WELCOME TO WERRIBEE PRIMARY SCHOOL

2014 Foundation Year Information Book

WELCOME

It is with great pleasure that we welcome all of our 2014 Foundation Year families to this exciting stage of their child’s schooling. Werribee Primary School is a supportive and diverse community, which provides an environment where all learners have the opportunity to improve and achieve without exception. We support children to be prosperous and socially engaged, happy and healthy citizens. We view learning as lifelong skills that will enable them to interact positively throughout their lifetime in a complex and challenging economy and society. Our school community has the following set of agreed values; respect, responsibility, cooperation and courtesy and encourage students to strive for excellence in every pursuit.

CONTACT PERSONNEL

Principal                  David Quinn
Assistant Principal      Rosemary Doherty
Assistant Principal      Sue Osborne
Student Welfare           Kylie Champion
Administration Officer   Janeane Davidson
Administration Officer   Rhonda Wright
Business Manager          Julie Gerring

WERRIBEE PRIMARY SCHOOL
DEUTGAM STREET
WERRIBEE  3030
TELEPHONE:  9742-6659
FAX:      9741-7903
email :  werribee.ps@edumail.vic.gov.au
All staff can be contacted on this email address

Julie, Janeane and Rhonda are our very friendly Administration Staff who are only too happy to assist families.
2014 TERM DATES

This information has come from the following Department of Education (DEECD) website


Term 1: 28 January (teachers start) to 4 April  *Students start on 29th January*

Term 2: 22 April to 27 June**

Term 3: 14 July to 19 September

Term 4: 6 October to 19 December

*The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The dates for Werribee Primary School’s Curriculum Days will be on the school website and also in the school newsletter by the start of next year.

** Term 2 starts on Tuesday 22 April as Monday 21 April is a public holiday for Easter Monday. Please note: Friday 25 April is ANZAC Day.

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<tr>
<th>SCHOOL HOURS</th>
<th>These could change according to need</th>
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<tr>
<td>8:50 – 9:00am</td>
<td>Start of school day &amp; settling in time</td>
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<td>9:00 – 11:00am</td>
<td>First Session</td>
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<td>11:00-11:20am</td>
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<td>11:20-1:20pm</td>
<td>Middle Session</td>
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<td>1:20-1:30pm</td>
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<td>1:30-2:10pm</td>
<td>Lunch play</td>
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<td>2:10-3:10pm</td>
<td>Final Session</td>
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<td>3:10pm</td>
<td>Dismissal from their classroom</td>
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Schools need to be a positive and nurturing environment, where both parents and teachers facilitate education in an encouraging, engaging and collaborative manner.

Parents can help in many ways. Not all parents will be able to help during the day, but all parents can contribute in some way. Follow your interests in choosing your involvement.

Take part in the school community by:
- Attending family evening and social functions
- Helping with fundraising activities
- Attending working bees
- Visiting displays and school performances within the school and local community
- Being involved with gardening in the school
- Joining Parents & Friends
- Joining School Council
- Helping on the School Activities Committee

Become involved in our Volunteers program which will enable you to:
- Help with excursions
- Help with extra-curricular activities such as swimming and school sports
- Work with teachers to improve school resources
- Work with teachers and students in classrooms

Volunteer Sessions will be conducted at the start of next year. These will outline how the program works, expectations, confidentiality and how to assist children in the classroom with their learning. Look out for information and dates in the newsletter at the start of Term 1.


The Victorian Department of Education (DEECD) parent section on their website.

WORKING WITH CHILDREN CHECK

All volunteer working in schools must have either a current ‘Working with Children Check’ or receipt of having applied for one. Forms are available online. This identification card must be visible when you are volunteering in the school. 

First day of school

The first day at school is a very important time for all concerned. For this reason children are introduced to their teachers in smaller groups so that they can get to know their teacher and become more familiar with the school setting, with fewer children about.

For the beginning of the 2014 school year the arrangements are as follows:

Each Foundation class will be divided into 2 groups:

Group 1 will come to school on Wednesday 29th January, 2014

Group 2 will come to school on Thursday 30th January, 2014.

All Foundation Year students will attend their first full day on Friday 31st January from 8:50 - 3:10pm and will attend on four days of the week (Monday, Tuesday, Thursday and Friday). There will be NO SCHOOL for Foundation Year students on Wednesdays for the whole month of February.

