



# Parent Information Book

**Warragul Primary School**  
**44 Bowen Street, Warragul**  
**Phone: 03 5623 2460**  
**Email: [warragul.ps@edumail.vic.gov.au](mailto:warragul.ps@edumail.vic.gov.au)**  
**Website: [www.warragulps.vic.gov.au](http://www.warragulps.vic.gov.au)**  
**Facebook: [@warragulprimaryschool](https://www.facebook.com/warragulprimaryschool)**

## **Warragul Primary School Vision Statement**

Warragul Primary School provides a supportive and challenging learning environment.  
We celebrate success and respect the individual through our High 5 Expectations.  
We welcome the active participation of parents and community members in our school.

***High 5: Be Safe, Be Fair, Think, Learn and Care!***

## Contacts:

**School phone 5623 2460**

**Acting Principal:**

Mr Scott Clode

**Assistant Principal:**

Ms Lynda Hughes

**School Council President:**

Mr Glenn Marriott

**Parent Club Chairperson:**

Mrs Renee Marriott



## Who to contact....

**General information about the classroom:** .....your child's teacher

**Information about specialist programs:** ..... ring the school office

**Your child's progress:** .....classroom or specialist teacher

**Absences:** .....School, Absence Line 0448 232 463 or send a note

**Out of Uniform:** .....send a note to your child's teacher

**Confidential matters:** ..... contact the Principal or Assistant Principal.

**Financial enquires:** .....contact the Business Manager or Principal

**School Uniform** may be purchased at 'Beleza' Uniform Shop in Williams Square, Warragul. Some second hand uniform is available at minimal cost from the main school office.

## How to join in.....

### Decision making...

Nominate for School Council  
Join a School Council sub committee:  
Finance  
Buildings and Grounds  
Special project groups  
Respond to any surveys sent home

February each year

the Principal

Usually monthly dates and times  
published in weekly newsletter

contact the person listed in  
the newsletter or phone  
the Principal

School Surveys sent out to families  
each year

### Organising activities

Take part in Parent Club...  
Help with Mothers Day & Fathers Day stalls  
Help with raising money to fund items to directly  
benefit the students.  
Help with costumes or make up for the concert,  
production, year 6 graduation

Across the year, usually notified in  
the newsletter or the start of each  
term letter from your grade teacher.

The Parent Club President  
(see the newsletter)  
Contact the person listed in  
the newsletter or letter

### Classroom assistance

Come along to Parenting Programs  
Help with literacy and numeracy  
Go on excursions as a supervisor  
Go on camps as a supervisor

On occasion

See your child's classroom  
teacher or the specialist  
teacher

### School Home partnership....

Come along to educational events such as  
Parent Teacher Discussions  
Family Barbeque

March and September each year  
Nov – Dec each year

Newsletter  
Newsletter

# GENERAL INFORMATION

## ADMINISTRATION:

Office hours: 8:30am – 4:30pm  
 Phone No: 56 232460  
 E-Mail: [Warragul.ps@edumail.vic.gov.au](mailto:Warragul.ps@edumail.vic.gov.au)  
 Website: [www.warragulps.vic.gov.au](http://www.warragulps.vic.gov.au)



The main Administration Office is situated on the Senior Campus, with the vehicle entry at 44 Bowen St.  
**EFTPOS** available to receive payments.

## School Hours:

School starts at **9.00am** and finishes at **3.25pm** each day.  
 First Lunch is **11.00am to 11.30am** and Second Lunch is **1.30 to 2.25pm**



**ATTENDANCE / absences / late arrivals / early departures:** Regular and punctual attendance at school is a significant part of student achievement. All students should be at school as many days as possible, unless ill. Students should be punctual as classes often move directly to other activities. Parents of students who are late should sign the attendance book in the office on the campus of the child classroom and receive a LATE PASS to take to their classroom. If a student has to leave school for any reason during the day, the attendance book should also be completed. If a student is absent, please advise the teacher with a signed note. Please pick up or drop off students at the office and for safety reasons, do not go directly to classrooms.

**BEFORE AND AFTER SCHOOL CARE:** see **Out of School Hours Care.**

**BEHAVIOUR MANAGEMENT:** Warragul Primary School believes every child should learn in an atmosphere of positive encouragement and firm, fair guidelines.

