



PARENT/CARER INFORMATION HANDBOOK 2020

WOORAGEE PRIMARY SCHOOL

No 0653

**1011 Beechworth-Wodonga Road
WOORAGEE 3747**

Telephone 03 57 287 255

Fax 03 57 287 207

Principal's mobile 0402 284 573

After hours 0402 284 573

School's email: wooragee.ps@edumail.vic.gov.au

Acting Principal's email: peisley.brendon.b@edumail.vic.gov.au

Principal's email: odewahn.alicia.a@edumail.vic.gov.au

Web Page: <http://www.woorageeps.vic.edu.au>



CONTENTS

Introduction	3
Absences - Students/Staff	4
Accidents	4
Accounts and Charges	4
After School Sport Program	5
Art	5
Assessment and Reporting	5
Bell times	5
Behaviour Education	6
Book Club	6
Bullying	7
Buses	7
Calendar	7
Camps/sleepover	7
Cash	7
Children Leaving School Early	8
Cleaning	8
Communication	8
Complaints Process	9
Computers/Lap tops	9
Confidentiality	9
Curriculum	10
Curriculum Days	11
Emergency Management	11
End of term	11
Energy Conservation/Waste Management	12
Enrolments	12
Excursions/Incursions	12
Facilities	13
Fund Raising	14
Grade/Class Groupings	14
Graduation/Awards Night	14
Grounds	14
Homework	15
KidsMatter	15
Library	15
Lice/Nits	15
Lost Property	15
LOTE – Indigenous Languages	16
Lunch Organisation/Food	16
Mandatory Reporting	17
Medical Vaccinations	17
Medication	17
Monitors/Jobs	17
Music	17
Newsletters	17
Parent/Carer/Community Helpers	18
Parent Resources/Information	18
Parent Teacher Interviews	18
Photocopying	18
Physical Education/Sport	18
Policy Development and Review	19
Rules	19

School Bank Account	19
School Council	19
School Photos	19
Sexual Harassment	19
Special Needs	19
Staff List	20
Staff/Professional Learning Team (PLT) Meetings	20
Staff Room	20
Stephanie Alexander Kitchen Garden (SAKG) Program	20
Strategic Plan	21
Student Leaders	21
Student Supplies	21
Sunflower Sculpture	22
SunSmart	22
Supervision of Students	22
Surveys	22
Swimming	22
Telephone/Fax/Internet/Address	22
Term Dates	23
Time Tables	23
Toilets	23
Transition	23
Uniform	23
Values	23
Vision	24
Purpose	24
Visitors and Volunteers	24
Water Bottles	24
Welfare and Support	25
Wet day/Hot day Time Table	25
White Out	25
Whole School Events	25
Work Experience	25
Yard Supervision	25
Appendices:	
1. Curriculum	27
2. Permission to photograph students	29
3. Student Acceptable use of ICT Agreement	32
4. Parent Consent student use of ICT	33
5. Medication Authority form	34
6. Healthy Eating & Oral Health Policy	35
7. Bush Fire Season Procedures	37

INTRODUCTION

Wooragee Primary School has been in operation since 1862 and has gained an outstanding reputation for providing a community based, caring, rigorous, rural education for students that comprehensively prepares children for a happy and fulfilling life.

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 organisation and management, and to help to develop a harmonious and supportive home-school relationship that can best support each child's learning journey.

We aim to operate as a caring, relational and purposeful learning environment that functions effectively in the best interests of students, parents, community and staff.

Any constructive comments or suggestions that would lead to continuous school improvement are always valued and appreciated. We believe it takes a village to raise a child.

The school prides itself on teaching an engaging, purposeful and sustainable living based curriculum and has won many environmental and sustainability awards. The school enjoys strong support from its parent body, local and broader community groups, who all work in partnership with the school to provide a safe, interesting and stimulating educational environment.

We warmly welcome your family to Wooragee Primary School

*Alicia Odewahn
Principal*

ABSENCES

Students

Please inform us by telephone on (03) 5728 7255, email or text if your child is going to be absent from school. When your child returns to school, please send a note or email stating the reason for the absence, as we are required to file absence notes for enrolment audit purposes. 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.

Staff

From time to time staff are required to attend professional development sessions, meetings or need to take leave and will not be in attendance at Wooragee. There will always be a qualified teacher in attendance. If a replacement teacher is required we always try to get a teacher well known to the children, to ensure minimal disruption.

ACCIDENTS

Despite our Duty of Care diligence and appropriate care being taken at all times, children are human and 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 in a life threatening emergency).

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

We don't usually contact you for minor scrapes, however, we will always contact you for any head injury and any serious incidents or injuries involving your child.

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

Although we are a government funded school we require parent assistance to conduct the non-compulsory aspects of our unique curriculum, not funded by the government. The following charges have been approved for 2019 by School Council with parents selecting the charges they consent to be added to their account via proposed charges for 2018 form:

(e) essential (oe) optional extra (v) voluntary

Parent Charges 2020

(e) Pupil Supplies	\$ 25.00
(e) SAKG Lunch Program	<u>\$200.00</u> = \$5 per week for a delicious lunch
	\$225.00
 (v) Grounds (mowing etc)	 \$ 60.00
 TOTAL	 \$285.00 = \$9.65 per week per child + excursions and camps

Camps, excursions and incursions may be conducted during the year and you will be notified in writing of these events and their associated costs.

Accounts will be sent home with charges for each term. Parents may pay their accounts by direct deposit, cheque or cash. Parents having financial difficulties should see the principal to arrange a payment system.

To pay by direct deposit:

BSB: 803070

Account: 48136513

Account name: Wooragee Primary School Council.

Please notify office of your payment so we can issue you a receipt.

AFTER SCHOOL SPORT (Sporting Schools)

We are able to offer Sporting Schools after school sport sessions with Bec Davis again on Wednesday afternoons. Children have a fruit snack before the session, which starts at 3.30 and ends at 4.30.

ART

Children have the opportunity to undertake visual arts through our visiting Art Van with Heather Burston each Monday fortnight. An old shirt or art smock kept at school would be appreciated to protect school uniform 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. Interviews are offered after reports are sent home, however, parents may make an appointment time to discuss their child's progress or any issues anytime throughout the school year. Students are invited to attend Parent Teacher Meetings.

Our school has an assessment schedule and uses a variety of assessment strategies to support student learning.

