WELCOME

We appreciate that you have chosen our school for your child’s education. From the time you enrol your child, you and your family are encouraged to become active and involved in all the activities and events held at the school. At Werribee Primary School student well-being is put first, and our priority is to build a positive learning community, where children feel valued and supported.

CONTACT PERSONNEL

Acting Principal          Sue Osborne
Assistant Principal      Rosemary Doherty
Acting Assistant Principal  Kylie Champion .5
Acting Assistant Principal  Shelley Laird .5
Administration Officer  Janeane Davidson
Administration Officer            Rhonda Wright

WERRIBEE PRIMARY SCHOOL
DEUTGAM STREET
WERRIBEE  3030

TELEPHONE:  9742-6659
FAX:          9741 7903
e-mail : werribee.ps@edumail.vic.gov.au
website:  www.werribeeps.vic.edu.au
This booklet has been prepared to give you valuable information concerning school life. We, the Staff at Werribee Primary School, realise the joint responsibility we share with you in helping your child to grow and develop.

Please keep this booklet as a reference as there may be information you will need later in the year.

### SCHOOL HOURS

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50 – 9:00am</td>
<td>Start of school day &amp; settling in time</td>
</tr>
<tr>
<td>9:00 – 11:00am</td>
<td>First Session</td>
</tr>
<tr>
<td>11:00-11:20am</td>
<td>Recess</td>
</tr>
<tr>
<td>11:20-1:20pm</td>
<td>Middle Session</td>
</tr>
<tr>
<td>1:20-1:30pm</td>
<td>Lunch is eaten in classrooms</td>
</tr>
<tr>
<td>1:30-2:10pm</td>
<td>Lunch play</td>
</tr>
<tr>
<td>2:10-3:10pm</td>
<td>Final Session</td>
</tr>
<tr>
<td>3:10pm</td>
<td>Dismissal</td>
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</tbody>
</table>
Parent Involvement

The child is the central focus in education. For this reason it is very important that parents and the school become partners. It is essential that the school is 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 the Gardening Group
- Joining Parents & Friends
- Helping on the School Activities Committee

Share in the academic program by:
- Helping with excursions and clubs
- Helping with extra-curricular activities such as swimming and school sports
- Working with teachers to improve school resources
- Working with teachers and students in classrooms
- Joining School Council

WORKING WITH CHILDREN CHECK
As of the 31st December, 2007 all volunteer helpers in schools must have either a current ‘Working with Children Check’ or receipt of having applied for one. Forms are available at the school office or from the post office. Please display this identification card when you are volunteering in the school. Please refer to Information Sheets in Prep Package.
School Hours for Preps

The first day at school is a very important time for all concerned. For this reason we introduce children to their teachers in small 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 2013 school year the arrangements will be as follows:

Each Prep grade will be divided into 2 groups:

Group 1 will come to school on **Wednesday 30th January 9.00am - 3.10pm**

Group 2 will come to school on **Thursday 31st January 9.00am - 3.10pm**

All Prep children will attend for their first full day on **Friday 1st February** from 8:50am - 3:10pm and will attend on four days of the week (Monday, Tuesday, Thursday and Friday). There will be **NO SCHOOL** for Prep children on Wednesdays for the whole month of February.

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

All children from grades 1-6 will attend school from **Wednesday 30th 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.

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 8:35am as there is no staff supervision until 8:35am.

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

Please refer to the brochure and flyer

Prep 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 Prep rooms and in order to assist the Prep children to settle into routines in a calm and happy manner, we ask that parents remain outside the classroom when collecting children from school.
Parents please wait outside the classroom at dismissal time and the teacher will send your child out to you.
First Day – What to Bring

Your child will need to bring the following to school:

- Lunch (lunch box needs to be named on base and lid)
- Brainfood (fruit or vegetable snack, e.g., celery, carrots sticks) in a small container or wrapped separately
- Play lunch (packed separately)
- Drink bottle (named and not glass)
- School Bag (named & with a distinctive tag to help your child identify their bag)
- SunSmart school hat

By working in a partnership we can make a difference. Parents and caregivers are powerful figures in influencing the behavior of young people.

