



WOORAGEE PRIMARY SCHOOL

PARENT HANDBOOK

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PRINCIPAL: ANGELA GRAY

ACKNOWLEDGEMENT OF COUNTRY

Wooragee Primary School meets on the country of the Dhudhuroa people and we wish to acknowledge them as the traditional owners of the land. We recognise their connection to land, water and culture, in addition to their central place as knowledge holders and teachers in our community. We pay our respects to their elders past, present and emerging.

INTRODUCTION

Wooragee Primary School has been in operation since 1862 and has gained an outstanding reputation for facilitating quality education for children with a holistic approach, providing children with a strong foundation and supporting children on their journey as learners.

The purpose of this handbook is to provide relevant information relating to the organisation and operation of Wooragee Primary School. This is to enable our school community to be fully informed about the school's operation and to help to develop a harmonious and supportive home-school relationship that can best support each child's learning journey.

Relationships underpin our practice and are key to everything we do. We aim to provide and operate within an environment that functions effectively and which serves in the best interests of our students, parents, community and staff.

Our school prides itself on teaching an engaging, purposeful and authentic curriculum. We have won many environmental and sustainability awards and see this as enabling our children to be conscious and considered participants within their community. The school enjoys strong support from its parent body, local and broader community groups, who all work in partnership with the school to provide an authentic and engaging educational environment.

We warmly welcome your family to Wooragee Primary School

Angela Gray
Principal

ENACTMENT OF SCHOOL PHILOSOPHY

The work of Wooragee Primary School is enabled through students, staff and families working together to create a learning environment that promotes our vision, mission and values.

OUR VISION

To provide quality education in a holistic learning environment, empowering students to be purposeful members of a global community.

OUR MISSION

The purpose of Wooragee Primary School is to engage and encourage our students to:

- Develop a love of learning and value being a learner.
- Be literate, numerate and technologically skilled.
- Be environmentally and globally aware.
- Be culturally sensitive and understanding of others.
- Select and evaluate information and be intellectually curious.
- Be problem solvers who are able to think creatively and critically.
- Work in teams with skills in cooperation, communication and negotiation.
- Be flexible, adaptable and have persistence, so they are better able to adapt to change or when they experience discomfort.
- Be community builders, with strong social competencies, resilience and self-esteem.
- Know how to learn and want to continue to learn.
- Move from being supported learners to autonomous, independent learners.

OUR VALUES- 'THE WOORAGEE WAY'

- *Respect:* For self, for others, for the environment and community.
- *Resilience:* Trying hard, bouncing back, persisting.
- *Responsibility:* For our learning, for our thoughts, for our actions.

ATTENDANCE

Please log your child's absence from school via Compass if your child is going to be absent from school. Compass Connect, email and phone are also appropriate, but Compass is the preferred option as this directly links to our student management system. In Compass it is listed as ADD ATTENDANCE NOTE and these can be completed for future absences and the morning of an absence. This supports us in managing and tracking student attendance data.

The number of days a child is absent from school is recorded on student reports and is logged on the DET central system. Our school absences are compared to all other government primary schools. The average number of days absent from school is approximately 10 days per school year. Research shows good attendance supports learning and children should be at school every day unless they are unwell. Children are of course excluded from school if they have contagious diseases such as chicken pox or mumps. Please keep sick or overly tired children home.

Parents who are picking up their children early should let us know in advance so we can have your child organised and ready for you. Students must be collected from the main office and will be signed out via Compass Kiosk in the front office.

ACCIDENTS

Despite our Duty of Care diligence and appropriate care is taken at all times, unforeseen accidents may happen from time to time. We have First Aid trained staff at school and can provide basic First Aid treatment when necessary.

We are not permitted to administer medications without your written instructions. (Asthma and anaphylactic medications may be administered with an appropriate student plan).

We will always call an ambulance in an emergency and strongly advise families to have ambulance cover if possible.

We use discretion and our knowledge of the child around minor grazes and incidents, but we will always contact you for any injury sustained to the head or face, or anything considered a more serious incident.

Please ensure we have your most current contact information and emergency contacts that are close by to the school if required and let us know if your child has any medical condition at any time.

ACCOUNTS & CHARGES

We have annual school voluntary financial contributions that ensure students have the materials they need to be able to participate fully in all of the curriculum offered by our school. The school's voluntary financial contributions for 2025 are listed below and will be sent out at the start of Term 1 2025 in the form of a Parent Payment Letter. This letter can also be accessed here. These will be on the Compass portal for payment.

Curriculum Contributions – items and activities that students use, participate in, to access the curriculum	Amount
Classroom consumables, material & equipment <ul style="list-style-type: none"> • All workbooks and stationery required for school year. • Handwriting text 	\$100
Stephanie Alexander Kitchen Garden Program Yrs 3-6	\$150
Stephanie Alexander Kitchen Garden Program Yrs F-2	\$50
Online Subscriptions, Essential Assessment	\$15
Other Contributions – for non-curriculum items and activities	Amount
Compass	\$5
Grounds Maintenance and improvements	\$50
Total Amount Yrs 3-6	\$320
Total Amount Yrs F-2	\$220

ANNUAL IMPLEMENTATION PLAN

The Annual Implementation Plan (AIP) is the document that sets our work and the direction of the school for the 12 months ahead. The plan is developed from the School Strategic Plan (SSP) which covers a four-year period. This year our AIP focus is:

GOAL 1

Learning – Develop a school wide numeracy strategy using the VTLM 2.0

GOAL 2

Wellbeing - Build staff capacity to use positive classroom management strategies and student's ability to use self regulation strategies independently

ART

Children have the opportunity to undertake visual arts through our visiting Art Van with Helen Clohessy each Monday fortnight. An old shirt or art smock kept at school would be appreciated to protect school uniforms and to allow students' creativity.

ASSESSMENT AND REPORTING

Student reports are completed by teachers twice a year in June and December. Students have input into their report and parents have an opportunity to provide the school with feedback. Student lead interviews will be offered in weeks 10 of Term One and Term Three, students will attend half a day. This is to provide parents with feedback about how their child/ren are progressing, formally each term over the year in either the form of interview or report on Compass. We strongly encourage parents to make an appointment time to discuss their child's progress or any issues anytime throughout the school year. Students are invited and encouraged to attend Parent Teacher Meetings.

