



Woady Yaloak

Primary School

"Achieving Together"

Woady Yaloak Primary School



Information Handbook

Video Link:

<https://woadyyaloak.vic.edu.au/#campuses>

Updated February 2026



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Welcome to Woody Yaloak Primary School. The purpose of this information booklet is to provide parents/carers 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 look forward to 'achieving together'. For campus specific information, please scroll to page 18.

Kind Regards,



Eamon Johnson
Acting Principal

SCHOOL PROFILE

School Wide Behaviour Statement

At Woody Yaloak Primary School, we treat each other with respect, take responsibility for our learning and behaviour, and strive for excellence in a safe and inclusive school.

Beliefs and Values

- we value our local community and the involvement of parents/carers in all aspects of the school life
- we believe in a curriculum approach that emphasises the development of literacy and numeracy skills
- we believe that children should be equipped to face and cope with change, including that brought about by technology
- we value the academic, social, cultural, emotional and physical development of children
- we value personal responsibility and self-discipline
- we value tolerance of others and of difference
- we value the environment and sustainability
- we value active participation
- we value excellence and personal achievement
- we value open communication, consultation and democratic decision making
- we value systematic evaluation as the basis for educational and organisational planning.



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The aim of Woody Yaloak Primary School

It is the aim of our school to provide a continuing program of experiences that will develop in all children:

- a positive self-concept and sense of worth
- the desire to learn
- the ability to read, write, speak and listen
- an understanding of the number system and the ability to use and apply basic mathematical operations
- an appreciation of the environment
- an ability to appreciate and express ideas through visual and performing arts, literature and language
- an inquiring mind
- the ability to use their imagination
- tolerance towards other points of view, other traditions and beliefs, and
- an awareness of the importance of a healthy lifestyle.



Woody Yaloak Primary School is committed to child safety.



We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all children. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously. Woody Yaloak Primary School is committed to

preventing child abuse and identifying risks early, and removing and reducing these risks. We have robust human resources and recruitment practices for all staff and volunteers. Woody Yaloak Primary School is committed to regularly training and educating our staff and volunteers on child abuse risks. We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability. We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.



SCHOOL VALUES

Woody Yaloak Primary School staff, students, parents and carers are extremely proud of our school and its facilities. We aim to exhibit our school values at all times. Our three school values are:

- Respect
- Responsibility
- Excellence



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A whole school behaviour statement was created that reads 'At WYPS, we treat each other with respect, take responsibility for our learning and behaviour, and strive for excellence in a safe and inclusive learning environment.' The school values are explicitly taught to students through the School Wide Positive Behaviour framework. This framework encourages staff, students and community members to work together to continually display positive attitudes and behaviours when at Woody Yaloak.

WHOLE SCHOOL INFORMATION

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 Victorian Curriculum.



ATTENDANCE

School Matters!



Attend Today, Achieve Tomorrow

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 Compass Parent app, phone call or email to school etc.

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.



CAMPS

Each year, the year 5/6 camp alternates between Roses Gap and Billabong Ranch. The year 3/4 camp alternates between Cave Hill Creek and Camp Wyuna. The year two students will enjoy a sleepover at one of the campuses of the school.



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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.

CHROMEBOOKS

In 2021, our school rolled out a school owned 1:1 Chromebook deployment across our middle and senior classes. In 2024, this program was extended to include our year 2 students.

This means that our teachers added Chromebooks to their arsenal of learning tools. Each student in the middle and senior classrooms at all four campuses will be assigned a Chromebook that will be theirs to use just as they utilise their own books. It will be stored, charged, secured, and maintained at the school. The Chromebook always remains at the school.



The Chromebook they are assigned in the school year will remain with the student until they finish in grade 6. At the conclusion of each term and each school year it will have maintenance completed and when returning, each student will receive the same Chromebook back.

