



Waubra Primary School

We Don't Just Enrol the Student, We Enrol the Whole Family



Parent Handbook

RESPECT

EXCELLENCE

INTEGRITY

RESPONSIBILITY

Our Vision...

To develop academically and socially confident students in an engaging learning environment, where they are inspired to reach their full potential.

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Dear Parents and Caregivers

We welcome you and your child to the Waubra Primary School and trust your association with our school will be a happy and rewarding one.

As we are a small country school, we are an integral part of the Waubra Community. We ensure our students are part of our community to understand that communities rely on all members. Underpinning everything that happens in our school is our commitment to making the presence of our four school values obvious to everyone who enters. Respect, Integrity, Responsibility, and Excellence. We promote this in the way the children treat each other, in their relationships with staff and parents and in the atmosphere of respect, integrity, responsibility and excellence that permeates throughout our daily activities.

Every child is unique. Every child is special with different needs, interests and particular characteristics that set them apart. At Waubra, we celebrate these differences and, through a broad and versatile curriculum, ensure that we cater for them. Our teachers place students at the centre of the learning process and are committed to the growth and development of the whole child: emotionally, academically, physically, and socially.

We recognise the unique contribution made by parents to the life of our school and to the learning of the children. At Waubra, staff, students, and parents work together with the spirit of co-operation, enabling our children to reach their full potential. We strongly encourage you to become as involved in the life of our community as much as you can.

Thank you for selecting Waubra Primary School for your child's primary education. We look forward to our partnership in their learning journey.

Kind Regards



Kane Tolliday
Principal

Quick Guide to Waubra Primary School

Principal	Kane Tolliday
Foundation / One Teacher	Stephen Barrett
Two / Three / Four Teacher	Timothy Haase
Five / Six Teacher	Katie Mester/Lauchlan Williams
LOTE (Japanese) Teacher	Danielle Anzai
Tutor Initiative Co-ordinator	Caroline Hurse
Physical Education Teacher Specialist (STEM)	Kane Tolliday/Lauchlan Williams Lauchlan Williams
Educational Support Staff	Mary-Ann Ogle- Joyce Amanda McDonald Sue Holland Romaine Ball-Vinten Elise Amarant
Administration / Reception	Sue Holland
Contact Information	
School Address	2110 Sunraysia Highway, Waubra, 3352
School Telephone	03 5343 5358
Email	waubra.ps@education.vic.gov.au
Website	www.waubps.vic.gov.au

School Hours

First Bell	8:50am	
School Commences	9:00am	(Classes begin)
Lunch	11:00am	
1 st Recess	11:10am	
Learning Block	11:45am	
Snack	1:45pm	
2 nd Recess	1:55pm	
Learning Block	2:15pm	
Dismissal	3:15pm	

2024 Term Dates

Term 1	29 th January, Staff resume 30 th January, Student testing day 31 st January, Student testing day 1 st February, Grade 1-6 Students return 2 nd February, Foundation students begin 28 th March, Last Day of Term
Term 2	15 th April – 28 th June
Term 3	15 th July – 20 th September
Term 4	7 th October – 20 th December

Foundation Days

The children in Foundation attend full days, however, they do not attend each Wednesday during Term 1 for the first 6 weeks.

Curriculum Days

Children do not come to school on curriculum days, which are used for staff professional development and training. There are usually 4 curriculum days per year. Where possible these will be finalised prior to the beginning of each school semester. Notification will be sent out via the school newsletter, Compass, and posted on the school website.

Playground Supervision

Students will be supervised in the playground during the following times.

8:45am – 9:00am	Before School Starts
11:10am – 11:45am	1 st Recess
1:55pm – 2:15pm	2 nd Recess
3:15pm – 3:30pm	After School Ends

Public Holidays

Term 1	Labour Day	Monday 11 th March
Term 2	ANZAC Day	Thursday 25 th April
	King's Birthday	Monday 10 th June
Term 4	Melbourne Cup Day	Tuesday 5 th November

School drop off and pick up

It is important that your child is at school by 8:50am ready to begin school at 9:00am. If your child arrives after this time, he/she will need to go to the office to fill in the Late Arrivals/Early Departures Register.

If it is necessary to collect your child from school at any time during the day prior to 3:15pm, you are required to sign the Late Arrivals/Early Departures Register at the office prior to collecting your child.

