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Updated:  29th May 2014

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Dear Parents and Families,

I extend a very warm welcome to you and your child to Wallington Primary School. At our school we foster a caring, positive learning environment for the students. We will work together with you and your family to make your time at Wallington Primary School a happy, rewarding and successful educational experience for your child.

The staff recognise that all students learn differently and are at different stages in their learning. Wallington Primary School offers your child a program that supports and nurtures your child’s learning. Education is not only a ‘school’ thing; it is a partnership between school and home.

We encourage you to involve yourself in school life. An active involvement in your child's schooling is the most convincing way to convey to your child the importance you place on education. Children have a greater opportunity to fulfil their potential when an active partnership exists between parents, teachers and student.

The Strawberry Fair is a major fundraising event that the school holds annually, and is one of the ways that parents can become actively involved. The school community bands together to maximise this fundraiser. It enables us to provide resources for the school that may well be unaffordable to such a small school. It is this sense of ‘community’ that provides Wallington Primary School with a special feel.

We strongly believe that our school is an educational setting where students enjoy learning, feel safe and develop a respect for themselves and others.

I hope that this booklet will provide you with information that will assist you and your child to settle into the school as smoothly as possible.

The staff and I look forward to sharing your child’s learning journey here at Wallington Primary School.

Leigh McLaren
Principal
GENERAL INFORMATION

School Terms

Can be found at:


2015

Term 1: 28 January (school teachers start) to 27 March *

Term 2: 13 April to 26 June

Term 3: 13 July to 18 September

Term 4: 5 October to 18 December

* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school, so contact your school for details.

Public Holidays

- Labour Day
- Easter Friday and Easter Monday – usually occurs during Term 1 holidays
- ANZAC Day
- Queen’s Birthday
- Geelong Cup Day

Three Curriculum (student free) and a Reporting Day will be announced early in the school year.

School Times

All students should be at school prior to the bell.

9.00 am       11.00am       Session 1
11:00am       11:30am       Recess
11.30 am      1.30 pm       Session 2
1:30pm        2:30pm        Lunch time – Lunch eaten in rooms 1.30 – 1.40
2.30 pm       3.30 pm       Session 3

Students must wait at the gate to be collected by an adult. Under no circumstances are children permitted in the car park without an adult, regardless of age. Student safety is paramount.
Prep students are **not** required to attend school on Wednesdays, until the first full week of March.

Students are supervised in the school yard from 8.45 a.m. until 3.45 p.m.

Children should **not** be at school outside these times unless they are supervised by an adult.

**VICTORIAN ESSENTIAL LEARNING STANDARDS (VELS)**
The VELS describe what is essential for all students to achieve from prep to year 10. The learning standards provide a framework for planning the whole school curriculum by setting out standards for students to achieve in core areas.

**Three Strands of Learning**

1. **Physical, Personal & Social Learning**
   - Health & P.E.
   - Interpersonal Development
   - Personal Learning
   - Civics & Citizenship

2. **Discipline-based Learning**
   - The Arts
   - English & Languages Other than English (LOTE)
   - The Humanities (Economics, Geography & History)
   - Mathematics
   - Science

3. **Interdisciplinary Learning**
   - Communication
   - Design, Creativity and Technology
   - Information and Communications Technology (ICT)
   - Thinking

Wallington Primary School implements these programs through an integrated approach. Over the next few years Ausvels will be introduced in place of VELS.

AusVELS – The Australian Curriculum

AusVELS is the Foundation to Year 10 curriculum in Victoria that provides a single, coherent and comprehensive set of prescribed content and common achievement standards, which our school uses to plan student learning programs, assess student progress and report to parents.

AusVELS incorporates the Australian Curriculum Foundation to Year 10 for English, Mathematics, History and Science domains within the curriculum framework first developed for the Victorian Essential Learning Standards (VELS).

The new eleven level structure reflects the design of the new Australian Curriculum whilst retaining Victorian priorities and approaches to teaching and learning.

For an overview of AusVELS including the curriculum content descriptions and achievement standards please see [AusVELS website](#).
A to Z of INFORMATION

Following is a list of the most commonly asked points about our school and the day to day organisation. Please feel free to contact the Principal if you have any further questions.

