Wooragee Primary School

2023

Parent Information Handbook

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Wooragee Victoria 3749
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WOORAGEE.PS@EDUCATION.VIC.GOV.AU
Principal: Angela Gray
ANGELA.GRAY@EDUCATION.VIC.GOV.AU

Respect  Resilience  Responsibility
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. Seesaw, 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 on the school ipad.

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 2023 are listed below and will be sent out at the start of Term 1 2023 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, or participate in, to access the Curriculum

<table>
<thead>
<tr>
<th>Classroom consumables, materials &amp; equipment</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>• All workbooks and stationery required for school year</td>
<td></td>
</tr>
<tr>
<td>• Handwriting text</td>
<td></td>
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<tr>
<td></td>
<td>$40</td>
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Stephanie Alexander Kitchen Garden Program  Yrs 3-6  $200
Stephanie Alexander Kitchen Garden Program  Yrs F-2  $80

Other Contributions - for non-curriculum items and activities

<table>
<thead>
<tr>
<th>School grounds maintenance and improvements</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$50</td>
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</tbody>
</table>

Total Amount  Yrs 3-6  $290
Total Amount  Yrs F-2  $170

Extra-Curricular Items and Activities

Wooragee Primary School offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis.

<table>
<thead>
<tr>
<th>Extra-Curricular Items and Activities</th>
<th>Amount</th>
<th>Purchase (Please tick)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School magazine/yearbook</td>
<td>$40</td>
<td></td>
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<tr>
<td>Optional Year 3-6 school camp</td>
<td>$250 (TBC)</td>
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<tr>
<td>Other optional excursions to be scheduled</td>
<td>TBA</td>
<td></td>
</tr>
<tr>
<td>Total Extra-curricular Items and Activities</td>
<td></td>
<td>$</td>
</tr>
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ACTIVE AFTER SCHOOL SPORT (Sporting Schools)
We offer Sporting Schools after school sport sessions with Bec Davis on Wednesday afternoons. Children have a fruit snack before the session, which starts at 3.30 and ends at 4.30. We are always exploring external options which are engaging for our students to provide some difference for them.

It is important that parents advise their classroom teacher if their child will be participating in Active After School at the start of each term. A google form will be sent home to clarify this information.

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:

DET GOAL 1
2023 Priorities Goal
In 2023 we will continue to focus on student learning - with an increased focus on numeracy - and student wellbeing through the 2023 Priorities Goal, a learning Key Improvement Strategy and a wellbeing Key Improvement Strategy.

GOAL 2
2a. Embed with fidelity a consistent whole school instructional model across all areas of English

ART
Children have the opportunity to undertake visual arts through our visiting Art Van with Lucy Turner 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. Formal interviews will be offered in weeks 8 & 9 of Term One and Term Three 2023. 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 card. 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 with ‘Huff & Puff’
- **8.55-11.20** Lessons (Literacy Block)
- **10.00** Fruit-Veggie snack on the run
- **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
- **3.20** 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. 2021 sees the 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 renegotiated 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 Beechworth 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, seesaw 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.

Beechworth Bus Lines 0438 836 361 0357 282 182
Yackandandah Coach Lines 0418505810

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.

CAMPSC/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. Our Phillip Island camp with Osbornes Flat PS will be in Term Three, with dates to be confirmed. This camp was scheduled for 2020 but had to be postponed due to covid. We have a four-year rotation with our camps; Outdoor Education Camp (15 Mile Creek), Government (Canberra), Urban (Melbourne), Sustainability/Beach camp (Phillip Island). 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 2023. 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 and our seesaw app will continue to be used with families for documenting and sharing student learning.

<table>
<thead>
<tr>
<th>COMPASS</th>
<th>SEESAW</th>
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<tbody>
<tr>
<td>Attendance</td>
<td>Booking Parent</td>
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<tr>
<td>Calendar</td>
<td>Teacher Interviews</td>
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<tr>
<td>Notifications</td>
<td>Consent Forms</td>
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<td>Email</td>
<td>Parent Payments</td>
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<tr>
<td>Reporting</td>
<td>Visitor sign in/out</td>
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<td>•</td>
<td>Communication of learning</td>
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<td>•</td>
<td>Engagement with parents around learning</td>
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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.

Seesaw 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 alicia.odewahn@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 (2, 4,6,8,10). This contains important school level information. In 2023, 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 seesaw, 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.

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

In 2023, 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
- Sustainability

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

<table>
<thead>
<tr>
<th>LEARNING AREAS</th>
<th>CAPABILITIES</th>
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<tbody>
<tr>
<td>The Arts</td>
<td>Critical &amp; Creative Thinking</td>
</tr>
<tr>
<td>- Dance</td>
<td>Ethical</td>
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<tr>
<td>- Drama</td>
<td>Intercultural</td>
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<tr>
<td>- Media Arts</td>
<td>Personal &amp; Social</td>
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<tr>
<td>- Music</td>
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<td>- Visual Arts</td>
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<td>- Visual Communication</td>
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<td>- Design</td>
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<tr>
<td>English</td>
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<tr>
<td>- Reading &amp; Viewing</td>
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<tr>
<td>- Speaking &amp; Listening</td>
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</tbody>
</table>
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:
CURRICULUM DAYS
There are four Student Free Days allocated each year to allow whole staff professional development and administrative accountabilities.

