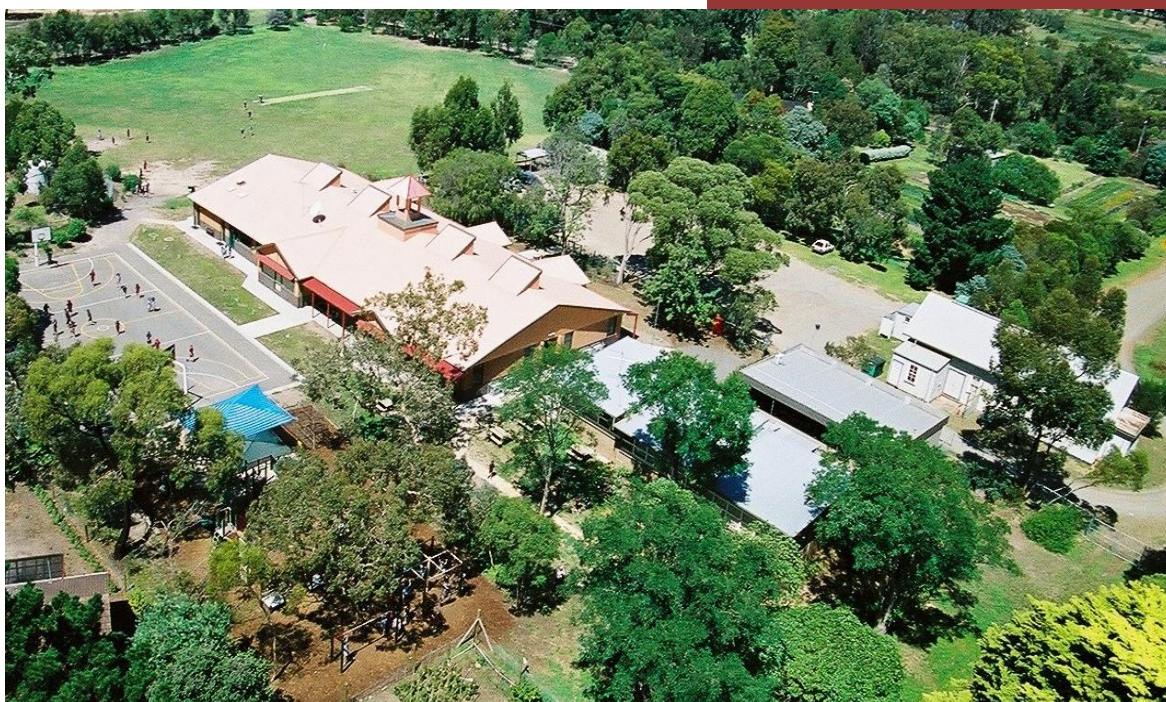




Wallington Primary School

Through Knowledge to Wisdom

School Information Booklet



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2020

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WELCOME TO WALLINGTON PRIMARY SCHOOL

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.

Glen Lauder
Principal

Our Vision Statement

At Wallington Primary School, we provide an inclusive, quality education for all students where respect, responsibility and resilience are valued and embraced.

Our values are:

Respect
Resilience
Responsibility

GENERAL INFORMATION

School Terms

Can be found at:

<http://www.education.vic.gov.au/about/keydates/Termdates.htm>

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 in attendance, 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 Curriculum

The Victorian Curriculum F–10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship.

The Victorian Curriculum F–10 incorporates the Australian Curriculum and reflects Victorian priorities and standards

LEARNING AREAS	CAPABILITIES
The Arts <ul style="list-style-type: none">• Dance• Drama• Media Arts• Music• Visual Arts• Visual Communication Design English Health and Physical Education The Humanities <ul style="list-style-type: none">• Civics and Citizenship• Economics and Business• Geography• History Languages Mathematics Science Technologies <ul style="list-style-type: none">• Design and Technologies• Digital Technologies	Critical and Creative Thinking Ethical Intercultural Personal and Social

INFORMATION... A to Z

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 24.

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, phone the school to advise that they won't be attending or via the School App.

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. This is a part of the school's emergency management policy as we must account for all children's whereabouts.



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 DET 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, hot lunches and fundraisers. Money for these purposes is to be placed in the appropriate drawer.

Electronic payment is the preferred method of payment for school activities. *Please see page 16 for more information.*

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. Year 3/4 alternate between Log Cabin (2018) and Creswick (2019). Year 5/6 alternate between Blue Light Youth Camp (2018) and Urban Camp (2019).