ACCIDENTS AT SCHOOL
As much as we try to avoid them, some accidents do happen at school. In the majority of cases, First Aid can be administered. If necessary, parents will be notified as to the injury and further action taken. The First Aid Room (Sick Bay) is located beside the main office. See Plan on Page 23

ADMISSION AND ENROLMENT FORM
Please ensure that all details on the form are current and if need be, see the Principal or Office staff to update any information.

ART MATERIALS
Parents are asked to provide an art smock or old large shirt to protect the children’s uniforms during their art session. Students may have artwork to collect throughout the year.

ARTISTS IN RESIDENCE
A variety of artists, writers, musicians and visiting performers from outside the school are invited to attend the school and run classes which develop the creative, artistic skills of our students. The level of participation is exceptional. Students thoroughly enjoy the program. Parents will be notified when this is occurring.

ASSEMBLY - FRIDAY
Each Friday afternoon at approximately 3pm, the school conducts an assembly and welcomes parents to attend. The assembly includes news, reports, and class awards. It is conducted by our school leaders. Each week a section of the school is asked to present “what they are doing in class”

ATTENDANCE AND PUNCTUALITY
Regular attendance is very important for the total development of children. Learning progress and social development is hindered if a child misses a lot of school. However, due to illness children may need to be absent. If your child is absent, please notify the school by way of a written letter stating the reason for absence on the next day of attendance, or phone the school to advise that they won’t be attending.

All students are required to be at school prior to 9.00 a.m. It is disruptive to both teachers and other students if children are coming into class late. It is also poor training for later life. If a child is late, they MUST be signed in by a parent and collect a late pass from the office.

BOOK CLUB
The school receives book club order forms from Scholastic. These are sent home with the children and orders should be returned to school along with the money within SEVEN DAYS. This program is co-ordinated by a parent volunteer who collates the orders.
BRINGING MONEY TO SCHOOL
The school runs many ventures, which may require money to be sent to school. All money should be sent in an envelope with the child’s name clearly marked, and the purpose for money including forms (e.g. excursion) as required. Money brought to school for excursions etc. MUST be given to class teacher as part of DEECED policy. The class teacher checks the money and marks this against your child’s name. The money is then taken to the office for receipting and banking.

A set of lockable drawers are located in the hall next to the office. These drawers are labelled for book club and hot lunches. Money for these purposes is to be placed in the appropriate drawer. This system has been introduced to increase security.

BUDDIES
Prep children enjoy the Buddy Program which enables them to have a special friend in Year 6 who keeps an eye on them and ensures the prep children are comfortable in the yard.
An activity is usually held each week where buddies work together. The Buddies are there to act as peer support for the preps.

CAMP
A camp is held annually for all students. The venue varies each year to expand the experiences of students. Children in classes Prep through to 2 participate in Bunyip Camp, which is a school based program. Year 1 and 2 students have a sleep over at the school and Prep stay back at school for tea and activities including the Bunyip initiation.

CARPARK
The car park at the front of the school becomes very hectic. We urge all parents to obey all signs in the carpark and drive at a very low speed. A “Drop Off” Zone has been set aside for parents to drop off students in the morning only. The close proximity to the gate ensures that students have direct access to the school grounds. Please do not park in the “Drop Off” Zone. (See page 25 for Traffic Plan)

Please note that children are not permitted to leave the entrance of the school until their parents collect them. In the interest of child safety we ask that parents collect their children from within the school grounds.

CHILDREN SICK AT SCHOOL
School is not the place for a child who is not well. Again, we seek your total support to ensure that firstly, if your child is not well, please keep them at home. Secondly, if your child becomes ill at school, you will receive a phone call suggesting that your child be taken home or for you to make arrangements for your child to be taken home.

CLASS SIZES
The school endeavours to keep class sizes to a minimum within available staffing entitlements.

CODE RED DAYS
This is the classification of days with “catastrophic weather”. Wallington Primary School has been identified as being at high fire risk and is on the Department’s Bushfire At-Risk register. Therefore, the school will close on days declared Code Red.

Where possible, up to 3-days notice of a planned closure will be provided; parents and carers should, however, expect that in some instances less than 3-days notice may be provided.
Once the final decision to close is confirmed at 12 noon the day prior, this decision will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their school, kindergarten or child care centre is closed. Advice about Code Red Days will be provided to you directly by the school.

