



Watsonia Heights Primary School

GENERAL INFORMATION

2020

Contact Details

Watsonia Heights Primary School

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Principal: Michael Kent





Watsonia Heights Primary School

Dear Parents/Guardians,

Hello and welcome to Watsonia Heights Primary School. My name is Michael Kent and I am the proud Principal of our school. I am enthused, excited and passionate about the current and future prospects for all community members at our school. We offer a dynamic, positive and highly effective teaching and learning program that fosters the development of all individuals. We set high expectations for students and provide all learners with a warm, secure and nurturing environment. In striving to develop students we focus on academic excellence, social connectedness and emotional strength and resiliency. A major aspect of this development is building quality relationships within the school. This incorporates relationships with students, between students and also fostering positive and effective links between home and school. Our school is a great place for the whole of our community.

Our school values: Success, Teamwork, Respect, Individuality, Visionary and Effort – STRIVE! provides the nucleus for school vision and focus. We ensure all students experience success and enjoyment as they journey through the various stages of development. Our high expectations promote and foster curiosity in all students where they are connected and engaged with their school, it's people and their own learning. We focus on developing students who are confident and articulate young people who hone their skills as thinkers, collaborators and problem solvers. In promoting individuality and teamwork we support students to develop their strengths as individuals and as effective members of co-operative teams.

I take this opportunity to welcome you and your family to the school and to our learning community. This information pack provides you with some general information about the school. I hope and trust that this will help you to get to know the school. More comprehensive details about the school can be provided via our Information evenings and school tours.

If I can be of assistance in any way to answer your questions or to provide further information about our school please do not hesitate to contact me or to make a time to come and visit with me.

Once again I thank-you for your considering Watsonia Heights for your child/ren and look forward to meeting with you and your child/ren and to sharing our wonderful school and it's community with you.

Thank-you and I wish you all the very best for this exciting transitional stage.

Warm regards,

Michael



Watsonia Heights Primary School

Term Dates for 2021

Term 1:
Thursday 28th January to
Thursday 1st April

Term 2:
Monday 19th April to
Friday 25th June

Term 3:
Monday 12th July to
Friday 17th September

Term 4:
Monday 4th October to
Friday 17th December



Normal School Times:

9am – 11:00am	2 hour teaching block
11:00am - 11:30am	Recess
11:30am – 1:30pm	2 hour teaching block
1:30pm – 1.45pm	Supervised eating time
1.45pm – 2.30pm	Lunch break
2:30pm – 3:30pm	1 hour teaching block
3:30pm	Dismissal



Watsonia Heights Primary School

Watsonia Heights Primary School delivers a comprehensive curriculum program incorporating all areas of the curriculum. Inquiry based, integrated units incorporating Science, Humanities, Technology and Health, are planned at Year Levels and developed on a term basis. Cooperative learning and cross-age tutoring enhance the delivery of programs to suit the individual needs of all children. In their first year of school the Prep children are immersed in engaging literacy and numeracy activities as part of the Early Years Program and this primary focus continues and broadens as students move through the school. It is our aim to help your child to develop a capacity for life long learning. Throughout your time at the school you will receive transparent and inclusive curriculum reports about your child's progress as we work together for sustainable improvement.

The school also has a strong emphasis on personal and social development and we foster a positive self image through a collaborative, supportive and stimulating learning environment. We believe in building a strong sense of community that welcomes input from all stakeholders in the school's ongoing development and improvement.

There is extremely high value placed on community participation with many opportunities to become involved in school events and activities. Providing assistance in the classroom, involvement in swimming, excursions, participation at Information Nights, Fun Nights and parent/teacher interviews, Student Lead conferences, involvement in School Council, attendance at working bees are amongst a diverse list. The school has a dedicated Parents and Friends group (called Community Links) who pride themselves in both a rigorous fundraising agenda and the coordination of social events.



Our school maintains an 'open door' communications policy welcoming input from all stakeholders in the school. I always like to address any concerns as quickly as possible. When parents and the school work together, we are able to offer your child the very best learning environment.

