



Woody Yaloak
Primary School
"Achieving Together"

Woody Yaloak Primary School

Scarsdale Campus

2019

Parent Information Handbook



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Scarsdale Campus General Information

Welcome to Woody Yaloak Primary School Scarsdale Campus for 2019. This year we have some wonderful learning opportunities planned for all students and I am confident that they will be provided with the opportunity to learn to their full potential

The purpose of our information night is to provide a forum where parents can be provided with important information about the school, campus and classroom that will assist all stakeholders in being able to work together to ensure that students are supported throughout the year. Information below will be expanded on in newsletters throughout the year. We really appreciate you making the time to come along this evening and look forward to working together throughout 2019.

CURRICULUM

Each classroom teacher is responsible for delivering the majority of the Victorian Curriculum subject areas throughout 2019. Depending on the year level, these subjects may include Maths, English, Science, Humanities, Civics and Citizenship, PE, Personal Capabilities, Ethical Capabilities and Critical and Creative Thinking.



Specialist teachers are responsible for teaching LOTE (Japanese), Digital Technologies and Arts (Semester 1 Visual Arts / Semester 2 Performing Arts) All of the subject areas mentioned above will be reported to parents in student reports that will be sent home in semester 2 and 4.

INSTRUCTIONAL MODEL

Our school has developed a teaching and learning instructional model that provides a framework for how children learn at our school. This framework ensures a consistent approach for learning across all of our classrooms based on the most recent research. The framework forms a starting point for all teacher planning (based on the Victorian Curriculum) and provides an effective scaffold for major teaching and learning programs across fundamental learning areas such as reading, writing and numeracy.

FOUNTAS AND PINNELL / LITERACY INTERVENTION



Fountas & Pinnell
LITERACY™

Over the past 12 months, our school has spent a considerable amount of time and money, implementing the Fountas and Pinnell literacy resource into our school. The highly effective, researched based resource is used to support our literacy instructional model. All students from Foundation through to year 6 are assessed in a 45-minute conference, with a letter-level grading providing a starting point for both instructional and independent reading instruction.

In conjunction with the Fountas and Pinnell literacy resource, our school also offers a tiered reading intervention program. Based on students' assessment data, this tiered approach allows for targeted teaching



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at either a small group or individual level. The Fountas and Pinnell Levelled Literacy Intervention Program can be used from students from levels C-N, while an individual Reading Recovery model is used for tier three students, who may be working 12-24 months below the expected level. If you would like more information on these programs, please make time to have a discussion with your child's classroom teacher or Mr Johnson.

PARENT TEACHER INTERVIEWS

Parent teacher interviews will be conducted after reports are sent home in term 2. The purpose of these formal interviews is to provide an opportunity where parents, students and teachers can discuss progress, celebrate successes and identify areas for improvement for the remainder of the year. These interviews will be booked through an online booking service.

COMMUNICATION

Research has proven that open communication between home and school is very important in providing the best support for students to achieve their full potential. Throughout the year, there will be times you will need to contact the school / class teacher for various reasons. Generally speaking, the classroom teacher is the first point of call for most general classroom inquiries. Unless otherwise arranged with the teacher, the best method to contact staff is in person or by phone. Social media, home phone etc. are to be avoided. (This is also a recommendation from the Department).

We do ask that meetings / discussions that are likely to take longer than a couple of minutes are to be arranged at a suitable time where an appropriate amount of time can be allocated to properly work through an issue. Contact details for the school, including email, can be found on the school website.

ATTENDANCE

There is absolutely no doubt that regular attendance provides the best opportunity for students to learn to their full potential. In saying that, we do not want sick children at school as they struggle to concentrate and potentially spread infections to others. If your child is away from school for any reason, you are required to contact the school and let us know. This can be done through the Flexibuzz App, phone, note with brother sister, email to school etc.

School Matters!



Attend Today, Achieve Tomorrow

The Department of Education have altered their policy on student attendance and staff are now required to contact families of absent children each day if the school has not been notified. If your child is away from

school and we are not notified, an automated text message will be sent to your prescribed number, seeking clarification of the absence.



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EXCLUSIONS FROM ILLNESS

As directed by the Victoria Government Department of Health, there are minimum periods of exclusion from primary schools for infectious diseases cases and contacts. These exclusions are often made in consultation with a medical practitioner. If you have any questions about a period of exclusion, please contact the school. The following conditions are some infection diseases and exclusion times that are common in primary schools.

