Dear Families,

As a small school community, we set very high expectations and standards about how we work with families and the local community. There are certain processes and policies that enable us to provide a safe and happy place for all students and staff to learn in.

We value the relationships we have with all families. These relationships are key to the unique culture we have here at Woolsthorpe. In order to maintain our strong community culture we must continue to uphold our high expectations and follow the processes that enable this.

The following information below refers to some of the day to day policies and processes here at school. There are some new and updated processes which all families should be aware of and follow.

Many of the processes and policies we have in place at school are to ensure the safety and wellbeing of everyone who enters the school gate.

Please take time to read and discuss this information with your family.

If you have any questions please contact me.

Regards,

Simon Perry  I  Principal  I  Woolsthorpe Primary School
Respect Excellence Care Teamwork

T 03 55 692241  |  Mainfold Street, Woolsthorpe 3276
Twitter @woolsthorpeps  |  Facebook
W www.woolsthorpeps.global2.vic.edu.au/
IMPORTANT INFORMATION FOR FAMILIES

STAFF 2016

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRINCIPAL</td>
<td>Simon Perry</td>
</tr>
<tr>
<td>BUSINESS MANAGER</td>
<td>Suzi Ireland</td>
</tr>
<tr>
<td>GRADE PREP/1</td>
<td>Kim Austen</td>
</tr>
<tr>
<td>GRADE 1/2</td>
<td>Anton Boyd</td>
</tr>
<tr>
<td>GRADE 2/3</td>
<td>Jacci Vandenberg</td>
</tr>
<tr>
<td>GRADE 4/5</td>
<td>Laura Cumming</td>
</tr>
<tr>
<td>GRADE 5/6</td>
<td>Sarah Daly</td>
</tr>
<tr>
<td>SPECIALIST (Arts/Science)</td>
<td>Ben Miller</td>
</tr>
<tr>
<td>LANGUAGES (Chinese)</td>
<td>Anna Han</td>
</tr>
<tr>
<td>EDUCATION SUPPORT</td>
<td>Tracey Taylor</td>
</tr>
<tr>
<td>CLEANER</td>
<td>Ian Richardson</td>
</tr>
</tbody>
</table>

SCHOOL TIMES

Please be on time.

If students are late parents must come to the office and sign them in. We are conscious of not having any interruptions during class times. If you need to talk with or see staff please make appointments. Messages will be passed on during breaks.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.55</td>
<td>First Bell</td>
</tr>
<tr>
<td>9.00 - 11.00</td>
<td>Literacy Block</td>
</tr>
<tr>
<td>11.00 - 11.30</td>
<td>Recess break</td>
</tr>
<tr>
<td>11.30 - 1.00</td>
<td>Numeracy Block</td>
</tr>
<tr>
<td>1.00 - 2.00</td>
<td>Lunch break</td>
</tr>
<tr>
<td>2.00 - 3.25</td>
<td>Integrated Learning</td>
</tr>
</tbody>
</table>

* DISMISSAL TIME FOR LAST DAY OF EACH TERM IS 2.30pm UNLESS NOTIFIED

Please make sure that your child leaves the school or is picked up at 3.25 pm. Written notification is required by the school if there are any changes to regular bus or travel arrangements. There is a Sign In/Out book in the office for late attendance and early departures, parents MUST come to the office to do this please.
**ABSENCE**

If your child is absent from school, you are required to give a reason for the absence in writing to the child's teacher, dated and signed. Please do not send your child to school if he/she is ill. A sick child does not enjoy school and the school does not have the facilities to provide necessary nursing care. Parents will be called to pick up sick kids. Student absences are monitored closely by the Department of Education and parents can be notified to explain ongoing absences.

**PARENTS & VISITORS ENTERING THE SCHOOL**

ALL Visitors and Parents entering the school MUST sign in at the office. Visitors must collect a visitors badge. This is for OHS reasons and the safety of staff and students. This includes early pick up of students from school. **Please enter the school via the front office at all times.**

**UNIFORM**

Our School Dress Code is:

<table>
<thead>
<tr>
<th>Summer- Girls</th>
<th>Winter- Girls</th>
<th>Summer- Boys</th>
<th>Winter- Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polar fleece jumper</td>
<td>Polar fleece jumper</td>
<td>Polar fleece jumper</td>
<td>Polar fleece jumper</td>
</tr>
<tr>
<td>Polo shirt</td>
<td>Polo shirt</td>
<td>Polo shirt</td>
<td>Polo shirt</td>
</tr>
<tr>
<td>Blue check dress</td>
<td>Navy winter dress</td>
<td>Navy shorts/Track Pants</td>
<td>Navy shorts/Track Pants</td>
</tr>
<tr>
<td>Navy shorts</td>
<td>Navy tights</td>
<td>Navy shorts/White socks</td>
<td>Navy shorts/White socks</td>
</tr>
<tr>
<td>Navy socks/White socks</td>
<td>Navy track pants</td>
<td>Black shoes</td>
<td>Black shoes</td>
</tr>
<tr>
<td>Black shoes</td>
<td>Navy socks/White socks</td>
<td>Sneakers for sport</td>
<td>Sneakers for sport</td>
</tr>
<tr>
<td>Sneakers for sport</td>
<td>Black shoes</td>
<td>School hat</td>
<td>School hat</td>
</tr>
<tr>
<td>School hat</td>
<td>Sneakers for sport</td>
<td>School hat</td>
<td></td>
</tr>
</tbody>
</table>

Note: Our school’s Sun Smart Policy requires a hat and sunscreen to be worn by all students during Terms 1 & 4. Parents are asked to provide a written note to the school if their child is not able to wear school uniform.

**PLEASE MARK EVERY PIECE OF CLOTHING WITH YOUR CHILD’S NAME.**

**INFORMATION & COMMUNICATION**

Communication is key to any school’s operations and safe management. We keep all families informed through our weekly *Newsletter, TiqBiz messages and Facebook page*. From time to time paper notes will go home with students for things like excursions, camps and class related activities.

**TIQBIZ**

Tiqbiz is used at school for updates, notices, messages and newsletter distribution. All parents need to have Tiqbiz set up on their phones/iPad to access the newsletter and receive messages. **Tiqbiz will be used for Emergency messages.** We use Tiqbiz for things like bus issues, power outages, changes to operations at school. Suzi can help you set this up on your phone at school.
THURSDAY NEWSLETTER
Including items of community interest, the Newsletter contains important information and updates, key messages and student learning. The Newsletter contains a CALENDAR of up coming events. It is important all parents read the newsletter each week.

WEBSITE
The School also has a Website/Blog which provides up to date information throughout the year and hosts our weekly newsletter. The Website/Blog showcases’ students learning and programs happening at the school. Website/Blog http://woolsthorpeps.global2.vic.edu.au

TWITTER
Twitter is a great way to see and keep up to date with what’s happening in the school on a day to day and week to week basis. All classes have live Twitter Feeds and share their learning and focuses. Follow the School @woolsthorpeps

FRIDAY ASSEMBLIES
Friday Afternoon Awards assemblies are at 3.15pm. We encourage parents to come along. We like to celebrate and share students learning and award students for their work and attitudes at these assemblies. Its a great way to finish the week and value our students learning.

CAR PARKING & SCHOOL DROP OFF/PICK UP
For Safety reasons, it is important that during school drop off/pick up to be mindful of students. Please drive slowly when entering and leaving the school parking area. Parents MUST park in the car park area and collect their children from the front gate by walking them across the road.

LOST PROPERTY
There is a limited lost property collection kept at school. If items are not collected they are given away or donated to charity.

STUDENT ACCIDENT INSURANCE
Parents are reminded that the Department does not provide Personal Accident Insurance for students. Parents and guardians are responsible for paying the cost of medical treatment for injured students, including any transport costs. Student Accident Insurance Policies are available from some commercial insurers. These cover a range of medical expenses not covered by Medicare or private health insurance. Ambulance cover is something that needs to be considered. Our policy is that an ambulance will be called when injury is deemed serious.

TECHNOLOGY & LEARNING
Our school aims to be innovative and inspiring in our search for excellence in teaching and learning. Our 1:1 iPad program allows the opportunity for our students to enter a new world of learning and possibilities. Research shows students are more motivated and engaged in learning when they have their own access to technology. As well as all students with their own iPad all classrooms have Interactive Projectors and Apple TV, access to Video Conferencing, Photography equipment, 3D Printing, iMacs and Macbooks. Woolsthorge Primary School is one of the first Government schools in the State to have this sort of technology in every classroom. We are recognised in Victoria for our innovative use of learning technology. Our school Website/Blog has information about the work we are doing in this area.
PARENTAL INVOLVEMENT
Parental involvement is a necessary and vital part of our school culture. It is an expectation that all families chip in and get involved in the school. Parents can be involved in various ways these include;
• School Council
• Working Bees
• Parents and Friends Association
• Kitchen Garden Program
• Heat Ups - Thursdays
• Assistance with Gardening programs
• Our biannual Fete/Community Fair