- Monday 24th April 2023 (First Day of Term 2)
- Friday 23rd June 2023 (Last Day of Term 2)
- Monday 6th November 2023 (Monday before Melbourne Cup)
- Friday 1st December 2023

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 Sunny into our school community.

Sunny is a Labradoodle. He is a two-year old male and he loves pats, water, playing and spending time with his friend Elmo. He currently attends school 4 days per week, as he is not allowed to be in the kitchen on Friday’s, he has his rostered day off.

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.

Sunny 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 Sunny, please contact our Principal.
DONATING BOOKS
In 2021 we started a new initiative for our school library. Often families, groups, and departing students look for ways to positively contribute to our school. We are going to start a Wooragee Primary School Book Donation legacy. If individuals, families or groups would like to purchase a book for the school, we will place our donation template inside the front cover, which will share the donator, the date and a short message. We look forward to this becoming an exciting part of our school library.

EDUCATION SUPPORT
We are very fortunate at Wooragee Primary School to have the care and support of Educational Support staff members. 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.

Please note: WORAGEE 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 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 2:30pm. 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 kilometres 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.

Due to the small number of students in our school, there are times when staff and parents volunteer to drive students to excursions to save expensive bus costs. This only happens with your consent. Drivers must have; a current Working With Children Check, 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/](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 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.

CLASSROOMS
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 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. 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.

Yirrikama is our very own Nature Playground Space. 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 must stick to the path or the instructions from the school staff. 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. 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 fundraising activities to assist the school in providing additional resources to enhance and improve our learning-teaching environment. A Fundraising Calendar of Events is generally planned by the fundraising team in Term 1. Covid-19 restrictions continue to impact our plans moving forward. Generally, our main fundraising events are the Easter Market held in conjunction with the Wooragee CFA and Hall Committee on Easter Monday 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 Thursday 8th December 2023. 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 Wednesdays 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 Wednesday’s.

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 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. Bec Crawley and Kylie Giltrap are our teachers. Bec 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 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 11.50 – 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.

Year 5-6
In our timetable, we have dedicated eating time where students will be able to access pre-prepared items to make a sandwich, wrap, salad, etc, of their choosing. Snacks will be fruit, and other healthy options to be consumed after fruit (nuts, vegetable sticks, dip, rice crackers, etc). Breakfast will be offered prior to 8:55 am, as it is already on Thursday and Friday. This will mean that all cleaning up
will be done before the start of the school day. It will come from neither play time nor lesson time. We value the learning time of students and do not foresee any interruption to normal learning due to food preparation and clean up.

We often get food from Food Share which will further support this program. For example, we intend to cook up batches of soup with vegetables on a Friday alongside what we are already cooking, so that students can access warm/alternate healthy options etc. We will be asking the students in the class what they like to eat, for breakfast, snacks, and lunch/recess, so that we can best support different tastes. Everything that is offered will be nutritious and help to support balanced, healthy eating habits.

Background
The decision to move towards this trial came about through the analysis of a range of data, including but not limited to: the (student) Attitudes to School Survey (ATOSS) and our termly student survey. We engaged in rigorous discussion with the students in the 4/5/6 classroom to better understand the challenges that they face, unpacking their responses to gain a rich understanding. The students were incredibly courageous. We have increasing numbers of students having inadequate lunchboxes, full of packaged, marginally-nutritious food. We also have increasing numbers of children who are not sleeping properly and whose general health and well-being needs to be improved (and indeed, this was a startling piece of evidence from the ATOSS this year).
At Wooragee Primary School we feel passionate about students being able to access learning in an equitable manner. All decisions have been made in consultation with the staff and school council, and they have been well-researched and explored. There will be refined procedures and processes put in place to ensure success for everyone, and there will be more information communicated throughout this term as we finalise plans. Of course, these plans will be considerate to student needs as we move throughout Semester One next year. It is our intention to collect a lot of data around our WPS Behaviour Expectations Matrix over the semester, to ensure that we are understanding the impacts of these changes.

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.**

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 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 the back page of the newsletter each week or shared via seesaw on non-newsletter weeks. We ask all children to sample the food we prepare/cook 3 times, 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 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.

Bec works in the office three days per week (generally Monday, Tuesday and Thursday) 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 Wendy 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
- SAKG menu
- ‘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 RESOURCES
We have access to a range of parent resources and information and can provide information upon request.

PARENT/STUDENT/TEACHER INTERVIEWS
Parent/Student/Teacher interviews will be conducted in Weeks 8 & 9 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.