Our school has an assessment schedule and uses a variety of assessment strategies to support student learning. Assessments are utilised for learning, as learning and of learning. The tool and approach will be dependent on the information that is being gathered. Assessments provide teachers with a greater opportunity to tailor the learning program to meet the students near needs and map out the next steps in their learning journey. Assessment of student learning is formulated utilising triangulation of data approach. This provides depth and clarity around educational decisions.

We utilise the 5 clarity questions for supporting, enabling and empowering students as active participants in their learning. Our students are very familiar with being asked the following questions in relation to their daily learning.

- What are you learning? Why?
- How are you doing?
- How do you know?
- How can you improve?
- Where do you go for help?

BELL TIMES/SCHOOL HOURS

We appreciate students arriving on time at school so they may organise their day and have a chance to play before lessons commence.

Generally our daily timetable is:

8.35	Supervised yard duty begins
8:55	Morning Assembly
9:00-11.20	Lessons (Literacy Block)
(10.00)	Fruit-Veggie snack
11.20 – 11.50	Lunch Play time
11.50-12.00	Supervised eating lunch
12.00-1.20	Lessons (Numeracy Block)
1.20 -1:50	Recess Play time
1:50-2:00	Supervised eating time
2.00 -3.00	Lessons (Integrated Studies/ Specialist Subjects)
3.00 -3.10	Clean up and home time organisation
3.10- 3:20	Class novel
3:15-3.20	Bus arrives/ children collected by authorised adult

Music is played 5 minutes prior to each break ending, this is to prompt and encourage students to get a drink and go to the toilet to ensure students are remembering these important things, but to support the reduction of interruptions to the learning program.

BEHAVIOUR EDUCATION (Play is the Way/ School Wide Positive Behaviour Supports)

We have a whole school approach to behavior education at Wooragee Primary School and believe that education and a proactive approach, is the most positive way to support students in developing the social and emotional skills they need to be their best selves and to operate within a community. 2025 sees the continued implementation of School Wide Positive Supports (SWPBS) which provides a solid framework for articulating the way we approach behaviour within our school. Part of the SWPBS, is approaching behaviour education with a restorative practices approach. This approach encourages students to accept responsibility for their actions, respect the rights of others and restore relationships when applicable. This approach relies on students wanting to repair the harm. If students fail to communicate respectfully and show a genuine desire to repair the relationship, alternative resolutions and consequences will be sought.

The success of the program relies on the principles of fairness and consistency.

School expectations are expressed in positive terms through our behaviour matrix and are re-negotiated with students annually. We will always contact you if there is an ongoing or serious issue.

RESTORATIVE PRACTICE

When something goes wrong a Restorative approach asks;

- What happened?
- What harm has resulted?
- What needs to happen to make things right?

The 'Play is the Way' philosophy consists of behaviour education and student self-regulation that fosters independent, self-motivated, empathetic, lifelong learners. This program complements the restorative practices behaviour education approach that we adopt at our school. The Play is the Way philosophy revolves around the Self-Mastery Checklist and the following 5 key concepts:

- Treat others as you would like them to treat you.
- Be brave – Participate to progress.
- Pursue your personal best no matter who you work with.
- Have reasons for the things you say and do.
- It takes great strength to be sensible.

BOOK CLUB

Scholastic Book Club is conducted each term and parents are welcome to place orders to build up your home library. Student order forms are sent home with the newsletter. Please check the newsletter diary dates for order closing dates. Orders are placed and paid by parents on the scholastic website. Orders are sent to the school. Please let us know if your order is a 'secret,' otherwise orders are sent home to you via children.

BUDDY SYSTEM

Our older students are buddied up with Prep students to develop leadership skills and to encourage confidence in our younger students. We will be visiting the kindergartens and aged care facilities to further enhance our buddy program and to build a sense of connectedness to our community. As we are a small school, we cannot have our buddy system exclusively tied to one year level. We select children who demonstrate the school values, care towards others and share a willingness to be a part of the program, to support our newest students to positively transition into our school community.

BULLYING

Bullying is defined by DET as: 'repeated verbal, physical, social or psychological aggressive behaviour by a person or group directed towards a less powerful person or group that is intended to cause harm, distress or fear';.

There are some specific types of bullying behaviour:

- **verbal or written abuse** - such as targeted name-calling or jokes, or displaying offensive posters
- **violence** - including threats of violence
- **sexual harassment** - unwelcome or unreciprocated conduct of a sexual nature, which could reasonably be expected to cause offence, humiliation or intimidation
- **homophobia** and other hostile behaviour towards students relating to gender and sexuality
- **discrimination including racial discrimination** - treating people differently because of their identity
- **cyberbullying** - either online or via mobile phone.

What is not bullying? **There are also some behaviours, which, although they might be unpleasant or distressing, are not bullying:**

- **mutual conflict** - which involves a disagreement, but not an imbalance of power. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.
- **single-episode acts** of nastiness or physical aggression, or aggression directed towards many different people, is not bullying
- **social rejection or dislike** is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude or create dislike by others.

Bullying is not tolerated at Wooragee Primary School

BUSES

Our school bus service is coordinated by Beechworth Secondary College and we utilise the services of Yackandandah Bus lines and fALLONS Bus lines. Bus forms can be collected from the main office and information can be sought by contacting the bus line directly, or speaking with the office. Please be advised that if you are travelling past your local government school, transport is not subsidised. It is very important that we know when students are catching the bus. A form will be sent out at the beginning of each school year, so that we can ensure our bus role is up to date. Any alterations to the timetable need to be received in writing via email, compass connect or letter. It is our responsibility to



keep children safe. We will always refer back to the form if we are unsure. It is an ineffective use of time to be contacting families daily to confirm bus plans. We maintain a daily bus roll for our records.

FALLONS Bus Lines 0493381716 0357 282 182
Yackandandah Coach Lines 0427526411

CALENDAR

Whole school events are recorded on the school Compass calendar. This allows forward planning for families and a tool that is easily accessible. The fortnightly newsletter also contains term dates. Please let us know if you have any difficulty accessing or understanding the calendar.

CAMPS/EXCURSIONS

School camps and excursions are planned to support student learning and social and emotional development. We have a school camp policy available on our website for further information. In 2025 Year 5/6 Students will be visiting Canberra and our 3/4 students will be attending Borambola Camp. This ensures our students have a diverse range of experiences over their primary years of schooling.

COMPASS

Compass is our school and student management system and will be in its complete rollout in 2024. Compass provides the capacity to streamline processes and procedures and enables one place to gather, store, access and share information. Compass will be utilised for everything related to school administration/ communication. Compass Connect will be used for documenting and sharing student learning.

