

# Wandiligong Primary School

## Information Book 2020



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## Operations

### 2020 School Staff

<b>Principal:</b>	Bob Clyne
<b>Business Manager:</b>	Kristie Corbett
<b>Classroom teacher P/1:</b>	Jacquie McGuire
<b>Classroom teacher 2/3/4:</b>	Alex Shaw (Thur-Fri) Bob Clyne (Mon-Wed)
<b>Classroom teacher 4/5/6:</b>	Darcy Martin (4/5/6)
<b>Education Support:</b>	Sharon Kneale
<b>Student Wellbeing:</b>	Emily Rose
<b>Specialist staff:</b>	Mauro Pellegrini – LOTE (Italian) Anthony Lawler – MARC Van Jo Briscomb – MAAC

### School Hours

08:45	Supervision of students commences
09: 00	School commences – Session 1
11: 00 - 11:30	Morning Recess
11: 30	Session 2
01: 00 -2:00	Lunch
02: 00	Session 3
03:30	End of school day – Students are collected from courtyard by parents

### Term Dates, 2020

Term 1: 28 January (school teachers' start) to 27 March

Term 2: 14 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

### Curriculum Days

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by each individual school and for 2020 are as follows

- 28<sup>th</sup> January
- 15<sup>th</sup> April

- 13<sup>th</sup> July
- 3<sup>rd</sup> November

### **Required Forms for 2020**

Parents are requested to provide our Business Manager, Mrs Kristie Corbett with the following documentation and family details. These forms can be downloaded from our website or provided by the school upon request.

- Wandiligong Primary School Enrolment Forms (new students only)
  - Birth Certificate
  - Immunisation Certificate
  - Health Care Card/Pension card
- Blanket Permission Forms
  - Local Excursions
  - Student Medical Details
  - Internet User Agreement
  - Photo use permission
  - Current contact information

### **Immunisation**

Under the Health Act, all children are required to present an immunisation certificate when enrolling in a Primary School. The certificate states whether a child has been immunised against diphtheria, tetanus, polio, measles and mumps. A certificate from a local council Health Inspector is required.

## **Welcome To Wandiligong Primary School**

We are a small rural school committed to 'Providing Little Kids with Big Futures.' We are located within the heritage-listed Wandiligong Valley, six kilometres from Bright in North East Victoria. The school promotes and values high standards in student outcomes, staff accessibility, attainment of individual potential, positive self-esteem, respect for others and responsibility for learning in a safe, challenging and caring environment. Over time the school has developed a solid reputation of being able to manage and cater for a variety of highly individual children. We strive to teach, value and celebrate the uniqueness and differences of each individual. Respect is integral to the school culture and therefore central to all other values. We are involved in a range of interschool activities and interact with other schools in the Alpine cluster on a regular basis. This school has 5 equivalent full-time staff: 1 Principal class, 2.6 class teachers, other part time specialist teachers and 1 ESS officer. The school operates with three classes: lower (Prep to year 1), middle (years 2 to 4) and upper (years 4 to 6)

### **Our vision**

To teach children to value the uniqueness of each individual and celebrate their differences, developing the skills and confidence to take their places in an ever changing world and achieve future academic and social success.

### **Our Mission**

To provide appropriate, stimulating, challenging and safe educational experiences and opportunities. We combine a wonderful environment with exemplary and innovative teaching practices to ensure that each child develops to their full potential.

### **Our Values**

Our overarching value is that of respect, however we also adhere to six key values:

- We value ourselves
- We value the environment
- We value our friends
- We value school and community
- We value the opportunity to learn
- We value our achievements

## **Our Curriculum**

### **The Victorian Curriculum**

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. They describe what students should know and be able to do at different stages of learning and provide a clear basis for reporting to parents and for planning programs. At Wandiligong Primary School we deliver the Victorian Curriculum across all year levels in our multi-age classrooms. Careful planning ensures that we are comprehensive in our delivery of the curriculum in its entirety.

### **Victorian Curriculum Level Structures**

Level F	Foundation
Level 1-2	Year 1 and Year 2
Level 3-4	Year 3 and Year 4
Level 5-6	Year 5 and Year 6

More information on Victorian Curriculum can be found within the Victorian Curriculum Assessment Authority (VCAA) website via the following link:  
<http://victoriancurriculum.vcaa.vic.edu.au>

### **MARC Van**

The MARC Van is a mobile library shared between a cluster of rural schools in our area. It is staffed by a qualified teacher and allows students to access a large range of library resources. Students are allowed to borrow from the van on a fortnightly basis, the van is at school every second Thursday.