PARENTS & FRIENDS ASSOCIATION
The focus of our PFA is to provide an avenue for all Parents to openly communicate with each other: ideas, concerns, queries, social activities (for Parents, Staff & Students). PFA are a very active group and are open to new ideas and openly encourage any support you are able to provide, as well as any support we may be able to provide for you. All parent committees are vital to the existence and functioning of each and every school. PFA have termly meetings at the school so please come along, whether it is for a chat, to voice your opinions or to hit us with that great idea!! We look forward to seeing you in 2016, in whatever capacity.

The Parent’s Association at our school is best known for its fantastic work in fundraising, and through their hard work they usually manage to hand over a large sum of money that goes towards the extras that are provided around the school. The following are examples of some of the activities PFA provide throughout the year: Mother’s Day Stall, Father’s Day Stall, Footy Day, School Disco, Christmas Break up, Graduation, Welcome BBQ and lunch at House Sports Day, Lunch for End of Term Break Ups, Subsidising Camps and Excursions like our trips to Melbourne to see Lion King, Mary Poppins, Grease.

SCHOOL COUNCIL
School Council is an elected parent and staff representative body. The Council is responsible for budgeting, fundraising and the maintenance of grounds and buildings. The Annual General Meeting is held in March. Notification will be given in the Newsletter when nominations are due. The names of elected members will be published in the Newsletter after the election. The Council meets on the 3rd Tuesday of each month at 7.30 p.m. at the School.

SCHOOL STRATEGIC PLAN
The School Strategic Plan sets out the school’s commitment to continuous improvement in standards of achievement in all areas of school life. It is the school’s platform for planning, decision making and resource allocation. The Strategic Plan is a genuine understanding between the school and the Department of Education about the directions the school will take in a four year period.

LUNCH AND SNACKS
We strongly recommend that children bring separately wrapped lunch and play lunch. **ALL students need a drink bottle with water everyday.** We encourage students to drink water and eat healthy snacks.
HEAT UP DAY
Thursday is a Heat Up day; the children can bring something to be heated up in the oven or microwave, or have hot water added. The food needs to be suitably wrapped and named so that it can be placed directly into the correct oven without any hassle, i.e. Pies to be wrapped in foil and named.

LUNCH ORDERS
Lunch orders are available from the Woolsthorpe Store on Friday. Orders are placed in the school lunch order basket in each classroom on the preceding morning.

SUPERVISION
At the school, we do our utmost to ensure that your child receives the best care and attention. The grounds are supervised during all recess and lunch times. Despite supervision, accidents do sometimes happen. It is therefore important that at all times the school has an emergency phone number where you can be contacted. No child is allowed to leave the school grounds between the time of arrival and dismissal.

iPADS FOR LEARNING
At Woolsthorpe Primary School all students have their own iPad. Our students use iPads in creative and powerful ways to embed Literacy and Numeracy strategies and skills, but more importantly students are able to record and share their learning with classmates, parents and teachers. We endeavour to make this program affordable for families and ensure all students have access. The program is subsidised by the school and part of school fee structure.

EXCURSIONS
From time to time each grade has excursions & incursions, so that they have direct experiences related to their general classroom programs and learning focuses. These excursions & incursions are an integral part of your child’s education and as such, we would expect all children to participate. Most of these will be covered by the school fees. A permission form to attend local excursions is to be signed at the beginning of each school year, a note will be sent home.

SCHOOL FEES
School Council recommends annually, a school charge (Fee) to aid the running of the school and supply of materials for children. In 2016, this charge will be $235.00 per child. This contribution helps towards the cost of Swimming, Incursions, Excursions, Extra Curricula programs and Pupil Requisites and materials.

SWIMMING
The Swimming Program for all students is held in Term 3 each year. Swimming is an important lifesaving skill therefore all children are expected to participate in the 8 lessons. Parents are welcome to attend. The cost of this program is included in the yearly subject contribution. All swimming groups are taught by qualified swimming instructors. It is expected that children have developed some water familiarity by the time they commence school.

