

**119 SCHOOL ROAD WANDILIGONG VIC 374**

.....only five minutes from Bright



# The Wandiligong Primary School Information Book

2016

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Website:

<http://wandiligongprimary.wikispaces.com/>

Principal: *Julie Smith*

School Council President: *Peter Mack*



## Small Schools Are Great Schools.

- Our children are stimulated by the range of specialist teachers and variety of activities during each day.
- We believe each child's experience at Wandiligong will build independence and confidence, enhance social skills, and accelerate academic progress.

### FACILITIES

- \* Spacious well equipped classrooms
- \* Multipurpose Covered Outdoor Learning Area
- \* Well equipped Computer room
- \* Outdoor Chess set
- \* Extensive shade areas
- \* Multifunctional tennis court
- \* Children's outdoor seating areas
- \* Covered sandpit
- \* Infant playground with cubby house & fairy garden
- \* Sunny courtyard area
- \* Welfare /Reading recovery room
- \* Library
- \* Extensive garden area and oval
- \* Modern steel play equipment
- \* School vegetable garden
- \* Beautiful historical building

### EXTRA CURRICULA ACTIVITIES

- \* Whole school annual musical concert
- \* Athletic and sports programs
- \* Camps and excursions
- \* Theme dress up days
- \* Swimming program
- \* Cultural performances
- \* Social service activities
- \* Student leadership opportunities
- \* Active After School Care Program
- \* Life Education Van
- \* Snow activities
- \* M.A.R.C Library van M.A.A.C van

### Wandiligong Primary School..... *'Providing Little Kids with big Futures'*

- A quality education embracing family values and high standards within a comprehensive and progressive curriculum.
- A focus on early years literacy and numeracy skills.

*We offer a rural school environment which features small classes, thereby maximising opportunity for individual attention*

- A motivated and caring staff committed to providing each child with the opportunity to fulfil their learning potential.
- Positive interaction between the school, parents and community.



Enrolment enquires are welcome.

Call 03 57551026 to arrange a tour of school facilities and classrooms.

Business manager is on site Tuesday and Thursday each week.

Website: <http://wandiligongprimary.wikispaces.com/>



**Wandiligong Primary School**

### **2016 School Staff**

#### **Administration:**

Principal: Mrs Julie Smith

Business Manager: Mrs Kristie Corbett

Classroom teacher: Anna Reid

Classroom teacher: Sue Manning

Specialist staff:

Mauro Pellegrini – LOTE ( Italian )

Nicole Lodge – Science / History / Bounce back

Sharon Barrett – Classroom support

Doug Ferguson - Information Technology Musical director

MARC Van -Mr Anthony Lawler

MAAC – Jo Briscoomb

### **School Contact Details**

Address: 119 School Road Wandiligong, 3744

School Phone: 03 57551026

School Mobile: 0437 377 150

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

Website: <http://wandiligongprimary.wikispaces.com/>

### **Bell Times**

08: 50 – Recommended arrival time

09: 00 -School commences – Sessions 1

11: 00 – Play Lunch

11: 30 – Session 2

01: 00 Lunch

02: 00 -Sessions 3

03:30 End of school day

### **Required Forms for 2015**

Parents are requested to provide our Business Manager, Mrs Kristie Corbett with the following documentation and family details:

- Wandiligong Primary School Enrolment Form
- Blanket Permission Form-(Local Excursions-Student Medical Details-Internet User Agreement-Photo Indemnity- Family e-mail address.- Custody orders if applicable
- Birth Certificate
- Immunisation Certificate



## Term Dates, 2016

### 2016

**Term 1:** 27<sup>th</sup> January (teachers start on the 27<sup>th</sup> and students start on the 29<sup>th</sup> ) to 24<sup>th</sup> March \*

**Term 2:** 11<sup>th</sup> April to 24<sup>th</sup> June

**Term 3:** 11<sup>th</sup> July to 16<sup>th</sup> September

**Term 4:** 3<sup>rd</sup> October to 20<sup>th</sup> December

\* 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 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. The remaining three student-free days are determined by each individual school, so contact your school for details.

## Prep –Home Communication Arrangements

The beginning of Prep is often a more difficult time for parents rather than for students. Most students settle into school life quite quickly. One of the aims we have for Prep students is for them to develop confidence and independence. You can assist your child in this area by encouraging them to carry and place their school bag in the lockers and their reader cover in the labelled box etc. If your child's teachers have any concerns about your child they will speak to you at the end of the school day.

