



# INFORMATION BOOKLET

Wonderful kids go to

**WOORINEN DISTRICT  
PRIMARY SCHOOL**

*We welcome you to come visit our school!*



**woorinendistrictps.vic.edu.au**

Contact: Principal Kristie Bennett

Phone: 03 50376514

Fax 03 50376817 Email: [Woorinen.ps@edumail.vic.gov.au](mailto:Woorinen.ps@edumail.vic.gov.au)

Palmer Street, Woorinen South vic 3588

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## *A Message From Our Principal — Kristie Bennett*

*Firstly let me take the opportunity to welcome you to our school community and to invite you to consider our school for the future education of your child.*

*Woorinen District Primary School is a community centred school where a dedicated team of teachers and support staff work together with the school community to provide positive educational outcomes for all students.*

*Woorinen District Primary School boasts exceptional facilities, including a new school building, undercover area, meeting room, art room, a new multipurpose court and an abundance of grassed play areas. The school has a Primary Welfare Officer, laptop computers, small classes and an extensive and inclusive school program for all students. Each student has access to a netbook computer with grades 4, 5 and 6 students leasing a computer from the school and Grade 3/4 leasing an iPad. This means, with school owned netbooks we have a 1 to 1 ratio of computers to students. We invite you to discover with us the future of a state school education.*

*We believe that all students, irrespective of their abilities, have the capability within a positive and stimulating environment to reach their full potential and develop a passion for life long learning.*

*Students at our school work within an environment promoting respect, tolerance, pride and ownership of their school. They are nurtured by their families, their school and their community with the expectation that their future can be all they dream it to be.*

*Regards,*

*Kristie Bennett  
(Principal)*

**R**esponsibility

**E**ndeavour

**S**uccess

**P**ersistence

**E**nthusiasm

**C**onfidence

**T**eam work and getting along



The value central to our beliefs at Woorinen District is **RESPECT**.

Respect for self, respect for others and respect for the wider community and environment. The above are the underlying values that we believe form the basis of the actions of our school community:



## General School Information

SCHOOL ADDRESS	49 Palmer Street Woorinen South, Victoria, 3588
OFFICE HOURS	8:30am to 3:45pm Monday to Friday
PHONE	03 5037 6514      0418104618
FAX	03 5037 6817
EMAIL	woorinen.ps@edumail.vic.gov.au
SCHOOL HOURS	9:00 am start Morning Recess: 11:00am to 11:30am Lunch: 1:00pm to 1:45pm <b><u>3:15pm dismissal</u></b>

We would prefer that students are not at school before 8:45 am and are collected or leave the grounds before 3:30 pm.

TERM DATES	<b>Term 1</b> 29th January to 29th March (Students start 30/01/18)
for	<b>Term 2</b> 16th April to 29th June
2018	<b>Term 3</b> 16th July to 21st September
	<b>Term 4</b> 8th October to 21st December



### Reporting your Child's Absences

If your child is away through illness or for other reasons it is important for you to contact the school to let us know why your child is absent. This can be done by calling the school on 5037 6514 between 8:00am and 9:00am or by sending a text to 0418 104618 with your child's name and the reason for their absence or by emailing a note to [bennet.kristie.l@edumail.vic.gov.au](mailto:bennet.kristie.l@edumail.vic.gov.au)

The School's Absence policy dictates that the school's Welfare Officer will contact the parents of a child who is absent and no contact has been made with the school.

### Description of Catchment Area

The Woorinen District Primary School is a small rural Primary School, serving the Woorinen District and township of Woorinen South, eleven kilometres west of Swan Hill. Our 2017 enrolment is 86 students, most of whom live in the Woorinen South township and surrounding area.

### School Ethos

The school provides a rural atmosphere with active community involvement. Parents are encouraged to get involved in the Permaculture Garden at school. Parents have also been encouraged to assist in many of the programs offered by the school such as classroom reading.

