in our schools, provided they sign in and there are less than 500 visitors onsite at any one time, with physical distancing observed. This doesn't apply to student drop offs or pick ups where parents do not stay onsite for more than 15 minutes.

Of course some parents may wish to stay longer, particularly to support new students on day one of term – this is completely supported, provided the school makes arrangements for parents to sign in, if they plan on staying longer than 15 minutes.

Schools are also able to plan offsite events, but these will need to comply with any community-wide COVID restrictions in place at the time.

Details about COVID restrictions will be updated on the Directorate website and social media channels.

# 2021 Staff Directory

## Leadership Team



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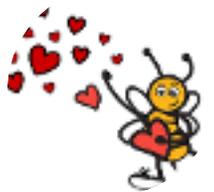
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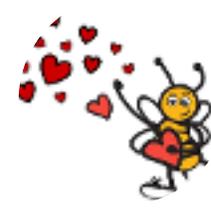
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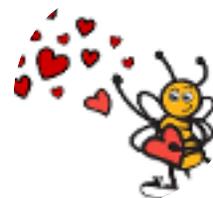
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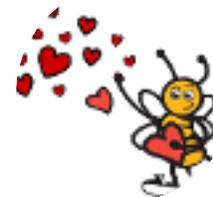
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