**School information is placed in the reader cover or communication book. Please place any notes for the teachers in this cover or email the school directly.**

## First day of School

### Wednesday 27<sup>th</sup> January 2016

#### What to Do

Please dress your child in school uniform for their first day of school. Make sure your child has their sun-smart hat to wear in the yard.

Please pack a snack for play lunch and sandwiches for your child's lunch.

Students are encouraged to have a bottle of water to drink on their table in the classroom.

Please bring your child to their classroom and say hello to the teacher.

Help your child unpack their school bag and place it in the lockers outside the room.

Once your child is happily settled in the room tell them you are going and then leave promptly.

**During term one Grade Prep students will attend school on Monday, Tuesday, Thursday and Friday.**

**Wednesday is a rest day.**



Wandiligong Primary School

## **The Australian Victorian Essential Learning Standard ( AUSVELS)**

AUSVELS is the prescribed curriculum for all Victorian schools Prep to Year 10. (*this will change to the Victorian Curriculum in 2017*) The Essential Learning Standards describe what is essential for all students to achieve in Victorian schools. They describe what students should know and be able to do at different stages of learning and provide a clear basis for reporting to parents and for planning programs.



### **AUSVELS Level Structures**

Level 1 -Prep

Level 2 -Year 1 and Year 2

Level 3 -Year 3 and Year 4

Level 4 -Year 5 and Year 6

More information on AUSVELS can be found within the Victorian Curriculum Assessment Authority (VCAA) website via the following link: <http://vels.vcaa.vic.edu.au/>

### **Prep Year at School (Level 1)**

#### **Daily Program**

The Prep class is where children can continue on from their learning at home, kindergarten or child care. The Prep year is designed to provide the foundation that children need for later success in schooling. The classroom is a friendly and interesting place where children learn through investigation and play, about themselves and other people and their world. The Prep class program is planned to cater for each child's interest and needs. It aims to foster the development of certain abilities, attitudes and skills, which will assist in his/her educational development. Parents are really welcome to visit and help out in the classroom on a regular basis, once the children are settled and a classroom routine has been established.





### Children in prep will be involved in:

- creative play
- focused learning activities
- literacy activities
- numeracy activities
- extra curricula activities
- cross age activities with older children
- cross age activities with older children
- learning activities using technology

### The learning experiences in the Prep year will help children:

- become responsible
- develop independence
- respect other people and develop an understanding of school values
- co-operate with others
- make sensible choices to remain safe
- develop their physicality
- learn and understand their environment
- develop their speaking and listening skills
- develop early mathematical understandings
- learn how to be thinkers and problem solvers
- use their imagination and creativity
- develop their early literacy skills
- develop a LOVE FOR LEARNING

### Things parents can do to help their child prepare for Prep:

- can recognise their written first name
- Listens when a story is being read to them
- Can hold a book the right way, turning the pages
- Can count to 10
- Can name common colours
- Can name common shapes
- Can follow a direction
- Can **ask** for help
- Can independently go to toilet
- Can independently dress themselves

#### MARC Van

The MARC Van is a mobile library shared between a cluster of rural schools in our area. It is staffed by a qualified teacher and all students access to a large range of library resources. Students are allowed to borrow from the van on a fortnightly basis. The van visits each school on a Thursday.

#### MAAC Van

The MAAC Van is a mobile Art van which is also shared between a cluster of rural schools in our area. It is staffed by a qualified teacher and enables our children to learn to be creative and artistic under the guidance of an experienced Art teacher. The van visits each school on each alternate Thursday.



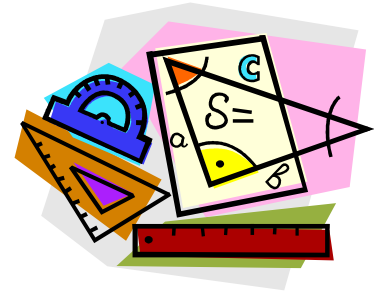
## Musical

During third term the whole school is involved in the staging of a whole school musical. Everyone has a speaking role and participates in the many song and dance routines. During this time the whole school focus in on Arts and Speaking and Listening.

## General Information

### School Requisites

Each year a list of required books and materials are provided to parents. Parents are required to pay for items that are used specifically by their child. The school sets an annual contribution cost per student to cover curriculum materials for each subject this is the portion labelled voluntary contributions.