When the school is closed for a Code Red Day, no staff will remain on site and all out-of-school care programs (including vacation, before and after school programs) will not operate.

COMMUNICATION
Communication between the school and home is vital for a sound education at the primary school level. Appointments with staff can be made at any mutually acceptable time. After school is preferable to before school as it is important that teachers are fully prepared for the day.

All students have a diary which is an excellent way to communicate with staff. A weekly newsletter is published each Thursday. This can be obtained via email by signing up on the school website (follow the link to News). The newsletter contains a diary of coming events as well as other important information.


The school is currently trialling an App for tablets and smart phones to make communication between school and home more mobile. This app will allow alerts and other information to be sent home as well as parents notifying the school of absences and change of details. The app will be available free through ITUNES and Google Apps mid term 3 2014


CURRICULUM DAYS/PROFESSIONAL DEVELOPMENT
The school is entitled to 4 student free days for Curriculum Development and Staff Professional Development. These are permitted by the Department of Education and Childhood Development, one occurs at the commencement of the year, a reporting day is scheduled in June to allow teachers time to write or present reports, and two others are allocated throughout the year. The school is closed for ALL children on these days. The dates of these days will be published in the newsletter.

DISCIPLINE AND RULES
The children are encouraged to maintain a standard of behaviour suited to their age and development.
Each child is encouraged to develop a positive attitude that will enable them to work in harmony with all children at the school. Emphasis is on respect and self discipline. Each classroom develops Guidelines for Behaviour for their room at the beginning of each year. These guidelines also incorporate consequences for inappropriate behaviour. The school has set guidelines for behaviour, which were formulated by the children.

General School Rules
1. Take care of the environment by putting rubbish in bins.
2. Don’t throw anything apart from balls.
3. Trees are for shade and shelter.
4. Care for all sports equipment by putting it back in the shed.
5. Please don’t slam dunk the basketball rings.
6. Speak politely to everyone and welcome others to the school.
7. Play in a friendly manner and care for others.
8. Look after your own property and leave other people’s belongings alone.
9. Walk around the school buildings and run only on grassed areas.
10. Try your best at school with a smile.
11. Please respect teachers and visitors to the school.
12. Be polite.
13. Wait in the school grounds until your parents come to escort you to the car.

DEECD
These letters stand for the Department of Education and Early Childhood Development. The term DEECD is commonly used in newsletters and circulars to parents.

EARLY YEARS
The mission of Early Years is to ensure that every child in the early years of schooling develops the necessary skills and understandings in the areas of literacy and numeracy to give them the best opportunity for the future.

EARLY COLLECTION OF CHILDREN
As we have a duty of care of children between the hours of 8.45am and 3.45pm, it is essential to know the whereabouts of children. If it is necessary for you to collect your child from school before 3.30pm, please complete the details required in the Early Collection of Children Booklet available at the Office. If your child is to be picked up by someone other than a person listed as an emergency contact, please inform the school of the person’s name and their relationship to the student. This is to ensure the safety of your child.

EMERGENCY CONTACT
It is essential that the school knows your home and business phone numbers and the name and phone numbers of at least two, preferably four people, who are to look after your child if we are unable to contact you, should he/she become ill at school. This is DEECD policy. Please ensure that your emergency contacts are current and their phone numbers are correct.

ENROLMENT
The school is open to any child from prep to grade six. Enquiries regarding enrolment should be directed to the Principal. Prep children are required to provide a copy of their Birth Certificate and an Immunisation Certificate when they start school. Immunisation Certificates are available from the local Council Health Department at www.health.vic.gov.au/immunisation or by phoning The Australian Childhood Immunisation Register (ACIR) Phone 1800 653 809.

EXCURSIONS
Excursions are conducted throughout the year to broaden the child’s education. It is recommended that all children attend the excursion program. We are not permitted to allow children to participate without a completed permission form, signed and returned to school. All money required to cover excursion costs, should be sent to school in an envelope prior to the excursion. A diary of these activities is maintained to ensure that an even spread of activities is conducted across all year levels.