Students are encouraged to be self sufficient and responsible. A strong and caring discipline policy encourages positive self-esteem, self-discipline, respect for others, acceptance of responsibility and cooperation.



### Bus Service

In 2007 the school was lucky to receive a school bus service running from Bus Depot in Thurla Street near Karinie Building Supplies in Swan Hill to the school and returning of an afternoon. The route can be altered to collect students living within the Woorinen Catchment area who reside more than 4.7 km from the school. After school the bus delivers some students to the After School Care Program in Swan Hill.

Please see the Principal if you wish to travel to school by bus.

Students travelling by bus must follow the Code of Conduct set out by the school.

Bus passes must be obtained if a child wishes to travel on the bus to visit friends or if a student changes their usual routine. Passes must be handed into the office the morning of change.



### *Our School Purpose*

At Woorinen District Primary School we are committed to nurturing a positive and stimulating environment promoting respect, tolerance, pride and ownership within our community that challenges each child to reach their full potential and develop a passion for lifelong learning.

### Annual Implementation Plan

Each year the school looks at its achievements and outlines a specific plan for the next year taking into account the goals of the broader Strategic Plan and the outcomes and achievements of the preceding year.

In 2018 the specific goals are as follows:

#### **Student Learning:**

To sustain continuous improvement in student learning outcomes, especially in Literacy and Numeracy.

#### **Student Engagement and Wellbeing:**

To build on high levels of student engagement in learning and connectedness with their peers, teachers, school and community.

To enhance whole school practices to support the social and emotional development of students and thereby improve student learning outcomes.

#### **Productivity**

Ensure targeted resource allocation in order to achieve the schools priorities and vision.

## Uniforms

Students are expected and encouraged to wear school uniform at all times.

All items of uniform can be ordered and purchased through the school, or State School Relief. (SSR—Have to hold a current Health Care Card or can be at Principals discretion ). Windcheaters and polo tops are in stock and can be purchased from the school with the school logo already printed on them. Uniform Orders are placed at the end of each term. School beanies and bucket hats are available also.

### Summer Uniform

Navy blue school polo top with pale blue trim

Navy shorts

White / Navy socks and sneakers or flat covered toe sandals

Navy blue bucket hat -also in stock at school

Girls— Navy and white checked dress



### Winter Uniform

Navy trousers or tracksuit pants

Navy school polo top

Navy school logo windcheater or bomber jacket.

Navy blue sports jacket

Sneakers or elastic sided pull on boots.

School beanie (not compulsory however if wearing a beanie it must be a navy one) - in stock.

During winter months children may wear school beanies, coats and scarves at recess and lunchtimes. Leggings under school dress is not part of the school uniform.

Woorinen District Primary School fully supports the Anti-Cancer campaign of "Sunsmart" and "Slip, Slop, Slap". Bucket hats are to be worn from September - May at all times whilst outdoors. Children who are not wearing their school hat will remain in a designated, shaded area during recess and lunchtimes. In terms two and three they are worn at the discretion of staff depending on the weather conditions.

### Dress Code

Hair should always be neat and tidy, with long hair (shoulder length) to be tied back. Pictures, logos or words are not permitted to be shaved or cut into the hair. Bright or unnaturally coloured hair is not permitted.

### Earrings

Earrings must be sleepers or studs. Other jewellery is not permitted to be worn.

### Casual Dress Days

On the last Friday of the month students are invited to wear casual dress to school and pay a fee of \$1 to Student Fundraising which helps out with all school camps.

We may have other special dress up days for a cause or special school event. For example circus day, book character day, Crazy Hair day, Footy Colours day.





## *Food*

Department regulations do not allow soft drink or lollies to be brought to school. We try to encourage healthy eating and lifestyle for all.



## *Lunch Orders*

Lunch orders are available every day from the General Store. Orders can be made directly at the shop or a lunch order form filled in at the school and money placed in an envelope which is taken across by senior students at recess time. The lunch order menu is available at the office.