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:

8.45 Supervised yard duty or inside

8.55-11.00	Lessons (Literacy Block)
(10.00	Fruit-Vegie snack on the run)
11.00 – 11.20	Supervised eating lunch
11.20-12.00	Lunch Play time
12.00-1.30	lessons (Numeracy Block)
1.30 -2.00	Recess Play time
2.00 -3.10	lessons (Integrated Studies/ Specialist Subjects)
3.10 -3.20	clean up and home time organisation
3.15	early bus arrives
3.20	children collected by authorised adult

Students are reminded to get a drink and go to the toilet at the end of breaks and before lessons start to reduce interruptions to the learning program.

As we are a small school the time table may be adjusted to accommodate the weather, learning programs, special activities or student needs.

BEHAVIOUR EDUCATION

We have a whole school approach to behavior education program including Restorative Practices, operating at the school. This program 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.

Classroom Management plans are expressed in positive terms 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?

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. Please let us know if your order is a 'secret,' otherwise orders are sent home to you via children.

Please see Shireen Porteous for more Book Club information.

BUDDY SYSTEM

Our older students are buddied up with younger 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, most days the whole school are engaged in games and

activities during playtime organised by the older children. This is absolutely wonderful to see! Wooragee is also constructing a sensory garden and nature playground.

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

Please let us know in the morning if your child needs to catch the bus (and which bus) as we maintain a bus roll. Information about buses is obtained directly from the bus companies.

Beechworth Bus Lines	0438 836 361	0357 282 182
Yackandandah Coach Lines	0408 282 182	0417 594 860

CALENDAR

Whole school events are recorded on the planner in the school office foyer and are included in the diary dates section of the newsletter. We will also send home term calendars and write information in your child's diary as required.

CAMPS/Sleep Over

School camps are planned to support student learning and their social and emotional development. We have a school camp policy available on our website for further information. Canberra camp with Middle Indigo PS will be in Term Three, dates to be confirmed.

CASH

If you are not paying your account by direct deposit or cheque 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.

Wendy generally works two days per week (generally Thursday and Friday) if you wish to pay her directly and receive a receipt.

Children should not bring money to school unless for a fund raising activity we have written to you about (or if required for the school bus). On the days Wendy is not in the school, please give money to a staff member to place in the safe.

CHILDREN LEAVING SCHOOL EARLY

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.

CLEANING

The school has some fantastic cleaners who are responsible for cleaning the school according to a contract negotiated with School Council. 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. The Kitchen specialist is responsible for the weekly clean of our SAKG building. 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

As our focus is on student learning, please try to contact us by telephone during break times or see us before or after school, to limit the interruption to student learning. We are also available by email if this is more suitable for you.

A weekly newsletter is uploaded to the School's website. We would appreciate you reading this information and making note of diary dates so your child is organised for every event. Please let us know if you would like the newsletter emailed to you. Newsletters are also archived on our school webpage. We also use our School Facebook page to communicate with parents, so if you use social media, be sure to follow us.

From time to time we will hold parent information evenings or information sessions are conducted during school council meetings. Please let us know any topics you would like us to cover.

If you wish to speak to us about your child's progress or any issues you may have, please make a time to see us so we can do this in a confidential location and when we can give you our fullest attention. We can best support your child if we are aware of family issues such as the loss of a pet or family breakdown.

We frequently place student work and photos in our newsletter or on our website. Please complete the *Permission to Use Photographs of Students at School, in School Publications, School Facebook, and the Media and General Internet Use* form located in the appendices of this booklet and return to us.

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 things can be investigated and ‘nipped in the bud’ if required. There are two sides to every story and we are always keen to gather facts and clear up any misunderstandings or deal with inappropriate behaviour we are made aware of fairly and consistently. If a parent or student is dissatisfied with any aspect of the school program they should bring this to the attention of the Principal. If 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.

Every child will have their own log on and password for Reading Eggs and Essential Assessment and can access their personal eLearning programs at home to consolidate and enhance their learning.

In 2020, 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. Please feel free to teach us if you have technological expertise!

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 new 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
- Sustainability
- Student Wellbeing

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

LEARNING AREAS	CAPABILITIES
<p>The Arts</p> <ul style="list-style-type: none">• Dance• Drama• Media Arts• Music• Visual Arts• Visual Communication• Design <p>English</p> <p>Health and Physical Education</p> <p>Humanities</p> <p>Civics and Citizenship</p> <ul style="list-style-type: none">• Economics & Business• Geography• History• Interpersonal Development• Personal Learning <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none">• Design & Technologies• Digital Technologies	<p>Critical & Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal & Social</p>

Every student at Wooragee is learning at their own level and pace. The curriculum is differentiated to accommodate student needs and interests.

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

We have a strong focus on 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. Continual Staff Professional Development is seen as an essential component in maintaining the quality teaching - learning environment currently existing in the school.

Detailed information on the Victorian Curriculum can be found at:

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

CURRICULUM DAYS

Four Student Free Days to allow whole staff professional development and administrative accountabilities have been approved by School Council for 2017:

1. Term 1: Tuesday January 29th 2020 School Readiness
2. Term 2: TBC
3. Term 3: TBC
4. Term 4: TBC

(Tuesday 3rd November is Melbourne Cup public holiday)

Children are not required at school on these days and staff may not be in attendance at the school site on curriculum days.

EMERGENCY MANAGEMENT

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

Please note: **WOORAGEE PRIMARY SCHOOL IS CLOSED ON A CODE RED DAY**
WE RELOCATE TO BEECHWORTH PRIMARY SCHOOL ON AN EXTREME FIRE DANGER DAY

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

In case a sudden emergency evacuation from Wooragee is required by emergency services we will notify you as soon as possible as to where we are sheltering. The safety of all children will ALWAYS be our paramount concern and focus.

END OF TERM

It has become a tradition at most schools that at the end of each term students are dismissed 1 hour earlier. This provides families with an opportunity to 'get away earlier' to commence holidays without interrupting the learning program. If this is a difficulty for you please contact the principal so alternative arrangements can be negotiated.

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 kilometres by growing as much produce as we can for our Stephanie Alexander Kitchen Garden (SAKG) Program. Wooragee PS is working hard to maintain its accreditation as a Resource Smart school.

ENROLMENTS

Student enrolments are conducted by appointment from the office with the Principal. New students are inducted into the school so they quickly become familiar with the *Wooragee way of doing things* and so they can quickly develop a sense of belonging. Children can only be enrolled in the name on their birth certificate/legal documentation. We appreciate having a copy of your child's vaccination records. Children not vaccinated may need to be excluded from school if a contagious disease breaks out at school. The number of students enrolled in a rural school fluctuates due to family relocations and needs. Wooragee Primary School is expected to increase in enrolments as the school is in a growth area. The school has been built with the future in mind and can cater for up to 75 students. In the meantime, we enjoy offering a very family and community oriented rural school education that is very focused on your child as an individual and active school community contributor.