FEES
Requisites $170 per child
Library Fund $30 per child (maximum $60 per family) voluntary–tax deductible
Building/Environment $20 per child (maximum $40 per family) voluntary
Special Religious Instruction $8 per child (optional) yearly
The school purchases all requisites for children. The levy is requested in Term 1, however special circumstances will always be considered. The school has a policy of payment of requisite levy / or arrangements made with the Principal before students participate in extracurricular activities. School Council policy is that fees or arrangements to pay should be made by the end of February. School Council has the right to alter these levies annually. Parents will be given ample warning of any increases.

FEELING WELCOME
Wallington Primary School employs an open school policy. If you have a question, concern or just want to know how something works, please come and ask your class teacher or the Principal.

GRADUATION
Special activities are conducted during the last week of the year for Year 6’s as they leave primary school. These activities are co-ordinated by the “Parents and Friends”, staff and students.

Grounds
Wallington Primary School is set in an idyllic location. From time to time parents will be asked to help keep the grounds in good order. Working bees will be arranged and parents are asked to attend. The more people we have the more we get done.

HOMEWORK
The school encourages students to share their “TAKE HOME BOOKS” with mum and dad regularly. These books are available in a diary folder. We recommend that these are covered in contact to help prolong their lifespan.

In addition, classroom teachers can assign additional work that follows a project, unfinished class work, a set activity or incidental activity. “Word Sorts” and writing can also be included in home activities.

The school encourages parents to share any learning activity. Cooking, shopping, playing a game, interpreting the news/current affairs, sharing a puzzle or board game is all important in developing the inquisitive mind of a student. Homework is assigned to give children and parents adequate time for completion and is designed to be of minimal inconvenience to parents. From time to time tips for parents are included in the newsletter.

ICY POLES
The Senior Students operate an icy-pole stall during lunchtime. Children are permitted to buy only 1 icy-pole. Icy poles are sold for $1. The money raised from the sale of icy poles supports senior school activities. This is run at various times throughout the year, which will be advised in the newsletter.

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
Technology is an important part of the educational tools used. Our multimedia laptops enhance our Information Technology program. Each class is timetabled to use the laptops. All classrooms have computers and Interactive Whiteboards for student use.
INTERSCHOOL SPORT
At various times of the year, students in year 3, 4, 5, 6 take part in sporting activities that will enhance social skills as well as sporting skills. In addition, events like athletics and cross-country allow children to experience competition in a friendly environment.

INFECTIOUS DISEASES
Students will at various times suffer from an infectious disease e.g. Chicken Pox, Measles. If your child has an infectious disease, there are guidelines as to whether they should be excluded from school.

Children suffering from infectious diseases shall be excluded from school for the period stated on the following page or until a medical clearance certificate has been produced.

Children that aren’t immunised may be asked to stay home if any major illness is present in the school. This is as per DEECD guidelines. Further information can be found at the following link:


See following for a list of Communicable Diseases.
## Communicable Diseases

### Minimum Period of Exclusion from Schools and Children's Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children’s service centres required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule ‘medical certificate’ means a certificate of a registered medical practitioner.

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<th>Exclusion of contacts</th>
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<td>Fungal infections (Aspergillus fumigatus)</td>
<td>Exclude until diagnosis is resolved</td>
<td>Not excluded</td>
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<tr>
<td>Chickenpox</td>
<td>Exclude until diaphoresis has ceased</td>
<td>Not excluded</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
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<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
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<td>two negative throat swabs, the first not less than 24 hours after finishing a</td>
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<td>course of antibiotics and the other 48 hours later</td>
<td></td>
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<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
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<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before</td>
<td>Not excluded</td>
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<td>7 days after the onset of jaundice or illness</td>
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<td>Herpes [cold sores]</td>
<td>You can not go to school if you have a cold sore.</td>
<td>Not excluded</td>
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<td>Human immuno-deficiency virus infection (HIV/AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
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<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced.</td>
<td>Not excluded</td>
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<td></td>
<td>Sores on exposed surfaces must be covered with a water-tight dressing</td>
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<tr>
<td>Influenza and influenza like illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
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<tr>
<td>Legionary</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school</td>
</tr>
<tr>
<td>Meningitis (bacteria)</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>certificate of recovery</td>
<td></td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice head)</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered of or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigellos</td>
<td>Exclude until diaphoresis ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Severe Acute Respiratory Syndrome (SARS)</td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>24 hours and the child feels well</td>
<td></td>
</tr>
<tr>
<td>Trichomania</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>stating that the child is not considered to be infectious</td>
<td></td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Ventilator producing Escherichia coli (VTBC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the</td>
<td>Not excluded</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td></td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care</td>
</tr>
<tr>
<td></td>
<td></td>
<td>contacts for 14 days after the last exposure to infection or until they have taken 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diaphoresis present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Cytomegalovirus Infection, Molluscum contagiosum, or, Parvovirus (erythema infectiosum fifth disease).
LIBRARY
The school has a modern well equipped library. The library is automated with the resources stored electronically on a computer. Students also borrow via this computer. The School encourages and seeks parents to assist with the on-going processing of library books and maintaining stock. Each student participates in library sessions once a week. Books can be borrowed or returned fortnightly.