Absentees

If your child is unable to attend school, please record absence via the compass school app or notify the school prior to 9:00am by phoning the office on 5343 5358.

Bus Travel

The bus will depart the school at 3:25pm.

If there is a change to your child/ren's travel arrangements, please notify the school office by phone or a signed note.

The bus is a free service for families who live more than 4km from the school.

The importance of punctuality

Good social habits should be established as soon as possible, and we ask that you make every attempt to be punctual at all times. Arriving on time for school is important for several reasons. The first 10 minutes of school is a vital time of the day when the day's routine and structure is established. It is a time for 'tuning in' and focusing on the learning intentions for the day. It is very difficult for children arriving late to school to 'catch up' on this missed information or instruction. Furthermore, when your child is late it disrupts other students who are engaged in their own learning.

Student Learning

Our Approach to Learning

At Waubra Primary School we believe it is an essential element of a child's education to engage all members of the community in a child's learning. We work to create an educational environment that is driven by identified needs and interest of our students.

Preparing students to succeed within a rapidly changing social and technical environment, our focus is on developing critical thinking skills, problem solving, risk taking and resilience as well as the integration of technology on a daily basis in the classroom.

Spelling Mastery / Phonemic Awareness Program

All students are involved in our spelling program 4 days a week. Spelling Mastery is a direct instructional approach to teaching spelling. All students are tested and grouped according to the results. The Phonemic Awareness program is concerned with the ability of the brain to process and manipulate sounds in words, i.e., to isolate chunks of sounds (phonemes) in a given word in the correct order.

Specialist Program

All students will participate in specialist programs around STEAM, Japanese, PE/Sport and MARC Van (History).

Physical Education

The Physical Education (PE) program is a comprehensive physical skill development and fitness program. All children from Foundation to Grade 6 have a PE/Sport session with a specialist teacher each week. In addition, all children at Waubra Primary School participate in two annual Athletics Carnival, the School House Sports and the carnival with Mt Blowhard PS and Trawalla PS. This is usually organised late in Term 1 and takes place at the school (House Sports) and at Llanberris Athletic Reserve.

Students participate in a comprehensive swimming program each year at the Swim & Survival Academy in Ballarat.

The Arts

All children from Foundation to Grade 6 participate in a visual arts sessions as part of the schools STEAM program.

A major school concert is held biannually. A Visual and Performing Arts Showcase is held biannually to celebrate the student's achievements in these areas.

Any student who loves to sing are able to join the Waubra School Choir. The Choir is a non-auditioning choir with a focus on musicality and singing for pleasure. The choir perform at the school concert.



Science, Technology, Engineering, Art & Mathematics (STEAM)

All students take part in a weekly STEAM class, with a focus on Science, Visual Art and Digital/Design Technologies. These curriculum areas are taught in an integrated 1.5-hour class. The extended class time allows students to get involved in hands on learning, which may involve conducting experiments, using Digital Technologies or representing their ideas creatively.

LOTE (Language Other Than English)

All students from Foundation to Grade 6 participate in a one and a half hour session of Japanese each fortnight with a specialist Japanese-speaking teacher.



Excursions and incursions

Waubra Primary School will hold several excursions/incursions to enrich your child's education through real life experiences. These activities are designed to stimulate and motivate learning, to provide experiences not readily available, to help children understand the relevance of curriculum to the wider community and to develop social skills in a real-life setting. All children are expected to participate in school activities. The cost of excursions/incursions will be sent out early Term 1.

Permission Forms

Every year parents will be asked to sign a Parental Authority and Consent form. This form provides permission for children participating in all activities and excursion within the local area and the travelling to and from these activities including walking and travelling by bus. All activities will be advertised beforehand via the school newsletter, Compass, and school website. Separate signed permission will be required for all excursions that take place outside of the local area, and any travel by private car.

Assessments

All students participate in both formal and informal assessment practices throughout the year. These assessments are designed to measure the progress of your child in all areas of the curriculum and identify any barriers for learning.

The first two days of term 1 will be used for assessment interviews with each child. Students will spend 30 minutes with their teacher to complete literacy and numeracy assessments.

It is a federal government requirement that students in Year 3 and 5 (primary school) and 7 and 9 (secondary school) participate in the National Assessment Program – Literacy and Numeracy (NAPLAN).