Curriculum

The school provides a balanced and comprehensive curriculum suited to the needs of all students. A curriculum which is relevant and engaging, allows students to develop responsibility for themselves.

More information on curriculum standards can be found within the Victorian Curriculum Assessment Authority (VCAA) website via the following link:

<http://www.vcaa.vic.edu.au>

<http://victoriancurriculum.vcaa.vic.edu.au>

Our learning programs are designed to cater for the physical, emotional, social and academic needs of all children. Activities encourage children to play, create, co-operate and learn in a nurturing environment. At Watsonia Heights Primary School we recognise the importance of building a child's self esteem and confidence. Literacy and Numeracy are the foundations of our curriculum and we focus on building a strength of understanding in these areas to ensure students develop sound foundational knowledge from which to build upon in successive years.



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Curriculum (cont'd)

At WHPS we also provide a depth and breadth of curriculum to engage and educate the students in a holistic manner. Each term we create unique and exciting inquiry units of study for the students. These units are based around a concept (eg: Sustainability) and foster links with the real world and always provide students with a purposeful action that results from their learning. As we uniquely design these units each term, we are able to involve, consider and incorporate the students' needs, interests and pre-existing knowledge. This allows us to plan work that is challenging, achievable, engaging, fun, relevant and personal.

Complimenting these units, we always build natural links to other curriculum areas. This provides a greater depth of understanding and enjoyment as students explore the world around them and begin to understand the connections made in developing their skills, knowledge and conceptual understanding.

We offer a robust specialist program providing classes in Music, Art, Performing Arts, Science, Chinese Mandarin, Health & Physical Education, Discover Learning (STEM), Library. All students experience these learning opportunities. We also offer a diverse 'clubs' program across the school. The clubs program offers a range of different activities that change throughout the year dependent on student wants and requests. Some of the clubs we offer include: chess, social skills, computer, meditation, lego, yoga, puzzle, robotics, knitting, acting, singing, etc....

In developing such a diverse and dynamic curriculum we also build and extend on children's personal and interpersonal skills. Whilst giving them the confidence, competence and skills to effectively contribute to a team ethos we focus on building the skills in Collaboration, Communication, Critical Thinking and Creativity.

All learning programs are based on the recognition that all children can succeed!

Mathematics Program

The mathematics program aims to expose students to a range of mathematical concepts. This is achieved through five one hour maths sessions per week.

The core focus areas are:

- Number & Algebra
- Measurement & Geometry
- Statistics & Probability

The mathematics program develops students' ability to understand, develop fluency, think critically and to problem solve.

We use a combination of whole class and small group instruction to ensure individuals are supported to extend beyond their existing capacity.

We have an open ended focus in our maths program which allows staff to differentiate the program and extend each of the diverse range of learning needs.

Our program is engaging and hands on, providing students the opportunity of exploring mathematics and experiencing its application in the world around us.

Within the early years whilst focussing on fostering a love of maths and exploring all the practical ways that maths surrounds us everyday; exploring maths through fun games and activities; we focus heavily on building a strong understanding of number. This includes place value, base 10 maths, fact families to 10, bridging to 10. Maths is fun!



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English Program

The core areas of focus are developing knowledge and skills in: Language, Literacy and Literature.

Our Early Years Literacy Program at Watsonia Heights features:

A daily focused two hour literacy session incorporating reading, writing, viewing, spelling, speaking and listening

- Exposure to different genres of texts
- Explicit handwriting instruction
- Teaching of spelling and grammar at an appropriate level
- A phonetic and phonemic approach
- Take home readers to share the reading journey at home each night
- Whole class, small group and independent reading on a daily basis
- Holistic oral language program providing opportunities for students to speak and present both formally and informally on a daily basis
- Writing and publishing of various text types for various audiences
- Whole school spelling program

WHPS also implements a whole school writing program that promotes weekly conversational homework.