COMPASS	
<ul style="list-style-type: none"> • Attendance • Calendar • Notifications • Email • Reporting • Booking Parent • Teacher Interviews 	<ul style="list-style-type: none"> • Consent Forms • Parent Payments • Visitor sign in/out • Communication of learning • Engagement with parents around learning

CLASS/COHORT GROUPINGS

The composition of classes is designed each year to ensure the smallest number of children per teaching staff is offered. In our school, we differentiate the curriculum to tailor each child’s learning needs. At various parts of the day, your child will work individually, in pairs, in same level groups and in mixed level groups, in order for them to achieve optimum learning outcomes. The school acknowledges that children develop at different rates and will take into consideration children’s developmental levels, interests, learning styles and needs when planning and delivering the curriculum.

CLEANING

D & K cleaning are our school cleaners who are responsible for cleaning the school according to a contract negotiated with the School Council. Robert is generally who you will see cleaning our school. In practice, the functional cleanliness of the school depends on staff and student thoughtfulness as well as the performance of the school cleaners. Everyone in our school is expected to clean up after

themselves and help to maintain a clean, healthy and safe environment. Every child at Wooragee has a 'job' to do at the end of the day. We want our students to be sustainable in their practice both inside and outside the classroom.

COMMUNICATION

We value the relationship between home and school and see this as a positive partnership that enables student outcomes. The afternoons provide the perfect opportunity for parents and teachers to catch up and share information. If the conversation is any more than a quick catch up, we encourage families to arrange a meeting. This means that designated time is set aside for this to occur and ensures that the conversation is allocated with the time and space that it deserves.

It is preferred that student issues are discussed with your child's classroom teacher in the first instance. Your child's teacher works with your child the closest and will be a wealth of information from a school perspective. Teachers and leadership have a very close working relationship and information is shared freely. If families require support or clarification outside student learning, or if they require further support around student learning; the Principal should be the first point of contact.

Compass Connect is the application that we use to share student learning. This mode of communication is most appropriate during the school week. It is an opportunity to share and celebrate student learning and to become aware of the learning experiences your child is engaging with at school.

Email communication is helpful and the most appropriate if parents need to contact staff out of school hours or on the weekend. Staff email addresses are shared with families at the beginning of the school year. The principal can be contacted at angela.gray@education.vic.gov.au and the school contact is wooragee.ps@education.vic.gov.au

Our school newsletter is disseminated fortnightly on even weeks of term (1,3,5,9,11). This contains important school level information. In 2025, each class will take responsibility of the content and you will see evidence of student voice, learning and creativity. The newsletter is sent out via Compass and email, unless families request a hard copy. In being a ResourceSmart school, we prefer digital delivery. The newsletter can also be found through the link accessible on compass, or on our school website.

Permission Forms will be sent home throughout the school year for various camps, excursions and events which we participate in via Compass.

Our school value is respect. It is essential that all communication and interactions which take place within our school community are respectful. This ensures positive relationships are fostered and maintained.

It is important to us that our school community feels part of the learning journey of their child and an active part of the school community. If there is anything that you would like to communicate with us, know that we are available to support. It is always helpful for us to support your children if information is shared ie; change within the family, the loss of a family member/pet, relationship breakdown, etc.



COMPLAINTS PROCESS

Raising concerns and complaints must be addressed in line with the Department's Dignity and Respect Statement:

The Department is committed to providing safe and supportive work environments where diversity is valued and everyone is treated with respect, fairness and dignity.

Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are unacceptable.

All employees, students, parents and visitors in schools and other Departmental workplaces are expected to act accordingly.

The Department (which includes schools) and school councils, will act to ensure that the safety, security, health and wellbeing of all employees, students, parents and visitors in schools and other Departmental workplaces are protected.

From time to time you may wish to raise concerns or have incidents clarified. Please do this as soon as you have a concern so that issues can be investigated and addressed in a timely manner, to ensure the greatest opportunity for a positive outcome. Perspective is important and we are always keen to gather facts and clear up any misunderstandings, or deal with inappropriate behaviour that we are made aware of, in a fair and consistent way. If a parent or student is dissatisfied with any aspect of the school program they should bring this to the attention of the Principal. In the very rare occasion that a complaint cannot be resolved at the school level, the complaint may be forwarded (preferably in writing) to the North East Regional Office for investigation and resolution.

COMPUTERS/LAPTOPS/ iPADS

Every child has access to a laptop computer or iPad at school to support their learning.

Teachers monitor student use of the internet at all times. Surfing the internet as a free activity or wet day task **is not** allowed at school.

In 2025, all Wooragee students will be continuing to develop Cybersafety practices via our eSmart Program which is a cyberbullying initiative developed by the Alannah and Madeline Foundation to assist school communities to manage cyber bullying and bullying.

All students and staff are expected to continue to develop skills in using computer technology as they evolve. We will keep you informed via our newsletter.

CONFIDENTIALITY

It is our professional duty to maintain confidentiality. We do not discuss confidential matters in the presence of students or other parents. Please ensure you make a time to see us if you wish to have a

confidential discussion. Under no circumstances will we discuss another child's progress or speak negatively about the school, staff, parents or students with parents or community members. Parent helpers are expected to maintain confidentiality when working in the school and refrain from negatively discussing or commenting on students, parents or staff unless in a confidential meeting with the Principal.

CURRICULUM

The Victorian Curriculum F-10 is the curriculum for Victorian schools. It incorporates the Australian Curriculum and reflects Victorian standards and priorities. We implement the Victorian Curriculum, which incorporates our unique Stephanie Alexander Kitchen Garden Program and Environmental Awareness and Sustainable Living philosophies to ensure our curriculum is relevant to the lives of our students and addresses the contemporary issues they face.

Our curriculum gives special attention to:

- Literacy
- Numeracy
- Student Wellbeing
- STEM (Science Technology Engineering & Maths)

Our Curriculum is integrated and connected to real life whenever possible and includes the following domains:

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none"> ● Dance ● Drama ● Media Arts ● Music ● Visual Arts ● Visual Communication ● Design English <ul style="list-style-type: none"> ● Reading & Viewing ● Speaking & Listening ● Writing Health and Physical Education Humanities Civics and Citizenship <ul style="list-style-type: none"> ● Economics & Business ● Geography ● History 	Critical & Creative Thinking Ethical Intercultural Personal & Social

Languages

- Indigenous Languages- Dhudhuroa

Mathematics

- Number & Algebra
- Measurement & Geometry
- Statistics & Probability

Science

Technologies

- Design Technologies
- Digital Technologies

Every student at Wooragee Primary School is on their own learning journey. The curriculum is differentiated to accommodate student needs and to best support students with engagement and outcome progression. We are an inclusive learning environment.