Student Leadership

There are several opportunities for students to develop leadership skills and passions.

School Captains

There are two school captains elected by the students and staff at the end of term 4 each year. These two students represent the school at several functions and greet and guide important visitors to our school. They also lead school assemblies and other similar events. School Captains are also a member of our School Council.

School Houses Captains

We have three houses named after significant places or people in the local community.

Bolton (BLUE)

Mullawallah (RED)

Springs (YELLOW).

Each house has a house captain. They are responsible for organising sporting equipment and house activities.

All students are assigned to a house when they begin their schooling at Waubra PS.



Junior School Council

Students in grades 2 – 6 are elected representatives at Junior School Council. These students meet as a committee to discuss and organise various fundraising events for the school and discuss student needs within the school.

Communication between Parents and Staff

Formal Reporting

Each term a formal method of reporting is used to advise how your child is progressing at school:

Term 1: Parent/Student/Teacher introductions take place.

Term 2: Formal reports are sent home at the end of term.

Term 3: Parent/Student/Teacher conversations are held at the beginning of term.

Term 4: Formal reports are sent home at the end of term, Parent/Student/Teacher conversations take place.

Additionally, for students with special needs, regular Parent Support Group meetings are held.

Meeting with your child's teacher

If you have any concerns or questions about your child, you do not need to wait until a formal method of reporting takes place. Additional communication can take place at the request of parent/carer or the teacher.

Step 1: Arrange a time that is suitable to both you and the teacher to meet. This could be done before school or after school. If you are working, you may like to forward a note in the diary or leave a message at the office for the classroom teacher to return your call so that you can plan to meet. Individual teachers are not expected to meet with parents in the evenings.

Step 2: Inform the teacher about the nature of your inquiry. Teachers care about your child and want to know if there are any issues which may have arisen.

Step 3: A positive outcome for all involved will occur if each party is willing to listen to each other's view and all work towards finding a solution that is in the best interests of your child.

Meeting with the Principal

There may be times when you wish to speak with the Principal. For example, that may involve family, health, finance, and other personal issues. To speak to the principal, please contact the office to make an appointment.

Keeping informed – what’s going on in the school community

For general information (not specifically relating to your child) there are a number of ways you can keep up to date with what’s going on:

The school newsletter is put onto the Compass app for parents and community members each Tuesday and is also posted on the Waubra Primary School website for access by the school community. Hard copies are available upon request from the school office. The newsletter communicates important information to parents about what is happening within the school.

The Waubra Primary website. Visit www.waubps.vic.edu.au

School Facebook page. Like ‘Waubra Primary School’

Fundraising Facebook page. Like ‘Waubra Primary School Fundraising’

Compass App. Notifications



Staying in touch

Facebook

Our 'Waubra Primary School' Facebook page allows us to post information in real time, share celebrations and create an online community for those who can't always make it into the school grounds.

We recognise that not everyone uses Facebook but following the positive experiences of other schools in our region, we feel it's a great opportunity to share stories and communicate with each other in a new way.

To start following our Facebook page:

1. If you don't have one already you will need to set-up your own Facebook account.
2. Type 'Waubra Primary School' in the search window.
3. Click on 'Like' on our page.
4. You will then receive our posts in your newsfeed.
5. We encourage you to share, like and comment on our posts, but please no tagging. A full list of guidelines will be circulated to families or can be obtained from the school office.

A 'Social Media' approval form will need to be completed advising if you are happy for your child or children's photo to appear in Facebook posts. No names will be used in any posts.



Compass

Waubra Primary School uses the Compass App as our main form of parent communication. You will be given log in details and instructions after enrolling at the school before your child commences.

Support for children and families

At Waubra Primary School, we believe that education is about considering the whole child. The DET Office in Ballarat have a strong and committed welfare team who teams up with a range of organisations to provide the necessary support for students and their families, both at school and at home. Students and families at Waubra can access any of these services when needed. If you have an issue you would like to discuss or feel you or your child needs additional support please contact the Principal, Kane Tolliday.



Becoming involved in the school

At Waubra, we are very fortunate to have a very active and engaged parent community. We always strive to be welcoming, and we encourage parents and caregivers to use their gifts and talents to contribute to the wellbeing of the school. Following are some of the opportunities to become involved in the Waubra Primary school community.