From March onwards Foundation Year students will attend school for the full week.

All students from Years 1-6 will start the school year on Wednesday 29th January.

You will receive a letter informing you of your child’s starting day, their teacher and classroom number before the end of the school year.

Start of the school day

The first bell rings at 8:50am. This gives the children time to organise themselves for the day, putting bags away, handing notes to the teacher, etc. It is important to have your child at school by 8:50am so they are ready to begin their day by 9:00am. Children SHOULD NOT be at school prior to 8:40am as there is no staff supervision until 8:40am.

Punctual and regular attendance at school is very important.
At Werribee Primary School ‘It’s Not Ok to be Away.’

Dismissal

Students need to be collected from their classrooms at dismissal time. Please ensure that your child’s teacher knows who will be collecting your child. It is very important that children are picked up on time, so they do not become upset.

To minimise congestion in the Foundation Year rooms and in order to assist the children to settle into routines in a calm and happy manner, we ask that parents remain outside the classroom when collecting their child. The teacher will send your child out to you.

If for any reason you are going to be late please ring the office so they can notify your child’s teacher.

Any child not picked up by 3:30 is taken to the office and parents are notified.
What to bring on the first day of school

Your child will need to bring the following to school:

- Lunch (lunch box needs to be named on base and lid) [http://raisingchildren.net.au/articles/choosing_good_food.html](http://raisingchildren.net.au/articles/choosing_good_food.html)
- Brain food (fruit or vegetable snack, e.g. celery, carrot sticks) in a small container or packed separately
- Playlunch (packed separately)
- Plastic drink container (named) filled with water only
- School Bag (with a distinctive tag to help your child identify their bag)

It would be appreciated if parents could also bring the following items to school in the first few days

- A large box of tissues for classroom use
- A small container of play-dough that can be purchased from a supermarket or department store
- Hand soap on tap
- A change of clothes, clearly named in a plastic bag. These are for use in emergencies only and are kept at school for the year. (As with other items which your child brings to school, clearly mark these with your child’s name).

Drinking Water

The school water taps are available for children to refill drink containers and/or to drink from at recess and lunchtime. Your children can have water in their drink container on their table to drink from during the day. Please make sure that the drink container is spill proof.

NUDE FOOD LUNCH BOXES
No wrappers

WATER BOTTLES AND BRAIN FOOD SNACK
What to do on the First Day

- Take your child to their designated classroom.
- Greet the teacher and find your child’s name tag to put on (these are worn during the first week or two to help teachers and children identify one another)
- Help your child put their belongings into the designated areas.
- Encourage your child to find an activity that interests them.
- Say a quick ‘good-bye’ and inform your child that you will be going and will be back to pick them up later in the day.
- Put sunscreen on your child in the morning before school if it is needed.

During the first week you are welcome to stay for a short period of time to ensure your child feels secure, but once they have settled in, a quick, reassuring goodbye encourages independence.

Please Note:

The first few weeks for Foundation Year children are physically and emotionally tiring. It can also be a very hot time of year. Your child may need to go to bed early and have a regular routine before and after school to support their first year at school.

Don't be surprised if there are difficulties even after you have done all you can to prepare your child for school. Although some children may become upset at saying goodbye, recovery is swift and the period of adjustment to school is brief.

Your child may also expect too much from school and be disappointed when he/she can't read after two or three days, or become very tired and want to stay home.

If you have any difficulties please talk to the class teacher.
BIRTHDAY CELEBRATIONS

If you would like to celebrate your child’s birthday at school please send along individual treats eg. cup cakes, lolly bags, honey joys, Freddo frogs etc.

Unfortunately we are not able to cut up cakes or light candles. Please check with your child’s teacher for the number of children in the grade and if any child has a particular allergy.

FOUNDATION YEAR ASSESSMENTS

Your child will be booked in to attend 2 x ½ hour assessment interviews (on two separate days) on Wednesdays during February.

Teachers will display booking sheets at the entrance to their classrooms for parents to select times that suit them and their child. These interviews are for children only and parents are requested to be prompt and wait outside the classrooms during these assessment sessions.