Additionally, all students are encouraged to read at home each and every night.

Increased exposure to differing texts and sharing in a love of literacy is a proven way to improve students' capacity and ability to learn and achieve in future years.

Information & Communication Technology - ICT

At WHPS a focus of our teaching and learning is the integration of learning technologies into all facets of the curriculum. We ensure high expectations for all learners and integrate the technology where appropriate. There are many programs that strategically, don't use technology. Fundamentally we are focused on developing students to be thinkers, collaborators and problem solvers; using the technology to create and collaborate.



Students and teachers are provided with a wide range of ICT including wireless network, laptop computers and ipads, printers, scanners, digital cameras (still and video), interactive whiteboards/ TV's in each classroom and wireless internet access throughout the school. This allows students to access information, create, share and present their learning in vibrant and dynamic ways. Year 3-6 students are involved in a 1:1 ipad program, which is a 'bring your own' device program.

The use of interactive, open-ended software encourages students to problem solve, verbalise ideas and make considered decisions as part of the learning process.

This is an ever evolving area of learning for the students and we are committed to keeping abreast of emergent technologies and the most up to date pedagogy. The students; our digital natives; are a fantastic resource in sharing knowledge and understanding in the world of ICT. The use of technology is a powerful learning tool however Cyber Safety and the acceptable use of the technology form an integral aspect of our ICT education and policies.



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In order to maximise the potential of technology students must be literate and numerate. ICT doesn't replace our core fundamentals and is used as a tool for learning at appropriate times.

Student Leadership

At WHPS we believe all students are leaders. Leadership takes many forms and we promote opportunities for all students to develop their leadership capacity. Taking ownership and initiative in learning and behaviour are simple ways students can continually improve themselves. In addition, we facilitate many structured opportunities for students to develop as leaders. Some of these include:

- Classroom responsibilities of duty
- Junior School Council
- House Captains and Vice Captains
- School Captains and Vice Captains
- Prep Buddy Program
- Student led assemblies
- ICT Leaders
- Sustainability Leaders
- Library Leaders
- Wellbeing Leaders

Student Wellbeing

WHPS is focussed on providing a supportive, caring and nurturing learning environment. This includes students feeling safe and confident at school. We place students at the centre of all our decisions and programs. We strongly believe in providing students with a strong self esteem, positive attitude, growth mind set and a resilient approach can provide the best learning opportunities for them in the present and future.

We ensure all students have a place in our school where they are well known, understood and valued as people and learners. Providing a positive place to be and to learn are crucial in allowing students to flourish. WHPS is a fun place to learn. We place strong emphasis on student voice and value the input from students into curriculum decisions in the classroom and also a voice in school based decisions around programs, events and future directions.

WHPS has a zero tolerance to bullying and our values based programs and supportive community promotes positive inclusion for every student. Building connections at school is a cornerstone of student confidence and connectedness. This includes building positive relationships with peers, teachers and other students.

Developing effective relationships with parents and families is an important aspect of establishing positive communications and helps our staff to build an understanding of each child and their learning needs.

We value ongoing communications between home and school to ensure all student needs are being met. For optimal learning to occur students need to be feeling good about themselves and comfortable in their social and physical worlds.



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As students progress through the various stages of learning we are very proactive to employ interventions or extensions as required.

WHPS is a Kids Matter school and use this framework to ensure that all we do is student focussed.

WHPS facilitates a whole school wellbeing program focussing on respectful relationships. This allows students to recognise their feelings and emotions and then for them to decide an appropriate solution or pathway in relation to their choice of behaviours. This involves explicit teaching across the school.

We also encourage and facilitate mindfulness at WHPS. Through daily mindful practices students are supported to develop their interpersonal skills and ability to build resiliency. This helps to calm students and centre them for learning and also helps to develop a sense of empathy and gratefulness.

Mindful practices, meditation and yoga club also provide students the opportunity of relaxing and stretching their way to positive mental health strategies.