Warragul Primary School is part of a School Wide Positive Behaviour Support Program. The program is research based and focuses on encouraging positive behaviours. The school expectations (rules) are 'Be Safe, Be Fair, Think, Learn and Care' with positive recognition strategies in classrooms and out of class situations and children given consequences when necessary. Teachers explicitly teach the school High Five expectations at the beginning of each year and regularly remind and re teach them during the year. This program is an integral part of each classroom and playgrounds.

**BOOKLIST:** See **Essential Educational Items.**



### **BICYCLES & wheels (including skateboards, roller blades, scooters etc.):**

Parents are encouraged to consider the safety aspects of students riding to and from school. Advice from bike education indicates children below the age of 10 may not have the ability react quickly enough in on road traffic situations. If younger children are riding to and from school, parents are advised to ride with them. Children must wear helmets while riding to school and walk all wheeled vehicles in the school grounds. Bike storage racks are available on both campus.

**BUILDING FUND (TAX DEDUCTIBLE):** The Essential Educational Items list includes an option to pay a tax deductible donation to our building fund. This fund allows us to further improve our Building Master Plan in ways not covered by Departmental funds.

**BUSES:** Town buses service the school each morning and afternoon. The bus pick up / drop off point is in Albert St outside the Junior Campus. Students using buses are supervised onto buses after school. Country buses also service areas surrounding Warragul. Students are able to access country buses if they live more than 4.8km from their nearest school. Access may also be available in other particular circumstances. Please ask at the office.

**CAMPS:** Camps are planned for students in grades 3 to 6. Camps for grades 3, 4 and 5 are up to three days and for grade 6 up to five days. Camp experiences are varied according to the year level and capabilities of the student and designed to reflect the curriculum. Parents are notified of camps and costs approximately two terms prior to the camp.

**CHILD CARE: see also Out of School Hours Care:** Child Care is provided at no cost to parents for main events such as Parent Teacher Student Discussion Nights, Parent Training Programs and Parent Information Nights. Details are published in the weekly newsletter.

**CODE OF DRESS / SCHOOL UNIFORM:** School uniform is compulsory and must be worn each day by all students in all grades. Positive encouragement is a strong part of the uniform policy. Year 6 students are encouraged to wear their year 6 jacket. School uniform must be worn on all excursions.

**All students must wear school hats from 1<sup>st</sup> September until 30<sup>th</sup> April** or play in shade.

Any earrings should be studs or sleepers. No other jewellery is allowed unless specific permission from the Principal is given.

**Out of uniform notes** should be sent if there is occasion for a student to be out of uniform.

Uniform is available for purchase from **BELEZA Uniform Shop in Williams Square, Warragul**

Some **secondhand** items of uniform may be available from the school office at a small cost.



**COMMUNICATION WITH PARENTS:** The school sends home a weekly newsletter each Thursday. This has a school calendar listing activities relevant to the whole school. Important notices, news and celebrations, response forms and some community notices are included in the newsletter. Class letters giving details of programs and excursions are sent home each term. Parents may make appointments to speak to teachers at any time during the year.

Each student also has a **Diary or Communication Book** (to go home and return to school each day) to record any homework and to help parents and teachers easily communicate on a daily basis.

## COMMUNICABLE DISEASES:

A student who has a communicable or infectious disease and students who may come into contact with the infection may be excluded from school for a period of days. A basic list is included here and a **full list** of these infections and period of exclusion is available from the school office.

Chicken Pox:	Exclude until fully recovered or at least five days after the eruption first appears.
Conjunctivitis:	Exclude until discharge from eyes has ceased.
Hepatitis (infectious):	Until receipt of a medical certificate of recovery or when symptoms subside.
Herpes (cold sores)	To be covered with a dressing whenever possible. Students able to follow good hygiene procedures may attend school (e.g. frequent hand washing)
Influenza	Exclude until well
Impetago	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Measles:	Exclude until at least four days from the appearance of rash
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.
Whooping cough	Exclude for 5 days after starting antibiotic treatment.
Ringworm	Exclude until the day after appropriate treatment has commenced.
Streptococcal infection (incl. Scarlet fever)	Exclude until the receipt of a medical certificate of recovery from infection.



**CONCERNS, COMPLAINTS OR PROBLEM SOLVING:** From time to time parents may experience concern about a particular procedure or event. If this is the case, you are welcome to discuss the problem with your class teacher or if more suitable to see the Principal or Assistant Principal. All concerns or complaints are dealt with confidentially and with concern that they be solved for the benefit of the child.