Drinking Water

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

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 Woolworths, Kmart or Big W.
- A change of clothes, clearly named in a plastic bag. These are for use in emergencies only and are kept at school for Term one. (As with other items which your child brings to school, clearly mark these with your child’s name).
**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.
- 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.
- Put sunscreen on your child in the morning if it is needed.

**Please Note:**

*The first few weeks for prep 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.
PREP ASSESSMENT

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. Parents are reminded that these interviews are for children only and parents will be requested to be prompt and wait outside the classrooms during these assessment sessions. The information obtained from these assessments will assist teachers to plan for learning that is specific to the needs of the children. The assessments being conducted will include: English On-line Assessment and the Mathematics On-line Interview and are compulsory for all Prep children across Victoria.

COMMUNICATION

If you need to talk to your child’s teacher before or after school please write a note to ensure that the teacher can follow up on any concerns or issues you might have.

If you would like to discuss an issue in greater detail, please make an appointment with the class teacher.

If you know that any special school activities (such as excursions, outings, performances) 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.

REMEMBER: When a child has been away from school please ring and notify the school or a note must be sent to school to explain the absence.

If for any reason you are unexpectedly delayed picking up your child please contact the office so they can inform your child’s teacher.
FEELING UNWELL

Regular attendance at school is most important as it maintains continuity of learning experience 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.

Make sure that your emergency and home / work contact numbers are kept up-to-date in the office files.

Reminder: A copy of your child’s Asthma Plan and/or Anaphylaxis Plan needs to be given to the office.

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.
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 clearly labeled must be taken by an adult to the office.

Medication can only be administered at the office by approved personnel.

Remember: Medication needs to go to the office, not to the classroom.

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; we can then have the grade checked by our trained staff. A number of staff have been trained to check for head lice. Permission slips will be distributed early in the year. If the lice are detected at school you will be notified and your child will be sent home and re-checked by staff on their return to school.

REMINDER: PLEASE NOTIFY THE SCHOOL IF YOUR CHILD HAS LICE SO THAT WE CAN HAVE THE GRADE CHECKED.

Please refer to the Head Lice flyer in your Prep Package.
**Emergency Contact Details and Student Record Files**

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 may 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.

**ESSENTIAL EDUCATIONAL ITEMS**

Children’s classroom supplies, including items such as pencils and scrapbooks, can be purchased from the school and are supplied as individual book packs.

**Essential Educational Items**

**Payment Day**

- **Date:** Wednesday 23rd January,
- **Time:** 2:00-6:30pm
- **Place:** Front Office

**PLEASE NOTE:**

UNIFORMS will be available for sale in the staffroom on this day.

**SCHOOL NOTICES**

The easiest way for us to send notification of events and news to parents is to distribute the papers to your children towards the end of the school day. Although we ask the Preps 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 be sent home.
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
- Cross the road safely
- 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
- Unwrap their lunch – removing cling wrap
- 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.

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.

TREASURES FROM HOME

- As toys and treasures from home are easily lost or broken and may well cause unnecessary conflict, please use your discretion before allowing them to come to school.
DAILY LUNCH ORDER SERVICE

The Wedge St Milk Bar supplies the school with daily lunch orders. Ordering procedures will be outlined in the school newsletter early in Term 1, 2013.

SCHOOL CANTEEN

At this stage, the Canteen will be open on Wednesdays for lunch orders and for over the counter sales at lunch time. Hand in a completed canteen lunch order form (available from the classroom or office) to the classroom teacher at the start of the school day. Menu item details and price list will be distributed next year through the newsletter.

In response to student request we have a ‘nude food’ approach to canteen ordering. Students bring along their own reusable 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 on ‘nude food’ days.

SPECIAL LUNCH ORDERS

Special lunches may happen during the term eg. Subway Lunch. Order forms to be completed and handed in by the due date.

Money

PAYMENTS: Payments for excursions/school activities should be returned to school in a sealed, clearly marked, envelope together with the signed permission note. A receipt will be issued for any payments to the school (other than Parents and Friends fundraising).