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 school grounds until their parents collect them. In the interest of child safety parents must 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 Newsletter). The newsletter contains a calendar of events as well as other important information.

http://www.wallington-ps.vic.edu.au/text/newsletters_ahdr.htm

Skoolbag App

Important alerts and information and the weekly newsletter are sent via the Skoolbag app. Absences and student update (change of information) can also be made via Skoolbag. For full instructions, go to:

<http://www.skoolbag.com.au/forparents.php>




CSEF (Camps, Sports and Excursions Fund)

The CSEF is a Victorian Government subsidy for families holding a valid means-tested concession card or temporary foster parents. This subsidy provides payments for eligible students to attend camps, sports and excursions. Applications can be made through the office. It is up to the parents to keep track of the amount used. Any unused funds will be rolled over at the end of the year or transferred to high school if applicable.

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 Training, 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.

School Wide Positive Behaviour

Wallington Primary School Positive Behaviour Matrix						
	Always All the Time	Learning Areas	Outside Areas	Digital	In the Community	
	Respect Be kind and inclusive <ul style="list-style-type: none"> We listen and follow instructions We keep our hands, feet and objects to ourselves We include others We use our manners We use kind words and kind actions 	<ul style="list-style-type: none"> We allow others to learn We listen and value others' ideas We actively participate and cooperate We move between areas quietly with care 	<ul style="list-style-type: none"> We agree on and follow game rules before starting We play fairly and include others We take turns and share spaces We look after our school environment 	<ul style="list-style-type: none"> We carry digital devices safely with two hands We keep our passwords to ourselves We take care of our digital devices We use positive language 	<ul style="list-style-type: none"> We wear our uniform with pride We listen to instructors/presenters We represent Wallington Primary School in a positive way 	
	Resilience Keep trying and move on <ul style="list-style-type: none"> We challenge ourselves We always have a go We look for solutions We try our personal best 	<ul style="list-style-type: none"> We take learning risks We persist with tasks We try again when we make mistakes We accept others' decisions 	<ul style="list-style-type: none"> We can play with different people We show good sportsmanship We get along and compromise We treat others how we want to be treated 	<ul style="list-style-type: none"> We share and take turns We are patient We persist and then ask for help 	<ul style="list-style-type: none"> We actively participate We will try new things 	
	Responsibility Make good choices <ul style="list-style-type: none"> We follow school expectations We move safely around the school We take care of personal belongings We look after our school equipment We wear the correct uniform 	<ul style="list-style-type: none"> We are on time, organised and ready to learn if needed We make the most of our learning time We keep our learning areas tidy 	<ul style="list-style-type: none"> We return equipment to where it belongs We put rubbish in the bins We use toilets and taps appropriately We are sun smart 	<ul style="list-style-type: none"> We use it, return it and charge it We only use our own log in We follow the ICT agreement We will only use ICT for our learning 	<ul style="list-style-type: none"> We care for others' property We move safely when arriving and leaving the school We walk with an adult in the carpark 	

DET

These letters stand for the Department of Education and Training. The term DET is commonly used in newsletters and circulars to parents.

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 DET policy. Please ensure that your emergency contacts are current and their phone numbers are correct.

EMERGENCY MANAGEMENT PLAN (EMP)

The school has an extensive Emergency Management Plan. In the case of an emergency it is this document that we follow. Wallington Primary School is committed to providing a safe and secure environment for all children, students and staff. Every education and care service, children's

service (early childhood services) and school in Victoria is required to have an Emergency Management Plan (EMP).

Our EMP records the school's emergency management arrangements. The well developed EMP includes preparedness, prevention and response strategies, agreed staff emergency management roles and responsibilities, and a site specific risk assessment.

The Principal and teachers have a duty of care to take reasonable steps to prevent injury to children and students under their care. This duty can be seen to extend to taking reasonable steps to identify, assess and manage risks, and reasonable steps to plan, prepare, respond and recover in an emergency.

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.

ESSENTIAL EDUCATION ITEMS

Essential Education Items \$200 per child

Voluntary Contributions:

Parents are invited to make voluntary contributions to the Library and Building/Environment Funds for any amount they wish to nominate.

The school purchases all essential education items for children. The levy is requested in Term 1, with payments due by the end of February each year. The School Council policy is that all essential education items payments or arrangements to pay should be made prior to the end of February with the Principal. Parents have options to make payments in full, 2 payments per year (each semester) or 4 payments (each term) as well as other parent nominated arrangements. Special circumstances and consideration of hardship will always be taken into account.

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.



EXTRA CURRICULA ACTIVITIES

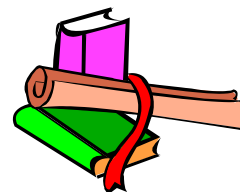
At Wallington we provide extra curricula activities such as Art Programs, Sporting Schools, Clinics etc. Depending on the circumstances these activities may incur a fee. In these cases it is a user pays and may not qualify for the use of the Camps, Sports and Excursions Fund.