## *Sausage Sizzles*

In terms two and three the senior students organise a weekly sausage and hamburger sizzle. This is cooked for Tuesday lunch. Forms are sent home in the Newsletter and orders need to be placed by Monday mornings. All money raised from sausage sizzles goes towards student camps for every grade and also any special items the students are fundraising for.

## *Noodle & Dim Sim Days*

The Parents Club have a roster system to organize noodles and Dim Sims for the students. The students bring along their cup of noodles from home on Thursday mornings and put them in the box with fifty cents taped to the top. The parents on duty come at 12.30 to add the boiling water and flavouring then drain them for the students to have at lunch time as well as steamed Dim Sims that can be ordered on the day for sixty cents each. The Parents Club put the money raised from this service into their funds to buy special items for the students and school.

## *Frozen Juice Icy Poles*

Mainly in terms one and four we have frozen juice ice blocks available for students to purchase. These are One Dollar each and are available at lunch times. These are Lencia Crunch variety with no additives.

## Fees

No school fees are charged at Woorinen District Primary School.

The charges made to parents each year include:

**GUIDE ONLY – APPROXIMATE COSTS TO EXPECT FOR 2018**

2017	Prep	One	Two	Three	Four	Five	Six
Stationary Packs & Additional Materials & Supplies	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00	\$115.00
Camps	\$30.00	\$140.00	\$140.00	\$180.00	\$180.00	\$250.00	\$250.00
Swimming	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Extravaganza	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Xmas Craft	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Mothers/Fathers Day	10.00	10.00	10.00	10.00	10.00	10.00	\$10.00
Netbook/iPad Lease						125.00	
Graduation Dinner						\$25.00	\$25.00
Summer Sports	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Winter Sports	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Cross Country	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Flying Bookworm	\$5.00	\$5.00	\$5.00				
Performances X3	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
Fun Day	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
<b>TOTAL:</b>	<b>\$239.00</b>	<b>379.00</b>	<b>\$379.00</b>	<b>\$414.00</b>	<b>\$414.00</b>	<b>\$634.00</b>	<b>\$509.00</b>

## Netbook Computers / iPads

Bring Your Own devices for years 3—6 students. See page 14 for more detail.

## Booklists

Approximately \$115.00 per student payable upon collection at the start of the year (Which includes all books, pencils, glue sticks and other requirements for year).

## Performing Arts

Approx. cost of \$30 per student per year for costumes and travel to the annual State Schools Extravaganza held at the Swan Hill Town Hall, every second year.

## Swimming Program

Swimming Program will be offered to Prep-6 at a cost of appox. \$30 per student which is the cost of the bus and entry each week to the Leisure Centre

## Camp charges

\$250.00 approx. per student for students in Year 5/6

\$180.00 approx. per student for students in Year 3& 4

\$140.00 approx. per student for students in Year 1& 2

\$30.00 approx. per student for students in grade Prep

## Buses

Buses to transport students to and from school events are usually charged at \$3.00 per student on a user pay system.



Conveyance Allowance is available for children who reside more than 4.8 kilometres from the nearest free school bus service. Please call at the school office to complete an application form.



## Parent Involvement

### School Council

Parents are represented on the school council, which meets monthly at 7:30pm.

This meeting is held in the staff room on the second Tuesday of the month.

The School Council is an advisory body which provides a structure for discussion, decision making and some policy making regarding education at this school.

You are encouraged to contact a Council Member if you have something you would like to contribute to the school.



<b>President:</b>	Rebecca Carmichael
<b>Vice President:</b>	Toni Porter
<b>Executive Officer:</b>	Kristie Bennett
<b>Secretary:</b>	Annette Mitchell
<b>Staff Representative</b>	Jo Sydes
<b>Members:</b>	Gaye Brown
<b>Parent &amp; Community</b>	Marg Hartshorn
<b>Members:</b>	Michael Crossfield
	Terry Earle
	Rohan Ward

### Parents Club

The Parents Club is a very important part of our school community.

