



SCHOOL HANDBOOK

BILLSON STREET WONTHAGGI
03 5672 1600



INDEX

Page 3	INTRODUCTION
Page 4	<u>SCHOOL INFORMATION</u> School Contacts & Term Dates
Page 5	Current School Hours & Foundation Dismissal
Page 6	<u>READINESS</u> Getting ready for school
Page 7	<u>FIRST DAY</u> First Day arrangements
Page 8	<u>COMMUNICATION</u> Absences & Absence notes School Banking Canteen
Page 9	<u>HEALTH</u> - Dental Health Service - School Nurse Library
Page 10	Lunches Medications at school Money
Page 11	Newsletters Punctuality and Late Arrivals Parents collecting Children - Dismissal time - Early leavers – Sign Out Book
Page 12	Parent / Teacher Contact Facebook Compass Parent Portal
Page 13	<u>REQUIREMENTS FOR SCHOOL.</u> Photos Art Smock School Bag Book Bag Change of clothes
Page 14	Tissues Uniform
Page 15	- Naming of clothing & other property
	<u>CURRICULUM</u> <u>Key Learning.</u> Literacy Spelling Reading
Page 16	Writing Maths Handwriting Illustrations of Handwriting
Page 17	Dolphin Groups P - 6 Perceptual Motor Program – PMP Water Safety
Page 18	What else you can do to help?
Page 19	<u>CONCLUSION</u> Parent – Teacher Partnership Parent Participation

WONTHAGGI PRIMARY SCHOOL

INFORMATION BOOK 2022

INTRODUCTION

We hope that the information contained in this booklet will assist you in making your child's time at school both enjoyable and educational.

It is by teachers and parents working together that children develop better attitudes to school and learning.

We look forward to sharing a very enjoyable and exciting time with you as your child progresses, develops and matures at Wonthaggi Primary School.



SCHOOL INFORMATION

SCHOOL CONTACTS - 2022

ACTING PRINCIPAL:	Mrs Wendy Truett
ASSISTANT PRINCIPAL:	Mr Thomas Burdekin
TEACHING AND LEARNING COORDINATOR:	Mrs Megan Leversha
SCHOOL OFFICE STAFF:	Mrs Georgina Kibble
	Mrs Angie Lower
	Mrs Lianne Pearce-Finnegan
	Mrs Kylie Tiziani
JUNIOR SCHOOL COORDINATOR:	Ms Joanne Savona
FOUNDATION TEACHERS:	Ms Emily Laughlin
	Ms Joanne Savona
	Ms Taya Annand
SCHOOL PHONE:	03 5672 1600
SCHOOL ADDRESS:	18 BILLSON STREET, WONTHAGGI
POSTAL ADDRESS:	PMB 101, WONTHAGGI. 3995
E-MAIL:	wonthaggi.ps@education.vic.gov.au
WEB PAGE:	http://www.wonthaggips.vic.edu.au
	Find us on FACEBOOK



TERM DATES – 2022

2022 Term Dates for Wonthaggi Primary School

Term 1	Wednesday 26 th January	Australia Day
	Friday 28 th January	Teaching Staff return
	Monday 31 st January	All Grades commence at 8:50am
	Monday 14 th March	Labour Day
	Friday 9 th April	Last day of Term 1 – 2:30pm finish
	Friday 15 th April	Good Friday
Term 2	Tuesday 26 th April	Term 2 commences at 8:50am
	Monday 25 th April	ANZAC Day
	To be advised (online May)	NAPLAN Year 3 & 5
	Monday 13 th June	Queen's Birthday Public Holiday
	Friday 24 th June	Last day of Term 2 – 2:30pm finish
Term 3	Monday 11 th July	Term 3 commences at 8:50am
	Friday 16 th September	Last day of Term 3 – 2:30pm finish
Term 4	Monday 3 rd October	Term 4 commences at 8:50am
	Tuesday 1 st November	Melbourne Cup Public Holiday
	Tuesday 20 th December	Last day of Term 4 – 1:30pm finish

Please note: There will be additional student free days to be confirmed early in 2022

SCHOOL HOURS

8.50am		Children can enter buildings and settle for the day.
9:00am		School commences
11:00am	to 11:10pm	Supervised lunch
11:10am	to 12:00pm	Lunch Play
2:00pm	to 2:30pm	Afternoon Recess
3:30pm		School Dismissal

*Yard supervision commences at 8:50am, so we request that children **do not arrive before that time.** After school, children are supervised at each gate until 3:40pm.