**CONCERT:** Classes are involved in concert style presentations at the whole school picnic / bar-be-que in December each year.

**CONVEYANCE ALLOWANCE:** A conveyance allowance of a set amount per year per approved student is available to the parents of students who live more than 4.8km from the nearest practicable bus stop or school. For further details please ask at the office.

**CLASS PLACEMENT:** In November each year, teachers make up classes for the coming year based on the needs of the student such as: academic skills, friendship groups, straight or composite grades etc. Parents are invited to make particular requests for class placement in November each year. Requests for particular teachers are not accepted as teacher position may change either internally or through moves to other schools.

Students who enrol during the year are placed temporarily in a class while academic and social skills needs are more fully understood. Parents are invited in to discuss the needs of their child at which time the placement may be confirmed or a change discussed.

**COOLING (AIR CONDITIONERS) AND HEATING:** the majority of classrooms and major teaching spaces are equipped with air conditioners / heaters for the comfort of students and teachers.



**CUSTODY ORDERS:** Please advise the office of any custody orders or changes to custody orders.



**CURRICULUM:** Warragul Primary School uses the Australian National Curriculum Standards (AusVELS) as the basis for curriculum planning, implementation and reporting. AusVELS is the Foundation (Prep) to Year 10 curriculum that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which schools use to plan student learning programs, assess student progress and report to parents.

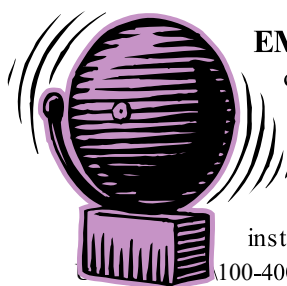
AusVELS incorporates the Australian Curriculum F–10 for English, Mathematics, History and Science within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS). AusVELS uses an eleven level structure to reflect the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning.

**The decisions about course planning, curriculum organisation and classroom practice are made at school level.**

Student achievement and learning levels are reported to parents through Parent-Teacher-Student 3 way discussions in March and September and the hardcopy Student Reports mid and end of the year.

**DIARIES:** All students are requested to purchase a diary on their booklist. The diary is used by teachers to record homework such as reading or work to be completed. The diary is also for notes to and from teachers and parents.

**EDUCATION MAINTENANCE ALLOWANCE (EMA):** Parents or legal guardians who hold either a current Commonwealth Health Care Card, Commonwealth Pensioner Health Benefits Card or Commonwealth Health Benefits Card may be eligible for the Education Maintenance Allowance each year. The allowance is payable to the parent and the school in two instalments per year, usually in term 2 and 4. An application form must be completed at the school office. Reminders are placed in the school newsletter in terms one and three. EMA may be used by parents as credit to offset the costs on the booklist at the start of the year.



**EMERGENCY MANAGEMENT PLAN:** The school has an emergency management plan in case of major incidences or emergencies such as fire, loss of power or water, toxic emissions, bomb threat, siege/hostage situation, impact of aircraft/truck etc. In the event of ANY emergency the safety and welfare of the students is the main priority. All emergencies are to be reported to the school office and the Principal or nominee will report to emergency services. Emergency Management Practises are carried out on occasion to ensure procedures work well. In the case of any emergency, parents must follow the instructions of the Principal.



**ENROLMENTS:** Students enrolling at our school deserve a smooth entry or transition that enables them to become part of our school with minimum disruption and maximum support. Each new student is assisted in their transition through a series of induction activities and an induction list is then sent home to parents for their information.

New students are required to have proof of birth and an immunisation certificate or a transition from the previous school indicating these documents have been submitted previously. Students must be a minimum of 5 years old on the 30<sup>th</sup> of April of the year of enrolment. Students are allocated to classes according to a combination of class size and student need. For students who seek enrolment during the year, the school policy gives the principal the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

Parents of students with **Disabilities or Impairments** are asked to contact the Principal for enrolment procedures.

**ESSENTIAL EDUCATIONAL ITEMS LIST:** Parents are asked to purchase Essential Educational Items for each student. An order form is sent home in term 4 and should be returned to the school by the due date. The Essential Educational Items parcel will be available for pick up from the school in late January or early February each year. The booklist includes a standard pack of supplies suitable to each year level and classroom charges to cover items that will be supplied in bulk to the grade. A yearly excursion and swimming charge is also requested at the beginning of the year.