Parents & Friends

Waubra Primary has a very active group of parents and friends. The parents support the school through fundraising and social activities. We encourage all parents, wherever possible, to support these events.

In addition, you can support the school by volunteering to help by cooking a soup or making a slice in Terms 2 and 3.



School Council

The School Council meets twice a term. This group supports and advises the Principal in setting the strategic direction of the school and developing future goals.

Volunteering a special skill or talent

If you are involved in entertainment, the arts, environment, marketing, learning technologies, graphic design, photography, policy development, strategic planning, finance, sport, gardening, or trades such as carpentry, plumbing etc., you may like to volunteer your skill to support the school community.

Attending school events

Participating in school events is a great way to be involved in the Waubra community.

Some of the activities held regularly are:

Reading sessions

Maths games

PE / Sport support

Working with Children Checks

If you are assisting in the classroom or attending excursions, you will require a current Working with Children Card.

If you do not have a Card you will need to apply via the Department of Justice website www.departmentofjustice.vic.gov.au and follow the links to begin the process.

Once you have completed the online procedure you will need to print off the documentation and have your photo taken.

Take your paperwork and photo to the post office to process. There is no cost to receive a volunteer card.

Once received, please bring your card into the school office for a copy to be made.

Curriculum Contribution

Parent payment arrangements for curriculum contributions are set each year by the Principal in consultation with School Council. These contributions are vital for the continual growth of our school. Parent Payment documentation will be sent out early in the year. It may also be necessary for the school to request further contribution towards our swimming program.

Camps, Sports and Excursion Fund

The Camps, Sports and Excursions Fund (CSEF) runs over four years and will provide payments for eligible students to attend camps, sports, and excursions.

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply. \$125 per year is paid for eligible primary school students. Payments are made directly to the school and are tied to the student.

In 2022 the program will again be promoted to families via school newsletters and websites.



Food at School

Help establish good eating habits for your child

Schools play a vital role in educating children in healthy eating behaviours and parents play a vital role in providing their children with healthy and balanced food for snack and lunch. We believe school age is the perfect time for children to learn and establish healthy eating behaviours.

Anaphylaxis and nut products

Please **do not** bring nuts or nut products to school. This is to prevent anyone who has anaphylaxis or nut allergy from having an attack that could be life threatening.

Packaging

Waubra encourages 'nude' food. Students are requested to bring their lunch and snacks in re-usable containers to reduce rubbish at school and minimize rubbish going to landfill.

Heathy Snack

Students are encouraged to bring a piece of fruit or vegetable (may or may not be cut up) or cheese to snack on in class during the morning.

Lunch

Lunch is eaten under supervision of the class teacher immediately before 1st recess 11:00 – 11:10am. Please keep your child's lunch simple and consider healthy food options. Teachers try to make sure that any food not eaten is returned home so that parents can gauge the correct amount needed.

Snack

In addition to the morning healthy snack, children can have a further snack immediately before 2nd recess 1:45 – 1:55pm. We suggest you provide a healthy snack such as fruit/vegetables, cheese, or yogurt.

Drinks

Students are encouraged to drink water at school, particularly during hot weather. All students are required to have a drink bottle (no glass please) **clearly labelled with the child's name** that can be taken home daily and refilled with water.

Heat Ups

During Terms 2 and 3, lunches can be brought to school and heated in the pie warmer. Please ensure that food is wrapped in foil or foil tray, and **clearly named**.

Lunch Orders

Lunch orders are available Monday – Thursday from the Waubra shop.

To place a lunch order, you are required to:

- Provide an envelope with your child's name, class, and lunch order
- Place correct money.
- Monitors will collect orders and ring the shop to place the order
- Lunch is delivered to the school at 11:00am



Wraps & Rolls

During Term 1 and 4, students can purchase a wrap or a roll with healthy fillings from the Junior School Council. Put your order in an envelope with your child's name and the money inside. Wraps and rolls are \$4.

Soup/Hot Lunches

In Term 2 & 3 Parents and Friends volunteer to provide soup/hot lunches on a Friday for \$4. Money raised supports our school. Put your order in an envelope with your child's name and the money inside. Volunteers will be requested through our Waubra Primary School Fundraising Facebook page, or you can contact the office to volunteer to be added to the weekly roster. A menu will be in the newsletter for the term.