We conduct daily Literacy and Numeracy block lessons and integrate our curriculum whenever possible to enable meaningful real-life learning and to develop lifelong learning skills and knowledge.

We have a strong focus on real world learning, sustainability and healthy living practices, which is exemplified in our Stephanie Alexander Kitchen Garden (SAKG) Program.

A curriculum report is provided in the monthly School Council report which is sent home to all families via the newsletter. Continual Staff Professional Development is seen as an essential component in maintaining the quality teaching visible within our school. Our school is also part of a Professional Learning Community with Osbornes Flat PS and Middle Indigo PS, which provides a professional space for collective efficacy and commitment to improving student outcomes.

Detailed information on the Victorian Curriculum can be found at:

<http://victoriancurriculum.vcaa.vic.edu.au/>

CURRICULUM DAYS

There are four Student Free Days allocated each year to allow whole staff professional development and administrative accountabilities.

- **Monday 29th January (First day of school)**
- **Common Curriculum Day (TBA)**
- **Monday 4th November Curriculum Day**
- **Friday 20th December Curriculum Day**

Children are not required at school on these days and staff may not be in attendance at the school site on curriculum days. This information will be shared via the newsletter and Compass Calendar.

DOGS CONNECT

We were very fortunate in late 2020 to become a Dog's Connect partner school. Dog's Connect is an organisation that helps introduce a wellbeing dog into settings such as schools, hospitals, aged care and justice communities. They support our staff to design long term, sustainable programs to integrate Nellie into our school community.

Nellie is a Cobber Dog. She is a three-year old female and she loves treats, pats, water, playing and spending time with her friend Nancy. She currently attends school 5 days per week, and spends time within the classrooms as well as any extra transition or support necessary.

Dog's Connect aim to achieve as many mental health benefits as possible. There is increasing evidence about how a well-trained dog can help in a whole range of settings. Scientific evidence shows that being near a dog can reduce stress and anxiety and decrease the heart rate.

For children, animals can help with emotional regulation, social connection and communication. They can help engage students in many curriculum areas by supporting children in feeling less self-conscious than they may feel around teachers and peers.

In adults, dogs can help with trauma, anxiety, the escalation cycle, leadership and communication. They can build empathy, awareness of others and self, increase social regulation and decrease reactivity.

Dogs connect measure the impact of all their Dogs Connect programs and work closely with LaTrobe University to continually reflect on and refine this process. They use a variety of qualitative and quantitative data to help evolve it for the future.

Nellie is quickly becoming a loved and treasured part of our school community. If at any time you have a question or need clarification on anything related to Nellie, please contact our Principal or Grace.

EDUCATION SUPPORT

We are very fortunate at Wooragee Primary School to have the care and support of Educational Support staff members in each classroom. These staff members provide additional support to individual and small groups of students to ensure inclusive access to the curriculum.

EMERGENCY MANAGEMENT

We have a very comprehensive Emergency Management Plan approved by School Council that can be made available to you upon request. Emergency drills are practiced twice a term.



Emergency Management Procedures for Extreme or Catastrophic Fire Danger Days

With summer just around the corner, it's important to be prepared for the potential risks that may come with it. We want to ensure that all our staff, students, and parents are aware of our emergency management procedures in the event of an Extreme or Catastrophic fire danger day.

In the event of an Extreme Fire Danger Rating, our emergency management plan will be activated and we will relocate to Beechworth Primary School. We will provide notification of the relocation via Compass, where possible, the day before the relocation. Please note that buses will not drop students off at school.

If there is a Catastrophic Fire Danger Rating, the school will be closed, and our emergency management plan will be put into effect. Notification of this school closure will be given via Compass, where possible, the day before the school closure. Please note that no staff or students will be allowed on site and buses will not be running.

To avoid confusion, once a decision is made to relocate or close the school, it will not change regardless of changes in the weather forecast.

If you require further details regarding our emergency management plan, please get in touch with the school.

Parents may always choose to keep their children with them on Extreme and Catastrophic weather days; however, we would appreciate knowing your child is with you whenever they are not attending school please, so that we know that they are safe. This is consistent with our approach to any attendance.

END OF TERM

Each term, on the last day of the term, students finish school at 2:20pm. Bus companies are notified and will collect children an hour earlier than the scheduled pick up times on these days.

ENERGY CONSERVATION & WASTE MANAGEMENT

Our school is very conscious of our impact on the environment. All of us are responsible for turning off electricity (lights, heater/coolers) when not required, recycling, re-using and composting wherever possible. We are also conscious of our water use and try to reduce food kilometers by growing as much produce as we can for our Stephanie Alexander Kitchen Garden (SAKG) Program. Your child may come home and talk about or implement the same strategies as school, this will be seen as a huge success and application of learning from our perspective! Wooragee Primary School continues to work hard to maintain its accreditation as a Resource Smart and Achievement Program school.

ENROLMENTS

Student enrolments are conducted by appointment from the office with the Principal. An interview and school tour, is the first step in this process. Once enrolled, new students are inducted into the school so they quickly become familiar with the *Wooragee Way* and so they can quickly develop a sense of belonging. Children can only be enrolled in the name on their birth certificate/legal documentation. A copy of your child's vaccination records is also required. Children not vaccinated may need to be excluded from school if a contagious disease breaks out at school.

EXCURSIONS/INCURSIONS

Excursions, guest speakers and in-school performances extend and enhance classroom programs and activities and further support student learning. We are very keen to ensure we provide every opportunity to enhance our learning environment and offer Wooragee students as many new and interesting experiences as possible.

All volunteers require a current WWCC (Working With Children Check) and applications are now done online free of charge (except for id photo cost) at <http://www.workingwithchildren.vic.gov.au/> This includes parents who wish to volunteer on a regular basis also.

Written parental/guardian permission and medical indemnity are always obtained before taking any child out of the school grounds.

FACILITIES

Our 21st century facilities include four flexible learning studios, 2 covered outdoor learning spaces, a well-stocked library, administration suite and a purpose built Stephanie Alexander Kitchen Garden building.