Please Note: NO child will be taken on an excursion without your written permission, therefore you must return within the set timeframe the consent form, which is attached to the excursion notice.

SPENDING MONEY: Place any money for canteen or stalls in a sealed clearly named and labeled envelope, which can be collected by the teacher for safekeeping.

If you can help out in the canteen please let the office or your child’s teacher know.
SCHOOL BANKING

School Banking is an important lesson in the development of young people. To extend this habit, 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.

- Prep pupils will receive a letter early in February explaining the process together with a form to complete.
- School Bank Day is every **Tuesday** morning.
- Parent volunteers/office administration staff, complete the banking and return the child’s book to their classroom.
- Regular bankers can receive rewards; one token is given for every deposit made at school. When your child has 10 tokens they can order a reward.

LEAVING SCHOOL GROUNDS

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. Give a copy of this 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.
ESSENTIAL EDUCATIONAL ITEMS AND VOLUNTARY FINANCIAL CONTRIBUTIONS

- These are items or services that are essential for your child’s schooling.
- The Required Shared Classroom Learning Materials and Consumables support classroom, specialist and school programs.
- Optional Extras: These are non-compulsory school services and program items such as Swimming and Camp. Parents have the option of paying a deposit for these items. At this point in time the full cost of these items is uncertain.
- Voluntary Financial Contributions: We encourage families to contribute towards additional and essential school improvement priorities.

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.
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.’
KIDS – Go for your life

Since 2010, Werribee PS has been a Kids - ‘Go for your life’ school. Kids - 'Go for Your Life' encourages healthy eating and physical activity in children. The key messages promoted by the initiative are:

- **TAP into WATER EVERYDAY**
- **PLANT FRUIT & VEG in YOUR LUNCHBOX**
- **LIMIT 'SOMETIMES' FOODS**
- **MOVE, PLAY and GO**
- **TURN OFF, SWITCH to PLAY**
- **STRIDE and RIDE**

A key component of the Kids-Go for your Life initiative at Werribee PS is the fruit or vegetable break at 10:00 every morning, whereby children are encouraged to bring along a piece of fruit or vegetable to eat. They are also encouraged to bring a re-fillable water bottle every day to place on their table to enable them to drink water throughout the day. **NB, water is the only** drink that children are permitted to drink during class time. Please make sure this drink container is spill proof.

Walk to School Day is another key component of the Kids-Go for your Life initiative. Every Wednesday is ‘Walking and Wheeling Wednesday’, children and their families are encouraged to travel to school in a
Werribee Primary School is currently accredited as a 2 star Resourcesmart AuSSi Vic School for sustainability practises. We are accredited with the Core Module, Biodiversity Module and Water modules. In 2012, we implemented strategies to reduce the amount of waste going to landfill, and in 2013 we will be investigating ways to reduce our energy consumption.

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 will:
- save energy, water and conserve biodiversity,
- reduce waste and greenhouse gas emissions,
- support implementation of the Victorian Essential Learning Standards (VELS) in the school curriculum,
- participate in whole school activities, such as, Clean Up Australia Day, National Tree Day, National Ride2 School Day

As a sustainability initiative, the OWL school newsletter is distributed electronically.

WHY?
Saves paper
You can see the newsletter in colour
You can access it when it suits you
You always get it
Each parent in a separated family would have access

If you happy to receive ‘The Owl’ via email, please provide your preferred email address on the form included with this booklet.
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 makes decisions affecting your child and you.

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

*Follow its plans and how it is carrying them out. 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:

- approach your child's teacher, who will always be willing to help you with an inquiry;
- contact your School Council President by letter or by phone - the number is available through the Office;
- contact the President of Parents & Friends Association by letter or by phone - the number is available through the Office.
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 Friends of Werribee Primary 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. As you can see, 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 2012 starts, please contact the school office on 9742 6659, or email werribee.ps@edumail.vic.gov.au

WORKING BEES

One of the responsibilities of the School Council is the maintenance and development of school buildings and grounds. At this school the Facilities committee do this most effectively with enormous parent support, by holding regular working bees. Each grade level is involved in one working bee for the year and we urge you to make yourself available to help make our school an even better place in which to work and play. 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).