It provides an opportunity for parents to take an active part in school activities.

Parents Club in consultation with the School Council organise fundraising activities and assist with organising events that occur within the school.

The following is a list of some of the activities undertaken by the Parents Club over the past few years:

- ⇒ Fundraising Competitions
- ⇒ Dim Sims / Noodles and other special lunches
- ⇒ Mothers & Fathers Day stalls
- ⇒ Christmas Tree (end of year break up)
- ⇒ Canteens (Sports Day, Extravaganza & Dance Concert)

**Please give some thought to  
playing an active part in our  
Parents Club.**

The Office bearers for 2016 are:

<b>President</b>	Bec Carmichael
<b>Secretary</b>	Julia Morpeth
<b>Treasurer</b>	Misty Males



## *Communication Between School and Home*

### *Appointments*

Parents should not hesitate to meet with their child's teacher if they have concerns about any area of their education. This is best done by arranging a mutually agreeable time and can be done by contacting your child's teacher at school.

In turn, the teacher will contact you if discussions are necessary in regards to your child's progress.

Parents are invited to contact the office to make appointments to see the principal if they have a concern with their child's progress or problems of any kind.

### *Children Leaving School During the Day*

Any child that leaves the school ground during the day and will or will not be returning to school that day needs to be signed both OUT and IN. The sign out/in book is located at the front office.

### *Classroom Notes*

Individual notes to parents from classes will be sent home when needed.

### *Information*

For school records and emergency situations it is necessary for us to have up-to-date information on home addresses, phone numbers—work and home.

It is also necessary for you to supply us with the name or names of relatives or friends that could be contacted in an emergency such as an illness or accident if we were unable to contact yourself.

Family details can often change within a school year. For the school to be able to maintain contact with you should your child be suddenly taken ill it is essential that any change in phone numbers, address or workplace is notified to the office and sent to the school mobile phone.

### *Assembly*

Each Monday at 9 a.m. we hold an assembly at school to celebrate the achievements of our students and share some of their work. We invite family and friends to attend and celebrate with us.





### [Medical and Permission Forms](#)

For legal requirements before students go on excursions etc, parents or guardians will need to complete a medical and permission form. These forms will also need to be completed prior to camps and our swimming program. Parents will be informed of up and coming excursions via our fortnightly newsletter.

### [Newsletter](#)

A newsletter explaining current activities and upcoming events is sent home every second Friday via your eldest child and can also be emailed. This is a vital link in communication between home and school.

### [Facebook](#)

The school has a Closed Facebook Group called Woorinen District Primary School. This is a communication tool used by teachers and parents of our school and is covered by strict policies of the school Facebook Policy.

### [Notes to School](#)

Notes concerning sickness or uniforms etc should be forwarded to the classroom teacher.



### [Parent Teacher Interviews and Student Reports](#)

Parents should expect to have two formal interviews, one in term 1 and another in term 3 with their child's teacher each year. In addition the school distributes two written reports that focus on student achievement. At Woorinen District Primary School we use the Government's graded report card format.



### [Anti-Bullying Policy](#)

A person is bullied when one or more other people expose them regularly and over time to negative or harmful actions. Bullies are people who deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment.

Our school will provide a positive culture where bullying is not accepted, and in so doing, all will have the right of respect from others, the right to learn or to teach, and a right to feel safe and secure in their school environment.

## Student Welfare

Many children particularly in today's world, need help to overcome issues in their home or school lives. We have a School Councillor and Psychologist that we can access and if you have any concerns please contact Kristie Bennett who can assist with advice. It is recommended that appointments be made to reduce interruptions to the classroom.

## Camps and Excursions



Camps play an important part in the curriculum and all children are encouraged to attend.