### School Uniform Supplier

The school bulk orders the uniforms with the exception of the jacket, the winter dress and the summer dress. Our recommended uniform supplier for these items is Steers Clothing in Wangaratta – Phone: 57217773. Our school logo will be sewn onto each garment for a small charge. Uniform items that do not require the school logo can also be purchased at Target and K-Mart. We also have a uniform cupboard at school with some second-hand uniforms available for the cost of a donation.

#### BOYS

- Navy blue windcheater with school logo
- Navy blue shorts (Summer)
- Navy blue tracksuit pants (Winter)
- Navy blue track pants
- Ocean blue polo shirt with school logo

#### GIRLS

- Ocean blue toned gingham dress
- Navy blue squorts
- Navy winter dress
- Navy winter skirt
- Navy blue windcheater with school logo
- Navy blue tracksuit pants (Winter)
- Ocean blue polo shirt with school logo

### SHOES AND SANDALS

- Children must wear appropriate footwear at school. Black shoes or sandals and white socks



- Children are not allowed to go barefoot or wear thongs due to the risk of injuries to feet.



**Wandiligong Primary School**



### **GO FOR YOUR LIFE ACCREDITATION**

Wandiligong is a Go For Your Life accredited school and therefore the school has a particular focus of healthy eating and physical activity. Please limit chips, cakes, sweets or roll ups in your child's lunch box. Canned drinks are not permitted.

We have anaphylactic students and we ask all families to avoid sending lunches that include nut products. eg peanut butter, nutella etc

### **Excursions & Incursions**

Excursions and incursions are organised throughout the year. No child is able to participate without having first returned the relevant payment and form, signed by a parent/guardian.

### **Student Discipline**

A Student Code of Conduct is in operation at Primary School. The Student Code of Conduct for students is based on DEECD guidelines. Parents will be contacted to discuss any behavioural or welfare concerns.

### **Student Internet and Email Access**

At our school senior students and teachers have internet and email access.

### **Homework**

Students are expected to do some homework. The amount and frequency is dependent on the requirements of individual subject teachers and age of students.

### **Parent/Teacher Interviews & Meetings**

We would prefer that only brief messages are communicated to the classroom teacher between 8.45am and 9.00am.

If you need to have a longer discussion please make arrangements with the teachers at a time that is convenient. Parent/Teacher interviews are conducted at the end of Term 2.

Written reports are sent home twice a year.

### **Assemblies & Pupil Awards**

Each Monday morning assembly is held at 9.00am in the courtyard. The planned activities for the week are explained and awards are presented to the Star Performer and the Values champions. Birthdays are also celebrated and school Captains address the students. This information is then printed in the weekly school newsletter so that all parents are kept well informed about school activities planned and past.

### **Parties**

Party invitations **are not** to be distributed at school if some class members are excluded. If party food is being sent to school teachers need to be notified so that arrangements can be made for anaphylactic children.





### Curriculum Days

Curriculum Days are pupil free days. There are four curriculum days per year. In 2016, one of these days will occur prior to students resuming the school year on Wednesday 28<sup>th</sup> January. The other days will occur later in the year and these dates will be published in the newsletter.

### Parent Opinion Survey

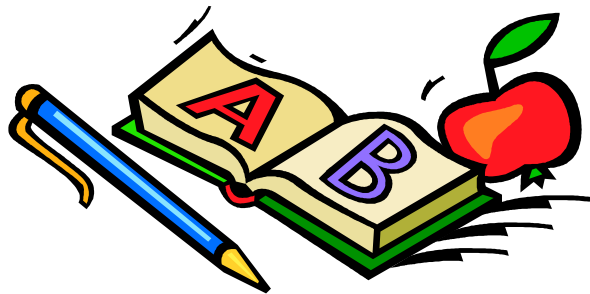
The Parent Opinion Survey will be conducted during Term 3. Data is collected from all Government schools across Victoria. The survey will gather parent feedback and our school will be able access this information to further improve its standards. To ensure the results of the survey are valid and representative, the survey is distributed to all parents within our school. When you receive a questionnaire, please take the time to complete it so that your views can contribute to our school's ongoing improvement.

### SWIMMING

All children are expected to attend, as water safety is a high priority at this school. The swimming program is held in term 1, 2 and 4 at the Bright Sport's Centre. Students travel by bus or parent cars to have lessons taken by a qualified member of staff.