With the Chromebook deployment, WYPS uses G Suite for Education that works together with the Chromebooks. G Suite for Education is a suite of tools that can help increase opportunities for critical thinking, communication, collaboration, and creativity, all while supporting the learning objectives that our teachers have for our students

PARENT / CARERS HELPERS PROGRAM

Many parents / carers not on School Council or Parents' and Friends' still take the opportunity to help out at their campus. Their support is encouraged and welcomed. Parents can provide much needed assistance by becoming involved in classroom programs such as sports, special lunches, swimming programs and working bees.



A vital component in the success of our school programs is the assistance given by parents / carers.

It is essential that parents who assist during school hours have a current "Working with Children" card. Parents can access 'Working with Children' application forms on the following website:

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>



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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. Our school has developed clear guidelines and expectations around communication between staff and parents / guardians via email. Throughout the year, there will be times you will need to contact the school / class teacher for various reasons. 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). 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.

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.

COMPASS

Our school uses the Compass Student Management System for all communication with parents and carers. Compass is an all-in-one platform designed to simplify communication and streamline partnerships between home and school. At the beginning of the school year, all households will be provided with login details to allow access to complete the following tasks:

- Complete attendance
- Receive updates from the classroom
- Confirm attendance and pay for excursions and camps
- Communicate directly with the classroom teacher
- Access student reports
- Pay for school photographs

With its user-friendly interface and comprehensive features, Compass is the ideal tool to support your child's education and help you stay involved in their school journey.

CURRICULUM

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





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Specialist teachers are responsible for teaching LOTE (Japanese), Physical Education / Health, Arts (even years Visual Arts / odd years Performing Arts) and Science. All of the subject areas mentioned above will be reported to parents in student reports that will be sent home in term 2 and term 4.

STUDENT HEALTH

With requirements mandated from the Department of Health, we would appreciate parents continue to follow the guidelines to keep us all safe. These include:

- Keeping socially distanced where appropriate,
- Keeping unwell children at home. Please note that children who attend school and are unwell will be sent home.
- Following all Department of Health and Department of Education & Training guidelines that are in place at the time

It is important to note that restrictions, guidelines, and rules can change at short notice. All updates the school receives will be communicated through Compass.

DISABILITY INCLUSION PROGRAM

Students with disabilities and additional learning needs who meet the criteria for these programs will be provided with additional interventions and adjustments to assist their learning. An Education Support Staff member may comprise part of the support provided to meet these needs. Students' educational needs are closely monitored and reviewed, and meaningful goals are set as part of the Individual Education Plan and through regular Student Support Group (SSG) meetings.

PARENT PAYMENT POLICY

Our curriculum contribution supplier is Campion Education who are located in Yarrowee Street, Sebastopol. The ordering of these materials is strictly through Campion Education and families directly. Information including costs are sent home via annual Parent Payment Policy in term 4.

FACEBOOK

Thank you to all families who have liked our Facebook page and have been enjoying the updates about various events across the school. Here is a link to the page for those who have not yet viewed it:
<https://www.facebook.com/woodyyaloakps/>



EXCLUSIONS FROM ILLNESS /MEDICAL INFORMATION

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.



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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.
Influenza A	Exclude until well

Source: Victoria Department of Health.

EMU:

As part of our commitment to supporting all learners, we implement the EMU (Extending Mathematical Understanding) Numeracy Intervention Program. This evidence-based program is designed to support students who require additional help in developing foundational numeracy skills. EMU focuses on early intervention through intensive, small-group instruction, enabling students to build confidence, overcome learning gaps, and achieve greater success in mathematics.



EXCURSIONS

Our excursion program provides children with a broad range of learning experiences that can extend the learning taking place in the classroom. Its importance to language and social development can be seen in each classroom after an activity. Generally, each grade limits itself to one major excursion each year and one minor excursion each term.



Major excursions may include The Arts Centre, the Zoo or the Museum. Minor excursions may include visits to Sovereign Hill and local places that require little cost. Consent forms are required for the child to attend the activity. All camps and excursions must be paid for prior to the event.

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.

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.



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FOUNDATION ORIENTATION

Each year we offer our Foundation students enrolled for the following year, a comprehensive orientation program to allow familiarisation with the school and staff. We have found our program to be very successful in assisting our new students to feel comfortable and happy about starting school.