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.

Due the small number of students in our school, staff and parents volunteer to drive students to excursions to save expensive bus costs. This only happens with your written consent. Drivers must have; a current driver's licence, registration and comprehensive insurance. Copies of these documents must be filed at the office. Parents are responsible for providing appropriate child restraints if staff or other parents are transporting their child. We really appreciate our volunteer drivers as they assist us to make all events inclusive for all students.

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/>

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 two flexible learning studios, a project space, 2 covered outdoor learning spaces, a well-stocked library, administration suite and a purpose built Stephanie Alexander Kitchen Garden building.

Class Rooms / Project Space

Our students have access to three interactive white boards, usage of laptops and iPads and 21st Century curriculum programs. Our school interacts with other school and learning programs via Polycom video conferencing facilities. We are working towards improving our school library so that it is a welcoming, engaging and effective space for student learning. 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. We introduced an orphan lamb program in 2014 and hope to offer that unique experience to students every year.

(Please place your order for organic eggs at \$4.00 per dozen).

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 gazebo, paulownia trees and ancient elms and oaks shade our school buildings and grounds in summer. Our own creek provides a 'hands on' science and environmental studies learning environment and will form the 'hub' of our nature playground and environmental reserve.

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. We have a Rainbow Serpent meeting place for students to gather to work, talk and play and meet before and after our after school sport program.

Play Areas

Our students delight in playing in the shaded adventure playground, shaded sand pits, cubby and gazebo. 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 and chicken coop.

FUND RAISING

Parents, students and staff actively participate in fund raising activities to assist the school in providing additional resources to enhance and improve our learning-teaching environment. A Fund Raising Calendar of Events is planned by School Council in Term 1. Our main event is the Easter Market held in conjunction with the Wooragee CFA and Hall Committee on Easter Monday which is April 13th 2020. We really appreciate family support and assistance for our fundraising events.

GRADE/CLASS 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 recognises children develop at different rates and will take into consideration children's developmental levels, interests, learning style and needs when planning and delivering the curriculum.

GRADUATION/AWARDS/ CONCERT NIGHT

Year Six students "graduate" from Primary School during our end of year BBQ awards & school concert. This year our awards and concert night will be a special evening held on Thursday December 10th 2020 in our SAKG building or grounds. Special awards are presented, students perform for the community and Santa usually arrives for a visit.

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.

The School Improvement charge on your account helps pay for grounds maintenance, mowing and minor repairs, gardening projects and generally, along with the free work the community team reduces the need for frequent parent working bees or a mowing roster.

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 attractive, useful, sustainable and pleasant school grounds.

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!*

KIDSMATTER

Wooragee Primary School is a KidsMatter school. KidsMatter is all about children's mental health and wellbeing. We know that being mentally healthy is vital for learning and leading a rewarding life. KidsMatter schools nurture happy, balanced kids through mental health promotion, prevention, early intervention activity and planning.

The Four KidsMatter Core Components are:

1. Positive School Community
2. Social and Emotional Learning for Students
3. Working With Parents and Carers
4. Helping Children With Mental Health Difficulties

Guiding Principles are:

- The best interests of children are paramount
- Respectful relationships are foundational
- Diversity is respected and valued
- Parents and Carers are recognised as the most important people in children's lives
- Parents and teachers support children best by working together
- Students need to be active participants
- Schools, health and community agencies work together with families

The school has now completed all four KidsMatter components and hopes to attain full KidsMatter accreditation this year.

LIBRARY

The Library van will visit fortnightly on Wednesdays. Please ensure any books your child borrows from the van are returned to the tub 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.

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 near the parent area.

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 this year. 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. We access this program through Bright P-12 College and Bec Crawley is our teacher. Bec often has Indigenous people who accompany her for our lessons, 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 breaky eaters bring breakfast to school and your child can eat it with us! Breakfast Club is available on Thursdays and Fridays 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 11.00 – 11.20 as a SunSmart strategy. This time may be used by teachers for serial reading or just quiet chats/discussion or eating lunch socially with students as we often do not have a lunch time. **We recommend sending Nude Food** (rubbish free lunch) when possible to help students understand the need to reduce landfill waste. Children may choose to eat their lunch at 1.30 if they are not hungry at 11.00. **Please ensure your child has plenty of food including fruit and vegetables as we have a fruit-vegie snack at 10.00 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.

Confectionary, soft drinks, sports drinks, fried foods, chips, dry noodles, are not permitted at school. Water is the only drink children can bring to school. We are happy for children to refill drink bottles from our water cooler.

We are also happy to help children heat their lunches in colder months provided they are respectful in the staffroom and clean up after themselves. Children may place their lunch in one of the school fridges during hot weather if you do not provide a chiller block in their lunch box. From time to time we will provide lunch box suggestions and recipes in our newsletter. If you have a favourite recipe or menu, please let us know so we can share with other families.

Please refer to our Healthy Eating Policy on our webpage for more information.

Friday is generally our Stephanie Alexander Kitchen Garden Program day where students harvest, produce and prepare a 2 course lunch to share in our dining room. The menu is posted on the back page of the newsletter each week. We ask all children to at least sample (20c piece size sample) the food we prepare/cook unless a child has a medical condition. Please provide a Plan B lunch on the rare occasions you think your child will not eat our delicious menu.

MANDATORY REPORTING

Teachers are mandated to report if they form a belief that a child is being physically and/or sexually abused. We also have a moral obligation to protect children from abuse and neglect. Generally if we have any concerns the principal will discuss these directly with parents/carers. Notification to Child Protection is not a breach of professional confidentiality, etiquette or ethics, but is legally required if we form a belief a child is at risk.

Please see the Principal if you would like us to arrange any confidential family support. Parenting is an incredibly hard and sometimes overwhelming job. We believe; *"It takes a village to raise a child"* and we are more than willing to support your family if required.

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 (see Appendix 6) from the child's parent/guardian. This information is recorded in our Student Medication Register.

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 diahorrea should remain away from school for 48 hours.

MONITORS

Every child at Wooragee is given a monitor job in our school to develop a sense of connectedness, responsibility and independence. Being a monitor encourages self-worth and independence and should be seen as a position of trust and civic contribution. At jobs time the school becomes a hive of activity as children complete their jobs.