### Years 5 & 6

Malmsbury or Melbourne

### Years 3 & 4

Bendigo or Mildura

### Years 1 & 2

Swan Hill Pioneer Settlement or Echuca

### Year Prep

Day actives in Swan Hill

Students also participate in a variety of educational excursions as well as sports days throughout the year.

## Integration Program

### Disability and Impairment

The Program for Students with Disabilities and Impairments aims at providing such students with access to the highest quality educational opportunities. Their education may be in a regular school, or at one of the many specialist schools for disabilities and impairments across the state, or alternatively, in a shared, part-time arrangement between a regular school and a specialist setting. Resources are provided to support these students in regular schools who satisfy the relevant criteria. Program support groups assist in the planning of educational programs for these students.

Woorinen District Primary School currently operates a quality Integration Program attracting students with special needs from around the local area. These eligible students are funded by the DEECD under the Student Disability Program and the school employs Integration Aides to assist the teachers to develop and run programs to enhance the learning for these students.

If you believe your child has special educational needs it is important you talk to your current Pre-School and your intended Primary School to allow time for applications under this Program. It is important that these applications are lodged in the year prior to your child attending School.





## Curriculum

All areas of the curriculum are taught at Woorinen District Primary School.

These areas are English, Mathematics, Science, The Arts (Dance, Drama, Media and Music), Personal Learning, Interpersonal Learning, Computing, Technology, Health and Physical Education, Civics and Citizenship, History, LOTE (Japanese) for grades Prep, 1, 2 & 3, Humanities, Thinking and Communication.

## Literacy and Mathematics

Literacy and Mathematics are taught daily at our school and are a very important part of our curriculum and your child's learning. Our two hour literacy block allows students to further develop their skills in the area of reading, writing, spelling and listening and speaking.

Daily Mathematics sessions allow for students to learn about and further develop their skills in the areas of number, measurement, chance and data and space, working mathematically, structure and problem solving.

## Arts

During terms three the students participate in a dance program. Each second year all students (Prep to Grade 6) perform in the State School's Extravaganza at the Town Hall in Swan Hill.

All students will perform the dances they have learnt for the Extravaganza at the end of year Christmas Tree break up.

## Physical Education

All students participate in PE lessons and a sports afternoon each week. Junior students will further develop their gross motor skills by participating in activities that will allow them to practise running, hopping, jumping, skipping, bouncing and throwing and catching. The senior students will learn and participate in a variety of major and minor games such as T-ball, cross country, netball, soccer and athletic sports.



## Lost Property

Items which have been lost and have no name on them will be kept at school for some time and placed in the lost property bin. If items have been left there for too long they will be donated to the Salvation Army. **Please ensure that you name all of your child's belongings.**

## Information Technology

At Woorinen District Primary School we have an Interactive Whiteboard or Interactive Touch Screen TV in each classroom. Students in grades 3—6 are encouraged to purchase a BYO iPad. We Offer a range of different options through an on line portal or parents can use an existing Apple iPad.

\*The iPad must meet these **minimum requirements** for it to be able to be added onto the school system and work:

- **iPad Mini 2** or higher model (mini 3, mini 4) OR **iPad 4** OR **iPad Air 1** or higher model (iPad Air 2, iPad Pro)
  - **32 GB** or more storage
  - **wifi** (doesn't need to have cellular but you can have cellular if you want)
  - Note: NO lower/older models can be used (e.g. not iPad Mini 1, not iPad 3)
- NO other brands can be used (e.g. not Samsung tablet)

Students and Guardians are required to attend an information session and sign an B.Y.O. iPads User Agreement for Woorinen District Primary school. More detailed information can be obtained form the office.

The students participate in weekly technology lessons, where they learn a variety of technology skills and the applications. Students learn responsible use of technology.

Parents and the wider community can access the internet or use the technology available at the school by appointment or application.

## Library

### Library Van

The Swan Hill Regional Library's Mobile Library Van visits the school each fortnight, for student and community use.