CLASSROOMS

Our students have access to laptops and iPads and 21st Century curriculum programs. Our school interacts with other schools and learning programs via Cisco video conferencing facilities. Our school library has been revamped to be a welcoming, engaging and effective space for student learning. It has also been moved to be at the centre of our school building. Students also enjoy learning in delightfully light, natural, temperature-controlled learning with ergonomic furniture and flexible spaces.

SCHOOL GROUNDS AND GARDENS

Our award winning school grounds consist of multiple grassed and shaded areas. We have a student created Landcare Frog Bog to attract indigenous frogs for students to observe and study. We have a sensory garden which continues to evolve and develop behind our kitchen area, which encourages and promotes free, curious and creative play. Our students look after garden beds, our hot house and shade house, and our garden sheds as well as our egg laying chickens.

Our award winning student centred gardens include; mini orchard, olive grove, citrus areas, bush tucker garden, produce beds, mosaic herb patch and feijoa hedge. Our beautiful and ancient elms and oaks shade our school buildings and grounds in summer.

Yirrikama is our very own Nature Playground Space in term two and three. Featuring a seasonal creek and all access path, we use Yirrikama as a learning environment and free play space. We are very fortunate to have access to such a beautiful, natural setting. The only rules in Yirrikama are consistent with a risk benefit approach; no lick, no pick, Cooee signifies back to basecamp and in Term One and Four, students do not have access to the area due to long grass and snakes. We have nesting boxes, a natural bird hide, fire pit and seating, signage to indicate indigenous flora and fauna. This was officially opened with Costa Georgiadis in June 2019.

Wooragee Primary School has a well-equipped sport shed for students to access daily during lunch and recess as well as during timetabled sport and PE. There is an extensive ramp system connecting buildings for all community members to access all school facilities.

PLAY AREAS

Our students delight in playing in the shaded adventure playground, with a Kookaburra and Sugar Gliders, shaded sand pits and a GaGa Ball areana; more active games are conducted on the tennis courts, down ball courts and rebound wall. Giant Chess and Bocce are available to enjoy. We access the grassed areas behind the tennis courts for running and ball sports.

STEPHANIE ALEXANDER KITCHEN GARDEN (SAKG) Facilities

This facility includes two fully equipped student kitchens, an infant student work area, dining room seating fifty people, fully stocked walk-in pantry, laundry and toilet. We have an environmentally friendly commercial dishwasher thanks to an Energy Efficiency Grants Program.

Our shady kitchen building verandah houses our BBQ, pizza oven and bistro tables. A short walk down the steps leads to our organically grown produce patch, garden sheds, hot house, shade house, aquaponics garden and chicken coop.

FUND RAISING

We have a fundraising committee that meets twice a term and supports planning and implementing different Fundraising events. We actively invite participation in fundraising activities to assist the school in providing additional resources to enhance and improve our learning-teaching environment. Our main fundraising events are the Easter Market held in conjunction with the Wooragee CFA and Hall Committee on Easter Monday, the Yackandandah Folk Festival and the Wooragee Primary School Production Evening held late Term Three. We really appreciate family support and assistance for our fundraising events.

GRADUATION/AWARDS/ CONCERT NIGHT

Year Six students “graduate” from Primary School during our end of year Awards evening. This year our awards and graduation will be in December 2025. Special awards are presented for each class aligned to our 3 school values, and community awards are also given out. Santa also usually arrives for a visit. Families provide a book which is wrapped to be gifted from ‘Santa’ to any children attending on the evening (students, siblings, family members).

GROUNDS

Students, staff and volunteers are actively involved in the development of our school grounds. We also gain support and much needed *muscle power* with visits from the Beechworth Community Team (Beechworth Corrections Centre) throughout the year. These men are ‘Governor’s picks’ and do not work directly with children.

We need and welcome parent and community volunteers in our SAKG Program either in the kitchen and/or in the garden. Parents may wish to adopt a garden bed and take family responsibility for it for the year or volunteer to serve on the water roster especially over the Christmas holidays. Our entire school community is encouraged to take pride in our unique environment and support the development and maintenance of our purposeful, sustainable and pleasant school grounds. It will be encouraged that all families make themselves available for watering one day of the Christmas break school holiday period to water.

HOMEWORK

Please refer Homework Policy on our website. Please let us know if your child has any problems with homework or you need more/less homework.

We believe *every child should read every day!*

INCLUSIVE EDUCATION

We are all different and have different strengths and areas for growth. Like all schools, some of our students may have medical, social, physical, educational or emotional special needs. It is our job as parents and teachers to support students with special needs and teach all children tolerance and understanding of others in our school community. This includes; doing a reality check, thinking about our catastrophe scale, putting things into perspective, developing a sense of empathy for others

(walking in another person's shoes) and working out coping strategies when needed, an opportunity to learn and apply foundational skills for life and living within a community.

If you have any concerns that your child's needs are not being met, please feel free to discuss them with the Principal as early as possible. Wooragee Primary School, as a Department of Education school, is an inclusive environment for all.

LIBRARY

The Library van will visit fortnightly on Mondays with Amy Musgrove. Please ensure any books your child borrows from the van are returned to before the library van session to avoid receiving the dreaded late/lost notice. Children may also borrow books from the school library under their teacher's direction and using their homework folder. Each class has a designated school library borrowing time on alternating Mondays.

LICE/NITS

Please let us know if you discover lice or nits in your child's hair so we can request all parents check and treat if necessary their children's hair at the same time. This is the only way we can eliminate these pesky critters.

Children with lice may need to be excluded from school until treated.

LOST PROPERTY

If all your children's property is **clearly labelled with their name** we will return any '*lost & found*' items directly to them. All un-named items are stored in the basket in the sick bay. It is extremely difficult for staff to rehome items to their rightful owners if items are not labelled.

From time-to-time children may take home someone else's property by mistake. If this happens, please send it back to the rightful owner *ASAP*.

LOTE (Language Other Than English)- Indigenous Education

We are happy to offer Indigenous Languages at Wooragee Primary School. We chose this subject area due to the natural links between our school profile and the capacity to offer this language consistently in the coming years. Kylie Giltrap are our teachers. Kylie is often supported by people who identify as Indigenous which ensures a rich and authentic curriculum and learning experience for our children.

LUNCH ORGANISATION/FOOD/BREAKFAST CLUB

Please ensure your child has a good breakfast before school. If you have any issues with slow breakfast eaters bring breakfast to school and your child can eat it with us. Breakfast Club is available on each day from 8.40-9:00am. Please let us know if there are any foods your child should not eat. Breakfast Club is not compulsory.