Student Supports

At WHPS we are able to provide extra assistance and support to students as required. Amongst many other aspects support may take the form of:

- Individual Learning Plans for consolidation, extension or revision
- Speech Pathology support
- Psychological services and assessments
- Student counselling
- Student support group meetings

As required we can also enlist the support of professionals such as psychologists, counsellors, physiotherapists, occupational therapists etc...

We also offer small group support programs and one to one intervention as required. These sessions have a varied focus depending on student needs.

Inquiry Learning

Teaching activities across the school are centred around inquiry based learning that follows an integrated approach to teaching concepts or themes. The thematic approach always centres around the development of a concept such as: social justice, creativity or sustainability. Concepts connect to the Key Learning Areas. In English children may read, write and talk about a theme as well as integrating some work in Mathematics, Geography, History, Science and The Arts. Children learn about themselves and the world around them. All units are inquiry based whereby students extend their knowledge via open ended questions that require them to learn how to learn.

Each unit is specifically written and developed each term. This allows staff to incorporate the knowledge, interests and needs of the students. This makes sure that the units are relevant to the children each year and are engaging to the students.

Each unit is developed with an action in mind. This empowers the students to actually do something purposeful with their new found knowledge and understandings. Fostering natural links between the learning content and the lives of the students promotes rich engagement, enjoyment and purposeful action.

Incursions and Excursions



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All students take part in incursions/excursions throughout the year. These activities compliment the specific units of study provided through our inquiry units. Parents are encouraged to support and participate in these learning opportunities. These provide rich and authentic links to our curriculum provision and are an engaging and fun way for students to immerse themselves in their learning.

Specialists programs: All specialists programs are very much hands on their approach.

Visual Art

Students participate in weekly art lessons in the school art room where they are, amongst other things, given time to explore techniques in collage, drawing, painting, print making, modelling and textiles. Our school kiln allows student to design, create, fire and share wonderful pottery pieces. Students are given the opportunity of exploring and expressing through art. Technology also has a role in our visual arts program. This is wonderful program to support our kinaesthetic learners.

Languages Program

All students participate in weekly languages classes and learn about cultural diversity through this program. With a focus on the Chinese culture and Mandarin language, students from Prep-6 explore various cultures and customs in this program. More of a focus on the Mandarin language occurs progressively through the primary years. Once again this program is greatly enhanced with the use of technology. Students can explore the language, listen to it, view and share it via the extensive use of ipods, video conferencing, ipads and laptops.

Science

All students attend weekly science classes as part of our specialist program. This program develops curiosity within students as they explore the wonderful world of science in everyday life. Students learn about the scientific process as they explore the world around them. They have the opportunity to learn about how things work and why things occur as they do. To foster a curious mind is to empower a new generation!

Music

Students in Prep – 2 participate in weekly music session for the second semester. This is a fun and engaging program and fosters a love for music and also provides the wonderful natural link between music and learning. Through a focus on percussion instruments, students explore beat, melody and tempo as well as building a basic understanding of musical notation. This provides a scaffolded program for progression into our instrumental music program.

Instrumental Music Program

Students in Year 3-6 are involved in the instrumental music program. This allows students to build on their skills learned in the early years music program. Children are given the choice of instrument but are encouraged to choose from



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guitar, flute, drums and keyboard. These weekly sessions are conducted by trained music teachers and offer a very engaging tuition.

Library

Students in Prep – 6 participate in weekly library session facilitated by the librarian. This is a great opportunity for us to continue to foster a love of literature amongst young learners. Students are encouraged to borrow library books each time they visit the library and are immersed in a range of literacy based activities. The library is also open each recess and lunchtime. We also run clubs in the library space each week. We are always looking for parent helpers to assist with volunteering in our library lunchtime clubs.