### MARC Van

THE M.A.R.C Van is a Mobile Area Resource Centre that visits our school weekly. The van allows children and teachers to borrow resources including books, posters, DVD's and guided reading sets. The M.A.R.C teacher works in each classroom providing stories and activities which promote and support literacy programs.

### Book Fairs

Book Fairs are held twice a year in May and October and provide additional Library resources from commission earned.

### Lost Books

If Library books are lost or damaged in any way it is the practise in all libraries that they are paid for. The Librarian will send a letter to parents informing them of replacement costs.

### Book Club

Woorinen District participate in a Book Club with 'Scholastic'. Materials are sent home approximately ten times per year.

The oldest child in the family will receive pamphlets from Wombat, Lucky, Arrow and Star. This can now be done online.

This is a service and there are no obligations to purchase books.





## Student Code of Conduct

The code of conduct for students at the Woorinen District Primary School has been developed within DEECD guidelines and regulations. The code of conduct is based on the right of each student to a safe and secure environment, to be valued by others, to be shown respect and courtesy, to expect honesty in communication and develop a positive self-esteem.

### Students are therefore expected to:

- ♦ **Respect** - Respect themselves, their peers and the environment.
- ♦ **Persistence** - Be persistent
- ♦ **Resilience** - Be resilient
- ♦ **Organisation** - Be organised
- ♦ **Getting Along** - Getting along with others
- ♦ Be Confident



- ♦ Show respect to peers, staff members and visitors to the school
- ♦ Gain teacher permission to leave the school grounds
- ♦ Be punctual
- ♦ Use appropriate school language
- ♦ Be sensible and use correct behaviour in all school buildings
- ♦ Show co-operation, tolerance, and patience
- ♦ Play games in the correct area
- ♦ Seek permission to be in school buildings in break times
- ♦ Be tidy in the school yard
- ♦ Act in a safe and considerate manner at all times
- ♦ Be well behaved while on school excursions
- ♦ Respect personal equipment
- ♦ Respect school equipment

## Consequences of breach of rules:

Teachers will administer appropriate consequences from the following:

- ♦ Letter of apology
- ♦ Verbal apology
- ♦ Yard duty / cleaning up or fixing what has been damaged
- ♦ Detention as per DEECD guidelines
- ♦ Written exercise signed by parents
- ♦ Missing out on activity / losing privileges
- ♦ Sent to another area or classroom
- ♦ Exclusion from future camps or school excursion
- ♦ Paying for loss or damage to property or equipment
- ♦ Behaviour Management card
- ♦ Being sent to the Principal which means that:
  - ⇒ Parents contacted and called to the school
  - ⇒ Suspension or exclusion from school as per DEECD student Code of Conduct



To promote positive behaviour the following strategies will be employed:

- ♦ Provide positive encouragement through positive incentive awards
- ♦ Set a positive example
- ♦ Create a positive environment in rooms and in the playground
- ♦ Develop a pleasant atmosphere in which to work
- ♦ Provide children with the opportunity to accept responsibility





### Headlice

Parents are strongly encouraged to check their children's hair for 'head lice' or 'nits' on a regular basis. Head lice lotions or gels can be purchased from the chemist. After using the medicated shampoo, comb the child's hair and ensure that all dead eggs are removed from your child's head. Then please re-treat your child's hair a week later and check that all head lice have gone. If head lice are found on your child's head at school they will be sent home.

They may return to school as soon as their hair has been treated.

If your child does have head lice it is important that you let the school know, so the chance of possible spreading is minimised.

### Medical Conditions

If a child has a medical condition, the principal and your child's teacher need to be informed. In particular the school needs to know if a student has epilepsy, haemophilia, asthma, diabetes or severe allergic reactions to particular foods or bee stings etc.

### Asthma / Anaphylaxis

In the case of asthma and anaphylaxis it is the responsibility of parents to supply an inhaler or epipen to be kept at school in case of an emergency. You also need to supply the school with an asthma / allergy management plan which has been devised by your child's doctor.