MUSIC WITH BILLY & CHARITY

We are thrilled to offer a specialised music program fortnightly on Mondays with Billy and Charity from Living Bridge Music. Private Music tuition is available after school on Mondays please contact Billy on 0402490095

NEWSLETTERS

The school publishes a newsletter weekly. It is our main way of communicating to families. 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 usually distributed to the eldest child in each family each Thursday. We encourage our students to write items for the newsletter. If you would prefer to receive the newsletter electronically, please let us know.

The newsletter contains:

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

Please let the Principal know if you have any suggestions for improving our newsletter.

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, camping, excursion and administrative activities (such as managing our Book Club or Uniform Orders). 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, dedicated volunteers. The school is happy to help you apply online for a Volunteer Working With Children Check now required for all adults working with children.

PARENT RESOURCES

We have access to a range of parent resources and information and can provide information upon request.

PARENT TEACHER INTERVIEWS

Parent Teacher interviews are always conducted in, June. 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.

PHOTOCOPYING

Parents are able to use our photocopier for a cost recovery charge (except for items from the parent resource centre). We observe copyright laws at all times.

PHYSICAL EDUCATION/SPORT

A Daily P-6 Fitness and Physical Education and Weekly Sport program runs in the school as well as our After School (Wednesdays) and in school sport on Fridays. Wooragee children have access to sports equipment during lunch and recess play times. Extreme Hot and Cold Day arrangements keeping children indoors is implemented when applicable. All Grades have the opportunity to participate in Cross Country Running and Athletics, and 3-6 for the

Swimming Carnival. The whole school participates in Kanga Cricket with other rural schools at the end of the year.

POLICY DEVELOPMENT AND REVIEW

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

SCHOOL EXPECTATIONS (5 KEY CONCEPTS FROM PLAY IS THE WAY)

The 'Play is the Way' philosophy consists of behaviour education and student self-regulation that fosters independent, self-motivated, empathetic, lifelong learners. This program compliments 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.

SCHOOL BANK ACCOUNT

To pay by direct deposit:

BSB: 803070

Account: 48136513

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 ten members; 7 parent members, 2 DET member and the Principal who serves as Executive Officer.

The Wooragee Primary School Council generally meets on Week 3 and 8 of each Term at 3.30pm in the staff room. An agenda and copy of reports are sent home to all families in the School Council Booklet usually the weekend prior to the meeting. All parents are welcomed and may attend school council meetings even if they are not on School Council.

SCHOOL PHOTOS

School photographs will be conducted in Term Two 2020 (Date TBC). 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.

SPECIAL NEEDS

We are all different and have different strengths and areas of weakness. 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. Great life skills!

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 PS welcomes all students and their family to our school.

STAFF LIST

The number of staff we are able to have each year is determined by the number of student enrolments and the ability of parents to pay for those extra curricula activities not funded by DET such as our SAKG program.

In 2020 our staffing profile is:

Acting Principal – Brendon Peisley

- P-2 - Jess Marshall (Mon-Thurs), Brendon Peisley (Fri)
- 3-6 - Grace Panjari (Mon-Fri)
- Educational Support Staff - Karen O'Brien, Megan Daly, David Melville and Bec Davis (Active after school sport and SAKG)
- Business Manager – Wendy Walker
- Art – Heather Burston (Earles) (Monday Fortnightly)
- Music – Billy Munro and Charity Watkins (Monday Fortnightly)
- Library – Kelly Dweyer (Wednesday Fortnightly)
- LOTE (Indigenous Languages) - Bec Crawley (Wednesday Fortnightly)
- Grounds and Maintenance –
- Garden– Owen and Eric

STAFF/PROFESSIONAL LEARNING TEAM (PLT) MEETINGS

These are held in the staffroom each Tuesday and Wednesday afternoon 3.30 – 4.30. 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.

STAFF ROOM

The staff room may be used by parents, students and staff. Students are welcome to use the kitchen space (lino area) only. A staff room protocol has been established where confidential matters are not discussed in the presence of students and other parents. Please do not enter the staff room if the door is closed and a meeting is in progress. The

SAKG building is also available to parents for *a cuppa*. If you do use staffroom facilities we appreciate you washing your own dishes etc.

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 Thursday morning.

Friday is generally our kitchen day where children prepare and share lunch. The menu is on the back page of the newsletter each week. We ask all children to at least sample (20c piece size sample) the food we prepare/cook unless a child has a medical condition. 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 children will participate in hands on gardening, science and environmental activities as part of our SAKG program and may require gum boots and old clothes in wet weather.

Literacy and Numeracy work is based on real life learning in our SAKG Program on Thursdays and Fridays. The school is undertaking the eight Healthy Schools Achievement modules which complement our healthy and sustainable living philosophies. In 2018 we achieved all eight accreditations, our goal is now to maintain this level of accreditation.

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 2018-2021 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.

The school will undertake a review in 2021 to determine the achievement of its strategic plan and to create a new 2021-2024 Strategic Plan. Once again full school community involvement in this process will be offered

STUDENT LEADERSHIP TEAM

2020 will see the continuation 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 the school values. Students on the Leadership Team will be given special opportunities like Kindergarten Visits, Awards presentations, 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 moulds 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.

SUPERVISION OF STUDENTS

All teachers and staff are responsible for maintaining school rules and consistently carrying out school policies inside and outside the school buildings.

Students are supervised by adults at all times. Students are required to be respectful at all times and move around the school in a quiet and orderly manner. Students are expected to listen respectfully to adults and follow instructions. Primary age children should be supervised in the parent car park by their parents and physically brought into the school for staff handover so they are not left unattended.

Please refer to our Onsite Supervision Policy on our webpage.

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. Please feel free to offer suggestions that would improve our school at any time.

SWIMMING/SKIING

We are currently exploring options to be able to facilitate these programs for our students.

TELEPHONE/FAX/INTERNET/ADDRESS

Wooragee Primary School

1011 Beechworth-Wodonga Road

WOORAGEE 3747

Telephone: 03 57287255

Fax: 03 57287207

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

Website: www.woorageeps.vic.edu.au

Principal – Alicia Odewahn

Mobile (Principal) 0402284573

Principal A.H emergency or serious issue only 0402284573

Email: odewahn.alicia.a@edumail.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.

If you need to make a call whilst in the school please ask staff and use line 2 (our fax line) so the school can receive incoming calls. Thank you.

