



Warranwood Primary School



Prep Parent Information Booklet 2019

Welcome to Warranwood Primary School

Thank you for your interest in, or selection of, Warranwood Primary School for your child's primary education. We are very fortunate to have a professional and dedicated staff who are committed, caring and concerned for each child's welfare.

The core purpose of our School Strategic Plan is to provide a rich learning environment underpinned by positive relationships where individuals are valued and supported to realise their potential, and become confident, productive and resilient citizens.

The aims adopted by our school community for our students are consistent with those of the 'Melbourne Declaration on Educational Goals for Young Australians':

To develop the essential skills for twenty-first century learners – in literacy, numeracy, digital technologies, thinking, creativity, teamwork and communication.

To develop individuals who can manage their own wellbeing, relate well to others, make informed decisions about their lives, become citizens who behave with ethical integrity, relate to and communicate across cultures, work for the common good and act with responsibility at local, regional and global levels.

We will work towards achieving these aims in a dynamic learning environment that challenges and extends our students.

We highly value the quality relationships between students and teachers, as well as a genuine partnership between parents and the school. We invite you to become actively involved in any or many aspects of school operations—classroom assistance, School Council membership, or Parents' Association activities. The excellent reputation of the school has resulted from many years of cooperative teamwork and goodwill, with the aim of providing the very best educational opportunities for our students. Your participation in this process is highly valued and warmly encouraged.

We look forward to working with you and sharing the journey of your child's education.

Contents

<i>Key School Personnel</i>	4	<i>Sun Smart Policy</i>	17
		<i>Personal Belongings</i>	17
<i>Term Dates</i>		<i>Lunch</i>	18
<i>School Times</i>	5	<i>Canteen</i>	18
<i>End of Term Dismissal</i>	5	<i>Student Banking</i>	19
<i>Curriculum & Reporting Days</i>	5	<i>Books and Requisites</i>	19
<i>Student Welfare</i>		<i>Term Fees</i>	19
<i>Student Code of Conduct</i>	6	<i>Buddies</i>	20
<i>School Values</i>	6	<i>Car Park</i>	20
<i>Student Leadership</i>	7	<i>School Crossing</i>	20
<i>Connect Groups</i>	7	<i>Emergency Management Plan</i>	20
<i>Children's Health</i>		<i>House System</i>	20
<i>If Your Child is Sick at School</i>	8	<i>Visitors</i>	21
<i>Wellbeing Centre</i>	8	<i>Working Bees</i>	21
<i>Illness</i>	9	<i>Birthdays</i>	21
<i>Head Lice</i>	9	<i>Photography Use</i>	21
<i>School Nursing Program</i>	9	<i>Out of School Hours Care</i>	21
		<i>Exciting Events</i>	22
<i>Parent Communication</i>		<i>Curriculum</i>	
<i>Open Door Policy</i>	10	<i>Discovery Learning</i>	23
<i>Getting To Know You Interviews</i>	10	<i>Literacy</i>	24
<i>Parent Teacher Conferences</i>	10	<i>Numeracy</i>	25
<i>Reports</i>	10	<i>Integrated Studies</i>	25
<i>Portfolios</i>	10	<i>Digital Technology</i>	26
<i>Information Nights</i>	11	<i>STEM</i>	26
<i>Newsletter</i>	11	<i>Japanese</i>	26
<i>Warranwood Satchel</i>	11	<i>Performing Arts</i>	26
<i>Parent Involvement</i>		<i>Physical Education</i>	27
<i>School Council</i>	12	<i>Visual Arts</i>	27
<i>Parents' Association</i>	12	<i>Library</i>	27
<i>Class Representative</i>	12	<i>Excursions and Incursions</i>	28
<i>Classroom Help</i>	13	<i>Camps</i>	28
<i>Working With Children Checks</i>	13	<i>Swimming</i>	28
<i>General Information</i>		<i>Starting Prep</i>	
<i>Punctuality</i>	14	<i>Age of Entry</i>	29
<i>Attendance</i>	14	<i>Prep Transition</i>	29
<i>Leaving During School Hours</i>	14	<i>Preparing Your Child for School</i>	29
<i>Class Formation Policy</i>	14	<i>Prep Entry Assessments</i>	30
<i>Assembly</i>	15	<i>Starting School</i>	30
<i>Uniforms</i>	16	<i>Healthy Eating</i>	30
<i>Lost Property</i>	17	<i>School Routine</i>	31
		<i>How You Can Help</i>	32

Key School Personnel

Principal:	Shane Harrop
Assistant Principal:	Suzanne Kot
Prep Team Leader:	Suzie Smith
Business Manager:	Brigid Campbell
Office Support:	Sue Campbell
Wellbeing Coordinator:	Wendy Scott
Canteen Manager:	Megan Parker

In addition to these key members of staff we also have a highly passionate and dedicated group of teachers and student support staff who work tirelessly to make the educational experiences of our students the best they can possibly be.