### Infectious Diseases

If your child has illness such as Chicken Pox, diarrhoea, German Measles (Rubella), influenza and influenza like illness, measles, mumps or whooping cough, they are excluded from school until the rashes, sores or the condition has passed and the student is deemed well enough to return from a doctor. If your child has one of these conditions you need to inform the school immediately.

Cold Sores, conjunctivitis, hand foot and mouth disease, school sores, ring worm (Tinea). If a child has a cold sore the child shall be excluded from school if they are unable to follow good hygiene practises, whilst the lesion is weeping.

With conjunctivitis the child is to be excluded until the discharge from the eyes has ceased. If a child has hand foot and mouth disease they will be excluded until all blisters have dried. School sores, if a child has these they are to be excluded until appropriate treatment has been applied and these sores should be covered properly.

Ring worm, if a child is suffering from this condition the child is to be excluded from school until the day after appropriate treatment has commenced.



## *Sick Children*

Please do not send sick children to school. If your child is sick during the night, or not considered well enough to go outside and play, they are not well enough to be at school. Not only do sick children feel miserable at school, they also cause other children to get infected and sick.

Upon returning to school the child will be required to bring a note from home explaining the absence. If a child needs to take medication while at school, parents should talk with the child's teacher or principal and make the necessary arrangements.

Written instructions must be provided by the parent with all medications to be taken at school. A log book is kept at the school noting times and doses of medication.



## *Specialist Programs and Activities on offer at Woorinen District Primary School*

At our school we offer programs such as:

- Nutritional breakfast is offered 3 times per week (Monday, Tuesday & Friday) between 8:30 & 9 am.
- Summer and Winter Sports competition for grades 3 - 6.
- School camps Prep to grade 6.
- Athletic Sports Prep to grade 6 and Cross Country.
- Fun Days for Prep - 2 with other small schools.
- Specialist programs using the skills of the teaching staff in LOTE, Technology, Art, Music, Dance, Drama, and Physical Education.
- Preschool Transition Program to enable a smooth transition from Preschool to Primary School for Prep intake students.
- A teacher in charge of media to make sure that school events and activities are publicised.





## Student Council

The Student Council comprises of students from the upper grades that form a committee and elect office bearers and School Captains. This Council raises money and has input into school planning. As a group the students run a Sausage Sizzle on Thursdays during terms two and three. The money raised from these days assists in the funding of end of year excursions and camps. Each room also elects two class captain and two monitors. These students assist the teachers by performing tasks responsibly.

## Other Points of Interest

### Publications of Student Work or Photographs

At times student's work or photographs are published in the school website, newsletter, on the schools Face Book Group or in The Guardian. The enrolment form has a place for you to mark after you have decided whether you give permission for your child's photos or work to be published.

### School Banking

There is a school banking service run by the school. The banking service is run through the Commonwealth Bank, Campbell Street, Swan Hill and is organised by our Parent's Club. Enrolment forms are available from the office or online.

### Visitors to Our School

Any adults that visit our school to help in the classroom, to visit children or to do work must report to the office and sign in. Parent's and friends working directly with children require a current Working With Children Volunteer check if deemed so by DEECD. Upon leaving the school adults must go via the office and sign themselves out.

### Picking Up and Dropping Off School Children

Each day children are placed in potentially dangerous situations as they go to and from school. The time at the beginning and the end of the school day can include very busy and complex traffic, wet and slippery roads, cars double parked and blocking traffic, parents driving in all directions to pick up children and young cyclists moving through traffic. Parents / carers can help to keep children safe from road hazards and avoid putting others at risk by:

- ♦ Pick up / Drop off in indented parking in Bright Street.
- ♦ Setting a good example with their children when crossing the road
- ♦ Remember to STOP, LOOK, LISTEN and THINK
- ♦ Always hold onto little hands when walking with children (*Children under ten years should always be accompanied by an adult in traffic*)
- ♦ Never call out from across the road—excited children may forget to look for traffic
- ♦ Go and collect them yourself
- ♦ Remember it is illegal to: double park, park in a No Standing area, exceed the speed limit, park too close to a corner, or block a driveway.
- ♦ Avoid U-turns in the immediate area of the school.
- ♦ Make sure your children use the car door on the correct, safe side (the footpath side) out of the line of traffic.
- ♦ The front area of the school is a no parking / no drop off area between the hours of 8:45—9:15am. and 3:15—3:45pm.