Foundation teachers will visit children at our "feeder" kindergartens and then later invitations will be sent home asking the child to attend a Transition Day at the school. There may be more than one of these days. If you are enrolling a new student with us, we hope you will be able to visit our school and take the opportunity to meet our staff.

FOUNDATION TIMETABLE-FEBRUARY

During *FEBRUARY*. Foundation students are not required at school on Wednesdays. Students are expected to attend school from 9.00 a.m.-3.30 p.m. on the other four days of the week.

From March onwards, they will attend for five (5) full days.

GENERAL INFORMATION

- Children must remain in the school ground during school hours.
- Children who become ill during the day may go home if their parents can be contacted for approval.
- Water pistols, guns, knives (and other potentially dangerous toys), skateboards, roller skates and chewing gum are not permitted at school.
- Children are responsible for any items of value that they bring to school.
- Mobile phones should **not** be brought to school. If it is necessary to bring a mobile phone to school, it should be handed to the class teacher / Office Admin on arrival.
- Riding bicycles in the school ground is strictly prohibited. Children **must** wear bicycle safety helmets when riding to and from school. Parents have a responsibility to ensure their children's safety whilst riding. Road authorities believe it is not safe for children under ten to ride on the road without an adult.



GRADE SIX GRADUATION CEREMONY



In December of each year our grade six students attend their graduation ceremony. Students present a speech about their years at school and there is a presentation of awards.



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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. School hats can be purchased from Belaza School Uniform Supplies in Ballarat. (Opposite Target)



HOMEWORK (Please refer to our Homework Policy)

School Council believes that homework is an opportunity for parents or carers to participate in their child's education and that it complements and reinforces classroom learning and fosters good lifelong learning habits.

In summary homework should not be seen as a chore. Homework may consist mainly of:



Junior Classes -

- enable the extension of class work by practising skills (e.g. Spelling and number facts) or gathering extra information or materials
- involve daily reading to, with, and by parents/caregivers or older siblings.

Middle Classes -

- enable the extension of class work by practising skills (eg. Spelling, tables and number facts) or gathering extra information or materials
- may involve daily reading to, with, and by parents/caregivers or older siblings.
- may include extension of class work, such as projects, assignments and research.

Senior Classes -

- may include daily independent reading
- be coordinated across teachers to avoid unreasonable workloads for students
- may include extension of class work, such as projects, assignments and research.

HOME READING



Home Reading is an important element of our reading program. Parents are asked to give this responsibility a high priority. Guidelines for effective home reading will be made available by the class teacher. Depending on the year level of the child, home reading may consist of a decodable text or library book.

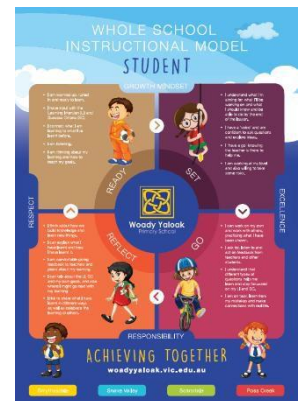


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INSTRUCTIONAL MODEL

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 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. Our model is available to view in the classroom and on our school website.



INTERNET ACCESS

Students will only be able to access the internet from school with parental authorisation. On enrolment, parents will be able to give their approval for their child to access the internet at school for educational purposes.

IPADS - GRADE FOUNDATION AND GRADE ONE

iPads will continue to be available in our junior classrooms to support our teaching of literacy, numeracy and additional subjects and to assist problem solving and creating skills. Students will have access to these shared devices at a ratio of one iPad per student.



NEWSLETTERS

Newsletters are sent home electronically every Tuesday. The newsletters alternate between whole school and campus editions. The newsletters provide important information about school activities and reports on the learning that is taking place. Only digital copies are sent home, with hard copies only available on request from the office. Copies of all our newsletters are available on our website and through Compass.

PRIVACY

Legislation prohibits the school from releasing information of a personal nature unless authorised to do so. Therefore, we cannot pass on names, addresses or telephone numbers of staff, students and families without this being authorised by the person first. A copy of the School Privacy Policy is available at each campus.

