



Woody Yaloak

Primary School

"Achieving Together"

Woody Yaloak Primary School

Smythesdale Campus

2019

Parent Information Handbook



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Smythesdale Campus General Information

Welcome to Woody Yaloak Primary School Smythesdale 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 Performing Arts / Semester 2 Visual 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 literacy 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



Woody Yaloak

Primary School

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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.



Woody Yaloak

Primary School

"Achieving Together"

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 infectious 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.

SHOP LUNCHES / FOOD WARMERS

Each Friday, students have the opportunity to order a store lunch (Miingos Cafe). A menu will be sent home with the newsletter. To order, simply write your child's name, class and order on the front of an envelope and include sufficient money to cover the order.

Our campus provides a food warmer that students can access on Monday and Wednesday. 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

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.

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.



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Primary School

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YARD DUTY

At break times, we have one staff member on duty at any one time. Staff are positioned in designated areas. We encourage students who may need support to deal with a problem in the yard to approach either 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 / CODE OF CONDUCT

The values of our school are excellence, respect and responsibility. These are referred to constantly throughout the day during teaching and learning activities. Supporting these values are our whole school student behaviour matrix, which outlines the expected behaviours of our students when at school. We have updated our student code of conduct which outlines behaviour policies and procedures that our staff follow. This and other related policies can be found on our school website at <http://www.woodyyaloak.vic.edu.au/> or available on request from the school.

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 Monday afternoon at 3.10pm. Parents / carers / 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 BEES

Working bees take place periodically across the year. Information about these will be provided through campus newsletters.



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Primary School

"Achieving Together"

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 be returned by the due date or the student will be unable to attend that particular event.

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.

FOOD ALLERGIES / ANAPHYLAXIS

We have some 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 or egg products 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 is 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 has been sent home. 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.

VIVO

Our school uses an online tool Vivo as our behaviour rewards / points system. Students who exhibit our expected school behaviours are rewarded with points (at teacher discretion) that accumulate throughout the year. Students are able to login in to the online 'shop' and use their points to purchase rewards that will be delivered to school. If you have any questions regarding logins or further information about the program, please see Mr Johnson or your child's classroom teacher.



Recognise

Encourage good behaviour or reward hard work, with our teacher incentives, Vivo Points



Collect

You and your students can easily track and manage their points on the Vivo Classic platform



Spend

Students can save up their Vivo Points and spend them in our Reward Store



Engage

Notice the surge in engagement and good behaviour



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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.

Stephen Cox

Smythesdale Campus Head

2019 Dates

- **Dates subject to change**
- **Not all activities are for all year levels (Further information will be distributed in the newsletter)**

Term Dates

Term 1

30th January- 5th March

Term 2

23rd April- 28th June

Term 3

15th July – 20th September

Term 4

7th October- 20th December

Casual Clothes Day

Friday 1st March

Friday 5th April

Friday 3rd May

Friday 7th June

Friday 2nd August

Friday 6th September

Friday 1st November

Friday 6th December

Life Education Van Visit

Monday 18th March

Grade 5/6 STEM Fair

Tuesday 26th March @Smythesdale



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Athletic Sports

Friday 29th March

Wednesday 3rd April (back up day)

Curriculum Days-

Monday 4th March

Friday 10th May

Monday 27th May

Smythesdale Campus ANZAC Service

Wednesday 24th April

Campus Mother's Day Afternoon Tea

Friday 10th May

NAPLAN Testing Window (Online from 2019)

Tuesday 14th May to Friday 24th May

Grade 4/5/6 Cross Country

Friday May 3rd

Grade 4/5/6 Winter Sport

Friday 24th May (Round 1)

Friday 31st May (Round 2)

Friday 7th June (Round 3)

Friday 14th June (Make up day)

Friday 21st June (Round Robin Day)

WYPS Whole School Performance

Wednesday 5th June at Wendouree Performing Arts Centre

WYPS Swimming Program

The whole campus swimming program runs every Friday for term 3 (10 week program)

School Tree Day

Friday 26th July

Book Week (Dress up day to be confirmed)

Monday, 19th August- Friday 23rd August



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Father's Day Breakfast

Friday 30th 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

Woody Walkathon

Thursday 7th November

Thursday 14th November (Walkathon backup day)

Grade 6 Graduation

Tuesday 17th December