LOST PROPERTY
Please ensure that all your child’s belongings are well labelled in order to ensure that property can be returned if lost. Lost property items can be found in the office foyer.

LUNCH
Children are required to bring their lunch and a drink. A snack for recess time is also recommended. Please ensure that your child knows what is for lunch, and include items that they will eat.

Students may also bring along a small snack for “brain food” time. This should consist of small segments of fruit, vegetables etc that can be eaten as they work. This period may assist in giving children a boost mid morning.

No nuts or food sharing – Due to the risk of students having allergic reactions to nuts / nut products, we ask that these are not brought to school. Parents should inform the school immediately if their child has an allergy. For this reason we do not encourage children to share food.

MEDICATION
We seek your support to ensure that if your child needs medication to be administered by staff, please notify the school by clear written instructions as to the dosage and frequency of medicine.

The school stocks a first aid kit; however, we do not keep medicine and cannot take responsibility if we do not have clear medical instructions. Panadol etc cannot be given without parent authority.

MIDDLE YEARS OF SCHOOLING
The Middle Years of Schooling involves the linkage of Primary and Secondary Schools Years 5-9 is seen as an important part of successful student transition allowing greater contact between both students and teachers.

NEWSLETTER / NOTICES
A newsletter is published every week indicating the news and happenings of the school. Please read these notices carefully. As not all families have access to a computer, hard copies are available. We encourage families to receive the newsletter electronically where possible – this is viewable on our website.

When you visit the site, you can enter your details on the ‘Subscribe to the newsletter’ page. Each newsletter week, we will email you an alert that tells you the newsletter is now available to read online with a link to take you there.

PARENT/TEACHER INTERVIEWS
Due to the size of our school, all parents are welcome at any stage of the year to discuss their child’s progress, so please feel free to pop up at any time to discuss any matter regarding your child. Formal interviews are held twice a year. The mid year interview is a 3 way interview between student, parent and teacher.

PARENTS AND FRIENDS CLUB
Membership to the “Parents and Friends” is open to all parents of the school. Parents can attend meetings on a casual basis. It is a great way to become involved in the school. The “Parents and Friends” will meet monthly at the school on a negotiated day and time. Parents are notified of any events organised by the “Parents and Friends”.

PARENTS ASSISTING THE SCHOOL
We welcome your support in developing our school through the following avenues:

- The School Council is always looking for capable/willing helpers to assist them in their tasks.
- The “Parents and Friends” encourages your participation.
- Extra adults are often required for supervising small groups of children on excursions. We will seek and request support as required.
- Many parents have skills, trades and talents, which could help the work of the school. Please let us know if you wish to share your skills in any way.
- Many parents through their work know where the school could buy goods at competitive prices. This is of great help to the school.
- You often have materials, which you consider junk, while the school finds them valuable, especially in Art/Craft programs.
- Grounds and buildings maintenance.
- Parent Helpers Program.

Please talk to staff, front office or the Principal if you can offer any support.

PARENT CLASSROOM HELPERS PROGRAM
In Term 1 a program is offered. It is extremely valuable whether you are able to help in classrooms or not, as it gives you skills to work with your child/children in developing skills necessary for Reading, Writing, Speaking and Listening. It also provides specific strategies and instructions that will qualify you to assist effectively and confidently in the classroom.