### **MAAC Van**

The MAAC Van is a mobile Art van, which is also shared between a cluster of rural schools in our area. It is staffed by a qualified teacher and enables our children to learn to be creative and artistic under the guidance of an experienced Art teacher. The van is at school on each alternate Thursday.

### **Musical**

During third term the whole school is involved in the staging of a whole school musical. Everyone has a speaking role and participates in the many song and dance routines. During this time the whole school focus is on Arts and Speaking and Listening. Through the whole school musical there is also a strong emphasis on the personal and social capabilities needed to successfully engage with a performance of multi-age students.

# General Information

## Absences

While we understand that absenteeism due to illness or family holidays is unavoidable we do ask that parents please try to avoid unnecessary student absence where possible. In the event that your child is absent from school, please communicate with the school by phone or by note.

## Child Safe Standards

Wandiligong Primary School has always set high standards and expectations to ensure our school is a safe, happy and productive environment. As part of our recent strategic review the school has ensured that all elements of the Child Safe Standards are in full implementation. We fully comply with Ministerial Order No. 870 and to create and maintain a child safe organisation, Wandiligong Primary School will be implementing, reviewing and improving each of the standards as below:

**Standard 1** – strategies to embed an organisational culture of child safety, including through effective leadership arrangements

**Standard 2** – Develop, implement and review a child safe policy or statement of commitment to child safety

**Standard 3** – Review current code of conduct so that it establishes clear expectations for appropriate behaviour with children

**Standard 4** – Implement appropriate screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel

**Standard 5** – Continue to develop and implement processes for responding to and reporting suspected child abuse in line with DET

**Standard 6** – Implement recommended strategies to identify and reduce or remove risks of child abuse

**Standard 7** – Further develop strategies to promote the participation and empowerment of children.

## Care, Safety & Welfare

The school has a variety of policies that ensure that all students of Wandiligong attend school in a safe environment and are available on our website. We take the responsibility of managing student welfare and wellbeing seriously. If throughout the course of your child's attendance at Wandiligong PS you have concerns about their safety or wellbeing you are encouraged to contact the school.

## Class materials

Each year a set of required books and materials are provided to students. Parents are required to pay for items that are used specifically by their child. This levy covers the cost of pencils, textas, pens, textbooks, stationary, most day excursions, library and art vans, computers, art supplies and library books. The school sets an annual contribution cost per

student to cover curriculum materials for each subject, this is the portion labelled voluntary contributions on your school fees. Children do not need to bring their own pencils, textas, pens etc, as these are on each table and are shared amongst all children.

### **School Uniform**

The school bulk orders uniforms through LWReid. Our school logo will be embroidered onto each polo shirt, jacket and jumper. We also have a uniform cupboard at school with some second-hand uniforms available for the cost of a donation. The school does not make any profit off school uniform as we sell them to parents at cost price. Please place your order through Kristie the business manager at the office.

- Navy blue windcheater with logo
- Navy Blue Polar fleece jacket with logo
- Navy blue shorts
- Navy blue cotton drill pants
- Navy blue track pants
- Navy blue bootleg Pants
- Ocean blue polo shirt with logo
- Blue and white check dress
- Navy blue skort
- Navy winter skirt

### **Shoes and footwear**

- Children must wear appropriate footwear at school. Black shoes or runner and white socks are considered acceptable. As is other sturdy or weather appropriate footwear in the colder wetter times of the year.
- Thongs or barefoot are not consider appropriate footwear.

### **Go For Your Life accreditation**

Wandiligong is a Go For Your Life accredited school and therefore the school has a particular focus of healthy eating and physical activity. Please limit chips, cakes, sweets or roll ups in your child's lunch box. Canned drinks are not permitted.

We have anaphylactic students and we ask all families to avoid sending lunches that include nut products.eg peanut butter, nutella etc

The six healthy messages from "Go For your Life' are

- Tap into Water Everyday
- Turn off, switch to play
- Plant fruit and vege in your lunchbox
- Move, play and go
- Limit sometimes foods
- Stride and ride

As a school we take an active approach in promoting these messages through the daily structure of our school. We participate in 'Ride or Walk to School Day' and other activities that promote a healthy lifestyle throughout the year.

### **Lunch, Recess and Drinks**

Children should bring a healthy snack that includes fresh fruit for recess, a healthy lunch and a drink. Water is available from the drinking taps but children are encouraged to have a water bottle to use in the classroom, particularly during the summer months.