**EXCURSIONS/ACTIVITIES:** Excursions and activities are part of the planned curriculum appropriate to each year level. Local Excursions are places within walking distance to the school eg. parks, sports grounds, art centre etc. and are covered by general permission notes signed on enrolment and at the beginning of each year. An annual excursion and swimming charge on the booklist covers the costs of all grade excursions and the swimming program. Parents are asked to pay this charge at the beginning of the year. Parents will be advised of the excursions through the newsletter and permission notes sent home via students. Parents may request any unused funds at the end of the year to be refunded.

**EXTREME WEATHER PROCEDURE:** On extremely hot days and during wet weather children are supervised in their classrooms at recess and lunchtimes. Classrooms have air conditioners heaters installed.

### **FACILITIES (BUILDINGS AND GROUNDS) DEVELOPMENT:**

The school has two well maintained park like campuses, with many facilities for the children to use, including: sandpits, adventure playgrounds, a covered basketball court, basketball / netball courts, quiet courtyards and shady trees, a large oval, hard surfaces for ball games, level and sloping grassy areas for room to run and enjoy games. School Council has identified a number of developments and is actively working towards implementing these.

The buildings and grounds are looked after through volunteers and working bee assistance.

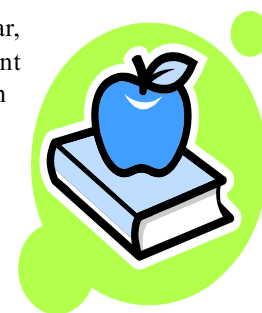


**FIRST AID:** Minor first aid such as cuts, grazes, bites, illness etc are treated at school. In the case of any head bumps or injuries, parents are contacted. If children are ill, parents or emergency contacts are contacted to pick up the student. In case of serious accident or illness, medical services such as an ambulance are called and parents are contacted.

**Medications:** If a child requires medication for short periods of time, please let your child's class teacher know via a signed note. For students requiring regular medication over longer periods of time, please call at the office to sign a medication form. All students, when taking medications, must be supervised by staff.

**FINANCIAL ENQUIRIES OR ASSISTANCE:** Parents who experience difficulty with payments are welcome to contact the Principal to discuss methods of assistance that may be available.

**GENERAL PERMISSION FORM:** at the time of enrolment and at the beginning of each year, parents are asked to sign a general permission form. Included on this form are permission to use student work for display purposes, permission to use a student's photo for promotion activities and permission for the student to attend local excursions within reasonable walking distance of the school.



**HEAD LICE:** Treatment of head lice is the responsibility of the family. Parents are asked to notify the school if they become aware of a head lice case of their own child or others.

Where head lice are found, parents will be notified and asked to treat their child's hair before returning to school. The school may also notify families via notes or school newsletter of an outbreak and ask for families to check and treat their children's hair. Parents are requested to keep children at home until head lice are treated.

**HEALTHY SCHOOL:** Warragul Primary School has a Healthy School policy including a healthy canteen menu, all children encouraged to bring fresh or dried fruit or vegetables as snacks and water to drink. Fundraising does not include chocolate drives or similar activities.

Students are asked to be a **First Lunch and a Second Lunch** to encourage healthy eating and avoid snack type foods.

**HOME – SCHOOL PARTNERSHIP:** Working together in a Home School Partnership is a vital part of ensuring successful education for your children and our students. Please join in school life, talk to us if you have questions, concerns or queries, and remember that we both have the same goal... the successful educational and social growth of each child.

**HOMEWORK:** The School recognises the importance of children participating in well rounded family life and leisure time activities and recognises educational value to the growth and development of children. Homework should be viewed as part of the relationship building between parents, children's learning and the school throughout each child's schooling. Homework provides the opportunity for children to share and consolidate their learning, encourages independent work habits and helps develop children's responsibility for their own learning. Homework generally involves regular reading, unfinished class work, set projects and other specified tasks.

**HOUSES for sport:** On enrolment, each child is allocated to one of four houses for sport. The houses are RALSTON (Red), BIRAM (blue), YOUNG (yellow), and MEDLEY (green). Each year students may self-nominate and take part in a selection process to be the House Leaders for the year.

**ILLNESS:** If your child is ill, they should be kept at home until recovered. If a child becomes ill at school parents or caregivers will be contacted as soon as practical.