Health and Physical Education

Developing a healthy mind and body is the aim of this area of the curriculum. Students are involved in weekly classes with a specialist PE teacher. In addition to this a Prep specific program called Perceptual Motor Program (PMP) is implemented at the prep level. Classroom teachers also incorporate health and fitness amongst classroom games and activities. In addition to PE classes, students in year 3-6 have weekly sport activities. Term 1 and 2 students compete against other schools, term 3 has an athletics focus and in term 4 we run a student led sport competition.

All students also have the opportunity of participating in many clinics that are run at the school. These include AFL, rugby, tennis, lacrosse, bowls, etc. We also encourage students to participate in representative sports that occur throughout the year.

Discovery Learning

Discovery Learning is a hands on, engaging and dynamic program that fosters creativity, collaboration, problem solving and enjoyment. Following an engineering model, students are supported to find creative solutions to problems or to find new possibilities. This program incorporates science, technology, engineering, maths and the arts.

The hands on approach may involve areas such as: construction, programming, coding, robotics, movie making, 3D printing, virtual reality.

Students often work in small groups to develop their collaborative problem solving skills. This is a highly engaging and thought provoking program!

Swimming

All students take part in a swimming program. The Prep-2 students participate in this program in Term 4 and the year 3-6 students participate in Term 1. These lessons are held at our local pool, Yarra Swim School.

Camping program

The school has a Prep-6 cumulative camping program. This commences in Prep with all students attending a Prep breakfast, Year 1 students have a dinner at



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school, Year 2 students have an offsite overnight camp and Year 3-6 students attend external based camps that run from between 3 and 5 days in duration and vary in location from year to year.

Fire Education

Prep and Year 6 students are actively engaged in our Fire Education program that is facilitated by our local Metropolitan Fire Brigade. This program provides great knowledge and develops safe fire practices in and around the home and when away from home.

Life Education

We have Life Education classes at school very second year as part of our scope and sequence of learning. These classes are designed to educate students about keeping a healthy mind and body. A focus is placed on making good choices this can be pertinent to diet, exercise, drugs, alcohol and making good social decisions. Life Education staff are experts in this field and we support the classes with preliminary and follow up activities in the classrooms.

School Concert

All students participate in our bi-annual school concert (every odd year). This is a wonderful night where our whole school community comes together to celebrate student performance. Our performing arts program integrates visual art, music and dance. This is also a great opportunity to develop students' confidence, interpersonal skills, leadership, teamwork and self esteem.

Buddy Program

The school's Buddy Program allows our senior students to develop responsibility and leadership skills as they support our Prep students. Each Prep child is matched with a senior student. Through the transition stages and then throughout the school year our senior students support their Prep buddies. We run a specific learning program of cross age activities through the transition stages and continuing throughout the year.



Clubs

WHPS offers many and varied lunchtime clubs and activities. These are modified and added to over the course of the year and reflect students' interests and input. Regular clubs include: movie making, library, chess, computer, social skills, drama, lego, knitting, yoga, coding, games, gardening and choir.

Celebration Days

We often hold special celebration days which involve all students. Days such as Book Week stage shows, education week events, Chinese New Year, Art show, Athletics carnival, sports carnivals, ANZAC day, Fathers Day and Mothers Day celebrations, rugby clinics, tennis clinics, Street Scene Safety Program (road safety), Smart Start finance program (Com Bank school banking focus), etc. We encourage parents to join in these programs as students love having families involved at school!!



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Classroom Helpers

Classroom Helpers are an indispensable part of the Watsonia Heights Primary School community and participate in a variety of activities to assist in classroom learning. Classroom Helpers are supported by the classroom teacher to ensure a consistent approach. If you would like to be a helper in our classrooms please let your child's teacher know as there are a few requirements for all classroom helpers.

Please note all classroom helpers are required to hold a current Working with Children card.

Reporting

Watsonia Heights follows a midyear and end of year reporting cycle. Written reports will be sent home at the end of Term 2 and the end of Term 4.

After students have had an opportunity to settle in at school in term 1, a 'touch base' feedback form will be sent so that parents can provide some feedback to staff.