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. This culminates with the final assembly for the year.



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 for themselves and/or a sibling. Icy poles are sold for \$1. The money raised from the sale of icy poles supports senior school activities. This is run at lunch time throughout most of the year.

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. School Council is currently discussing the pros and cons of a Bring Your Own Device (BYOD) program at Wallington

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 DET guidelines. Further information can be found at the following link:

<http://www.education.vic.gov.au/aboutschool/childhealth/immunisation.htm>

See following for a list of 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.

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chicken pox	Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Herpes ('cold sores')	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	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
Meningitis (bacteria)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced	Not excluded
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea present	Not excluded

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 outside the Sick Bay/First Aid room.

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.

LUNCH ORDERS

Lunch orders are on every Wednesday and available from an outside provider. Orders must be placed online through QquickCliq at www.QuickCliq.com.au no later than Wednesday by 7.00 am. Special dietary requirement requests can be made via mjshaw@bigpond.net.au.

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.

NEWSLETTER / NOTICES



A newsletter is published every week featuring 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.

<http://www.wallington-ps.vic.edu.au/page/79/Newsletters>

The newsletter is also available via the school app, Skoolbag. To download Skoolbag, go to:

<https://skoolbag.com.au/forparents.php>

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

Membership to the "Parents and Friends" is open to all parents of the school. Parents and members of the community can attend meetings on a casual basis. It is a great way to become involved in the school. The "Parents and Friends" 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.

PAYMENTS

As a school we, from time to time, request payments for excursions and camps etc. These can be done in the following ways:

EFTpos BPay QKR Cash Cheque

QKR App – to download, go to: <http://www.wallington-ps.vic.edu.au/articles/39>

Excursions can be paid via the classroom (if Cash or Cheque only). All other monies to be paid through the office.

For Camps and excursions – If you are in receipt of the CESF just tick the box on the permission form. Please be aware of the balance available.

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. Antibacterial hand wash is also available in classrooms.

PHYSICAL DISABILITIES/MEDICAL CONDITIONS

If your child has any conditions which the school should be aware of, please inform the school with details. Students who have asthma must provide an Asthma Management plan signed by their doctor. Any student who has severe allergies requiring an epipen must also provide a Management plan signed by their doctor.

SCHOOL UNIFORM

The wearing of school uniform is compulsory. The school does not allow children to wear jewellery, except for stud type earrings. This is 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 toe sandals are not permitted.

The Uniform Supplier is **Looking Smart at Ocean Grove – Tel: 52563788 or 0422802500**
See Uniform Price List in the enrolment pack.

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 APP (Skoolbag)

Important alerts and information and the weekly newsletter are sent via the Skoolbag app. The App is available for iPhone and Androids and can be downloaded from iTunes or Google Play. The app is free of charge and can be used to send in absence notes and update parent details. For full instructions, go to:

<http://www.skoolbag.com.au/forparents.php>



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 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. 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 Training.

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 additional 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" conduct a special morning tea or lunch from time to time. Details are 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 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 Thursday and 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.

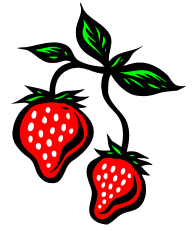
Sports uniform may be purchased at any of the department stores. It consists of:

- Polo shirt in house colours:
- 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 that 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 where 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., but most importantly on the weekend of the fair.

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 when these occur.

WEBSITE

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

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

We have an interactive website that we update regularly with the news and events that are happening 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.

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.

You will find school forms, policies, and notices on the site, such as camp and excursion notices etc. Details about each year level's curriculum and programs are on the site, as well as information on any special programs we run such as Sporting Schools.

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 these topics are planned according to the Victorian Curriculum 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

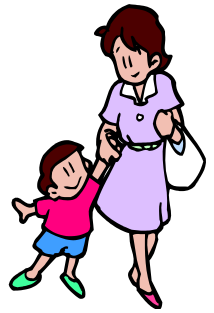
Staff are scheduled for yard supervision 15 minutes prior to school and again at the school entrance after school for 15 minutes. In addition, each recess time and lunch time is supervised by at least one member of staff. Children are aware of the teacher yard duty roster and locate the staff member if a problem arises.



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 labelled.



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.



**HOW YOU CAN HELP WITH READING,
WRITING, SPELLING AND MATHS**

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. 1 2 3 4 5 6 7 8 9 0

REQUIREMENTS for Preps

Name: _____ Date: _____

My Reading Log

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

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.

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