Condition	Exclusion
Conjunctivitis	Exclude until discharge from eyes has ceased
Chicken Pox	Exclude until all blisters have dried. This is usually at least 5 days after the rash has appears.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours
Cold Sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by a dressing, where possible.

Source: Victoria Department of Health.

PARKING



Pick up and drop off are a busy time at the campus. There is carparking on either side of the corner of Pitfield and Jenkins Road. Parents / Guardians are reminded to not park in the bus loop.

FOOD WARMERS

Our campus provides a food warmer that students can access on Tuesdays. Food to be heated in the food warmer must be wrapped in foil and have all details clearly marked in black text. Health regulations state that ALL food warmers must be clearly labelled, to avoid potential problems with food allergies

BREAKFAST CLUB



Our campus operates a weekly breakfast program in the staffroom. Breakfast Club operates each Wednesday unless otherwise advertised, from 8.15am-8.45am. Food that is commonly supplied at breakfast club include toast, Cheerios, Weet-bix, tinned fruit and baked beans.



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HATS



When the UV levels are 3 or above, all students who go outside are required to wear a school hat. This includes sports training and outside games. If a student doesn't have a hat, they are required to play under the balcony of the school. Peaked hats are not suitable hats to wear.

DROP OFF PROCEDURES

Drop off procedures may vary from class to class, depending on the age of the child and the stage of the year. Encouraging independence at this time of the day can be a great way for students to take responsibility for their own belongings. E.g. putting their own notes in the campus box, putting away their bag, preparing their belongings. Unless otherwise arranged with staff, students do not have access to the building prior to 8.40am. Unless accompanied by a parent, students must use the front door to the main building for entry and exit. This ensures the foyer area is clear for parents and visitors.

PICK UP PROCEDURES

Each class will have slightly different pick-up procedures, depending on the age of the students. Please ask your child's teacher if you are unsure of the procedures. To ensure everyone leaves the campus safely, all staff are on duty at designated supervision points at the end of each day. Please be patient if there is a lot of traffic. At this time of day, our number one priority is always to ensure all students return home safely at the end of the school day.

YARD DUTY

At break times, we have staff on duty at all times. We encourage students who may need support to deal with a problem in the yard to approach the yard duty teacher for support. We would appreciate your support in encouraging your children to immediately speak to a duty teacher if they have a problem.

SCHOOL WIDE POSITIVE BEHAVIOUR / SCHOOL VALUES

Over the past 18 months, our school has spent a considerable amount of time and money to review our school values and identify a behaviour culture we wanted to promote into the future. This was part of the School Wide Positive Behaviour Program that you may have read about in previous newsletters. After consultation with students, parents and staff, our new values of **respect**, **responsibility** and **excellence** have been implemented across the campus. These values will be visible across the campus in a number of ways including signage, assembly awards and through classroom teaching programs.



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4 R's (RESILIENCE, RIGHTS AND RESPECTFUL RELATIONSHIPS)

As part of implementing our new school values, staff will be teaching the department of education mandated program titled Resilience, Rights and Respectful Relationships. Students across all year levels will be taught this program that explicitly links to the personal and social capability subject areas of the Victoria Curriculum.

BELL TIMES / ASSEMBLY

Assemblies are held every Friday afternoon at 3.00pm. Parents / grandparents / family members are encouraged to attend.

The structure of our school day is:

9:00 – 11:00 Learning time (with a 10:00 am fruit/healthy food break)

11:00 – 11:30 Recess

11:30 – 1:30 Learning time

1:30 – 2:30 Lunch

2:30 – 3:30 Learning time

PFA

Our campus is lucky to have a wonderful Parents and Friends Association that contributes greatly to our campus. The PFA run many fundraisers and activities that enhance our students' experience at primary school. Please keep an eye out in future newsletters for information about joining the PFA, meeting times and updates about what the group has been working on. The PFA are actively looking for new members. If you are able and willing to contribute in any way, the PFA are actively looking for new members. If you are able and willing to contribute in anyway, please see a 2018 PFA member for more information.

WORKING BEE'S

Many hands make light work. Throughout the year, we hold at least one Working Bee around the school grounds. Working Bee's will generally run on Friday afternoon from 3:30pm-6pm. These will be advertised in the newsletter.