The assessments being conducted will include: English On-line Assessment and the Mathematics On-line Interview.
COMMUNICATING WITH YOUR CHILD’S TEACHER

If you need to communicate with your child’s teacher you can:

• Write a note and place it in the box outside the classroom so the teacher can follow up on any concerns you might have

• Ask the teacher for an appointment if you would like to discuss an issue in greater detail

• If you know that any special school activities (such as excursions, performances, special lunches) are planned for a day when your child is going to be absent from school, please ring the school that morning so that the teacher is aware of your child’s absence on that day.

• Send an email to the teacher via the school email address

• Ring the office and leave a message requesting the teacher to please contact you

REMEMBER: When your child has been away from school please ring and notify the school or send a note to school explaining the absence when your child returns.

THE OWL – OUR SCHOOL NEWSLETTER

The ‘OWL’ is our weekly online newsletter and is an important means of communication between school and home. It is accessed via our school website. You can receive an email reminder when the newsletter is published, please notify the office of your email address.

Please read the ‘OWL’ every week as it will keep you up-to-date on what is happening around the school. At times an Owlette will be posted on our website which is a brief version of the newsletter. Please take the time to read the OWL on a regular basis and discuss the things that are happening at school with your child.

Contact the office if you do not have Internet access and need to receive the newsletter as a printed copy. It will be sent home each week with your child or if you have siblings at the school with the eldest child in the family.
STUDENT SAFETY

It is essential that we know where every child is during the school day.

- Once they are dropped off and enter the school gates they are to remain at school.
- If your child is to be picked up prior to dismissal time then an "Early Dismissal Slip" will need to be filled in at the office. A copy of this is given to the classroom or specialist teacher before picking up your child.
- Please contact the school immediately if your child arrives home during school hours.
- No child will be given permission to leave the school grounds at lunchtime without parental consent.
- Children are required to move around the school with a partner if going to the office, toilet or another classroom.
- Teachers are on duty before and after school and during recess and lunchtime. Please talk to your child about looking for one of the teachers wearing a fluro vest as this is the person to speak to if they need assistance in the yard.
- Any adult coming to the school during the day needs to enter through the office door and sign the visitors book. For the safety of all children and in the event of an emergency we need to know who is in the school and for what purpose. Visitors are required to wear an identification badge.
ALLERGIES & MEDICAL CONDITIONS

In dealing with emergencies or sickness it is vital that we have on record the most accurate information concerning any medical problems your child may have. On enrolling, you were asked questions about your child’s medical condition, however should your child develop any allergies or drug sensitivities or any medical problem please advise us as soon as possible.

If your child needs to take medication at school, parents need to fill out a Medication Indemnity Form that can be obtained from the office.

Medication needs to be handed in at the office as it is not permitted in classrooms.

If your child sustains a head injury you will be contacted.

FEELING UNWELL

Regular attendance at school is most important as it maintains continuity of their learning and aids social adjustment. Home, however, is the best place for a child who is ill. If in doubt about your child's health, please keep him/her at home.

Reminder: If your child has an Anaphylaxis or Asthma plan the school requires a current copy to be given to the office.

HEAD LICE

Parents are advised to check children’s hair frequently. Lice can spread quickly and affect other members of the family, so when found in children all the family should be treated. It is advisable to notify the school if your child has head lice. Multiple Permission Forms will be distributed for families to complete or can be accessed on our school website. Please ensure that the form is handed into the office. If lice are detected at school you will be notified and a note will be sent home.

Emergency Contact Details

In the event of a child being ill at school we always try to contact a parent. If this is not possible, we use an emergency contact. This might be an aunt, a grandparent, a friend or neighbour. Please nominate someone who is generally available, reliable, has a telephone, has access to a car and is willing to collect and care for your child should we be unable to reach a parent/care giver. If your child is unwell it is essential that we have current contactable telephone numbers. If any information regarding your child's student record changes, please contact the school immediately.

We have on file:
- Home telephone number
- Parent mobile numbers
- Home address
- Father/Mother/Care giver’s work address and phone number
- Emergency contact numbers.

SCHOOL NOTICES

The easiest way for us to send notification of events and news to parents is to distribute the papers to your children by the end of the school day. Although we ask the children to put them into their bags, they will take a while to get into the routine of the responsibility of handing over notices promptly. Please check your child's bag for any school notices that may have been sent home. Notes are usually sent home with the eldest child in the family.