It is most important that children arrive at school on time. Children arriving late for class tend to disrupt the other children in the grade and your child will also find it difficult to “slot into” the lesson. Should you be running late, you should send your child via the office for a late pass. This is then handed to the teacher to let them know the lateness has been recorded by the office.

FOUNDATION DISMISSAL DURING FEBRUARY

During Term 1, Foundation children will attend school from 9:00am – 3:30pm, four days a week, Monday, Tuesday, Thursday & Friday.

Foundation Children will not attend school on Wednesdays during First Term as part of their transition program which aims to settle all children into school routines gradually. Please note that parents will be asked to book their children in for individual appointment times on Wednesdays in February for Foundation Teachers to conduct individual student assessment work.

The Department of Education & Training (DET) recognises that the First Term of school can be tiring for very young children, especially during hot weather; therefore some flexibility in school hours and attendance is permitted.

**FOUNDATION CHILDREN
MUST BE COLLECTED
FROM THE CLASS
PIC UP/DROP OFF AREA
BY EITHER A PARENT OR
A RESPONSIBLE ADULT
WHO HAS BEEN
AUTHORISED BY THE
PARENT.**



READINESS

GETTING READY FOR SCHOOL

Beginning at school is an exciting time for your child. These holidays will probably seem endless for your Pre-schooler who is just longing to use that special new school bag or lunch box. Many small things you can do at home will help make your child's first few days at school easier.

Use the holidays as a time to play "going to school".

It will be helpful to your child if you can teach him/her to do these things for him/herself before he/she comes to school:-

- ❖ Go to the toilet unaided and know how to flush it, and to wash his/her hands afterwards. Be sure your boy understands how to use a urinal.
- ❖ Encourage your child to take off his/her own outer garments and turn them right way out. Learning to cope with buttons, zips etc independently.
- ❖ Recognise his/her own name on his/her clothing.
- ❖ Pack a "school lunch" and eat it without any assistance. (For some children even that plastic wrap can be an insurmountable challenge!) You might even like to walk up to the school and spend some time in the ground with your child.
- ❖ Teach your child how to open and close his/her school bag, lunch box and drinking flask.
- ❖ Have a go at packing the school bag, zipping it up and be able to hang up his/her bag.
- ❖ Know, and be able to say clearly his/her full name and address.
- ❖ Take a message correctly.
- ❖ Understand and carry out an instruction.
- ❖ Sit quietly for a short time.
- ❖ Have some experience of playground equipment, such as climbing frames.
- ❖ Speak quietly indoors.
- ❖ Pack away toys after use.
- ❖ Wipe up spilled water, paste etc.
- ❖ They should be able to remove shoes and socks and put them back on the correct feet. The children need to be taught how to undo laces without leaving a knot. If they are able to do up their laces, that would be great.



FIRST DAY

FIRST DAY ARRANGEMENTS

Foundation children commence school on Tuesday 1st February. For the First Term, Foundations children will not be required to attend school on Wednesdays.

Classrooms are open at 8.50 a.m. On arrival at school your child should be already enrolled, so please go straight to your child's pick up/drop off point, introduce him/her to the teacher, reassure your child you will be there to collect them at 3.30pm, give them a smile and leave. Tell him/her that this is what will happen. Grade lists will be prominently displayed on classroom doors if you are unsure of your child's class, or simply ask a staff member for assistance.

To help your child settle quickly, we ask that parents leave as soon as possible.

A distressed or over anxious parent will not help him/her settle down happily in his/her environment.

If your child is particularly distressed, you may phone at recess time.

Please collect your child from their pick up/drop off point at 3:30pm. (Please try to be prompt. If you are unavoidably detained, please contact the office). Waiting can be very distressing for Foundation Students.

PROBLEMS

If you have any problems concerning your child and/or the school please ask your child's teacher, Junior School Coordinator or the Principal for a suitable time to discuss the problem.

Problems only have a tendency to get bigger if you keep them to yourself. Share your concerns with someone who can help you.



COMMUNICATION

ABSENCES AND ABSENCE NOTES

If your child is absent, you can mark an absence note on compass. You can also phone the school on the morning of the absence or send a written note of explanation to your child's teacher when the child returns. **The best place for ill children is home with a carer.** If the child's absence is going to be lengthy e.g. family holidays this can also be noted on Compass however it is also best to notify the child's teacher.

If you need your Compass login details simply contact one of the friendly office staff on 5672 1600.