**INTERNET USE POLICY:** WPS has a school wide computer network which includes access to selected sites on the internet. Security measures are used on all computers and the network and regularly updated. All students (parents are asked to talk about and sign for junior students) are also required to sign an internet use agreement outlining the correct use of the internet.

**JUNIOR SCHOOL COUNCIL:** Junior School Council is a body to give students a voice in school decisions. Students in years 3 – 6 may self-nominate and take part in a selection process each year. The members are asked to discuss school projects and give their opinions and suggestions, nominate charities to support each year and raise funds towards items for the students via fundraising activities. .

**LOST PROPERTY:** Please mark all items of uniform including hats and shoes clearly with the student's name so that items may easily be return to the owner. Lost property is kept near the office on each campus. Please ask at either office for assistance with lost property.

**LUNCH ORDERS:** Students can order lunch from the Sutton St Milk Bar on Mondays, Thursdays and Fridays. A canteen price list is sent home at the beginning of each year and when updated. The Lunch menu is based on a healthy eating policy and encourages a balanced diet. Lollies or soft drinks are not available on Lunch Orders. Lunch orders are collected from grades at the beginning of the day and delivered back at lunchtime.



**MONEY COLLECTION:** Swimming and class excursion costs for are generally covered by the charge on the booklist. Some excursions, such as sporting events may require an additional payment as students involved may come from several classes. Parents are advised of any costs via notes sent home from school. Payments may be made via **EFTPOS facilities** in the office or completing the form for payments on the bottom of excursion notices and return to school payment in a sealed envelope. All payments should be made in full by the due date. Receipts are sent home via students.

**OUT of SCHOOL HOURS CARE (OSHC):** WPS OSHC program is fully accredited under the National Child Care Guidelines, ensuring an extremely high quality of program. Please ask at the school office or phone the OSHC mobile for Enrolment enquiries. Bookings and changes to bookings should be directed to the OSHC Co-ordinator on the OSHC mobile. The program is based in the canteen / gymnasium area on the Senior Campus. OSHC staff members supervise the program and lead a variety of activities for the children. The cost of OSHC is subsidized by the Government and therefore the cost to parents is minimal.

**PARENTS CLUB:** The Parents Club meets regularly with dates advised in the school newsletter. All parents are invited to attend. The Parents Club exists to support the school and the education of the students and as an avenue to discuss school matters and voice any concerns.

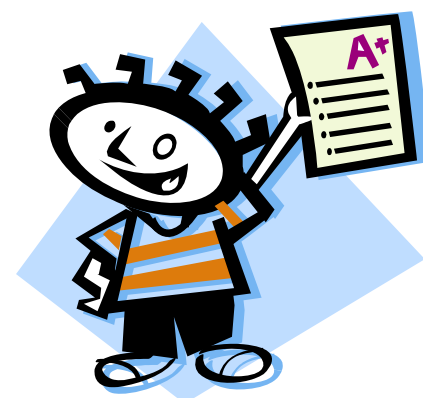
### **PARENT RESPONSIBILITIES:**

**Parents are asked to** support the school and become involved in the following ways:

- ✓ notifying the school in case of: -
  - student absences and provide a note.
  - students needing medication.
  - students out of uniform
- ✓ responding to permission notes and make payments promptly.
- ✓ helping in the classroom and curriculum activities, setting a good example for the students.
- ✓ treating students, teachers and staff with respect and courtesy.
- ✓ supporting fund raising and educational activities, working bees, School Council and Parent Club.
- ✓ communicating openly with school personnel about problems and highlights.
- ✓ keeping up to date with what is happening in the school by reading the newsletter, attending information nights, parent/teacher discussions, courses for parents.
- ✓ by using discretion, being confidential and giving support to all aspects of Warragul Primary School.

### **PARENT-TEACHER-STUDENT 3 way DISCUSSIONS and STUDENT REPORTS:**

Parent Teacher Student 3 way discussions are held in term one and term 3 with additional discussions by request at other times. In June and December each year **written reports** on your child's progress are sent home. Each child also has a portfolio developed throughout the year showing examples of their work. Parents are invited to contact their child's teacher or the Principal to discuss their child's progress at other times.