At times parents will receive SMS messages for reminders, emergencies or just to provide information. It is extremely important that parents keep their mobile number up to date at the school office.
LOST PROPERTY
PLEASE LABEL EVERYTHING

If something goes missing, please contact the classroom teacher or encourage your child to go to the lost property container (in the Sick Bay) to have a look for it. Please discuss with your child the need for them to take responsibility for looking after and caring for their belongings.

You may also find your child mistakes someone else's belongings for their own - this commonly happens, especially with so many identical garments in the school. Please check the garments your child brings home and return those that don’t belong to you back to school the next day.

SCHOOL UNIFORMS

UNIFORMS CAN BE PURCHASED AT RUSHFORDS

IF YOU REQUIRE AN IRON ON SCHOOL LOGO THESE CAN BE PURCHASED FROM THE SCHOOL OFFICE FOR $3.00

LOST PROPERTY

LOST PROPERTY IS LOCATED IN THE FIRST AID ROOM NEAR THE OFFICE. STUDENTS ARE TO GO TO THE OFFICE AND ASK TO LOOK THROUGH THE LOST PROPERTY. STUDENTS ARE NOT ABLE TO LOOK FOR LOST PROPERTY DURING CLASS TIME.
BEFORE YOUR CHILD COMES TO SCHOOL

Starting school is a big change for your child. Anything that you can help them to learn to do before they come to school will make school a happier place to be.

HELP YOUR CHILD LEARN HOW TO:

• Write their first name and be able to tell someone their surname and address
• Come to school in the morning or afternoon to use the school crossing safely – wait for the whistle
• Take off and put on appropriate clothing eg. jumper, hat
• Put on shoes and tie up shoe laces
• Eat and drink without help
• Open & close their lunch box and drink bottle
• Use a handkerchief or tissue
• Use scissors correctly and safely
• Put things away in their bag and zip it up
• Go to the toilet on their own – pulling up clothing, flushing the toilet, washing hands

Please be aware that there are separate toilets for boys and girls, and it would be helpful if fathers/male figures would take boys to public toilets to experience how to use urinals.

http://www.rch.org.au/kidsinfo/#tabs-S

• Talk about how long the school day may be in terms the child can understand, eg "It's as long as kinder but you'll have your lunch after that, and perhaps some stories and then I'll come to get you".

• Make cheerful comments about school — if you are positive your child will feel happy and relaxed

TREASURES FROM HOME

As toys and treasures from home are easily lost or broken and may well cause unnecessary conflict or anxiety. Please use your discretion before allowing them to come to school. Whilst every effort is taken to care for these items our school cannot accept responsibility for any damages/losses that occur.

Electronic devices and mobile phones are not allowed in the classroom and must be left at the office.
If you can help out in the canteen please let the office know so you can be added to the canteen volunteer’s roster.

LUNCH ORDERS

The Canteen is open on Wednesdays for lunch orders and for over the counter sales at lunch time.

Your child will need to hand to their teacher their completed canteen lunch order form (available from the classroom or office) at the start of the school day.

Menu item details and price list will be available on our school website at the start of the school year.

We have a ‘NUDE FOOD’ approach to canteen ordering. Students are asked to bring along their own paper bag or reusable plastic containers for their canteen food.

This approach encourages the reduction of rubbish or landfill.

All rubbish whether it is from a home lunch or a canteen lunch is taken home every day.

SPECIAL LUNCH ORDERS

Special lunches may happen during the term eg. Subway Lunch.

Please note that order forms and money need to be handed in to the office by the due date.

CANTEEN SPENDING MONEY

Place any money for canteen in a sealed clearly named and labeled envelope, which can be collected by the teacher for safekeeping.
SCHOOL BANKING


Children are given the opportunity to bank regularly through the school banking program. If you wish your child to bank at school, you can open a Commonwealth Bank Dollarmites Account at your nearest branch. Please click on the link to access more information about this program.

- School Bank Day is every Tuesday morning. Your child will need to be reminded to hand their bankbook to their teacher as soon as they arrive at school as banking is processed at the start of the school day.
- Parent volunteers/office administration staff, complete the banking and return the child's book to their classroom.