Changes to your child's routine also need to be communicated to the office. For example, your child is not catching the school bus, there are After School Care changes or any other collection changes.

SCHOOL BANKING

Due to many families now utilising online banking and the lack of regular deposits being made, the school banking system has ended.

Please contact your local Bank Branch for further information about banking for your child.

CANTEEN

Our school usually has a canteen which operates Monday to Friday, however this is currently under review with many options being investigate which need to be presented to school council. We are looking for options that best support the "healthy food" policy and meets strict canteen guidelines and hope to have it back up and running in Term 2.



HEALTH

DENTAL HEALTH SERVICES – VICTORIA

The SCHOOL DENTAL SERVICE provides dental treatment and dental health education for school children. It provides general dental care to children every two years while children identified with a greater need may be seen more often.

General treatment is provided by dental therapists and more complex care is performed by a dentist.

Specialist dental care is not provided but referral to dental specialists can be arranged.

All primary school children, concession card holders and their dependants in year levels 7-8 (secondary school children) can use this service. You can contact the School Dental Service at Bass Coast Health on 5671 3268.

SCHOOL NURSING PROGRAM (HUMAN SERVICES) ~ FOUNDATION SCREENING

This program will be conducted to assess all Foundation children and is undertaken in the first half of the school year. Confidential forms need to be returned a.s.a.p. to take advantage of this service. Hearing, speech and vision are assessed, and children are referred on to specialists if required.

LIBRARY



Foundation children begin borrowing library books in their first year at school. It is preferred all children have a library bag to take their borrowed books home in.

In the Library, the children learn about book parts, cover, spine, call numbers, title barcode concepts of the author/illustrator/ characters and as well as shelving and borrowing procedures. Work is integrated where possible with classroom themes.

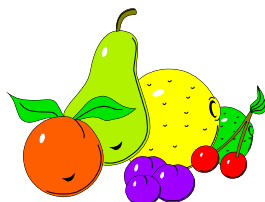
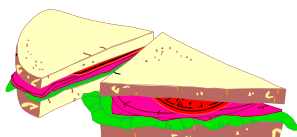
LUNCHES

Give Foundation children small lunches for the first week, as children are often unable to eat much in the first days of school. Lunch is at 11:00am. Make sure your child understands what is for playlunch and what is for their lunch. It is suggested that you wrap playlunch and lunch separately for the first few weeks.

We support 'Nude Food' to reduce rubbish, so send your child's food in reusable containers when practical. ***Glass bottles and ring pull (drink and fruit) cans are prohibited in this school.*** They are potentially dangerous, so please use plastic containers for drinks and food.

The school has a healthy food policy, and strongly discourages the eating of junk food. Lollies, (particularly those on sticks), should not be sent to school.

Fresh water is available for drinking and frozen drinks are excellent for very hot days.



MEDICATION AT SCHOOL

For the health and safety of our pupils all medications that pupils bring to school will be stored centrally at the main office and dispensed from the main office. A register will be kept of medications dispensed by the office staff. An Asthma, Anaphylaxis or Allergy Plan must be registered at the beginning of the year. All medication given will need to be accompanied by a pink Medication Administration Form which can be downloaded from our website or copies are held at the office.

MONEY

When children need to bring money to school, please place it in a well sealed envelope with the child's name, class, room number, amount and reason on the outside. Please ensure that the envelope is securely sealed; some self sealing envelopes tend to work their way open, so some adhesive tape or staples helps to keep the money secure.

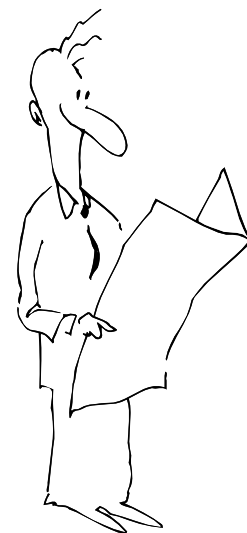
Example:

Susan Smith Foundation A, Rm 4 Zoo Excursion \$5.00 enclosed

NEWSLETTERS

The school's newsletter is published fortnightly and sent out online via Compass and Facebook on a Monday. The newsletter is important and contains important communication between the school and the parents. Please read it and if you are unable to view it online simply call the office for a copy to be sent home with your child.

Special announcements pertaining to your child's class are often published on Compass, Facebook and in the newsletter.