TERM DATES

2020 term dates are:

TERM 1 Tuesday 28th January (students start Wednesday 29th) – Friday 27th March

TERM 2 Tuesday 14th April – Friday 26th June

TERM 3 Monday 13th July – Friday 18th September

TERM 4 Monday 5th October – Friday 18th December

** Please note, students finish at 2.30pm on the last day of each term

TOILETS

Students are encouraged to use the toilets at lunch time and recess. If a child needs to use the toilet during class time they are sent in pairs. Staff will monitor toilet use to alleviate 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 2021 may attend our unique Stephanie Alexander Kitchen Garden Program (usually on Fridays) 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 that gives them confidence and independence at an early stage of their lives.

Our Year 4-6 students have the opportunity to attend Beechworth Secondary College for Olympiad events and LASEC activities in the science and technology wing. Students from Beechworth Secondary College may volunteer in our SAKG program or visit the school to perform science shows or plays. This enables our students to develop early relationships with BSC students and become very familiar with the college layout and organisation.

UNIFORM

Please see our uniform list at the end of this booklet or obtain a hard copy form from the uniform tub in the school foyer.

Uniform items are available by uniform order forms managed by Bec Davis. Orders are usually placed 1-2 times a term. Except for school hats we do not keep uniform items at school and rely on the uniform order service. Many uniform items are available at larger stores.

We encourage all students to wear their uniform daily and with pride. A note (in their diary) is required if children are out of uniform please.

For more information please see our Uniform Policy on our webpage

VALUES

Our school values are expected to be lived and adhered to by students, staff, parents and visitors. **These 'SCARFI' values are:**

Supporting - Helping other people, showing compassion, caring for others and our environment.

Co-operation - Working together, getting along, doing our best.

Acceptance – Understanding, tolerating and accepting differences between ourselves and others.

Respect - Respecting and considering the rights and feelings of others.

Friendliness - Being friendly, kind and socially responsible.

Integrity - Being fair, honest, responsible and loyal.

VISION AND PURPOSE

Our School Vision

To nurture an authentic and sustainable living and learning school community.

Our School 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)

Enactment of School Philosophy

The vision, mission and values of the school will be reflected and demonstrated in all of our documents, in all practice by students and teachers, in work with the School Council and the community, in all teaching and learning programs, in all school initiatives, in all internal and external interactions, in all organisational structures and practices.

In all work in the school, the question “Is this work or process in line with the school vision, values and beliefs and is it in the best interest of our students?” will guide and shape all decisions.

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.

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 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. Please discuss how we can help you with the principal.

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.

We encourage children to wear indoor shoes or slippers during wet weather.

WHITE OUT

No student may bring whiteout to school due to risk of eye damage.

WHOLE SCHOOL EVENTS

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

These include:

Book Week, Education Week, Children's Week, Easter Market, Arts Festival, Crazy Hair Day, Dress Up days, cultural performances, Restaurant Night.

Details of these activities are provided via notes and newsletters.

WORK EXPERIENCE

Wooragee Primary School has made itself available for training of work experience students and trainee teachers. This program is seen as a positive experience both for the student and for our school community.

YARD SUPERVISION

Yard Duty is a serious and responsible aspect of teaching. A roster system operates for yard duty in the school.

APPENDIX 1

CURRICULUM: What do we teach? What our students learn.

The foundation of our curriculum at Wooragee Primary School is the Anew Victorian Curriculum F-10 which provides the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

LEARNING AREAS	CAPABILITIES
<p>The Arts</p> <ul style="list-style-type: none">• Dance• Drama• Media Arts• Music• Visual Arts• Visual Communication• Design <p>English</p> <p>Health and Physical Education</p> <p>Humanities</p> <p>Civics and Citizenship</p> <ul style="list-style-type: none">• Economics & Business• Geography• History• Interpersonal Development• Personal Learning <p>Languages</p> <p>Mathematics</p> <p>Science</p> <p>Technologies</p> <ul style="list-style-type: none">• Design & Technologies• Digital Technologies	<p>Critical & Creative Thinking</p> <p>Ethical</p> <p>Intercultural</p> <p>Personal & Social</p>

Curriculum Plans developed at Wooragee PS to support what we teach for improving student learning outcomes include:

- ✓ Annual Vic Curriculum over-view
- ✓ Term Vic Curriculum Year Level planners Literacy & Numeracy
- ✓ Weekly lesson timetable & record of procedure
- ✓ Integrated Thematic Units of Work Curriculum Organiser (3 year planner, unit of work plans)
- ✓ SAKG Units of Work

We ensure our curriculum is relevant to the lives of our students and addresses the contemporary issues they face. Domains are integrated and connected to real life learning whenever possible. The school has a strong focus on literacy, numeracy, physical activity, health and well-being, social skills and resilience development (Bounce Back) and sustainable living education.

We are a Stephanie Alexander Kitchen Garden (SAKG), KidsMatter, Resource Smart, eSmart, Active After School Communities and Healthy Together Achievement Program School which influences what we teach and what our students learn at Wooragee. The school has worked hard to develop a very strong culture built around living a healthy and sustainable life style.

PEDAGOGY: How do we teach? How do our students learn?

We provide high quality teaching to every student at Wooragee taking into consideration each child's individual learning level and pace. The school uses The Victorian Curriculum and we regularly follow the 'Placemat' lesson outline of *whole group focus* -small/individual work – whole group reflection/feedback. The curriculum is differentiated to accommodate student needs, abilities and interests. This aims to support each child with what they need to learn next regardless of their age or year level.

We have high expectations that every child will do their best and persist and succeed at challenges we set them. We conduct daily P.E activities and daily Literacy and Numeracy blocks, often integrating other curriculum domains and dimensions when possible. Our weekly F-6 Stephanie Alexander Kitchen and Garden classes provide a perfect avenue to teach an integrated curriculum in real life practical situations.

Our students generally learn by:

1. Engaging in their learning program
2. Exploring their learning through inquiry
3. Explaining their learning to strengthen understanding and form connections
4. Elaborating on what they have learnt, using higher order thinking skills, and applying learning to new situations
5. Evaluating their learning through self, teacher and peer assessment of; what they have learnt, the standard they have learnt and what to learn next.

All students have access to laptops with individualised Mathletics and Reading Eggs programs to consolidate their learning at school and home. Our Interactive Whiteboards (IWB) are used to engage students and support student learning. e.g. Wooragee students take turns to independently use an IWB to give the daily weather report and UV rating. (All students are able to read charts and work out the probability of rain and determine if we are required to wear a hat or stay indoors). WPS students have access to high quality and diverse resources to support their learning.