All food should be sent in a secure but easy to open lunch box, clearly marked with your child's name. Drinks should be sent in plastic or metal containers only.

We provide a 'hot lunch' service in term 3 where students can bring food in an oven proof container covered in aluminium foil which is heated in a low oven.

### **Environment**

Where possible, the school attempts to minimise our impact on the environment through education and good practice. The school has a comprehensive recycling program that includes soft plastics and composting.

### **Excursions & Incursions**

Excursions and incursions are organised throughout the year to complement and extend learning opportunities. They are an integral part of the Wandiligong Primary School curriculum and all children are expected to participate in these valuable learning experiences. No child is able to participate without having first returned the relevant payment and permission form, signed by a parent/guardian. If financial concerns around payment of excursion fees exist we encourage you to discuss this with the principal.

Permission forms exist for local excursions around Wandiligong, often within walking distance. For all other excursions specific permission must be sought from parents. Due to our small size students are often transported in private cars. The Department of Education regulations state that children are only to be transported in comprehensively insured, privately registered vehicles. Parents are asked to help share transport when possible. All drivers on school excursions must have zero blood alcohol level. Explicit permission is sought from parents before students travel in private cars.

### **Student Discipline**

A Student Code of Conduct is in operation at Primary School. The Student Code of Conduct for students is based on DET guidelines. Parents will be contacted to discuss any behavioural or welfare concerns. Under no circumstances are corporal punishments measures adopted in this school.

### **Student Internet and Email Access**

At our school all students will, on occasion, access devices connected to the internet as a part of the schools learning program. All students must sign an acceptable use agreement annually before they are allowed to use devices connected to the internet. The school has a

variety of IT equipment available for student use including a well-equipped computer room with individual access to computers as well as shared class sets of iPads and laptops.

### **Homework**

Students are expected to do some homework. The amount and frequency is dependent on the requirements of individual subject teachers and age of students. Please see our homework policy for further information.

### **Parent/Teacher Interviews & Meetings**

We pride ourselves on the level of communication between teachers and parents and feel that this is a key component to our schools success. We would prefer that only brief messages be communicated to the classroom teacher between 8.45am and 9.00am as this is an extremely busy time for teachers.

If you need to have a longer discussion please make arrangements with the teachers at a time that is convenient. Parent/Teacher interviews are conducted at the beginning of term one and the end of term four.

Written reports are sent home twice a year at the end of term two and term four.

### **Reporting to Parents**

Each curriculum area is taught and assessed according to the Victorian Curriculum standards set out by the Victorian Department of Education. During May, students in grades 3 and 5 participate in the National Assessment Program – Literacy and Numeracy (NAPLAN) and a report is issued to families in September regarding their child's performance.

School performance reports for all students are sent out in June and December, which reflect how your child is progressing according to the Victorian Curriculum standards. Parent-teacher interviews are held during Term 2 however parents are encouraged to visit the school to discuss their child's progress regularly throughout the year. If a formal interview is required, please contact us before 8.30am or after 3.15pm to arrange a suitable time.

### **Assemblies & Pupil Awards**

Friday morning assembly is held weekly at 9.00am in the COLA and is largely run by the students. Weekly awards are presented to 'Star Performers' from each class. Birthdays are also celebrated and School Captains address the students. All parents and siblings are invited to attend.

### **Newsletters**

The school publishes a newsletter once a fortnight. A paper copy will be sent home with one student from each family and it will be also be posted onto our website

### **Parties**

We ask that if party invitations are distributed at school for students to be considerate of others if they choose not to invite everybody. In a small class environment it can be

upsetting if it appears some students are deliberately excluded. If party food is being sent to school teachers need to be notified so that arrangements can be made for anaphylactic children.

### **Parent Opinion Survey**

The Parent Opinion Survey is conducted during Term 3. Data is collected from all Government schools across Victoria. The survey will gather parent feedback and our school will be able access this information to further improve its standards. To ensure the results of the survey are valid and representative, the survey is distributed to all parents within our school. When you receive a questionnaire, please take the time to complete it so that your views can contribute to our school's ongoing improvement. Throughout the school year the school often asks for parent input and opinion on various school matters. All parent opinions are valid and contribute to the success of our school.

### **Swimming**

All children are expected to attend, as water safety is a high priority at this school. The swimming program is held in Term 1 and 4 at the Bright Sport's Centre. Instruction is delivered by a qualified swimming instructor. Students travel by bus or parent cars to have lessons delivered by a qualified swim instructor

### **School Photos**

Individual, class and whole school photos are taken annually by SchoolPix usually in Term 4. Envelopes with information regarding ordering and payment are sent home prior to the photo day.