PUNCTUALITY AND LATE ARRIVALS

It is vital that children arrive at school on time. Our timetable begins promptly at 8:50am. The first part of the morning sets the scene for the day and missing that time of interaction and sharing can make for confusion. Should your child arrive late, he/she must report to the office and collect a late pass which is to be given to the class teacher. Please call and advise why your child was late so that a note can be marked on Compass.

PARENTS COLLECTING CHILDREN

- DISMISSAL TIME

Make sure your child understands where you will meet him/her each day when school is finished. It is very important, if the child is to feel secure, that his/her parents meet him/her on time.

- SIGN OUT ON COMPASS KIOSK – Early leavers

There will be occasions when it will be necessary for pupils to leave school prior to the normal dismissal time. On these occasions, children must be collected by a parent or guardian or authorised adult. Parents must SIGN THEIR CHILDREN OUT using the Compass Kiosk located at the main office.

A yellow PUPIL AUTHORIZATION COLLECTION CARD will then need to be handed to your child's class teacher before you collect your child. This is a legal requirement.

No child will be allowed to leave the school during the day unless this procedure is followed.

(PLEASE NOTE: Currently during Covid restrictions Parents can call the office to have their child brought out to the front gate for early collection, staff will then mark and early collect on your behalf.)

PARENT / TEACHER CONTACT

Communication between teacher and parents is a vital part of your child's development. It is therefore advisable to discuss any concerns or relevant information about your child with your child's teacher. Times to do this vary.

Formal parent/teacher interviews are usually arranged early in the school year and again at mid year report time. Informal discussions are welcome, although not during actual class time.

By mutual agreement, before school or after school are more convenient times for teachers. Should you wish a more formal arrangement to occur then please ring the school for an appointment.

Appointments to see the Principal may also be made if the need arises. Teachers also welcome a chance to discuss programs with parents and while this is usually done formally at the beginning of the year, you may discuss programs with teachers, providing an appointment has been made.

FACEBOOK

The school has a Facebook page. This is a great place for staff to communicate and share day to day activities and important messages with Parents/Carers. Simply find and like us on Facebook.

COMPASS

Compass is a secure school management program utilised by the school as a main communication source. Through Compass Parents/Carers will receive important communications, be kept informed about your child's learning progress, be provided with access to your child's attendance history, can mark absences online, receive information about events, your child's reports and be able to update your personal information such as addresses and phone numbers.

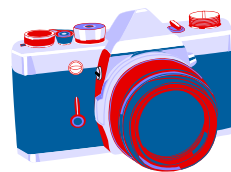


You can access Compass at your convenience from a computer or by downloading the Compass Portal App from Apple or Google Play stores. If you have not received a login letter with your unique login details, simply contact the office on 03 5672 1600.

A Parent's Guide to compass can be found on our School Website at <http://www.wonthaggips.vic.edu.au> under 'Useful Links'.

PHOTOS

During the year, parents are given the opportunity to purchase individual and class photos of their children. Notice of the date and cost of photos will be advised via Compass, facebook and the school's newsletter. If during publicity shots you do not wish your child to be photographed, please let the office know.



REQUIREMENTS FOR SCHOOL

ART SMOCK

Each student requires an art smock for classroom work. An old shirt makes a great art smock and helps to protect clothing. Children are often involved in messy play and work activities, so it would be great if your child has a smock (clearly named) at school at all times.

SCHOOL BAGS

Simple school bags without lots of pockets are best. Large bags are very heavy when loaded. Please don't put your child's name on the outside of their school bag for safety reasons - however a distinctive tag or ribbon can help a child readily identify their bag from many that are similar. A green school bag with a removable flap and our logo can be purchased through the Uniform Shop. A reader bag is provided when your child starts school, if this is lost a replacement bag may be purchase for \$10.00 at the office.

SCHOOL HATS

Sunsmart Policy requires hats to be worn in Term 1 and Term 4. Remember, 'No Hat No Play'. Bucket and broad brimmed hats are \$10.00 and can be purchased from the school office by calling 5672 1600 and paying over the phone. The hat can then be given to your child.

CHANGE OF CLOTHES

A spare pair of pants and underwear, named, kept in their school bag is a good idea in case of small accidents or wet weather.

TISSUES

As we do not supply tissues, each child in the junior school is asked to supply a box of tissues at the beginning of the year. These are then made available for children to use throughout the year.

SCHOOL UNIFORM

All students are expected to attend school wearing the prescribed uniform as outlined in the 'Student Dress Code'. Students will not be able to attend school excursions if school uniform is not worn.