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



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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 encouraged to be brought to school. Water in a named drink bottle is highly recommended.

OPEN PARACHUTE PROGRAM

Open Parachute program forms part of our Tier 1 whole-school wellbeing approach. Delivered to all students from Foundation to Grade 6, it is a preventative, strengths-based program that builds emotional literacy, resilience, and positive coping strategies.

Through engaging, age-appropriate lessons, students learn to understand and manage big emotions, develop healthy relationships, and build confidence. By embedding Open Parachute across the school, we ensure a consistent, proactive approach to supporting every child's mental health and wellbeing.

PARENT TEACHER INTERVIEWS

Parent teacher interviews will be conducted at the beginning of the year and at the beginning of term 3 after semester 1 reports are sent home at the end of 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.



RETURNING OF NOTES

Woody Yaloak Primary School uses the Compass student management system for all permission notes and payments. Parents/carers will need access to the app to complete these tasks. Regular reminders will be sent via Compass. Generally speaking, permission for events will be distributed on a Tuesday and are due two weeks 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 the event.



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PUBLIC TRANSPORT VICTORIA SCHOOL BUS

A school bus is in operation at our Snake Valley & Ross Creek campuses. Please contact the Campus Head at those campuses for further information and eligibility criteria.

PARENT PARTICIPATION

School Council

The School Council consists of 8 parents and 5 staff including the Principal. Provision for 2 co-opted members is also available. The Council meets monthly. Its duties include; responsibility for deciding the educational policy of the school, maintenance of buildings and grounds and the general welfare of pupils. Nominations for school councillors are called each year in time for March elections.

What does being a School Councillor mean:

- Attending approximately 8 meetings each year.
- Attending some additional meetings if you decide to serve on a sub-committee such as finance.
- Taking time to find out what the school is about. Teachers can always help you here.
- Being able to have a say in what happens at our school.
- Talking with other parents to gauge their opinions on school matters.
- School is an educational partnership between teachers, parents and students and we can only provide an effective educational program for all students if there is active co-operation between these partners.

PFA - PARENTS AND FRIENDS ASSOCIATION

The PFA extend an open invitation to all families of children at Woody Yaloak Primary School to join and become involved in the life of the school. The PFA work in conjunction with the School Council and the staff for the benefit of the school. The PFA meet regularly at each of the campuses in a friendly and informal atmosphere. Representatives from Campus PFA teams meet each term to ensure consistency across the school.

The PFA provide parents with the opportunity; to discuss the education of their children, to raise issues, form social contacts and fundraise to provide additional funds for the school's budget. Such funds enhance the quality of education offered to our children. E.g.: camps and excursions.

SCHOOL WIDE POSITIVE BEHAVIOUR / SCHOOL VALUES

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 <https://woodyyaloak.vic.edu.au/> or available on request from the school.



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PERSONAL CARE

Sound, happy friendships develop when children come to school clean, neat, and tidy. From time to time, head lice can be a problem in schools. The incidence of this problem can be reduced if all parents help by following these suggestions.

1. Check your child's hair regularly.
2. Notify the school if any lice or eggs are found so that other parents can be asked to check and treat any problems.
3. Follow the treatment recommended in literature provided by the DHHS.

Head lice checks are conducted by a member of staff on a needs basis. All families are asked to complete a form authorising the inspection of students' hair. Should eggs be detected, a notification letter will be sent home immediately. Children may return to school as soon as treatment procedures commence. If children have live head lice, parents are notified immediately to collect their child from school.

SOUNDS-WRITE PHONICS PROGRAM



Sounds-Write is a quality first phonics programme that is implemented across all the junior classes at Woody Yaloak Primary School. Its purpose is to provide students with a comprehensive system with which to learn how to read, spell and write. It is also implemented as an intervention and 'catch up program' for our students. Sounds-Write is extremely well regarded across the world as a 'best practice' synthetic phonics program for students in Foundation to year 2. The Sounds-Write phonics supports Woody Yaloak Primary School's targeted approach to the big six on reading which are: comprehension, fluency, phonics, phonemic awareness, vocabulary and oral language.