Throughout the year a selection of students' work is collated into a Portfolio to share with parents during Student Led conferences. These conferences allows students to reflect and share their learning journey along with setting goals and celebrating successes. The conferences are an opportunity to celebrate your child's learning achievements and are held in March and July to share individual learning goals and to share the progress against these learning milestones. We also offer comprehensive parent/teacher interviews to discuss student progress.

We also offer parent teacher interviews in term 2 each year. Additional to this, at any time throughout the year you are able to make an appointment with your child's teacher to discuss any concerns or enquiries you may have. Similarly, staff will be proactive in contacting parents with any issues pertinent to a student's success.

Individuality

Children develop at different rates. Even when the same age, some will be able to tie their laces, others will not, some will read easily, others will need more time and effort.

Given encouragement, opportunity, and time, most children master the basic skills of speech, movement, and formal learning. Parents can provide encouragement and opportunity but need to be patient while the child takes the time to master a skill. It is useful to know how a child compares with others of the same age, but each child is individually different and each may be making worthwhile progress, though their accomplishments may differ from their peers. A positive approach is always the best one.



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At Watsonia Heights we focus heavily on an individualised program. Our teachers spend considerable time planning for diversity in the classroom. One size does not fit all.

Behavioural Approaches

Our focus is on reinforcing positive behaviours and celebrating student success.

Watsonia Heights has developed a school wide approach that supports students to reflect upon behaviours when required.

At WHPS we have a zero tolerance to bullying, any incidents are dealt with immediately and involve the parents and Principal. See the below list of our School Values for further details.

Values at Watsonia Heights

At Watsonia Heights we are committed to ensuring a positive and effective working environment for all students in each classroom. Staff and students collaborate at the beginning of each year to develop their class Code of Conduct. These classroom guidelines are generated from our school's Code of Conduct and are based around the school values.

Beliefs

All students can learn

All students need to be developed as lifelong learners

Student engagement promotes successful learners

All individuals have the right to be treated with respect

School Values

STRIVE

S – Success

T – Teamwork

R – Respect

I – Individuality

V – Visionary

E – Effort

S – Success – Our school is focussed on ensuring success for each and every child. This is built on the notion that all children can succeed and that success for one child is quite different to that of another. Success takes many forms and is a very personalised concept. Success also relates to team and school success. WHPS is built upon ongoing improvement and, collectively, we work extremely hard for sustained SUCCESS!

T- Teamwork – WHPS is a team. Staff, students and parents working together for a collective goal of learning and improvement. This relationship between all stakeholders is imperatively important to securing our effectiveness. We promote a sense of team and a unified approach to ‘getting better on purpose’. Relationship development is a highly valued commodity at WHPS. The way we interact and connect with people, learning and life is a focussed goal of our school.

R – Respect – WHPS develops the notion of respect in all that we do! Amongst other things we promote Respect for self, other people, their cultures, individual and collective learning, our physical



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and global environment. This is a cornerstone of our belief system that promotes empathy and a development of self.

I – Individuality – We are committed to improving and enhancing every individual at our school. We focus on providing an individual learning environment that ensures each child is catered for in their ongoing development. EVERYONE counts and EVERYONE is special. We also see ourselves as an individual school working and aligned within a quality education system. WHPS is special in it's endeavours and we provide the highest quality learning environment that is individual in it's uniqueness.

V – Visionary – At WHPS we Strive for the Heights! We are visionary in our pursuits and foresight to be 'cutting edge' in our mission and goals. Students and staff are encouraged to set aspirational goals – and to reach them! We have a futuristic vision to education and our high expectations are empowering, realistic and achievable! We can be what choose to be!

E – Effort – We promote effort! This value is a life long trait that ensures ongoing success for all stakeholders. Whilst we acknowledge, celebrate and nurture achievement we understand the power of effort! People with an instilled work ethic are destined to achieve beyond expectations whilst those with innate skills can relax in self belief. Effort = excellence!