Breakfast Club

We have a Breakfast Club that runs every morning before school. This a free program available to all students.

Tuesday Treats

In Term 2 & 3 Parents volunteer to make a slice/cake for Junior School Council to sell. Treats are \$2.00 and days offered may vary year to year.

Term 1 & 4 we have icy poles for \$1.00 Students bring money for these on the day.



School Uniforms

The school has an official uniform which students must wear each day.

Girls - Summer

Polo shirt (short or long sleeve)

Navy shorts

Blue & white check dress

Girls - Winter

Navy tracksuit pants or pants

School red windcheater or polar fleece

School Tartan tunic

Navy Skivvy

Polo Shirt (short or long sleeve)

Grade 6 students have a specially designed graduation jumper and t-shirt.

Boys - Summer

polo shirt (short or long sleeve)

Navy shorts

Boys - Winter

Navy tracksuit pants or pants

School red windcheater or polar fleece

Navy Skivvy

Polo shirt

Uniforms can be purchased at Beleza School Uniforms, 22 Doveton St, Ballarat 3350.

Please name all pieces of uniform clearly.

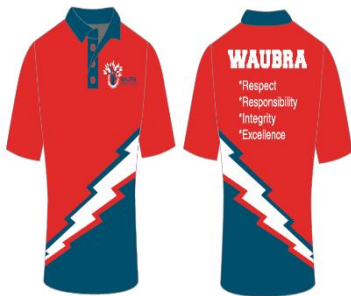


Wide Brimmed Hat



All students will need to wear a navy blue broad brimmed hat during Term 1 & Term 4. The school has a 'No Hat No Play Policy'

Sports Tops



School sports tops are \$30.00 and can be purchased from the school office. They can be worn on PE days and to various excursions.

Beanies



School beanies are \$15.00 and can be purchased from the school office to be worn in the colder weather.

Health and Wellbeing

Student health and wellbeing are fundamental to inclusion in school activities. Waubra provides an environment where staff and students feel respected and their physical and psychological health is supported and promoted. The information below is a summary of our policies and guidelines.

Sick Bay

If a child is feeling unwell, he/she will be monitored for 15-20 minutes in the classroom. If, after this time the child is not well enough to continue in the classroom a parent/carer will be contacted to take the child home. It is not the school's responsibility to care for a sick child for an entire school day. Parents who work must make arrangements for friends/relatives to be available to collect their child to be cared for at home if they are unable to leave work. If your child attends sickbay for treatment, they will bring home a Record of Treatment Note. Should we be unable to contact you or your emergency contact, we will make arrangements for required medical care with the doctor indicated on your enrolment form. Please ensure that your emergency information and other details are kept up to date.

First Aid

All staff have current Level 2 First Aid qualifications. Usual treatment consists of cleaning a wound or injuries with water and applying a bandage or applying an ice or cold pack to bruise or sprain.

All injuries and treatments are recorded in the First Aid Register. Children are given a Record of Treatment Note to take home if they have received medical treatment.

Medication

Before sending medication to school, please consider if your child is well enough to return to school or whether it is possible to administer the medication outside of school hours.

If your child requires medication while at school, it should be given to your child's teacher for safe keeping, with clear written instructions indicating dosage and times.

Illness at School

Children who are ill are best cared for at home. In the interests of the health of children and staff, do not send your child to school if he/she is unwell or has been unwell overnight. Parents/carers will be notified to collect their child immediately if any of the following symptoms are apparent:

- Above normal temperature
- Discharge from eyes or ears
- Stomach pains, vomiting or diarrhoea
- Difficulty in breathing
- Severe headache or earache
- Head injury
- Severe asthma attack
- Covid-19 symptoms

Please note: **It is important that parents inform the school immediately of any change of address or phone numbers.**

Anaphylaxis

It is the responsibility of parents/carers to inform the school as soon as children have been identified as having a risk of an anaphylactic reaction. Individual ASCIA Anaphylaxis Management Action Plans need to be developed by the family in conjunction with their doctor and be provided to the school. Children are required to have their medication at school at all times. Medication is kept in the child's classroom and in the school office.

Asthma Management

As with anaphylaxis, parents/carers should inform the school as soon as their child is identified as having a risk of an asthma attack. The Asthma Foundation's Asthma Care Plan for Schools should be completed by the student's doctor in consultation with parents/carers.