VALUABLES
It is advisable that children leave all valuable toys, sports equipment, games etc. at home as the school cannot be responsible for them if they are lost, stolen or broken.
SCHOOL BANKING
All students have the opportunity to open a Commonwealth Bank Dollarmites Account early in the New Year. BANK DAY IS THURSDAY. The banking is processed at school and the junior school council receives commission for every deposit processed. This money then goes towards fun days for the students which the junior school council organise.

SCHOOL BUS TRAVEL
Our School is serviced daily by two buses: the Winslow and the Minjah routes. Permission must be obtained to travel on the buses and application forms are available from the school office. The school should be notified in writing of any changes to normal bus travel routine.

EMERGENCY INFORMATION
Student information is kept at school in case of accident. If a serious accident should occur, we endeavour to contact the parents before seeking medical assistance. This is not always possible. Any decision made regarding treatment of your child will be with the intention of performing our duties in the child’s best interest.

PLEASE KEEP US INFORMED OF ANY CHANGE IN ADDRESS, TELEPHONE NUMBERS, EMAIL SO THE SCHOOL HAS A POINT OF CONTACT.

ONLINE SAFETY
The internet and digital technologies are now very much a part of life and learning. As an increasingly interactive medium, digital technologies bring with them exciting new opportunities to engage children and young people in their learning. At the same time these technologies also bring some risks. As a school we teach students how to stay safe online and what appropriate behaviours are. Parents and/or carers also have an important role in helping their children use these technologies safely and responsibly. We ask that you talk with your children about online safety. Here is a link below with parent information- http://www.cybersmart.gov.au/Parents.aspx

MEDICAL HISTORY
At all times, your child’s class teacher is working in association with you in the best interests of your child. Please ensure that you inform the teacher of any illness, emotional stress or worries that your child may have in order that due consideration may be given. Such information will be regarded as confidential.

FIRST AID
The school is equipped with first aid facilities sufficient to deal with minor injuries. Care and attention is always given to the extent considered appropriate. We ensure that all of our teachers have first aid qualifications. Many children attending school need regular medication to control illnesses such as asthma, hayfever, epilepsy etc. Parents whose children have such needs should firstly discuss the matter with the Principal, and then acquaint the class teacher with full details. This includes an Epipen if the child is diagnosed as Anaphylactic. If this is the case we would also need a copy of the child’s Anaphylaxis Action Plan.
ASTHMA
Students are required to have an Asthma Action Plan completed by the Parents, which will be held in the students file. These forms have advice and directions from your Doctor. Students with Asthma should have available in the school, the appropriate medication required. This medication is kept in the children's bag or with the child’s teacher.

MEDICATION AT SCHOOL
If this is necessary, please assist the teacher by labelling all medication with your child's name, the dose and the time the medication is to be given. Written (dated and signed) permission must be provided. Medicine will otherwise not be administered. It is preferable that parents bring the medication to school at the appropriate time and administer it themselves.

INFECTIOUS DISEASES

REPORTING TO PARENTS
Formal written reports are sent to parents both at mid-year and in December. These reports are part of a state wide reporting system and report in all AuVELS areas using ABCD ratings. Parent appointments can be made in Term 1 and Term 3 when we hold parent teacher conferences. Teachers may require a meeting at other times if they feel one is necessary, likewise parents may seek an appointment with classroom teachers if necessary. If the classroom teacher feels it necessary, an Individual Learning Plan for your child will be formulated with you. This will occur in Term 1 and be evaluated on a regular basis.

INTEREST IN YOUR CHILD’S LEARNING
If your child is to develop an interest in learning and in school, you, the parents, must show interest. Talk with your child about his/her learning, show interest in and celebrate the paintings & drawings, work they are doing. If a young child is to learn to read, they must know what reading is. They will learn this, if you read stories to them at home and if they see you reading books, magazines and newspapers. Modelling of reading is vital to students early literacy development. Your child is unique and will develop in their own way and time. Every child goes through the stages of development in the same order but will spend different lengths of time and display different characteristics at each stage. The following information website gives you information to read about supporting your child’s learning & development. Weblink http://www.education.vic.gov.au/childhood/parents/Pages/default.aspx

To give you further practical information we have included a link to the Raising Children Network, an invaluable resource for parents. Supported by the Australian Government, the Raising Children Network website features reliable, research based material and resources that offer practical information and suggestions, step by step guides in areas such as child development, behaviour, health, nutrition, play and learning, communication, sleep and safety. It also has a section for parents on looking after your own needs. Weblink http://raisingchildren.net.au

If you have any questions please contact us.