## *Starting School* *Attendance at Government Schools — School Entry*

### *When Can My Prep Start School?*

Children can attend if they turn five by 30th April in the year they want to enrol. All children between the age of six and fifteen must attend school or be receiving approved alternative education. When a child enrolls in a Government School, the parent or guardian must complete and sign an admission form and provide evidence of the child's date of birth. Only Australian citizens or students with specified visas are eligible for admission.

### *Come and Try Afternoon*

In Term 3 we offer 4 year old Pre School children to come along to our "Come & Try Afternoons" where pre schoolers can share activities and story reading with the whole school. This is part of the transition to the commencement of school.

### *Prep Entry Assessment Procedure*

The Prep Entry Assessment Procedure will be carried out at the beginning of each year. There are two tasks related to literacy and numeracy that are designed to provide teachers with information about their students' literacy and numeracy skills. This information will inform teachers' program plans so they may best meet the needs of their students.

### *Enrolment Procedures*

To enrol a child, parents need to contact the school of their choice for an appointment. Parents should take their child with them when they go to enrol so the child can see the school and possibly meet some of the teachers.

Primary schools usually accept Prep enrolments from term two for the following year. If a student is transferring from another school, it is useful for the new school to see school reports and some of the work the student has been doing from the previous school. For students moving from primary school to secondary school at the end of year six, parents will be asked to choose a secondary school during term two of year six.

It is important to enrol early in the school of your choice. This allows schools to plan ahead and to organise classes and class sizes for the following year.

**It is a government requirement that all new enrolments must present a proof of age certificate and an immunisation certificate on enrolment.**





## *First Week at Big School*

In the first week of school, students spend a lot of time becoming familiar with their school, their teacher and their new friends. Do not be surprised or upset if your child shows signs of separation anxiety. This occurs often with children who are used to spending all day with Mum and suddenly are expected to stay at school.

**To help your child with this, make the change over from you to your child's teacher quickly. If your child is upset take them to the teacher, give them a hug and say good-bye and leave. Usually the child ceases to be upset the moment you step foot outside the gate. The teacher will contact you if your child does not settle in or you are invited to phone the school between 11:00—11:15am to reassure yourself they have settled in.**

In the first week of school the children work on a theme of Me.

They will make a booklet as a keepsake and receive a starter pack from the Department of Education and Early Childhood Development (DEECD).



### *Other activities include:*

Lots of eye / hand coordination  
Cut and paste  
Trace over  
Finger exercises and games  
Readers to go home  
Games  
Stories



Generally lots of fun things to help them settle in comfortably and relax into a routine. During this time there is a general assessment of the child's needs and the Prep entry Assessment is undertaken by the classroom teacher.

### *What Should My Child Be Able To Do Before They Come To School?*

Take their shoes off and be able to put them back on (not necessarily tie shoe laces, velcro is a good idea).

Be able to take their jumper / windcheater off and be able to put it back on.

Handle their lunch box/ play lunch and know what to eat at each session.

Use the toilet, wash hands and flush the toilet.

### *Being Academically Ready*

While not a requirement for starting school some great skills to have before arriving are:

- ⇒ Being able to recognise and / or write name
- ⇒ Count to 10
- ⇒ Recognise some letters
- ⇒ Sit and listen to a story
- ⇒ Know some nursery rhymes and fairy tales.



### *Hours Of Attendance*

During February the Prep students stay at home on Wednesdays.

This provides the opportunity for children to have a rest.