All children eat lunch under a teacher's supervision from 11.50 – 12.00 as a SunSmart strategy. This time may be used by teachers for reading, circle time, social and emotional skill development or just eating lunch socially We strongly recommend and encourage sending Nude Food (rubbish free lunch)

when possible to help students understand the need to reduce landfill waste. **Please ensure your child has plenty of food including fruit and vegetables as we have a fruit-veggie snack at 10.00am each day.**

We will send home food items not eaten by your child so you can gauge how much they need or what they don't like eating. Wooragee is a Healthy Eating school.

Friday is our Stephanie Alexander Kitchen Garden Program day where students in 3/4/5/6 harvest, produce and prepare a two course lunch to share in our dining room. The menu is posted on compass each week. We ask all children to sample the food we prepare/cook, unless a child has a medical condition. This is to encourage the development of the children's food choices and palette development. Please provide a Plan B lunch on the rare occasions you think your child will not eat our delicious menu.

MANDATORY REPORTING

School staff have a range of legal obligations with respect to protecting children and young people from abuse. School staff must be aware of and comply with their legal obligations with respect to reporting suspected child abuse and providing ongoing appropriate support.

School staff must follow the Four Critical Actions where there is an incident, disclosure or suspicion of child abuse.

Where a school staff member has reported a concern to DHHS Child Protection but they continue to have concerns for the child after DHHS Child Protection has closed the case, they may escalate the matter through DHHS complaints management processes or reporting concerns from the principal to their regional Area Executive Director.

School staff play a vital role in protecting children from harm and are well placed to observe signs or behaviours that may indicate risks of child abuse.

School staff must act, by following the Four Critical Actions, as soon as they witness an incident, receive a disclosure or form a reasonable belief that a child has, or is at risk of being abused.

Types of child abuse include:

- physical abuse
- sexual abuse
- grooming
- family violence
- emotional abuse
- neglect

MEDICAL VACCINATIONS

Parents of children who have not been vaccinated or suffer from a chronic illness need to be contacted if an infectious disease breaks out in the school. Please notify the Principal as soon as you are aware of any infectious diseases involving your children.

MEDICATION

From time-to-time children attending school require medication to be administered during school hours to control illnesses such as asthma, hay fever etc. Medication can only be given to children by staff if accompanied by written permission in the form of the DET Administering Medication from by the child's parent/guardian. This information is recorded in our Student Medication Register. These forms are available from the office.

Any medication should be clearly labelled with the child's name; dose required and times to be taken.

All medications are administered by staff with records kept of date, time and dose unless other arrangements have been approved by the principal. Medications are stored in a secure place. Children should NOT have medication in their bag that other children might access (except for asthma inhalers).

In general, children with colds, flu etc requiring medication should not be attending school. Children and staff who have been vomiting or have diarrhea should remain away from school for 48 hours.

MONEY AT SCHOOL

If you are not paying your school account by direct deposit, please send cash for excursions, camps, account charges etc. in a secured envelope to the office stating what the money is for, how much is enclosed and who it is from please.

Bec works in the office three days per week if you wish to pay her directly and receive a receipt.

It is very rare for children to require money at school. If any money is required, this will be clearly communicated with families with ample time. On the days Bec is not in the school, please ensure money is given to a staff member to place in the safe, in a labelled envelope or zip lock bag.

MUSIC (INSTRUMENTAL) PRIVATE LESSONS WITH BILLY

We are thrilled to offer private lessons for students to access on Mondays with Billy from Living Bridge Music. Please contact Billy on 0402490095 for further information.

NEWSLETTERS

The school publishes a fortnightly newsletter. Please ensure you read our newsletter regularly so you stay fully informed. We refrain from including advertisements except for community events and child based activities. The newsletter is shared via Compass notification and emailed to families. Each class will be on a rotating roster to manage newsletter content each fortnight.

The newsletter contains:

- Information for parents
- Diary dates
- Items from students
- Recognition of student/school achievements
- Community announcements
- *'Thank you's'*

PARENT/CARER/COMMUNITY HELPERS

Parents, carers and community volunteers play a vital role in assisting the school to deliver quality programs. Parents, carers and volunteers are welcome to participate in classroom, SAKG, camp, excursion and administrative activities (such as managing our Book Club or second hand uniforms). Staff are happy to train volunteers to ensure volunteers are provided with adequate support to do the task they are volunteering to do. Many programs offered at Wooragee Primary School cannot be delivered without the support of our fantastic and dedicated volunteers. The school is happy to help you apply online for a Volunteer Working With Children Check, required for all adults working with children and parents who will be volunteering on a regular basis.

PARENT SUPPORT

If you require any financial support, food vouchers, bus passes or uniforms for you children please contact Bec at the front office she is always available to help.

PARENT/ STUDENT/ TEACHER INTERVIEWS

Parent/ Student/Teacher interviews will be conducted in the final week in Term 1 & 3. We are more than happy to have meetings at any other time parents or teachers feel an interview is necessary. We request parents/carers make an interview time so that we can provide your question, concern or clarification the time and priority that it deserves.

In 2025 we are continuing Student Lead Conference (SLC), this is a vital way to empower students to take an active role in their learning and to communicate their experiences and plans for the future to their family members and teachers. SLCs provide an opportunity for students to build personal agency and develop confidence in their academics and communication skills.

PHYSICAL EDUCATION/SPORT

Daily P-6 Fitness takes place via our Play is the Way program and weekly Physical Education lessons take place each Tuesday for 60 minutes with Sian. Wooragee children have access to sports equipment during lunch and recess play times. Extreme Hot and Cold Day arrangements and keeping children indoors is implemented only when unavoidable. Through our North East Regional School Sports Association (NERSSA) affiliation, all Grades have the opportunity to participate in cross country and athletics. All children aged 9 years and older will be invited to attend the swimming carnival.

POLICY DEVELOPMENT AND REVIEW

Policies are reviewed and revised regularly at Wooragee Primary School. We welcome parent and student input into this process. New and revised policies are presented to School Council for ratification before being posted onto our website.

SCHOOL BANK ACCOUNT

To pay by direct deposit:

BSB: 033264

Account: 393339

Account name: Wooragee Primary School Council.