### School Photos

Individual, class and whole school photos are taken annually by School Pix usually in term 4. Envelopes with information regarding ordering and payment are sent home prior to the photo day.



### Transition

The transition process impacts on students as they move from pre-school to primary school, then from primary school to secondary school and then from secondary school to adult vocations. Wandiligong has a 6 week transition program in place. Attending orientation and transition programs ensures that you and your child feel comfortable in your new educational setting. There are 4 aspects to the transition process:

- Kindergarten to Prep
- Grade to grade
- New students that enrol throughout the year
- Grade 6 to Secondary School

#### Strategic Plan

- The school Strategic Plan is a concise document that describes what the school is aiming to achieve during the four year period 2016 to 2020 and how we intend to achieve these outcomes. A copy of the Strategic Plan is available on the school website or from the Office.



### Annual Report

The Annual Report enables the Principal and school council to reflect on the progress made during the year and the level of success of our improvement strategies and allocation of resources. The document also maps our planning for further improvement in the following year. A copy of the Annual Report is available online during term 2.

### Emergency Management

The school conducts regular fire drills and emergency procedures in line with its Emergency Management guidelines.

### Students with Asthma

Parents will be asked to submit an Asthma Management Plan. A copy of these plans will be kept in the staffroom and a copy will be given to the classroom teacher. Asthma medication is to be kept in the office. The parent is to let the classroom teacher know when their child takes their medication so that we can monitor how they are coping with their asthma.

### Bus travellers

Students travelling on the bus are required to fill out an 'Application to Travel on a DEECD Contract Bus. Students are marked on the bus roll each day they board the bus to return home. Students must follow the code of conduct for safe bus travel at all times.



### Students with Allergies

The school must be informed of all allergies as soon as any condition is known or is practical.

### First Aid

If your child is injured at school or if there are any other concerns, you will be notified, usually by phone. **Do not send students to school if they are unwell.**

### Medical Conditions

Please contact the school of any medical condition e.g. Heart, diabetes, etc.

### Mobile Phones

Any students who bring a mobile phone to school **must** hand it in to the office. The phone can be collected after school at 3.30pm.

### Lost Property

There are always many articles of lost property. Most lost property is located in the Lost Property Basket at the bottom of the stairs. Please clearly name all clothing.

### Students Leaving School Early

Parent's collecting children during school hours need to ensure that they have notified the classroom teacher and signed their child out in the school register in the staffroom

### Sun Smart

This is a Sun Smart school. Students must wear the appropriate hat in terms 1, 2 and 4.



### Valuables and Money

If children wish to bring money or valuables to school they should be given to the class teacher for safe keeping. The school will not be responsible for any loss of money or damage of valuables or special toys.

### Parent Involvement

Children achieve their potential when they feel school is valued by their family. If parents are able to participate in any school events they are very welcome to do so. We especially need helpers to assist with the reading program in the prep room.

### School Council

All government schools in Victoria have a School Council. They are legally formed bodies that are given powers to set the directions of a school within centrally provided guidelines. In doing this a School Council is able to directly influence the quality of education that the school provides for its students. The role of School Council is:

- Establish the broad direction and vision of the school within the school's community
- Develop and monitor the School Strategic plan
- Develop, review and update school policies
- Develop, review and monitor the Student Code of Conduct and the School Dress Code
- Raise funds for school related purposes
- Approve the annual budget and monitor expenditure
- Maintain the school's grounds and facilities
- Enter into contracts (e.g. cleaning, construction work)
- Report annually to the school community and to DEECD
- Stimulate interest in the school generally

School Council does not manage the day to day running of the school. For example, it does not employ teaching staff, decide which classes students will be assigned to, or sort out issues relating to individual teachers and students and/or parents. Nor does it discuss individual issues relating to teachers or staff or parents – these are very clearly management roles, and therefore the Principal's job. School Councillors are not appointed to represent specific interest groups or permit special interests to dominate the agenda of the council.



### Membership of school council:

There are 10 members of School Council at Wandiligong PS. Within this there are three categories of members:

- An elected parent category (7 members)
- An elected DEECD employee category (2 members).
- The Principal is an ongoing member of School Council.
- The term of office for all elected members is two years. Half the members must withdraw each year and may stand for re-election, creating vacancies for the annual school council elections. Parents on School Councils help shape the direction of the school through their input to debate issues within Council's responsibility. You can become involved by voting in the elections, which are held in Term 1 each year, or standing for election or encouraging others to stand for election. Two meetings are held each term.