All F-2 students read 'levelled books' to an adult every day. We teach our students as an F-6 rural class on Mondays, Thursdays and Fridays. Adult volunteers support our SAKG program on Thursdays and Fridays to facilitate '*student at the centre*' active involvement, independence and to facilitate deeper learning.

Students are broken into smaller groups on Tuesday and Wednesdays. Learning activity groups are fluid and flexible and may be: whole class, point of teaching need/ability group, multi-age group, younger/older student pairs. Our Education Support (ES) staff are utilised to support the learning of all students with an additional focus on supporting students with learning difficulties.

ASSESSMENT: How do we know our students are learning and where they are up to in their learning? How do we provide feedback?

Improving students' learning is our core work. We expect every student to make great progress in their learning, regardless of their background, starting point or circumstance. We provide a safe and inclusive environment supported by positive relationships, excellent facilities and resources and a learning program that is child centred, caters for all learning styles and motivates students to engage in their learning.

We know what our students are learning and the level of their capabilities through 'one to one' interaction, anecdotal observation of progression point mastering and by using a triangulation of assessment strategies as outlined in our assessment schedule. Teachers at Wooragee clearly know what their students are capable of and what the next point of learning is for each child. We intervene swiftly if students are below expected standards and happily 'lift glass ceilings' for those able to achieve above expected standards.

We give feedback to students on their attempts and achievements and provide feedback to most parents on an almost daily basis including diary entries for F-2 students. We provide written reports in June and December and include sections for students and parents to write a reflection or comment. Our reports and ILPs outline next learning goals. Our newsletters include student reports, feedback and celebration of achievements as well as information on the school's operations and events. Our webpage is an ever increasing communication and feedback resource.

CAPACITY BUILDING: How do we go about deepening our knowledge and teaching skills?

We have established self-improvement systems to enhance teachers, ES staff and school leaders skills and knowledge that will support student learning. We have a whole staff focus on professional development and curriculum days are set aside to achieve whole school professional development that will support student learning. Our P.D foci over the life of the Strategic Plan includes; Literacy, Numeracy, SAKG, KidsMatter, Assessment Strategies, Common Curriculum, and support for students with special needs.

Each staff member has a Performance and Development plan that is linked to student learning, roles and responsibilities and School Strategic Plan priorities. A professional development portfolio and demonstrated evidence of achieving goals forms part of our P&D cycle. Professional development activities are reported on each month in the Principal's report to school council.

APPENDIX 2

Wooragee Primary School

2020 Permission to Use Photographs of Students at School, in School Publications, on the school Facebook Page, in the Media and General Internet Use.

Photographs and video footage of children at school are increasingly becoming common, both for school use and in the media such as local newspapers and television. Our own school newsletter, Facebook Page and Webpage has allowed us the opportunity for increased use of photographs and articles on or by our students. To ensure that our families are comfortable with the internal and external use of any photos and video footage taken at school and to make sure your rights and privacy are respected we are seeking your permission through this pro-forma. Please read, tick the sections you are in agreement with and return to school. These will be kept on file and considered valid for your child's stay at our school.

You may of course revoke or modify your permission at any time.

Internal School Use: **Digital camera images** of students are used in this school for the newsletter, class writing, wall display and publications. Images taken by staff and students are stored on a school file server with internal access only. Students are usually identified by first name only. **Videos** may be taken of camps and class activities or projects such as presentations. These may be burnt onto a DVD for distribution among class members' families, or shown at school.

Please identify your level of consent by ticking the boxes – a blank will be considered non-consent.

- ☐ I consent to my child's digital image being used for school activities and in the school newsletter.
- ☐ I consent to video of my child being shown and distributed for school use only.

External (Media) Use: Our school is sometimes involved in publicity for events or we attract media attention to our activities. We may also publish work or photos in local newspapers, school webpage school Facebook Page, and the Stephanie Alexander Kitchen Garden (SAKG) Foundation Shared Table. Our school may also feature on the television when something special happens. Surnames are usually not use. Children may be filmed during an activity or may be interviewed.

Please identify your level of consent by ticking the boxes – a blank will be considered non-consent.

- ☐ I consent to my child's digital image being used in the school webpage, SAKG Shared Table and School documentation such as the Annual Report.
- ☐ I consent to my child's photo and first name only being used on the school Facebook Page.
- ☐ I consent to my child's photograph and name being published in media such as newspapers and in award and grant applications for the school.
- ☐ I consent to my child being photographed, filmed or interviewed for television news reports associated with the school.

Internet and Polycom: Our school often uses the **internet** as a resource which complements our children's learning. This access is monitored within the classroom by our teachers as well as restricted access as determined by the Department of Education. Students may also engage in Polycom (Video Conferencing) sessions with their teacher to work with other schools or organisations such as CSIRO, National Gallery, and Museum of Victoria etc.

Please identify your level of consent by ticking the boxes – a blank will be considered non-consent.

- ☐ I consent to my child's accessing the internet for research and educational purposes.
- ☐ I consent to my child participating in supervised Polycom sessions to support learning.

Student's Name:

Signature of Parent or Guardian: Date:

APPENDIX 3

WOORAGEE PRIMARY SCHOOL 2020 ACCEPTABLE USE AGREEMENT FOR INFORMATION & COMMUNICATION (ICT)

Name:.....

I will always:

- ✓ Use the school's ICT resources safely and responsibly.
- ✓ Use the school's ICT resources for learning.
- ✓ Carefully look after the school's ICT resources and lock up my school lap top on the charging trolley each night.
- ✓ Tell my teacher straight away if I find any inappropriate messages or sites.
- ✓ Use courteous and respectful behaviours when using the school's ICT resources.

I will never:

- ✓ Download programs or disable settings that have been set as the school's standard.
- ✓ Send or publish unacceptable or rude remarks or bully another person.
- ✓ Give out my name, address, age or other personal information or passwords unless instructed to by my teacher.
- ✓ Engage in disrespectful behaviours towards others
- ✓ Have food or drinks near the school's ICT resources.

I understand that if I do not follow this acceptable use agreement I might:

- Have my work removed from the schools' network/website
- Lose my network ICT access and privileges such as lap top and printing privileges
- Have to pay for any damage I do to school ICT equipment and resources
- Lose my ICT access at school.

Signed by:

.....

Student

Teacher

Parent

Date.....