This plan must be reviewed annually and obtained from the doctor which will then be forwarded to the school to ensure that appropriate action is taken in the case of an asthma attack (all named asthma pumps are given to the current teacher along with a current plan).

Head Lice

Head lice infections are common and create concern for many families. Head lice (pediculosis) are tiny insects that live on the human scalp. They spread by head-to-head contact and also by the sharing of personal items such as combs, brushes and hats. Whilst head lice do not carry or transmit disease, they are a cause of head itch and scratching that may lead to infection, so they need to be controlled.

Parents have the primary responsibility for the detection and treatment of head lice. Schools also have a role in management of head lice infections and in providing support and information for the school community.

A Head Lice Alert Notice will be sent home to all families of children in the identified classroom notifying them that lice have been detected in the class, requesting that parents inspect and treat their children's hair.

It is a requirement that parents/carers refrain from sending their children to school with untreated head lice. It should be noted that students may be treated one evening and return to school the next day and that the presence of eggs in the hair is not cause for exclusion. Parents/carers need to be aware that one treatment is not sufficient to manage the problem.

Immunisation Status Certificate

Parents must provide an Immunisation Status Certificate on school enrolment. This certificate can be obtained from Medicare Australia.



Foundation Supplement

Becoming Familiar with School

As time gets closer to starting school, there are a number of ways you can help your child settle into school happily.

Talk about what your child will eat for lunch, healthy snack and drink.

Show your child his/her lunch box, drink container or school uniform. Allow them time to practice opening and closing it, some containers are difficult to open with little fingers.

Let your child wear his/her uniform for a day at home.

School Days and Times

During first term Foundation students will attend school Monday, Tuesday, Thursday and Friday. They will not attend on Wednesday for the first six weeks. After the Labour Day weekend, Foundation students will attend school five days a week.

Leaving Your Child on the First Day

Smile, cheerfully say 'goodbye' and 'have a great day, I'll see you this afternoon' and leave straight away. Please tell your child beforehand that this will happen. Your child may shed a tear but will very quickly become absorbed in classroom activities. You may shed a tear too!

After you have dropped off your child, you are warmly invited to go to the staffroom for a cuppa and morning tea. This is a great opportunity to meet other parents, talk to staff and debrief about the first day experience. Toddlers, preschoolers, Grandparents and other important people are most welcome to attend.

Collecting Children after School

Please collect your child from school at 3:15pm.

At the end of the day your child will be tired and may not feel like talking about school. This is very natural! Don't feel upset if you ask your child 'What did you do at school today?' and the reply is 'Nothing!' Your child will tell you about his/her day when they are ready.



Toilet Routine

Foundation students are taken to the toilet at frequent intervals during the first few weeks. As they become used to routine, they are then permitted to go during school time. Teachers will remind students to go to the toilet at recess and lunch time.

If you have any concerns about potential toilet accidents, establish a toilet routine at home that encourages your child to go at similar times to the recess and lunch break and always emphasise the importance of washing their hands with soap afterwards.

In the event of 'an accident', encourage your child to tell their teacher. Some children believe they will 'get in trouble'. This is not the case. Accidents are dealt with in a sensitive manner and parents/carers will be notified. You may also like to pack a change of clothing in your child's bag.



Tips to help your child develop early numeracy and literacy skills

Hints to encourage your child to be interested in numeracy:

Rote Count: Start to count small groups of objects by pointing to each object as the counting progresses.

Number recognition: Play games such as Snap or Memory which will help your child identify the number and associate it with its name.

Use dot dice to play games: This helps your child identify the dots as a number and encourages one to one counting as the moves are made.

Hints to help your child learn to read:

Talk to your child: Help him/her to join in on ordinary conversation.

Read to your child: Every time you read to your child you are building an appreciation of books and learning.

Listen to your child: The more your child talks in general, the better he/she is likely to read.

Teach your child to care for books.

Build up a reading atmosphere at home: Present a good model of reading. Let your child see you reading frequently.

Buy games and puzzles for your child: These help the learning of shape and form and assist your child to relate words to items.

Buy books for your child: A child who owns good books is usually interested in reading.

Praise your child: Encourage your child. Set aside a regular time to hear your child read.