If you have any concerns or require additional information it is advisable to speak to your child's classroom teacher first. The Student Welfare Coordinator, Assistant Principal or Principal are also available to support your family's needs.



Term Dates 2019

Term 1:	31st January Years 1-6 start Thursday 1st February –PREPS START End of term— 5th April
Term 2:	23rd April — 28th June
Term 3:	15th July — 20th September
Term 4:	7th October — 20th December

School Times

Supervision in the school yard begins at 8.45am

8.55am	Morning Bell
9.00am	First Learning Session
11.00am	Recess
11.30am	Second Learning Session
1.30pm	Lunch in classrooms
1.40pm	Lunch Recess
2.30pm	Third Learning Session
3.30pm	Dismissal

Lunches are eaten under supervision from 1.30-1.40pm. On wet days and extremely hot days students are kept inside under supervision. Outside recess times are supervised by three members of staff at all times.

End of Term Dismissal Times

On the last day of each term the students are dismissed at an earlier time. Notification of exact dismissal times will be in the newsletter.

Curriculum and Reporting Days

The Department of Education and Training (DET) provides 'Pupil Free' days for teachers each year. These days are for teachers' professional development and are purposefully planned to ensure that students are presented with the most progressive and up to date curriculum. Students **do not** attend school on these days. The dates chosen must be approved by School Council and parents are informed well in advance.

Student Welfare

Student Code of Conduct

The Warranwood Primary School Student Code of Conduct follows the guidelines set out by the Department of Education and Training. Through positive behaviour management students at Warranwood Primary School have the opportunity to learn and play in a happy, safe and supportive environment.

Our learning community promotes a high standard of behaviour amongst students. We ensure a purposeful, secure and orderly teaching and learning environment where students are able to fully develop their talents, interests and ambitions.

At Warranwood we promote a healthy school culture encouraging high levels of achievement and excellence. We aim to be a school that fosters:

- Engaged and resilient students who love learning
- The development of each student's individual potential through optimal learning experiences
- Diversity and cultural differences
- A connection with the community through mutual respect and cooperation
- A commitment to lifelong learning, leadership development and leading edge teaching and learning practices

School Values— Warranwood is a *POSITIVE EDUCATION SCHOOL*

The Warranwood community lives by an agreed set of values: Respect, Care and Compassion, Honesty and Trust, Responsibility, Tolerance and Inclusion, Understanding and Fair Go. These values have been encapsulated in our RUIn model—focussing on the three core values of Respect, Understanding and Integrity.

At the beginning of each school year our classroom teachers work with the students to develop a set of classroom norms which are in line with our school values. We aim to develop a positive and consistent approach to student behaviour with an emphasis on courtesy, cooperation and consideration for others. Our students are assisted to understand our school values and norms and the effect that inappropriate behaviour may have on themselves and others. Students are supported to be responsible for their own behaviour, as well as being responsible for encouraging others to make the right choices at school. Students are always given opportunities to improve their behaviour before consequences are implemented.



Student Leadership

Our student leadership initiatives provide an opportunity for the students to be leaders and to have a say in school affairs. They also teach our students the skills involved in running meetings and how to communicate with each other in a cooperative way.

Examples of student leadership opportunities at Warranwood include:

School Captains

Our four School Captains are selected by their peers to lead our school. They are expected to chair meetings, assist in whole school assemblies, attend the Young Leaders conference, speak to visitors and most importantly be outstanding role models for the other students.

House Captains

Our House Captains are also selected by their peers and have many important jobs including: assisting with the organisation of sporting activities, helping to run lunchtime games for younger students, reporting on results from whole-school sporting events via our newsletter and at assemblies and also attending leadership days organised by the school.

Student Representative Council

Our Student Representative Council is made up of two representatives from each class. The council is divided into two groups—the Prep and Junior Students in one group and the Middle and Senior Students in the other. The SRC groups meet regularly to discuss any concerns of the children and initiatives that are working well. The SRC is also involved in fund-raising matters.