RETURNING OF NOTES

Woody Yaloak Primary School has a clear policy on the returning of permission notes. Generally speaking, permission notes are sent home on a Tuesday and are due back two weeks and one day after that. As per our school council policy, all permission notes / money etc. must returned by the due date or the student will be unable to attend that particular event.



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LUNCHES



Students are very busy throughout the day and get very hungry. A healthy and nutritious lunch is very important to ensure students are able to concentrate throughout the day. The foods that your child eats at school are a large part of their daily nutrient intake and influence their energy, concentration levels and ability to learn. They also help influence your child's future eating habits and growth patterns.

Healthy school lunch/snack ideas include:

- sandwiches or pita bread with cheese, lean meat or salad
- cheese slices, crackers with spread and fresh fruit
- washed and cut-up raw vegetables or fresh fruits
- frozen water or milk, particularly in hot weather.

Highly processed, sugary, fatty and salty foods should only make up a very small part of your child's diet.

Foods to limit in school lunches include:

- processed meats such as salami and pressed chicken
- chips, sweet biscuits, muesli and breakfast bars
- fruit bars and fruit straps
- cordials, juices containing sugar and soft drinks are not to brought to school.

FOOD ALLERGIES / ANAPHYLAXIS

We have several students with allergies or an intolerance to particular foods and preservatives. To assist us with providing a safe environment, we would appreciate your support by liaising with staff about particular foods being brought to school. We ask that you do not send nuts or products containing nuts to school.

If you are supplying birthday cakes or treats for your child's birthday, please speak with your child's teacher to determine what is safe to bring to school.

STAFF / PARENT AND GUARDIAN COMMUNICATION (EMAIL BETWEEN STAFF / PARENTS)

Our school has developed clear guidelines and expectations around communication between staff and parents / guardians via email. The preferred method of communication between staff and parents / guardians is face to face, however we understand that in some circumstances this is not always possible. In these instances, a phone call is expected to discuss the situation. Email is not an appropriate form of communication for discussing teaching and learning issues as the tone of emails can be difficult to read and, in some instances, the content of emails from both staff and parents / guardians, could be interpreted in a manner not intended. The email policy will be available on our school website.



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SCHOOL SWIMMING PROGRAM



Each year, the Woody Yaloak Primary School offers the opportunity to participate in swimming lessons through the Ballarat Aquatic Centre. This will continue in 2019. Information will be shared with families when details are confirmed.

STATIONERY PACKAGES

Information regarding stationery packages will be sent home in the Foundation Welcome Bags on the transition day in December. The cost of these ranges from \$115-\$118, which includes all of stationery / materials and curriculum materials charge. Stationery packages must be paid in full before students receive their materials. This payment can be made at the campus office.

CASUAL CLOTHES DAYS

Unless otherwise notified through a newsletter, the first Friday of every month is a casual clothes day. On these days, students are permitted to wear casual clothes and bring a gold coin donation. This money is allocated to a student leadership fundraising project or an external fundraiser that is relevant to the students. To stay in line with our sun smart policy, if students wear a singlet (e.g. Basketball singlet) to school on a casual day, they must wear a t-shirt underneath.

2019 SCHOOL CAMPS

In 2019, the grade 5/6 camp is a three-day camp to Melbourne, the year 3/4 camp is heading off to Cave Hill Creek and the year two students will enjoy a sleepover at the Scarsdale Campus. Details will be confirmed as they come to hand.

I appreciate the time you have taken to read this information. Please don't hesitate to contact your classroom teach, Mr Pohlner or myself if you have any questions about this information. I am really excited about the year ahead and working alongside you all to ensure our students get the great opportunities to develop their social and academic skills.

Nathan Harris

Scarsdale Campus Head



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2019 Dates (Please note that some dates are only an indication at this point with confirmation to be made throughout the school year)

Term Dates

Term 1

30th January – 5th April

Term 2

16th April- 29th June

Term 3

16th July – 29th September

Term 4

8th October- 20th December

Life Education Van Visit

20th March

Athletic Sports

29th March (To be confirmed)

Curriculum Days- (To be confirmed by school council)

Monday, March 4th

Friday, May 10th

Friday, May 31st

NAPLAN Testing Window (Online from 2019)

Tuesday, May 14th- Friday, May 24th

Book Week (Dress up day to be confirmed)

Monday, 19th August- Friday 24th August

Grade 5/6 Camp

Wednesday, 11th September-Friday, 13th September

Grade 3/4 Camp to Cave Hill Creek

Wednesday 30th October- Friday, 1st November