All Students

- Bottle green and white checked A-line dress
- Bottle green shorts, pleated skirt, skorts or pants or tracksuit pants
- Grey pants, tracksuit pants or shorts.
- Leggings only to be worn under a dress or skirt. These are to be black, white or green
- Bottle green polo or bottle green and white sport polo shirt.
(The white polo will be phased out by the end of 2017.)
- Bottle green polar fleece ½ zip jumper, full zip polar fleece jacket windcheater, fleecy windcheater, fleecy hoodie or full zip fleecy hoodie.
- Socks to be white, grey, green or black.
- Appropriate shoes.
- Approved Wonthaggi Primary Sun Smart hats – Green. These must be worn from the beginning of September, through the Summer period, until the end of April, as outlined in the Sunsmart Policy.
- Year 6 students may purchase a special Grade 6 windcheater.
- The Wonthaggi School logo is the only permitted logo.

Sports

- School house sports T-shirts or t-shirts in house colours
- Bottle green and white sport polo shirt
- Shorts or sports skirts

The school has a 'Sun smart policy' which requires that all children wear a school sun hat. These hats must be worn between September 1st and April 30th. A 'no hat – no play' rule will apply.

Make up is not to be worn at school. Stud earrings and sleepers worn in the ears, and watches are the only acceptable forms of jewellery.

Uniforms can be ordered by visiting TWW-Totally Workwear, 11 Murray Street, Wonthaggi (please note there is approximately a 10 day turnaround).

NAMING OF CLOTHING AND OTHER PROPERTY.

Please name all items of clothing (including shoes), as well as all other property children bring to school, lunch boxes, drink bottles etc. Please ensure that your child can recognise his/her name on these items. Coloured tags on pull on boots often help children to identify their own boots and names in black on the outside rim of hats helps to prevent them being misplaced.

CURRICULUM & KEY LEARNING

All children arrive at school at different stages of maturity and it is our aim to allow each child to develop at his/her own rate through their school life, and especially in their Foundation year. There are many areas in which you will notice development – social skills, independence, manipulating tools and materials, etc. One of the main aims is to develop self-confidence so please join with us in encouraging and praising your child's efforts.

Foundation is a year in which the child learns to cope with school routine and lays a foundation on which to build more formal work in higher grades. If you have a positive attitude and look forward to the first day at school, your child will probably do the same.

LITERACY

The school bases Literacy learning on the The Victorian Early Years Learning and Development Framework in addition to The Victorian Curriculum. This encompasses Reading, Writing, Speaking and Listening. One of the many ways we support students to learn to read, write and spell is through the Sounds Write Program, based on the Science of Reading. Your child will be introduced to several letters and their corresponding sounds over the course of each week and there will be activities sent home in reader bags, for home practice. We really value your partnership in developing your child's literacy and welcome any questions on how best to support this at home.

MATHS

Children will be involved in activities and experiences that will ensure that they develop the competence, confidence and interest needed to become life long learners of mathematics.

Children learn to count orally from 1 –100 and to recognise the numerals. They learn to match, sort and group. The children will work from informal to more formal activities as the year proceeds. Our school bases its program on the Early Years Numeracy Program.

HANDWRITING

At the commencement of the Foundation year, a child's muscles are developing. Their finer skills are improved by threading, manipulating, cutting and pasting, writing in sand, using building blocks and a host of other "fine motor" activities. The children will be taught letter formations.

Parents can encourage proper grip of pencil and correct formation of letters when writing. The appropriate use of upper and lower case letters, especially when writing their names, is encouraged.

(Please see illustrations below)

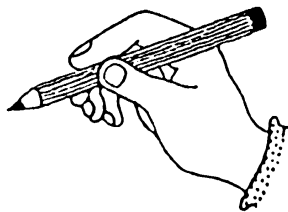
A B C D E F G H I J K L M
a b c d e f g h i j k l m n

N O P Q R S T U V W X Y Z
n o p q r s t u v w x y

1 2 3 4 5 6 7 8 9 10



Left-handers sit like this



Right-handers sit like this

DOLPHIN GROUPS (BUDDY PROGRAM)

Your child will become excited about their new special friends, their Dolphin Group. Children across the school will be divided into multi-age groups. The aim of these groups is for children to get to know and respect children from other grades. The Dolphin Group will give your child 5 to 6 other children that they will get to know and who will look out for them in the playground. This is an extension of our Big Buddy – Little Buddy program which allows your child to form friendships that will last throughout their whole school journey. Children from their Dolphin Group will become extra supports, helping with settling in, offering friendly faces in the playground and greatly assisting in the development of language skills.