JUNIOR SCHOOL COUNCIL

The Junior School Council is a student group that aims to understand the issues impacting on the students around the school, to problem solve solutions and act on them to improve the school. The Junior School Council is made up of Junior School Council leaders and a representative from each class. The leaders are grade 6 students appointed as part of the school leadership program. They work with a staff member to coordinate and conduct meetings and lead the Junior School Council in any issues and fundraising they are working on. The Junior School Council classroom representatives discuss what they see as important issues in the school that affect them prior to the meetings and bring these issues to the next JSC meeting. Each representative is called upon to discuss their issues and discussion takes place, solutions are brainstormed and actions are recommended to be acted upon. The Junior School Council classroom representative takes any important information/recommendations back to their class.
SUBJECT LEVIES AND VOLUNTARY CONTRIBUTIONS

- Subject Levies are used to supplement the Government grants to provide equipment and materials in all curriculum areas, such as computers, sports equipment, maths equipment, books, library resources and art resources.
- Voluntary contributions go towards improving our school grounds.

ESSENTIAL EDUCATIONAL ITEMS

Children’s classroom supplies are purchased through the school as individual book packs. The students in the following year levels Foundation, One and Two have their supplies collected by teachers and have them distributed to them throughout the year. Supplies in these year levels are shared, as it is very difficult for young children to identify their individual resources eg. who owns the blue pencil on the floor.

Essential Educational Items

Payment Day

Date: Tuesday 28th January,
Time: 9:00-4:00pm
Place: Front Office
Payment: Cash, EFT, credit card, BPAY (you will need to get a reference number from the office)

EMA


THE FOLLOWING DATES HAVE BEEN MADE AVAILABLE FOR PARENTS TO COME TO THE SCHOOL OFFICE TO FILL OUT EMA PAPERWORK

10th December 9:30-1:30
28th January 9:00-4:00
REPORTING AND
PARENT TEACHER INTERVIEWS

There are four opportunities within the school year to exchange information for the mutual benefit of student, parent and teacher they are as follows.

- **TERM 1**
A scheduled parent/teacher interview held late in Term 1.
This is an opportunity for parents to meet the classroom teacher and for both parties to share valuable information regarding the child’s development.

- **TERM 2**
A report on student progress for semester one is distributed.

- **TERM 3**
A scheduled parent/teacher interview held late in Term 3.
To discuss and clarify the report for semester one and provide an update on progress throughout term 3.

- **TERM 4**
A report on student progress for semester two is distributed.

If there is a need for you to speak to your child’s teacher at some other time, please contact the office or teacher so that an appointment can be arranged.
If the teacher needs to contact you about your child’s learning throughout the year they will ring to make an appointment or speak to you on the phone.

Department website where parents can read more information about student reports.
Our priority is to build a positive learning community where children feel valued and supported. We have a school wide approach to the development of our community, which encompasses:

- **School Wide Positive Behaviours for Student Engagement and Learning (SWPBSEL).**
  This initiative develops and monitors a consistent and positive approach to managing behavioural issues.

- **Friendly Schools, Friendly Families.**
  This program complements SWPBSEL and our school values of Courtesy, Cooperation, Responsibility and Respect.

- **Werribee Kids are Wonderful Kids’ Awards.**
  These certificates are awarded to children who have been demonstrating our school values.
  The recipients are celebrated weekly at our whole school assembly and acknowledged in `The Owl.'
Sustainability at Werribee Primary School

Werribee Primary School is currently accredited as a 3 star Resourcesmart AuSSi Vic School for sustainability practises. We are accredited with the Core Module, Biodiversity, Water and Waste modules.

In 2013 we were nominated as ResourceSmart Waste School of the Year. We work in partnership with CERES (Centre for Education and Research in Environmental Strategies), VAEE (Victorian Association for Environmental Education), Wyndham City Council, Greening Australia and Zoos Victoria to implement sustainable practices.

The process includes:
- reviewing sustainability topics in the curriculum,
- policy development,
- developing an action plan
- student leadership,
- building links with environmental agencies.