SPORTS PROGRAMS

In the first term of each year all children participate in an inter-school athletics carnival. Physical fitness and enjoyment are highly regarded. Inter school sports will be programmed for senior and some middle school children in Term 2. They are also involved in a variety of activities over the course of the year.





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STUDENT LEADERSHIP PROGRAMS

Our school has a strong focus on developing students as leaders and promoting a student voice from within the student body. At all campuses, campus captains are appointed, based on a rigorous selection process involving written applications, a speech to all students and an interview process. These captains are presented with special leadership shirts in an assembly in term 1.

Our school also has leadership teams that are formed from students in years 3-5. The purpose of these leadership teams is to provide opportunities for our younger students to build their capacity to lead others in a supportive environment. The students elected to our student leadership teams must provide a written application and are chosen based on this, a student vote and teacher input.

STUDENT WELFARE



At Woody Yaloak Primary School we promote and provide a supportive and safe learning environment where individuals are treated with respect and believe this is a student's fundamental right. To do this we implement a School-Wide Positive Behaviour (SWPB) approach along with Respectful Relationship Program to provide an environment that protects the emotional, psychological and physical well-being of students where children are protected from abuse, bullying and harassment. Parents, teachers and school leaders work together to support all students to reach their potential and meet individual student needs.

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 next year. The students will be attending swimming lessons in term 3. More details to come.

WALKATHON

Each year we have a whole school Walkathon to raise money to subsidise campus and excursions held throughout the year. The Walkathon is held yearly in November.

WEBSITE

www.woodyyaloak.vic.edu.au

Our website is an important resource for all parents. The website celebrates the learning at each campus, has an extensive parent information resource and an up-to-date interactive calendar. Please add this website to your favourites list and check regularly.



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WELLBEING OFFICER

Our Wellbeing Officer plays an important role in supporting the social and emotional wellbeing of our students, through referrals, across all four campuses. Working closely with staff, students, and families, the Wellbeing Officer provides additional support to children who may be experiencing challenges with friendships, emotions, behaviour, or life circumstances.

The role includes delivering small group programs, providing short-term individual support, assisting with regulation strategies, and helping students build resilience and positive coping skills. Through a proactive and caring approach, the Wellbeing Officer helps create a safe, inclusive environment where every child feels supported and ready to learn.

WHOLE SCHOOL CELEBRATION DAYS

We provide opportunities for ALL students to come together to participate in a broad range of curriculum activities often with visiting performers. A bus fee may or may not be charged. Our aim is to conduct one of these days per year.

WHOLE SCHOOL CONCERT

Our school performing arts show is held on a biannual basis. Our performing arts show promotes our high-quality dance and drama programs. All our students get multiple opportunities to perform in a special campus concert. We welcome all families, friends and community members to come along and enjoy our magnificent performances.

WHOLE SCHOOL DISCOS

Each year, Woody Yaloak offers students the opportunity to attend a disco at either the Ross Creek Campus Hall or the Woody Yaloak Recreation Centre (Smythesdale). These discos are for primary-aged children only and operate from 6.30pm-8.00pm. At each disco, children are encouraged to dance the night away to music supplied by our year 5/6 students who act as DJ's in a safe and fully supervised environment. A canteen is operated at each disco where students can purchase items.

WOODY YALOOK ART SHOW

Our whole school visual arts show is held on a biannual basis. The arts show, which is held at the Woody Yaloak Recreation Centre (Smythesdale), showcases the outstanding pieces of art our students produce in the visual arts program at school. All students' will produce multiple pieces that come together to create an art show that contains over 1,000 pieces of work! Our art show truly showcases our students' talents and is another highlight of the school year.





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WINTER SPORTS



Students from grades 4-6 take part in a sport program during Term 2. Sports may include netball, soccer, football and indoor ball games. There is a small charge for those participating to cover buses. Students at Woody Yaloak Primary School also participate in inter-school sports (Soccer, Football, Netball) against schools across the region.

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.