PERCEPTUAL MOTOR PROGRAM – (P.M.P.)

The Perceptual Motor Program aims to give experiences through movement, which help the child understand what he/she hears, sees and feels.

The Perceptual Motor Program has its roots in language development. The children are encouraged to listen to language, and having the language, carry out the activity.

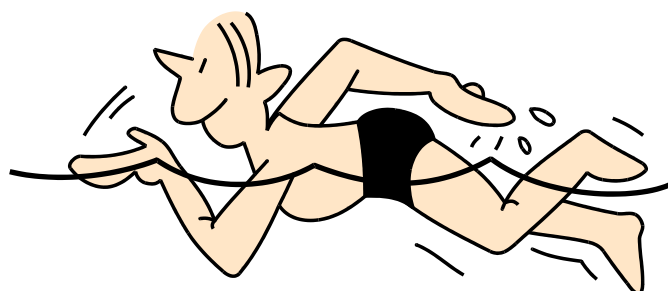
The various activities aim to assist development in:-

- Body awareness
- Balance and posture
- Co-ordination
- Memory sequencing
- Social skills

The program's aim is to be preventative. That is, it aims to assist the child to function more successfully in all phases of the school curriculum.

Water Safety Program

A Water Familiarisation/Safety Program for Foundation students is conducted during Term 4 in our own School Pool. Information will be forwarded home as the time approaches.



WHAT ELSE YOU CAN DO TO HELP?

- Talk to your child about school, where he/she will meet new friends, play games, sing, and make things.
- Admire and praise the work your child does.
- If possible, allow your child to stay with relatives or friends for short periods so that he/she will accept being away from you.
- Select suitable stories, video and television programs. Please limit television and computer games time.
- Be very patient and understanding when the child comes home tired and irritable.
- See that your child has sufficient sleep.
- Show by your words and actions that you are sure school is a happy place.
- Be sure that he/she knows the way to and from school. Please make sure your child knows how to cross the road safely, stressing the need to use the school crossing.
- Make sure your child understands to go straight home or wait for you at an arranged place.
- Set aside a quiet time each night, (need only be a few minutes), where you make yourself entirely available to your child, to talk or listen, or tell a story.
- It would be appreciated if the following were not brought to school:-
 - expensive electronic or easily broken toys,
 - glass bottles,
 - war, violent or dangerous type toys such as guns or knives.
- Remember that most activities and experiences throughout the whole Foundation year are new and challenging. Patience and understanding are needed all year.
- Birthday celebrations. For various reasons including allergies it has been decided by the school, to not permit birthday cakes, cupcakes or other food for birthday celebrations. If your child is wanting to share the special occasion with their classmates, consider sending in a card/or similar for their class mate to sign.



PARENT – TEACHER PARTNERSHIP

As parents you have been your child's first teachers. You have taught your child to walk, talk, to look after themselves and to become social beings. This has been done by the most effective teaching method of all – by example, opportunities to practice and with a great deal of praise and encouragement. The Foundation program continues to use this same teaching method. As its name implies, Foundation is a year which prepares your child for more formal learning.

“Together, Parents and teachers can work to produce keen and motivated learners in this new environment.”

We trust that the Foundation year will be a happy and successful beginning for your child's school days.

PARENT PARTICIPATION

At Wonthaggi Primary School we greatly value the input and many talents of our parents. We welcome assistance in our day-to-day programs as well as at special times, such as excursions. As a valued member of our school community, you are welcome to become involved in activities such as reading with children, typing children's stories, assisting with the Perceptual Motor Program (PMP), cooking, helping out with language, music, art and maths. Almost anything! A “How Can I Help?” list will be sent home early in the year. Please feel free to come and join us!

The Parents and Friends Association and School Council, (and its various Sub-Committees), provide other avenues for you to become involved in your child's school.

All parents who help must have a Working With Children Card. An application form is available from your local Post Office or online at <http://www.workingwithchildren.vic.gov.au/>. Please show your card at the office so we can keep a copy on record.

(NOTE: Due to Covid Restrictions we are currently not able to accept assistance from parents)

Wonthaggi Primary School, 18 Billson Street, Wonthaggi 3995 PH: 03 5672 1600

Principal: Mrs Wendy Truett

Email: wonthaggi.ps@education.vic.gov.au

Website: <http://www.wonthaggips.vic.edu.au/>

Find us on Facebook