SCHOOL COUNCIL

The School Council provides a forum for parents and members of the community to take an active role in decision making and setting the directions of the school. The School Council at Wooragee School comprises of 13 members; 10 parent members, 3 DET members (inclusive of the Principal who serves as Executive Officer)

The Wooragee Primary School Council generally meets Monday in Week 4 and 8 of each Term at 3.30pm in the staff room. An agenda and copy of reports are sent home to all families via email a week prior to the meeting. All parents are welcome and may attend school council meetings as visitors, even if they are not on School Council.

SCHOOL PHOTOS

School photographs will be conducted in Term Two 2024. Envelopes will be sent home prior to photo day so you can select which package you would like to purchase.

Students should be wearing their full school uniform on the day.



SEXUAL HARASSMENT

Sexual harassment (any form of harassment) is not to be tolerated by staff, parents or students. The DET has clear guidelines on what constitutes sexual harassment and procedures to deal with situations.

STAFF LIST

In 2025 our staffing profile is:

Angela Gray – Principal

Olivia Jacobs- P/1 classroom Teacher (Mon-Wed) **Maura Hanson**(Thursday & Friday)

Amanda-Jane Flint- 1/2 Classroom Teacher (Mon-Thurs), Numeracy Leader

Kingsley Morrison – 3/4 Classroom teacher Gardening

Geoffery Weppner- 5/6 Classroom teacher

Grace Panjari- Tutor, Disability Inclusion Leader, Mental Health and Wellbeing Leader, STEM Teacher (Tuesday)

Sian Crow- Physical Education (Tuesday)

Kylie Giltrap- Indigenous Languages (Dhudhuroa)- Thursday

Bec Davis -Business Manager (Mon, Wed, Thur)

Susan Cole Education Support Officer (Mon-Fri)

Tash Collis Education Support Officer (Mon&Tues), (Thurs&Fri)

Desiree Jackson Education support Officer (Mon-Fri)

Lisa Black Education support Officer (Mon-Fri)

Megan Daly Education support Officer (Mon-Thurs)

Bec Taylor Education support Officer (Mon - Fri)

Bridget Doyle Education support Officer (Wed & Fri)

Michael Clear – ICT fortnightly Thursday

Sandra Moore– Art Van Monday fortnightly

Amy Musgrove Library Van fortnightly Monday and Wednesday

STAFF/PROFESSIONAL LEARNING TEAM (PLT)/ PROFESSIONAL LEARNING COMMUNITY (PLC) MEETINGS

These are held in the staffroom each Tuesday & Wednesday afternoon 3.30 – 4.45. As staff are required to attend these professional meetings we appreciate parents promptly picking up children to allow us to get to these important planning and P.D meetings on time.

STEPHANIE ALEXANDER KITCHEN GARDEN (SAKG) PROGRAM

The aim of the Stephanie Alexander Kitchen Garden Program is to introduce pleasurable food education into as many Australian primary schools as possible. Our Stephanie Alexander Kitchen Garden Program has *four equally* important components where students, working with adults or in teams, grow, harvest, and prepare a two course lunch to share in our dining room. The children are actively engaged in our productive garden program which links their learning to real life situations and applications. Gardening is generally each Friday morning.

Friday is generally our kitchen day where 3/4/5/6 children prepare and share lunch. The menu is published compass each week. Please provide a Plan B lunch on the rare occasions you think your child will not eat our delicious menu.

Our Program at Wooragee involves a kitchen specialist working with all students and relies on staff and volunteers to ensure each child is fully engaged in learning to live as sustainably as possible with an emphasis on the importance of growing, harvesting, preparing, preserving and sharing good seasonal food. SAKG funding for our kitchen specialist has now ceased, however, we are able to continue our successful program through parent contributions, fund raising, and donations.

Dishes cooked in our purpose built student kitchen building reflect the vegetables, herbs and fruits grown, season-by-season, by the children in their organic garden. The Program is designed to be fully integrated into the primary school curriculum as it offers infinite possibilities to reinforce literacy, numeracy, science, cultural studies and all aspects of environmental sustainability. In addition, the Program delivers observable social benefits to all students, including those with special needs.

All 3-6 children will participate in hands-on gardening, activities as part of our SAKG program each Friday Morning and may require gum boots and old clothes in wet weather.

STRATEGIC PLAN

The Strategic Plan is the guiding planning document of the school. It is a four-year plan formulated in consultation with the staff and school community. You will find the school's Strategic Plan 2023-2025 on our webpage. Annual Implementation Plan action plans are developed at the beginning of each year to provide short term guidelines and timelines for achieving goals and targets set in the Strategic Plan. You will be able to view most school documents on our webpage.

STUDENT LEADERSHIP TEAM

2019 saw the introduction of the Student Leadership Team. The Student Leadership Team will be made up of students from years Prep-Six who are happy to agree to attend fortnightly meetings, advocate for their peers, conduct themselves in a responsible manner and live and embody our school values. In 2024 our school captains will lead the Student Leadership Team. Each class will elect 2 representatives to sit in on the meetings and share decisions with their class. Students on the Leadership Team will be given special opportunities like Kindergarten Visits, Awards presentations, Indigo FM, Fundraising Opportunities, Community Service, etc.

STUDENT SUPPLIES

We supply students with all the materials they need to complete their school-work.

SUNFLOWER SCULPTURE

Wooragee Primary School celebrated 150 years of education in 2012. The Sunflower Sculpture was created by artist Kerry Hay-Smith (Grasshopper) and except for the vibrant yellow petals, was constructed from waste metal (such as old brake discs, water pipe, water tank molds and an oil tank). It has been strategically placed under the Centenary Archway and represents a *happy place for children to learn and care for their sustainable environment.*

SUNSMART

Wooragee Primary School is a Sun Smart School and encourages Sun Smart practices. Students and staff are required to wear a broad brimmed hat whenever the UV level is above 3. This could be any day of the year so please ensure your child's hat is at school every day! You may provide your child with their own sunscreen or they may use ours.

Our time table has been adapted to ensure students are not outside in the hottest part of the day. Teachers ensure students are not outside playing in the sun without a hat. They may be asked to go to a covered area or come up with a Plan B hat. School hats are available for purchase from the office or through the school uniform order system. Baseball caps are not SunSmart approved.

Please see our webpage for our SunSmart Policy.

SURVEYS

Wooragee Primary School conducts annual student, parent and staff surveys to gain feedback on what the school is doing well and areas we can control that need improvement. These are administered by a DET employed body.