Parent helpers are welcome and are rostered by each classroom teacher as appropriate. See the classroom teacher for more information.

PERSONAL HYGIENE
Hygiene is very important when children work and play together. We ask that you talk to your child on the correct use of toilets, and washing hands. Soap and hand dryers are placed in toilets for student use. Handwash is available in the classrooms.

PHYSICAL DISABILITIES/MEDICAL CONDITIONS
If your child has any conditions, which the school should be notified of, please do not hesitate to contact the school with details.
READING RECOVERY
The Reading Recovery Program is a supplementary literacy program targeted at Year One Students. This program is part of the Early Years program aimed at early literacy intervention which provides additional assistance to children in reading and writing. Eligible children partake in a one on one basis with our trained Reading Recovery Teacher for half an hour each day.

SCHOOL UNIFORM
The wearing of school uniform is compulsory. The school does not allow children to wear jewellery, except for stud type earrings, as a precaution against possible injuries to children. The school does not allow children to wear make-up or clothes which contain offensive words or pictures. It is important that footwear is suitable for outdoor and physical activities. Thongs and open toed sandals are not permitted.

Supplier: Coastal Uniforms, Ocean Grove – 5255 4897

| Polar fleece jacket full or half zip | Zip front windcheater | Bomber jacket |
| Polo shirt short/long sleeve         | Rugby jumper          | Polar fleece vest |
| Track pants with/out knee pads      | Tartan Winter dress   | Bootleg pants   |
| Unisex shorts                       | Tartan shorts/skorts  | Gingham dress/skorts |
| Rain jacket                         |                       |                 |

STUDENT LEADERSHIP PROGRAM
All year 6 students are student leaders. A group is rostered on each Term and it is their responsibility to organise school activities, sport, and assemblies and represent the school on various occasions.

SCHOOL COUNCIL
Membership to the School Council is open to any parent within the school. The School Council is a representative group of six parents, Principal and 2 Staff. There is the option for Council to Co-opt two additional members.
Elections take place in March with nomination forms etc. available from the school. Members are elected for a two-year term, with four positions elected each year.

Responsibility
The School Council are responsible for the Development and Management of Policy of the school in conjunction with the Principal. The School Council and Principal are also responsible for the financial management of the school. Wallington Primary School has developed a Program Budget approach to ensure the allocation of resources meets the specific needs of the curriculum and students.

Meetings
Meetings of the School Council take place (twice a Term) on a dates set at the beginning of the school year. Meetings commence at 3.45 p.m. and are held at the school. Any interested parent or member of the School Community is eligible to attend any meeting of Council as interested observers. School Council meet a minimum of eight times per year.

SCHOOL MAINTENANCE
The school is TOTALLY responsible for maintenance of all buildings and grounds in conjunction with the Regional Facilities Unit of the Department of Education and Early Childhood Development.
The school is responsible for all school maintenance including broken windows, sewerage problems and water supplies, painting and repairs to fixtures. Working Bees are organised once a term to do some addition cleaning up and maintenance. Families are rostered on once a year, but every family is welcome to attend any of the working bees.

**SCHOOL PHOTOGRAPHS**
School photographs will be taken annually at the school. All photographs are taken by a professional photographer and parents are under no obligation to purchase.

**SPECIAL/HOT LUNCHES**
The ‘Parents and Friends’ co ordinate Sushi Wednesday. This occurs each Wednesday of the term. Orders must be placed early Tuesday in a brown paper bag with your child’s name and order clearly written on the front. The Menu is available on the school’s website [http://www.wallington-ps.vic.edu.au](http://www.wallington-ps.vic.edu.au).

Other special hot lunches maybe available from time to time. Details will be included in the newsletter. Orders are placed in the white cupboard in the hallway. It is important for catering purposes that orders are returned by the due date as often it is not possible to cater for late orders.

**SPORTING ACTIVITIES**
All students are allocated to a house upon enrolment. There are 3 houses:

- Moorabool Blue
- Connewarre Green
- Barwon Red

Students are required to change for sport on a Friday or they are permitted to wear their sports uniform on this day. Teachers may also allocate other PE days where sports uniform is required.

