



**WOOLSTHORPE
PRIMARY SCHOOL**

RESPECT • EXCELLENCE • CARE • TEAMWORK
РЕСПЕКТ • ЭКСЦЕЛЛЕНС • СЪРБЕ • ТИМОВОРК



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PARENT INFORMATION



Dear Parents,

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 parents, students and staff to learn and work in.

We value the relationships we have with all our families and community members. 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 items 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. Our website has lots of information for families also.

Regards,

Simon Perry
Principal



STAFF 2017

PRINCIPAL Simon Perry
BUSINESS MANAGER Suzi Ireland
GRADE PREP/1 Kim Austen
GRADE 1/2 Anton Boyd
GRADE 3/4 Laura Cumming
GRADE 5/6 Sarah Daly
SPECIALIST (Arts/Science) Ben Miller
EDUCATION SUPPORT Tracey Taylor
CLEANER Ian Richardson

SCHOOL TIMES

Please be on time, all the time.

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

First Bell	8.55 *Students get ready for learning.
Literacy Block	9.00 - 11.00 *No interruptions please
Recess	11.00 - 11.30
Numeracy Block	11.30 - 1.00 *No interruptions please
Lunch	1.00 - 2.00
Integrated Learning	2.00 - 3.25 *No interruptions please

* 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 sheet** in the office for late attendance and early departures, parents **MUST** come to the office to do this please.

PARENTS & VISITORS ENTERING THE SCHOOL

ALL Visitors and Parents entering the school **MUST** sign in at the office. 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.**



COMMUNICATION AND INFORMATION

Our Tiqbiz App along with our **School Newsletter**, is how we communicate between home and school with Parents. This year our school newsletter will be published **Fortnightly** with Tiqbiz used more for day to day communication and reminders. All parents need the Tiqbiz App set up on their phones to access our newsletter and receive information and updates. The newsletter is also emailed and on our school website.

We will also be using the Tiqbiz App as a messaging service for updates, notes and other information. If you need help to set up the Tiqbiz App on your phone please contact Suzi.

Please Note : from time to time paper notes will go home with students for things like excursion and camp permissions/medical forms and some 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 (fortnightly)

As well as items of community interest, the Fortnightly Newsletter contains information and updates from the principal, teachers and students. The Newsletter contains a CALENDAR of up coming events. It is really important parents read the newsletter please.

WEBSITE

The School also has a Website 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://](http://woolsthorpeps.global2.vic.edu.au)



woolsthorpeps.global2.vic.edu.au

FACEBOOK & TWITTER

A great way to see and find out all that's happening here at school in the classroom is via our **Twitter** feeds. Follow the school @woolsthorpeps and your child's class to see all the great things happening.

Our school Facebook page has posts and updates, along with some information about programs and events. The **Kitchen Garden Program** has a **Facebook page** also, where they are sharing all the great things happening in the garden and recipes they are cooking.

ABSENCE

If your child is absent from school, you are required by the Department of Education to give a reason for the absence in writing, dated and signed. Student absences are monitored closely by the Department of Education and parents can be notified to explain ongoing absences.

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.

UNIFORM

Summer- Girls	Winter- Girls	Summer- Boys	Winter- Boys
Polar fleece jumper Polo shirt	Polar fleece jumper Polo shirt	Polar fleece jumper Polo shirt	Polar fleece jumper Polo shirt
Blue check dress Navy shorts	Navy winter dress Navy tights Navy track pants	Navy shorts/Track Pants	Navy shorts/Track Pants
Navy socks/White socks	Navy socks/White socks	Navy socks/White socks	Navy socks/White socks
Black shoes Sneakers for sport	Black shoes Sneakers for sport	Black shoes Sneakers for sport	Black shoes Sneakers for sport
School hat	School hat	School hat	School hat

Our school's Sun Smart Policy requires a hat and sunscreen to be worn by all students during school times from **September to April**.

PLEASE MARK EVERY PIECE OF CLOTHING WITH YOUR CHILDS NAME

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.

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. Ambulance cover is something that needs to be considered. Our policy is that an ambulance will be called when injury is deemed serious.

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.

LOST PROPERTY

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

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 is part of the school fee structure.

TECHNOLOGY FOR 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. 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. Woolsthorpe 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.

PARENTS & FRIENDS ASSOCIATION (PFA)

The Parent's and Friends Association at our school is best known for their fantastic work with our pancake events in the local area. Our Famous Pancakes are award winning and as a school we have invested time and resources over many years into this program. PFA are an active parent group in the school and offer amazing support to new families and the broader community.

The following are examples of some of the activities PFA provide and support with fundraising 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 musicals like The Lion King, Mary Poppins and Grease.*

PFA have termly meetings at the school so please come along, whether it is for a chat or to hit us with that great idea!! We look forward to seeing you in 2017, in whatever capacity.