**PRIVACY AND CONFIDENTIALITY:** Warragul Primary School follows the Privacy Guidelines from the government Privacy Act. Details are available from [www.privacy.vic.gov.au](http://www.privacy.vic.gov.au) or by phoning the school and requesting further information. The main guidelines followed are:

- WPS will COLLECT only information needed;
- WPS will INFORM the person why information is needed and how we will use it.
- WPS will DISCLOSE information only as necessary for the purpose of the service of education;
- WPS will SECURE information against unauthorised use/disclosure.

### **REQUIREMENTS FOR SCHOOL: see the information under Booklist.**

Parents should also ensure their child/ren have an Art smock. Foundation (Prep), year 1 and year 2 children also need a red communication satchel purchased directly from the school office.

**RUBBISH FREE LUNCHES:** to assist in our waste wise program, parents are asked to keep packaging and wrappings to a minimum when preparing snacks and lunches for your children.

**SCHOOL LEADERS:** as one of the leadership opportunities for students, year five students are invited to nominate for the positions of School Leaders in term 4 of the preceding year. Nomination letters are written to a panel comprised of the School Principal, School Council President / member and a teacher. Student Leaders represent the school in significant activities and assist in leading assembly each week.



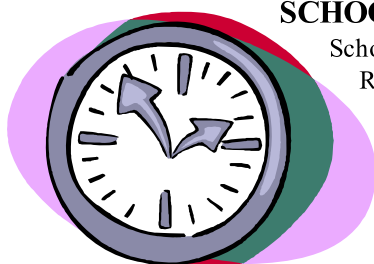


**SCHOOL PHOTOS:** Photographs of grades, individuals, family groups are taken once a year, usually in term two. Envelopes with descriptions of various photo packets are sent home for selection by parents. Payment is made directly to the photographer by sending the envelope back to the school for collection by the photographer.

**SAFETY and SECURITY OF STUDENTS:** The safety of students is looked after through several practices including: Students moving around the school in pairs, visitor sign in / sign out procedures, staff identification badges, compulsory school uniform, playground supervision during recess and lunch times and one-on-one rule (for security, staff are asked to avoid being one-on-one with students in closed room or situation). Parents are asked to assist with safety through appropriate drop off and pick up times. Drop off between 8.45 and 8.55 and pick up promptly after school.

Students who are not picked up by the 3.45 bell are required to wait in the entry foyer of the Senior Campus, near the main office, until the parent arrives.

### **SCHOOL HOURS:**



School begins at 9.00am and finishes at 3.25pm

Recess begins at 11.00 am and finishes at 11.30am

Lunch begins at 1.30pm and finishes at 2.25pm. There is no afternoon recess.

**During February, Foundation (PREP) children are not required to attend school on Wednesdays.**

**All students finish at 2.30pm on the last day of each term and at 1.30pm on the last day of the year.**

**A bell rings at 3.40 each day to remind any students who have not been picked up to wait in the entry foyer of the Senior Campus, near the main office until the parent arrives.**

**SCHOOL CHARGES:** see Booklist, Excursions & Swimming charge, & Educational Maintenance Allowance.

**SCHOOL COUNCIL:** The School Council is responsible for the overall directions of the school within the guidelines of the Department of Education and Early Childhood Development. Membership of the School Council includes parents, teachers and co-opted community members who work together to administer the school and put in place projects that will improve the school's operation and facilities. In term one each year, information on nomination and election procedures is published in the school newsletter.

Parents are welcome to join in sub-committees or working parties – please contact the Principal for further information.

**SCHOOL CROSSINGS:** The school crossing between the campuses is staffed by a crossing supervisor before and after school. Students are supervised by an adult when using the crossing during the day. Students in years 5 and 6 only may cross (moving with a buddy) when directed to by a teacher or on monitoring duties.

**UNIFORM:** see Code of Dress.

**VISITORS / TRADESPEOPLE:** All visitors and tradespeople are requested to come to the main office and sign the visitors book and wear a WPS visitor badge when in the school.

**VOLUNTEERS:** Before volunteers can work in Victorian schools they need to have a Working with Children Check. Forms are available at all Post Offices. All parents and community volunteers are requested to come to the main office and sign the visitors book when in the school. Parent and community volunteers are valued for the huge contribution they make to the students and the school and are asked to join the staff at the school family bar-b-que in December each year.

**WASTE WISE:** WPS uses environmentally aware practices including activities which reduce, reuse and recycle (water, paper and compost).

**WATER:** Students may keep their own water bottles on / near their desks or tables and may drink water at any time during school days.