Sports uniform may be purchased at any of the department stores. It consists of:

- Polo shirt in house colour
- Navy blue shorts
- White socks
- Runners

**STRAWBERRY FAIR**
The major fundraiser of the school is the Wallington Strawberry Fair, which is held on **the first Sunday in March** to raise valuable funds for the school and provides a variety of educational experiences for students. This is a great way to be involved in the School community and get to know other families while having fun and raising funds for the School. Many families help out with the running of the fair which is greatly appreciated.

The fair is co-ordinated by a FAIR COMMITTEE who meets regularly. We welcome any parent to assist with the organisation by joining the committee and we actively seek parental support prior to and including fair day, to volunteer their help.

This is the one event in the School year whereby we require all families to work together. Support can come through making cakes/slices, filling lucky dip bags, setting up prior to the event, post event pack up, distributing promotional materials etc.
STUDENT REPORTS
An individual written report as well as an interview involving the student and parent is held mid year. A final report is sent home at the end of the year.

SUN PROTECTION/SUNSMART POLICY
The school is an accredited Sun Smart school. The wearing of broad brimmed hats is a compulsory part of the uniform when the UV index is above 3. Hats are to be worn between October and April.

SWIMMING
An intensive swimming program is offered to students in years prep to 3. Students work through levels of achievement, with water awareness and safety paramount, along with swimming technique. This is conducted in Term 4 at the Ocean Grove Aquatic Centre. Qualified instructors are provided by the centre.

VISITING PERFORMERS
The school invites Visiting Performers to entertain and broaden our student’s knowledge and experiences. These can be art or music related or follows a theme. We endeavour to keep the cost of these to a minimum. Parents will be notified by note when these occur

WEBSITE
Our website address is www.wallington-ps.vic.edu.au.

We have an interactive website that we update regularly with the news and events that are going on at the school at any given time. It is loaded with lots of important information about our school and the site has other benefits such as a 3 day weather forecast for Melbourne and a Google search feature.

Once you have visited the site, we ask that you please make it your homepage so you can stay up to date with what’s going on at the school on a day-to-day level. Alternatively, you can save it to your ‘Favourites’ for quick access. Our website is also a fundraising vehicle for us; we receive revenue from the website’s advertisers. This means the more page views/clicks our website gets, the more money we raise!

On the website you will find our Event Calendar that gives you all the details of what events are coming up in the coming week/month/year. If certain events require additional information such as a permission slip for an excursion, we upload the PDF copy to the site. We will uploaded many of our forms,policies, and notices to the site, such as camp and excursion notices etc. Details about each year level’s curriculum and programs are on the site, as is information on any special programs we run such as Active After School Communities.

If you are looking for information about our school, our contact details or where to find us, it’s all on our website!

WHOLE SCHOOL THEME DAYS
Throughout the year, the program of the school is broadened to include whole school activity days, which follow a thematic approach. Wherever possible the school related whole school topics according to the VELS Framework through an integrated approach. The topics are planned over a two-year cycle and enable the school to undertake a variety of whole school activities. These provide an opportunity for multi-age groupings, inviting out of school
performers to share activities with students and also to have fun. Usually one of these is held each term.

**YARD SUPERVISION**

Staff are scheduled for yard supervision 15 minutes prior to school and again at the school entrance after school for 15 minutes. In addition, each recess time and lunch time is supervised by at least one member of staff.
FOR NEW PREP STUDENTS

TIPS FOR THE FIRST WEEK

1. Allow plenty of time in the mornings so you are not rushed. Arrive on time, allowing 10 to 15 minutes before the bell. More time than this can seem like a “long” time and be a strain on both parents and children.

2. Once you say goodbye try not to linger. Say a cheerful goodbye and depart. Your anxieties can easily be passed on to your child, and they will settle more quickly.

3. By having a positive attitude yourself, your child will probably have a positive attitude too.

4. Answer all your child’s questions carefully and find out answers if you are unsure about anything. We are more than willing to answer all queries.

5. Being at school for a whole day in hot weather can be quite tiring, so don’t expect your child to feel enthusiastic about you taking them shopping etc. after school in the first few days. Try as far as possible to allow them to go home and rest if necessary.

6. When picking up your child instead of “What did you do today?”, try “Did you have a fun day?” This increases a level of positivity and assists children with the transition to School. Show an interest in what your child has done at School and be supportive.