Some General School Information

School Council

Parents are essential participants of the Watsonia Heights Primary School Council and help set key directions for the school. Their three crucial roles are developing the strategic plan, approving the annual budget and setting and reviewing policies. Elections are held every year in February or March.

Watsonia Heights Primary School Council consists of 10 parent members and 5 DET (staff) members.

Assembly

Watsonia Heights holds a whole school assembly every Friday afternoon at 3pm outside the front office. Parents are welcome to attend. During the school assembly students sing the National Anthem, recite the School Oath, acknowledge our traditional owners of the land, and information about the week ahead is provided. It is also an opportunity to celebrate students' achievements through the presentation of awards and certificates.

Canteen

The canteen opens for lunches and counter sales on Wednesday and Friday. A canteen menu and price list will be sent home at the beginning of Term 1, which is also available on the website. Parent Helpers are always welcomed. In addition we run a couple of special food days each term.

Out of Hours School Care



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The school has an OHSC Program operating before school from 7am - 8.45am and after school from 3.30pm - 6pm. The program is outsourced under the control of the WHPS School Council. Enrolment processes must be completed before your child can use this program. Forms are available at the school office or at 'Outside School Hours Care'. A welcome pack containing program and registration information will be provided to all Prep parents.

We are pleased to have a great relationship with our providers, Their Care. They have a wonderfully supportive and enthusiastic staff team whom make the program exciting and enjoyable for the students who use the program. Their Care also offer holiday programs during each term break.

Play Areas

We have wonderful grounds and play spaces for our students. We have lots of room to run around and also many passive areas for students to choose alternative activities.

School Banking

Students are encouraged to be responsible with their money at Watsonia Heights. An optional banking program, in conjunction with the Commonwealth Bank, runs each Tuesday. Further information about this will be sent home at the beginning of the school year.

Uniform

At Watsonia Heights Primary School we have a uniform policy that requires all students to wear our uniform. This is a great way to build pride within the school and develop a sense of connectedness to the school. There are a range of uniform options for both summer and winter.

Further details about uniform purchasing and pricing will be sent home at the commencement of the school year.

SunSmart

Terms 1 and 4 are designated SunSmart terms. All children are required to wear their school hats.

Attendance

Any student arriving to school late or leaving school early must be signed in and out of the front office by a parent or guardian.

We encourage all students to attend school all day, every day. Any student absence must be registered in Compass with reasons from the parents/guardians.

Enrolment

For enrolment at Government Primary Schools:

- Children must be aged 5 by April 30th of their Prep year.
- Provide a birth certificate (Copies are made and originals returned to parents.)



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- Provide immunisation certificate (Copies are made and originals returned to parents.)
- Complete the school's enrolment form

Immunisation Certificate

Before any child can start school, their parents are required to supply an Immunisation Certificate (School Entry Certificate) to the school. This is available from your local Community Health Centre. If your child has not been immunised then an exemption certificate must be supplied. This is also available from these centres.

Court Orders

Any legal documentation pertinent to your child's attendance at school in relation to custodial guardianship must be presented to the Principal prior to the commencement of school or asap thereafter legal proceedings. All supplied documentation is strictly confidential and will be handled accordingly.

Communication

The school has established a number of ways to ensure effective communications are available.

Website: here you will find some general information and current policies

Compass: an online portal for parents to review attendance, make payments, receive communications, provide online permissions

Facebook: allows for up to date communications and posting of activities and events

Newsletter: published fortnightly with loads of information about what's happening in and around our great school.

Team newsletter: each term our staff publish a team newsletter (relevant to your child's year level) this has lots of information about class programs and timetables for the upcoming term.

Meeting: Our open door policy provides an opportunity to for parents to touch base as frequently as required.

Seesaw: This app provides routine updates of class programs and student progress.

Thanks

I hope this general information is helpful in providing a basic understanding of our school. As mentioned earlier, once enrolled you will continue to be provided with regular communication.

If you have questions, queries, comments or wish to make an appointment please do not hesitate to contact the school at any time.

Regards,

Michael