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 in some way. As the saying goes, many hands make light work. Parents can be involved in various ways including;

- School Council
- Working Bees
- Parents and Friends Association
- Kitchen Garden Program
- House Sport Day
- End of Term BBQs and Lunches for Students
- Assistance with Gardening projects
- Our School Fete/Country Fair in **2017**

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 2nd or 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.

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. 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.

HEALTHY LUNCH AND SNACKS

We strongly recommend that children bring a **Healthy** lunch and playtime snacks to school each day. All students need a drink bottle with water every day (NO SOFT DRINK). We encourage students to drink water and eat healthy snacks as part of our health and wellbeing approach and curriculum. Our newsletter often has ideas and suggestions of health snacks.

LUNCH ORDERS

Lunch orders are available from the Woolsthorpe Store on Friday's. Orders are to be placed in the school lunch order boxes in each classroom on Thursday mornings please.

SUPERVISION

At the school, we do our utmost to ensure that your child receives the best care and attention. The school 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.

EXCURSIONS

From time to time classes have excursions and incursions, so that they have direct experiences related to their general classroom programs and learning focuses. These excursions and 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.

SCHOOL FEES

School Council recommends annually, a school charge (Fee) to aid the running of the school and supply of materials for children. In 2017, this charge will be \$245.00 per child. This contribution helps towards the cost of Swimming, Incursions, Excursions, Extra Curricula programs and Pupil Requisites.

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 sessions. 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 FROM HOME

It is advisable that children leave 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 Dollarmite Account early in the New Year. **BANK DAY IS THURSDAY.**

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 must be **notified in writing** of any changes to normal bus travel routines. Please read and follow the bus rules and guidelines.

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.

INFECTIOUS DISEASES

Schedule 7 Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009). The school has this information if needed.

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, hay fever, 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 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. 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.

MEDICATION AT SCHOOL

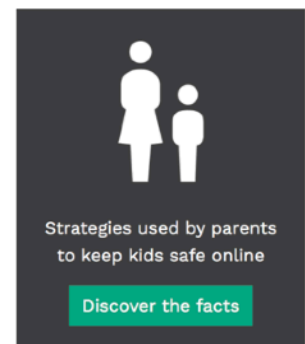
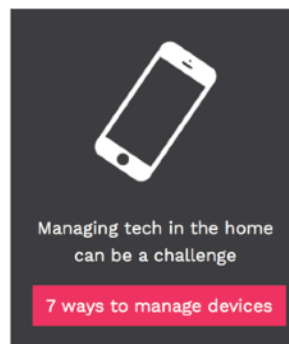
If this is necessary, please assist the teacher by labelling all medication with your child's name, the dose and the time the medication is to be given. Written (dated and signed) permission must be provided, medicine will otherwise not be administered. It is preferable that parents bring the medication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

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.

Welcome to iParent—where parents can learn about the digital environment and keep updated on their children's technology use.

Here you can find guidance for using safety settings on your family's web-connected devices, tips for choosing movies and games and strategies for keeping young people safe online.

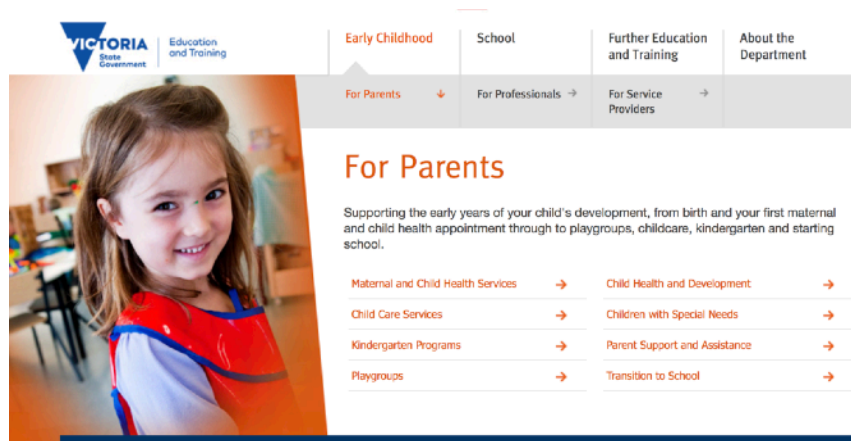


Parents and/or carers also have an important role in helping their children use these technologies safely and responsibly. We ask that you talk with your children about online safety. Here is a link below with parent information- <https://esafety.gov.au/education-resources/iparent>

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 and 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 website gives you information about supporting your child's



learning and development

Click here <http://www.education.vic.gov.au/childhood/parents/Pages/default.aspx> .

Raising Children Network is 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 <http://raisingchildren.net.au>.



If you have any questions please contact Suzi.