As a ResourceSmart AuSSI Vic school we implement strategies to:
- save energy, water and conserve biodiversity,
- reduce waste and greenhouse gas emissions,
- support implementation of the AusVELS in the school curriculum,
- participate in whole school activities, such as, Clean Up Australia Day, National Tree Day, National Ride2School Day

Werribee Primary is a Zero Waste School. We encourage students to have nude food lunchboxes. These are lunchboxes that don’t contain wrappers. Any wrappers brought to school that cannot be recycled are sent home. Each classroom has recycling bins for paper, flexible plastic and compost.
**SCHOOL COUNCIL**

Every primary school is responsible, through its own School Council, for the school curriculum policy, within the requirements of the DEECD guidelines. The School Council also has to take into account equal opportunities, multi-cultural education, school community relationships, and scope for parent involvement. The School Council initiates changes as a result of policy reviews, and looks after finances, buildings, grounds and fund raising.

- All parents and teachers are eligible to stand for election to School Council and to vote in these elections.
- At least two thirds of the membership consists of parents.
- The Council is involved in making decisions that affect families in our school community.

**KEEP IN TOUCH WITH THE WORK OF THE SCHOOL COUNCIL**

Follow its plans and how it is carrying them out via the school online newsletter.

Vote in the elections and consider standing for the Council yourself.

*It is to the benefit of the whole school that parents take a close interest in the work of the School Council.*

**Communications within the School and with School Council**

As a new family to our school it is important that you have access to lines of communication when you wish to make enquiries about matters other than your child and his / her progress. The Principal is available to discuss all areas of the school and its programs with you. Please ring to make an appointment. The school has a website and an email address that can also be used as a means of communication with the school. You may feel more comfortable about gathering information in other ways, and there are a number of choices:

- contact the School Council President via the school email
- contact the President of Parents & Friends Association via the school email
PARENTS & FRIENDS

The parents of Werribee Primary School welcome you to our school community and invite you to be a part of our community through the Parents & Friends Association (P&F) group.

Our aim is to provide opportunities and the right setting by which parents and carers can meet together to help the school and gain an insight into what goes on in the school. This is done through opportunities; to meet, to socialise, to hear from school staff, to participate in school discussions and opportunities to help with school fund raising. Activities are planned for both during the school day and outside school hours. Many of our school day activities operate from the Parents and Friends shed. The shed is located next to the oval (covered in the painted mural) and has recently been refurbished. When the doors are open, you are always welcome!

P&F generally meet about once every few weeks, during the morning, for a coffee, catch up and a bit of planning. These sessions usually run for about 2 hours and are relaxed and informal as we plan a social event for the school community or work on a fundraising activity; toddlers are welcome; stay as long as you can. This is a great way to keep in touch with what is happening at the school and also meet other parents. If you cannot make meetings during school time we still welcome your interest as a member – you will be kept in touch with the groups happenings via email.

Once a month we devote part of our meeting time to a committee meeting; as P&F is an official association for the school. P&F does have “office bearers” such as President, Secretary and Treasurer, and we have an Annual General Meeting (AGM) at the start of each year.

On some occasions our morning session is a time where one of the school’s leadership group (senior teacher or principal) come and present on something that is going on in the school. This can provide the school with valuable feedback for policies and planning. We cover many aspects of school life and try to provide avenues for parents and carers to be informed in, involved in and positive about school life for their children.

If you have any questions, or would like to meet some new people please come along to one of our meetings, the dates will be listed in the Owl (School Newsletter). We would love to meet you. If you have questions before 2014 starts, please contact the school office on 9742 6659, or email werribee.ps@edumail.vic.gov.au.

WORKING BEES

We are very proud of the facilities and grounds at Werribee Primary School. Our school community works very hard to maintain the grounds so that the students benefit from a safe and aesthetically pleasing environment. Twice a term we hold Working Bees to tidy up the grounds. Usual tasks include weeding, mulching, cleaning drink taps, etc. We try to mix up the days and times Friday afternoon, Saturday or Sunday morning so that it is not the same day and time. The working bees only go for a couple of hours and always includes a BBQ and lucky prize. Any time that you have available would be greatly appreciated. The whole family is encouraged to attend as it is a great place to meet other families. Information regarding dates and times will be publicised in the weekly school newsletter. Parents/guardians are asked to fill out the form in the newsletter and send it back to school with your child to their teacher. Parent expertise is also used to assist to complete some items of school maintenance (i.e. paving, concreting, use of machinery). Please contact the office to provide contact details if you are able to assist.