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ROSS CREEK CAMPUS – SPECIFIC INFORMATION



BELL TIMES / ASSEMBLY

The structure of our school day is:

8.50 a.m. - 9.00 a.m.	Before School (all students in classrooms)
9.00 a.m. - 11.00 a.m.	Learning time (with a 10:00 am fruit/healthy food break)
11.00 a.m. - 11.30 a.m.	Recess
11.30 a.m. - 1.30 p.m.	Learning time
1.30 p.m. - 2.30 p.m.	Lunch
2.30 p.m. - 3.30 p.m.	Learning time

Assemblies are held every second Tuesday afternoon at 2:50p.m. Parents/grandparents/family members are encouraged to attend. (Dates will be advertised in the newsletter)



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MORNING ARRIVAL & SUPERVISION

Supervision is not provided in the school grounds prior to 8:50am. Indoor supervision is available in the hall from 8:40am to 8:50am. At 8:50am, students transition to their classrooms to commence preparation for the school day. Parents and carers are requested not to enter classrooms in the morning. If communication with a classroom teacher is required, this must occur prior to 8:50am. This ensures staff have adequate time to prepare for teaching and to support a settled start to the day.

Students are encouraged to develop independence in their morning routines, including entering the classroom, unpacking their school bags, and organising materials for learning by themselves. For our Foundation students, Term 1 is recognised as a transition period. During this time, parents and carers may support their child with morning routines. By the end of Term 1, students are expected to independently enter the classroom and manage their belongings, in line with the school's focus on building independence and resilience.

CHILD SAFETY AND CAMPUS ACCESS

At our Ross Creek Campus, school gates are secured at 9:00am each morning and reopened at 3:35pm each afternoon. Students arriving late or leaving early must enter via the administration office and be signed in or out using the Compass kiosk. If you need to collect your child during the school day, please attend the front office. Staff will arrange for your child to be collected from their classroom.

In line with our Child Safety Policy, parents and carers are not permitted to access classroom areas during the school day without prior approval. All visitors must remain within the administration area unless otherwise authorised. We appreciate your cooperation in supporting the safety and wellbeing of all students.

PARKING

Pick-up and drop-off times are high-traffic periods across the campus. The multi-purpose car park in front of the hall is the preferred parking area for parents and carers who need to enter the school grounds. Parents and carers are asked not to park in the turning circle, as this area must remain clear for school bus access and to ensure the safe and efficient flow of traffic for all families leaving the campus.

PICK UP PROCEDURES

Students are walked out of the school to the front gate at the end of the day by the classroom teacher. 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.

FOOD WARMERS

Our campus provides a food warmer that students can access on Fridays. 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 must be clearly labelled, to avoid potential problems with food allergies.



Woody Yaloak

Primary School

"Achieving Together"

SHOP LUNCHES

Students have the opportunity to purchase lunch each Thursday through Rustic Edge, Smythesdale. Lunch orders must be submitted by Wednesday morning, as orders are collected at recess on Wednesday for Thursday delivery. A menu is provided for families at the beginning of the year. All orders must include correct money and be placed in a clearly labelled envelope. Lunches are delivered to the school in time for the scheduled lunch break at 1:30pm on Thursdays.

FOOD BANK

Our school is a registered Food Bank school and is committed to ensuring all students have access to food throughout the day. While we do not operate a formal Breakfast Club, a range of food is available to students through our well-being supports. Students can access food as needed via an open pantry model. Items commonly available include fruit, cereals (such as Weet-Bix and Cheerios), soup, tinned fruit, and baked beans. Students are encouraged to seek support if they require food at any time during the school day.

OSHC ADVENTURE (Outside School Hours Care)

At the Ross Creek Campus, before and after school care is provided by OSHC Adventures. The service operates from 7:00am to 9:00am and 3:30pm to 6:00pm, with sessions held in the school's Japanese specialist room. OSHC offers a safe, supervised environment where students can engage in a range of structured and unstructured activities, with food provided as part of the program. Bookings are essential, and families are encouraged to contact the administration office for further details.

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



Jamie Dwyer
Ross Creek Campus Head