7. Don’t pack “big” lunches for your child, unless they are accustomed to it. Many children don’t eat large lunches when first beginning school. Two or three small snacks are often better. Include a piece of fruit. Where possible, try not to use Glad Wrap as this can be frustrating. Instead we recommend small containers, particularly for “brain food”. Please ensure all containers are clearly labeled.
HELPING TO PREPARE YOUR CHILD FOR SCHOOL

1. **Prior to commencing school:** Visit the school as often as possible - even if only for 5 minutes to play on the equipment (please supervise). This type of visit assists in making the children more familiar with the school.

2. Encourage him/her to be able to say their name clearly and write or recognise their christian name.

3. Clearly name everything your child brings to school. Talk about your child’s belongings with him/her so that they will be recognised readily – this includes clothing, personal belongings, containers etc.

4. Show an interest in what your child does in school and encourage him/her to discuss the day’s activities. Discuss immediately with your child’s teacher any problems you may have. A young child often misinterprets things and such discussions may quickly clear up any misunderstanding. Help your child know that he/she can talk to his/her teacher at any time. We all know how it feels to be worried, upset or frightened.

5. When sending money to school please put it in a sealed envelope and write your child’s name, class and what the money is for on the outside.

6. Stress that your child should never leave the playground during school hours or wander off when being met by you or an older brother or sister.

7. Watch for signs of fatigue in the first weeks – the introduction to school can be tiring and an earlier bedtime may be necessary. You can help the classroom teacher to understand your child’s behaviour at school by discussing relevant issues.

8. Advise the teacher of interruptions to home routines, such as holidays, prolonged hospital stay of parent, moving plans involving change of school, new baby, family separation, hospitalisation of the school child etc.

9. Set a single standard of behaviour. Parents and teachers should ideally work together in establishing clear, consistent standards of acceptable behaviour. Discipline should be honest, fair, gently firm, always involving explanation and leading towards self discipline.
Language learning is a natural progression. Children learn to speak, write and read with constant exposure to good models.

Children learn to crawl, walk and talk at different ages. Children progress at individual rates; therefore they should not be compared to one another. It is normal for them to write stories and read at different ages. Prep year is preparation for formal teaching. It should be fun, motivational and exciting. Take time to share, talk, listen, experience, record – learning comes through experiencing, not telling.

YOU CAN HELP BY:

**Maths:**
- Talk to your child about Maths in everyday things in and around the neighbourhood.
- Involve them in:
  - Cooking: measuring, counting, weighing and sharing.
  - The yard: finding patterns in plants/leaves, paving, counting, colours.
  - The playground: language of Maths on the slide, under the tree, up the tree, over the fence.

**Writing:**
- Let your child do “invented writing”. Ask them to read what it says. Write their told story underneath. This way they gradually learn from your model.
- If they try to spell a word, praise them for their attempt.

**Reading:**
- Share books with your child every day.
- Discuss the pictures in the books. Children should use pictures as a guide.
- It is recommended that opportunity be provided for the child to predict the story by looking at the pictures first, before actually reading it.

**Handwriting:**
- Allow children to experiment with writing in their own way. A scribble to us is a normal writing stage.
- Ask children to tell you about their scribbles, then their pictures. They may like you to write a sentence on it.
- If you help children write their name, please start with a capital and use Victorian Modern Cursive for the rest.
- Beginning writers may find upper case easier.

Victorian Modern Cursive example:

```
The quick brown fox jumps over the lazy dog. 1234567890
```
REQUIREMENTS for Preps

Diary folders are provided for the children’s “take home” requirements such readers, diary etc. A reading log booklet will be used to develop regular reading habits.

Children will require chair bags (Preps) and art smocks (or an old t-shirt).

Here is a simple pattern for the chair bag:

- Two pieces of fabric cut to measure 50cm x 125cm.
- Sew right sides together, around 3 edges, and then turn in the “right way”.
- Close the opening, and iron.
- Fold into 3 and stitch up sides (Finished product should be about 45cm x 120cm.)
- This makes a strong reversible chair bag.
- The bag may be decorated e.g.: puff paint etc.

A spare set of underwear, bottoms and socks. A change of clothing is always handy, as you can never guess when the weather may change, or an accident may happen.