APPENDIX 4

WOORAGEE PRIMARY SCHOOL 2020 PARENT - CARER CONSENT FOR USE OF INFORMATION & COMMUNICATION (ICT) BY THEIR CHILD

Child's Name:.....

I have received, read, and signed the Wooragee PS Student Acceptable Use Agreement for ICT and understand when my child uses ICT including the internet he/she is to:

- Only access websites and work on the web for educational purposes specified by the teacher.
- Keep personal information about themselves or others private unless directed by the teacher.
- Respect others when using ICT.
- Immediately report inappropriate behaviours or unsuitable sites to the teacher.
- Think about the accuracy of the information or site.
- Understand the school has the right to check all written, graphic and other materials created, produced, communicated, stored or accessed on school ICT by students.

I understand the consequences if the student ICT Use Agreement is breached or equipment damaged by my child may result in one or more of the following consequences:

- My child's work removed from the schools' network/website
- Loss of my child's network ICT access and privileges such as lap top and printing privileges.
- I may have to pay for any damage my child does to school ICT equipment and resources.

I (print name) have discussed the Wooragee Student Acceptable Use Agreement for ICT with my child..... and I agree to allow my child to use the ICT learning resources in the school.

.....
Parent Signature

.....
Date

APPENDIX 5

Medication Authority Form

for a student who requires medication whilst at school

This form should be completed ideally by the student's medical/health practitioner, for all medication to be administered at school. Please only complete those sections in this form which are relevant to the student's health support needs.

Student's Name: _____ Date of Birth: _____

Please Note: wherever possible, medication should be scheduled outside the school hours, e.g. medication required three times a day is generally not required during a school day: it can be taken before and after school and before bed.

Medication required:

Name of Medication/s	Dosage (amount)	Time/s to be taken	How is it to be taken? (eg orally/ topical/injection)	Dates
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication
				Start date: / / End Date: / / <input type="checkbox"/> Ongoing medication

Medication Storage

Please indicate if there are specific storage instructions for the medication:

Medication delivered to the school

Please ensure that medication delivered to the school:

- ☐ Is in its original package
- ☐ The pharmacy label matches the information included in this form.

Monitoring effects of Medication

Please note: School staff *do not* monitor the effects of medication and will seek emergency medical assistance if concerned about a student's behaviour following medication.

Privacy Statement

The school collects personal information so as the school can plan and support the health care needs of the student. Without the provision of this information the quality of the health support provided may be affected. The information may be disclosed to relevant school staff and appropriate medical personnel, including those engaged in providing health support as well as emergency personnel, where appropriate, or where authorised or required by another law. You are able to request access to the personal information that we hold about you/your child and to request that it be corrected. Please contact the school directly or FOI Unit on 96372670.

Name of Parent/Carer/:

Signature:

Date:

If additional advice is required, please attach it to this form

APPENDIX 6



WOORAGEE PRIMARY SCHOOL HEALTHY EATING AND ORAL HYGIENE POLICY

Rationale:

Healthy eating and healthy lifestyles assist children to develop and grow to their potential. Good nutrition and healthy choices in childhood are also important in preventing lifestyle diseases such as obesity, dental diseases, Type 2 diabetes, hypertension and later in life osteoporosis, cardiovascular disease and a range of cancers. Eating nutritious foods supports students' concentration, ability to think clearly and to learn.

Oral health is essential for the overall health and wellbeing of children and young people. Oral diseases can negatively affect individuals through pain, discomfort, and impacts on general health and quality of life. The main oral health condition experienced by children is tooth decay with one in four children aged 5-12 years having filled teeth. Tooth decay is Australia's most prevalent health problem despite being almost entirely preventable.

Aim:

- To promote healthy eating behaviours which contribute to good school community health and wellbeing.
- To support children to make healthy food and drink choices.
- As a health promoting school, we will promote healthy eating and good oral health to students, staff and families through learning activities, policies, creating a safe and healthy physical and social environment and developing community links and partnerships.

Whole School Engagement:

It is recognised that every member of Wooragee Primary School has an impact on student health and can contribute to creating an environment that promotes healthy eating and good oral health. All members of the school community including staff, students, families and volunteers will be supported to implement this policy.

Definitions

Healthy Eating

~ Eating in a way that is socially and culturally appropriate, having regular meals and snacks that satisfy hunger, appetite and energy needs.

~ Eating a wide variety of foods from the five food groups each day. These are:

- Fruit
- Vegetables, legumes, beans
- Grain (cereal) foods mostly wholegrain and or high cereal fibre varieties
- Milk yogurt, cheese, and alternatives, mostly low fat
- lean meat, poultry, fish eggs, tofu, nuts, seeds, legumes and beans

Nutrition

~ The process of providing or obtaining food necessary for growth and health.

'Sometimes' foods (also known as discretionary foods) and drinks

~ Foods and drinks high in fat, sugar and salt or a combination of these that should be eaten only sometimes and in small amounts. They typically have very little nutritional value and are often processed and packaged process of providing or obtaining food necessary for growth and health. e.g. *marshmallows, ice cream, high sugar/fat cakes/biscuits*. Sometimes foods will be permitted at special school events such as birthdays.

Implementation:

- The school will participate in the Healthy Together Achievement Program.
- A health and Wellbeing Team will be formed to coordinate the school's health and wellbeing practices and includes; students, parents, staff, health professionals who will invite engagement from the whole school community.
- A health Promotion Charter will be established and displayed in the office foyer.
- The Health & Wellbeing team will conduct an audit on each the Healthy Together Achievement Program eight priority benchmarks and develop an action plan to meet all benchmarks applicable to the school.
- The school aims to apply for recognition in the eight priority areas of:
 - Healthy Eating & Oral Health
 - Physical Activity
 - Sun Protection
 - Tobacco Control
 - Mental Health & Wellbeing
 - Safe Environments
 - Alcohol & other drug use
 - Human development & relationships
- The school will promote and encourage the consumption of fruit and vegetables on a daily basis. With fruit, vegetables and water will be the only items consumed by children at Fruit & Veg Snack times.
- Safe drinking water will always be available.
- Students will be encouraged to regularly drink water from their water bottle. No other drinks are to be brought to school.
- Students will be encouraged to refrigerate their lunch if required.
- Students and staff will sit together to eat food in a respectful social context when possible.
- Arrangements will be made to ensure slow eaters are not rushed to eat food.
- Uneaten food will be sent home so parents are aware of their child's food consumption, likes and dislikes.
- Families will be encouraged to provide food in their child's lunch boxes in line with Australian Guide to Healthy Eating.
- Nude Food/Rubbish Free Lunch strategies will be made available to families through the newsletters and parent handbook and are encouraged where possible but not mandated.
- Healthy body image and enjoyment of good food choices and oral hygiene and care will be encouraged by staff and health professionals.
- Students will be encouraged to prepare their own lunches and fruit-vegie snacks.
- The school's Stephanie Alexander Kitchen Garden Program will implement the Australian Guidelines to Healthy Eating weekly.
- Students will be encouraged to taste a wide variety of foods with a range of flavours, textures, colours, and aromas through menus and food experiences.
- Fruit, vegetables and herbs grown in the school will be cooked/prepared in season whenever available.
- The school will access the Healthy Together Eating Advisory Service and/or the Stephanie Alexander Kitchen Garden Foundation for assistance with menu choices.