Greenology Representatives

Similar to our Student Representative Council, our Greenology Committee is made up of two students from each class. The Greenology Committee meets regularly to discuss ways that Warranwood can look after and appreciate the environment.

Peer Mediators

Our Peer Mediators are nominated each year and provided with training to assist with minor playground issues. These students help their peers to negotiate, discuss problems and reach a consensus.

Specialist Captains

Each specialist teacher nominates students to assist with organising special events or activities within each of the specialist areas.

Connect Groups

Early in the year the Prep students will be allocated to a Connect Group. Our Connect Group program is a multi-age initiative allowing students and teachers from different levels to create positive relationships. Activities during these sessions promote values such as respect, empathy, responsibility, compassion and kindness and deal with many different issues including bullying. As well as the students getting to know a wider range of students and teachers throughout the school, we develop a common approach and language to our wellbeing practices. Our RUIn values underpin the content of these sessions.



Children's Health

If Your Child Is Sick At School

When you enrol your child you will be required to provide us with your contact details and the contact details of someone you would like us to call in the event of an emergency situation if you cannot be contacted. Changes relating to phone numbers and addresses should be made at the office as soon as they take place.

It is very important that this information is kept up to date.

In the event of your child having an accident or becoming ill at school you will be contacted to take him/her home. If you cannot be contacted, the emergency person (provided to the office) will be contacted. If both contact attempts are not successful and medical attention is required, your child will be taken to a doctor or to hospital. If the injury or illness is deemed serious enough for hospitalisation an ambulance will be used. The cost of the ambulance is to be incurred by the family of the child concerned.

For excursions, parents/guardians must sign an authorisation form for attendance and medical attention in the case of accident or illness. Most of our staff hold First Aid qualifications and will be able to administer basic first aid if required by your child.

Wellbeing Centre

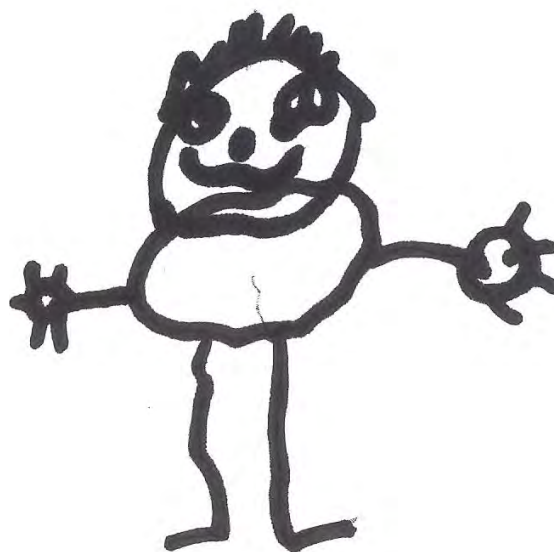
Our Wellbeing Centre is available for sick or injured children and is managed by Wendy, our wellbeing coordinator. Wendy attends to first aid, individual counselling and support programs for small groups and whole classes.

If your child has special medical needs such as anaphylaxis, asthma, diabetes, heart conditions or bladder or bowel issues, you must complete a Management Plan form which includes a School Emergency Action Plan. This form is available from the office or Health Centre. Please keep these updated with any changes, particularly in regards to medication. Medication needing to be administered at school must be kept in its original packaging with the child's name, dosage amount and completed medication form.

Please note: Immunisation Certificates are necessary for enrolment and must be provided before students start school. These certificates are provided by the local Council Health Department.

Illness

Regular attendance ensures smooth progress and helps positive social adjustment. However if your child is ill or is coming down with a cold, home is the best place to be to recover. Please enter your child's absence using Compass. If your child has a contagious illness, appropriate medical advice should be sought before they return to school. Please notify us immediately if your child's absence is due to an infectious disease.



Head Lice

If you suspect your child has head lice please inform the school immediately. Children must be excluded from school until appropriate treatment has commenced. Lotions to treat your child can be obtained from your local supermarket or chemist. It is advisable for parents to check their children's hair regularly and treat accordingly as necessary. Please contact the Wendy, our Wellbeing Coordinator if you require additional information.

School Nursing Program

The Primary School Nursing Program is a free service offered by the Department of Education and Early Childhood Development to all children attending primary schools and English Language Centre schools in Victoria. This is a separate program from our school nurse.

A primary school nurse will visit our school during the year to provide families with the opportunity for each child to have a health assessment. They provide information and advice about healthy behaviours and can link children and families to community based health and wellbeing services.