### **Strategic Plan**

The school Strategic Plan is a concise document that describes what the school is aiming to achieve during the four year period of 2020 to 2023 and how we intend to achieve these outcomes. A copy of the Strategic Plan is available on the school website or from the office.

### **Annual Report**

The Annual Report enables the principal and school council to reflect on the progress made during the year and the level of success of our improvement strategies and allocation of resources. The document also maps our planning for further improvement in the following year. A copy of the Annual Report is available from the school website during Term 2.

### **Emergency Management**

The school conducts regular fire drills and emergency procedures in line with its Emergency Management guidelines. Emergency Management Planning and policy as available from the school upon request

### **Students with Asthma/Anaphylaxis**

Parents will be asked to submit an Asthma/Anaphylaxis Management Plan completed by the student's medical practitioner. It must include known triggers and emergency responses. A copy of these plans will be kept in the staffroom and a copy will be given to the classroom teacher. Asthma medication is to be kept in the office along with a school based epi-pen. The parent is to let the classroom teacher know when their child takes their medication so that we can monitor how they are coping with their asthma. The school must be informed of all allergies as soon as any condition is known or is practical.

### **First Aid**

If your child is injured at school or if there are any other concerns, you will be notified, usually by phone. Basic first aid will be administered by a level 2 trained staff member. **Do not send students to school if they are unwell.**

### **Medical Conditions**

Please contact the school of any medical condition e.g. Heart, diabetes, etc.

### **Mobile Phones**

Any students who bring a mobile phone to school must hand it in to the office. The phone can be collected after school at 3.30pm.

### **Lost Property**

There are always many articles of lost property. To assist with minimising this issue please clearly name all clothing prior to it being worn to school. There is a lost property bin located in the entrance hall to the main school building. Please check in for any lost or missing items.

### **Students Leaving School Early**

Parent's collecting children during school hours need to ensure that they have notified the classroom teacher and signed their child out in the school register in the staffroom

### **Sun Smart**

This is a Sun Smart school. Students must wear the appropriate hat in Term 1 and 4.

### **Valuables and Money**

We discourage students from bringing money or other valuable items to school. The school will not be responsible for any loss of money or damage of valuables or special toys.

### **Parent Involvement**

Children achieve their potential when they feel school is valued by their family. If parents are able to participate in any school events they are very welcome to do so. We especially

need helpers to assist with the reading program in the Foundation room. Information regarding parent helpers in the lower class will be communicated once routines and school behaviours have been established. To ensure that we are meeting our legal obligations under the *Working With Children Act 2005* (Vic) and the Child Safe Standards, we ask that you obtain a Working With Children Check (free of charge). Applications are accessed online at: <https://www.workingwithchildren.vic.gov.au/individuals/applicants>

## **School Council**

All government schools in Victoria have a School Council. They are legally formed bodies that are given powers to set the directions of a school within centrally provided guidelines. In doing this a School Council is able to directly influence the quality of education that the school provides for its students. The role of School Council is to:

- Establish the broad direction and vision of the school within the school's community
- Develop and monitor the School Strategic plan
- Develop, review and update school policies
- Develop, review and monitor the Student Code of Conduct and the School Dress Code
- Raise funds for school related purposes
- Approve the annual budget and monitor expenditure
- Maintain the school's grounds and facilities
- Enter into contracts (e.g. cleaning, construction work)
- Report annually to the school community and to DET
- Stimulate interest in the school generally

School Council does not manage the day to day running of the school. For example, it does not employ teaching staff, decide which classes students will be assigned to, or sort out issues relating to individual teachers and students and/or parents. Nor does it discuss individual issues relating to teachers or staff or parents – these are very clearly management roles, and therefore the Principal's job. School Councillors are not appointed to represent specific interest groups or permit special interests to dominate the agenda of the council.

### **Membership of school council:**

There are 10 members of School Council at Wandiligong PS. Within this there are three categories of members:

- An elected parent category (7 members)
- An elected DET employee category (2 members).
- The Principal is an ongoing member of School Council.
- The term of office for all elected members is two years. Half the members must withdraw each year and may stand for re-election, creating vacancies for the annual school council elections. Parents on School Councils help shape the direction of the school through their input to debate issues within Council's responsibility. You can become involved by voting in the elections, which are held in Term 1 each year, or standing for election or encouraging others to stand for election. Two meetings are held each term.