SUSTAINABILITY

We have a strong focus on real world learning, sustainability and healthy living practices, which is exemplified in our Stephanie Alexander Kitchen Garden (SAKG) Program.

We are a 5 Star ResourceSmart School and pride ourselves on our sustainable practices.

SWIMMING

3-6 students participate in a swimming sports at the commencement of each school year in Term One. Swimming lessons are undertaken This is at an additional cost to families and we will provide details for the program each year ASAP.

TELEPHONE/FAX/INTERNET/ADDRESS

Wooragee Primary School

1011 Beechworth-Wodonga Road

WOORAGEE 3747

Telephone: 03 57287255

Fax: 03 57287207

Email: wooragee.ps@educationl.vic.gov.au

Website: www.woorageeps.vic.edu.au

Principal – Angela Gray

Email: angela.gray@education.vic.gov.au

Telephones are located in the main office, staff room SAKG and classrooms.

Please refrain from calling teachers during class time unless urgent.

TERM DATES 2025

Term	Start date	Finish date
Term 1	Wednesday 29 January	Friday 4 April
Term 2	Tuesday 22 April	Friday 4 July
Term 3	Monday 21 July	Friday 19 September
Term 4	Monday 6 October	Friday 19 December

**** Please note, students finish at 2.20pm on the last day of each term.**

TERM DATES 2026

Term	Start date	Finish date
Term 1	Wednesday 28	Thursday 2 April
Term 2	Monday 20 April	Friday 26 June
Term 3	Monday 13 July	Friday 18 September
Term 4	Monday 5 October	Friday 18 December

TOILETS

Students are encouraged to use the toilets at lunchtime. If a child needs to use the toilet during class time they are sent in pairs. Staff will monitor toilet use to alleviate the loss of learning time or avoidance of tasks. Please inform us if your child has any toileting issues.

We will never stop a child from going to the toilet however a child may need to catch up on work not done if deemed 'appropriate' by the teacher.

Staff monitor the toilet areas during recess and lunch to ensure it is not a play area.

We would appreciate you supplying a full change of clothes for young students in the case of 'accidents' or the need to change after gardening or making Eco Bricks. *A very wet activity sometimes!*

TRANSITION

A transition program for kindergarten children commences at Wooragee in Term 2, when children from the kindergartens' at Yackandandah and Beechworth visit us for lunch. We also like to take Wooragee students to visit the Kinder children when we can.

Kinder children and their families who will be attending Wooragee Primary School in 2024 may join story time every second Friday in term 2, as well as scheduled days the kindergartens and school agree to. This is a calm and stress-free way young children can make the transition from kindergarten to school which gives them confidence and independence at an early stage of their lives.

Formal transition days commence in Term 4 each term. Prep students will attend fortnightly transition days for the duration of the term, commencing in Week 3. Dates and times for 2023 transition days are:

2025 Foundation Transition Days

- Wednesday October 15 (Week 3 of Term) 9:00-11:00am
- Wednesday November 29 (Week 5 of Term) 9:00-11:00am
- Wednesday November 12 (Week 7 of Term 4) 9:00am-1:00pm
- Wednesday December 26(Week 9 of Term 4) 9:00am-1:00pm
- Tuesday December 9 – State-wide Transition Day. 9:00-3:20pm

UNIFORM

We purchase our uniforms from Beleza School Uniforms in Wodonga. Uniforms can be tried on and viewed in store at Beleza, but parents secure a reduced price if purchasing through the school. We send out a uniform order form towards the end of each term. If you require an order outside of these time frames, please speak with Bec. Please see our uniform list attached to this handbook, or you can obtain one from the office.

As we are a ResourceSmart school, we strongly encourage reusing resources. We have a large stockpile of second hand uniforms in the staffroom, which can be accessed by families at any time for free. If you have uniforms at home which are in good used condition, please send them in and we can try and find a new home for them.

We encourage all students to wear their uniform daily and with pride. This ensures equity amongst students and instils a sense of belonging.

On excursion days, we wear our yellow excursion shirts, which are borrowed out to students the morning of the event and returned at the end of the day. This is to help us to differentiate our children amongst large groups and to ensure all children are dressed in their uniforms.

VISITORS/VOLUNTEERS

Children are advised to report any unknown visitors in the school to staff.

Visitors (non-parents/carers) are required to sign in and out at reception using the Compass kiosk at the front office. They also collect a visitor lanyard to wear while in the school.

We welcome volunteers into our school and will support volunteers with training and to obtain a Working With Children Check (WWCC) free of charge (except for id photo cost) online at <http://www.workingwithchildren.vic.gov.au/>

Volunteers enrich the educational program and Wooragee and are valued for their time, support and expertise.

WATER BOTTLES

Children learn better when their bodies are hydrated. Please send fresh water in a clearly named reusable water bottle each day. Children may top up their water bottle during the day from our filtered chilled water coolers.

WELFARE SUPPORT

From time-to-time we all need support and assistance. If you your child needs additional assistance please inform us so we can arrange appropriate support. We are able to refer families to other agencies if specific support is needed beyond our skills and training. We often have uniforms, food, fuel and bus vouchers available for families in need. Please contact either Bec or Angela to discuss how we can help you.

WET DAY/HOT DAY ARRANGEMENTS

We will make alternative playtime arrangements for students during inclement weather. Children will be given a range of activities to choose from.

WHOLE SCHOOL EVENTS

Whole School Activities are conducted throughout the year and are scheduled as part of the normal school calendar.

These include:

- Easter Market
- Yackandandah Folk Festival
- Casual Clothes day
- Dress Up days
- Cultural performances
- Mother's Day celebrations
- Father's Day celebrations
- Grandparent's Day celebrations
- Whole school bike ride
- Awards/Graduation night

Details of these activities are provided via the Compass Parent calendar, notes and newsletters.

WORK EXPERIENCE

Wooragee Primary School has made itself available for training of work experience students and pre-service teachers. This program is seen as a positive experience both for the student and for our school community and authentically demonstrates to our students the value of life-long learning.

YARD SUPERVISION

Yard supervision is not just our responsibility to keep children safe as part of our due diligence, it is a proactive and positive way to develop, foster and maintain positive relationships with our students. Yard supervision occurs with one teacher and two educational support staff members for each break. Supervision before and after school is provided at the school entry point and in the school yard. School Hours

Start 9:00am Finish 3:20PM

Supervision begins @8:35 and Ends @3:45(For those travelling on the Late bus)

Children will be unsupervised if dropped off or picked up outside these hours.