PERFORMING ARTS
We are very pleased to offer our students Performing Arts, ensuring the curriculum areas of The Arts are fulfilled, providing an experience with music, dance and drama. Deb Rule is our Performing Arts teacher and will take the children for 45 minute lessons weekly. In 2023, Deb will be supporting our students through the development, organisation and performance of our first Whole School Production. This will become a bi-annual event for our school community.

PHYSICAL EDUCATION/SPORT
Daily P-6 Fitness takes place via our Play is the Way program and weekly Physical Education lessons take place each Thursday for 45 minutes with Leisha. We also provide Active After School Sport (Wednesdays). 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. 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 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 9 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 welcomed 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 2023. 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
The number of staff we are able to have each year is determined by the number of student enrolments. In 2023 our staffing profile is:

**Angela Gray** – Tutor Learning Initiative (Mon-Tue) 1/2 Classroom Teacher (Fri)
**Erin Twamley** - P/1 classroom Teacher (Mon-Thurs, STEM Friday
**Amanda-Jane Flint**- 1/2 Classroom Teacher (Mon-Thurs)
**Grace Panjari** – 3/4 Classroom teacher (Mon-Thurs), Gardening/ Environmental Education Friday
**Jess Marshall**- 5/6 Classroom Teacher (Mon-Thurs), SAKG Friday
**Lennon Harbour**- Performing Arts (Thursday)
**Leisha Jungalwalla**- Physical Education (Thursday)
**Kylie Giltrap**- Indigenous Languages (Dhudhuroa)- Thursday
**Bethany James** Social and Emotional (Thursday)
**Bec Davis** -Business Manager (Mon, Tues & Thurs), Education Support Officer (Mon& Wed), Kitchen Specialist (Fri), After School Sport Community Coach (Wed)
**Indigo Rowe** Education Support Officer (Mon-Fri)
**Tash Collis** Education Support Officer (Mon&Tues), (Thurs&Fri)
**Desiree Jackson** Education support Officer (Mon-Fri)
**Megan Daly** Education support Officer (Mon-Thurs)
**Michael Clear** – ICT fortnightly Friday
**Lucy Turner**-- Art Van Monday fortnightly
**Amy Musgrove** Library Van fortnightly Wednesday
STAFF/PROFESSIONAL LEARNING TEAM (PLT)/ PROFESSIONAL LEARNING COMMUNITY (PLC) MEETINGS
These are held in the staffroom each Tuesday & 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.

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 3/4/5/6 children prepare and share lunch. The menu is on the back page of the newsletter each fortnight, or via seesaw. We ask all children to sample the food we prepare/cook at least 3 times, 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, STEM and Sustainability 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 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 2023-2025 on our webpage shortly. 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 2023 our school captains will lead the Student Leadership Team. 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 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. In addition to this, Wooragee Primary School will be surveying students, parents and staff each term. Please feel free to offer suggestions that would improve our school at any time.

**SWIMMING/SKIING**
We participate in a swimming program at the commencement of each school year in Term One. This is at an additional cost to families and we will provide details for the program each year ASAP.

We are currently exploring options to be able to facilitate a skiing program 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 – Angela Gray
Mobile (Principal) 0407512039
Principal A.H emergency or serious issue only 0407512039
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
2021 term dates are:
TERM 1 30.01.23 – 06.04.23
TERM 2 24.04.23 – 23.06.23
TERM 3 10.07.23 – 15.09.23
TERM 4 02.10.23 – 20.12.23

** Please note, students finish at 2.30pm on the last day of each term. In 2023 it will only be Term 1, Term 2 and Term 4 where this takes place.

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 2023 may attend our unique Stephanie Alexander Kitchen Garden Program, 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.

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.

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 2. Dates and times for 2021 transition days are:

- Wednesday 15th October 2023 9:00-11:00am
- Wednesday 29th October 2023 9:00-11:00am
- Wednesday 13th November 2023 9:00am-1:00pm
- Wednesday 27th November 2023 9:00am-1:00pm
- Tuesday 5th December 2023 9:00-3:20pm (STATE-WIDE TRANSITION DAY)

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 Wendy. 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 app on the school administration ipad.
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. In term one we have a counselor available to talk to parents and students on a Friday. 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.

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
● Easter Market
● Arts Festival
● Yackandandah Folk Festival
● Crazy Hair Days
● Dress Up days
● Cultural performances
● Working bees (Term 1 and Term 3)
● Social night (Term 2)
● Storytelling evening
● Mothers Day celebrations
● Fathers Day celebrations
● Grandparents Day celebrations
● Whole school bike ride
● Awards/Graduation night night
Details of these activities are provided via the Compass Parent calendar, seesaw, 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.

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**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 Well-being.
- 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. Examples include 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.kitchengardenfoundation.org.au/ (Stephanie Alexander Kitchen Garden Foundation)
• http://www.earthfirst.net.au/EarthFirst%20-Greenguide%20Directory%20for%20Earth%20Safe%20Eco%20Products (Earth First)

**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
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.

**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.