- Food practices from diverse cultural backgrounds and traditional beliefs will be respected and valued by the school.
- Opportunities to learn about food and healthy eating will be embedded in the educational program.
- The school will work with the community and local health professionals to deliver and promote healthy eating initiatives.
- Safe food handling guidelines will be followed in the preparation and eating of food at school.
- Confectionary, soft drinks, sports drinks, fried foods, chips, dry noodles, lollies etc. are not generally permitted at school or at school functions.
- Food will not be used as a reward to provide comfort.
- Facilities will be made for students and staff wanting to clean their teeth during school hours.

Related policies & Resources

- [Health Education Approaches](#)
- [Purchasing](#)
- [School Councils](#)

Department resources

The Healthy Canteen Kit has been developed to support students making healthy food choices at school and through life. The Kit contains a number of resources including the School Canteens and Other School Food Services Policy to assist schools develop healthy canteens and other food services.

The School Canteens and Other School Food Services Policy explains the guiding principles, including food selection, food categories, food safety and the role of school council in developing a school food services policy. This school-level policy applies to food services within the school environment, for example school events such as celebrations and sports days and vending machines, see: [Healthy Eating Education](#).

For more information see: [Download Healthy Canteen Kit](#)

- <http://www.achievementprogram.healthytogether.vic.gov.au/> (Healthy Together Achievement Program)
- <http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/health.aspx>
- <http://www.education.vic.gov.au/school/principals/spag/health/pages/eating.aspx>
- <http://www.kitchengardenfoundation.org.au/> (Stephanie Alexander Kitchen Garden Foundation)
- <http://www.nudefoodmovers.com.au/> (Nude Food Movers)
- <http://www.earthfirst.net.au/EarthFirst%20-The%20Greenguide%20Directory%20for%20Earth%20Safe%20Eco%20Products> (Earth First)
- <http://schoolsrecycle.planetark.org/documents/doc-846-waste-free-lunch-guide-final.pdf> (Waste free lunch Challenge)
- https://www.nhmrc.gov.au/files_nhmrc/publications/attachments/n55a_australian_dietary_guidelines_summary_131014.pdf (Australian Dietary Guidelines)

- [http://docs.health.vic.gov.au/docs/doc/1A32DFB77FEFBE9CCA25789900125529/\\$FILE/Final%20Oral%20Health%20Resource%20May%202011%20web%20version.pdf](http://docs.health.vic.gov.au/docs/doc/1A32DFB77FEFBE9CCA25789900125529/$FILE/Final%20Oral%20Health%20Resource%20May%202011%20web%20version.pdf) (Oral Health messages)
- [http://docs.health.vic.gov.au/docs/doc/CF4AB51AD4A9E531CA257B770082A637/\\$FILE/1303009_htv_oral_health_WEB.pdf](http://docs.health.vic.gov.au/docs/doc/CF4AB51AD4A9E531CA257B770082A637/$FILE/1303009_htv_oral_health_WEB.pdf) (Action planning oral health)

Related legislation

- Section 2.3.5 of the *Education and Training Reform Act 2006*
- *Food (Amendment) Act 2001 – Act No. 14*
- National Food Safety Standards

APPENDIX 9

Wooragee Primary School Procedures for the bushfire season



Fire danger ratings and warnings are used in Victoria to provide clear direction on the safest options for preserving life.

Schools and children's services listed on the DET Bushfire At-Risk Register (BARR) will be closed when a Code Red fire danger rating day is determined in their Bureau of Meteorology district.

Our school has been identified as being one of those at high bushfire risk and is listed on the BARR.

CODE RED DAYS

Where possible, we will provide parents with up to four days notice of a potential Code Red day closure by letter, SMS or phone. A Code Red day will be determined by the Emergency Management Commissioner no later than 1.00 pm the day before the potential closure. Once we are advised of the confirmation of the Code Red day we will provide you with advice before the end of the school day.

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. It is also important to note that:

- No staff will be on site on days where the school is closed due to a forecast Code Red day.
- After school sport will also be cancelled on these days
- School camps will be cancelled if a Code Red fire danger rating day is determined for the Bureau of Meteorology district in which the camp is located.
- School buses are cancelled on a Code Red day.

On these Code Red days families are encouraged to enact their Bushfire Survival Plan – **on such days children should never be left at home or in the care of older children.**

For those of us living in a bushfire prone area, the CFA advise that when Code Red days are forecast, the safest option is to leave the night before or early on the morning of the Code Red day.

As part of preparing our school for potential hazards such as fire, we have updated and completed our Emergency Management Plan.

What can parents do?

- Make sure your family's bushfire survival plan is up-to-date and includes alternative care arrangements in the event that our school is closed.
- Ensure we have your current contact details, including your mobile phone numbers. Keep in touch with us by reading our newsletters and letting us know when your child is not coming to school,
- Most importantly at this time of year, if you're planning a holiday or short stay in the bush or in a coastal area, you should check warnings in advance of travel and remain vigilant during your stay.
- If your child is old enough, talk to them about bushfires and your family's bushfire survival plan.
- You can access more information about children's services closures on the Department of Education and Training website – see <http://www.education.vic.gov.au/about/programs/health/pages/closures.aspx>

EXTREME FIRE DANGER DAYS

Wooragee Primary School may will relocate to Beechworth Primary School on Extreme Fire Danger days. We will notify you by phone or SMS as soon as the decision has been made to close or relocate.

Parents may choose to keep their child with them, however, we need to know if you are doing that please.

Once confirmed, the decision to relocate will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child. For up-to-date information on this year's fire season, visit the CFA website at www.cfa.vic.gov.au or call the 24-hour Victorian Bushfires Information Line on 1800 240 667.