The Primary School Nursing Program is designed to identify children with potential health related learning difficulties and to respond to parent/carers concerns and observations about their child's health and well being. Parent/carers complete the School Entrant Health Questionnaire (SEHQ) which is distributed during the first year of school. With parent/carers consent, follow up health assessments are conducted by the school nurse as indicated.

Parent Communication

Open Door Policy

Classroom doors open each morning at 8.45am. This allows the students to come in and settle successfully whilst also freeing up parents with multiple drop offs to visit more than one classroom. Teachers take this time to say hello to everyone (including parents if you need a quick chat). If you need to have a longer conversation with your child's teacher we can accommodate this by arranging a mutually suitable time.

Getting to Know You Interviews

Getting to Know You Interviews are conducted in Term 1 . These interviews offer an important opportunity for parents to share information about their child with the classroom teacher and provide teachers with the chance to update parents on how their child has settled into school.

Parent-Teacher– Student Conferences

At the end of Term 2 parents and students will have an opportunity to meet with the class teacher to discuss their child's progress, respond to his/her Semester 1 Report and jointly determine some learning goals for their child's future learning.

Reports

Twice a year parents will receive an online written report which outlines their child's achievements. The report will list areas in which their child needs further support and development. Using a range of 'I can' statements, parents will clearly understand their child's areas of strength and need. Reports are sent out online at the end of terms 2 and 4.

Portfolios

At the end of each term, the students will bring home a portfolio containing a variety of work samples. These portfolios are a wonderful representation of your child's achievements throughout the year. They are an excellent way for you to see changes in their learning over time and should be viewed alongside the report.

We will send home the portfolio at the end of each term.

Information Nights

Each teaching team holds an Information Night early in Term 1 to outline details of the programs that will operate throughout the year. Additional support sessions are also offered throughout the year to show parents how they can help in the classroom and at home.




Newsletter

Every Thursday, a copy of the school newsletter is made available on our website (www.warranwood.vic.edu.au). The newsletter is essential reading in order to keep up to date with what is happening at Warranwood. In addition to our weekly school-wide newsletter, each Learning Team creates a term newsletter containing specific information relating to the term ahead which can be accessed on our school website. We also have a school Facebook page. Each of these methods assists you to keep in touch with what is happening in our school.

Warranwood Satchel

All students will be given a Warranwood satchel which we will use to send home school notices, letters and anything else which needs to be seen by parents. It is very important that you check your child's bag daily. If you have any notices, payments, letters etc. which need to be returned, please place these in your child's satchel. They will be collected each morning and given back at the end of the day.

****Please remember that if you are ever unsure about something, ask either your child's classroom teacher or at the office as we are more than happy to answer your questions.**






Warranwood
Primary School
www.warranwood.vic.edu.au

Term 3, Week 2
Thursday 27 July 2017

WHAT'S ON?	Principal Awards
August	
1 Sushi Day	Year 1/2 Summer P, Christian T, Amaya P
3 100 Days of School—Preps	Cooper S, Imogen P
4 Curriculum Day—Pupil Free Day	Year 5/6 Holly S, Cambell S, Kyla Mc, Kaylei C, Brody A, Amy H, Harry K, Lily C
8 Athletics Day Years 3/4/5 & 6	
15 Lily Vale visitors arrive	

ASSISTANT PRINCIPAL REPORT


100 Days of School for Our Preps!
Wow! Can you believe that our Preps are now 100 day veterans at Warranwood. How quickly the time flies and as I've mentioned in previous newsletters they have developed so much! Next Thursday we will be holding a very special day to mark the occasion of 100 Days at school for our newest little members. The day promises to be very exciting and will celebrate the achievement accordingly. Well done to all our buddies, mums, dads, Suzie, Bridget, Ann and Jacques on the fantastic work they have done to help our Preps be the little champs they are! Look out for lots of happy snaps next Thursday on our Facebook account and newsletter!



Curriculum Day—Friday 4th of August—STUDENT FREE DAY
Next Friday all staff will be participating in professional development sessions exploring the use of THRASS as one of the tools in the strategy armoury for teaching students to spell. Staff will be learning about the application of phonemic approaches and exploring how to best support students' spelling understandings and skills. In the afternoon, our Maths Professional Learning Team will be facilitating a presentation and activity session to work on our Targeted Teaching approaches across the school and exploring the High Impact Teaching Strategies then investigating the Department of Education's newly developed Numeracy Portal. This time to work as a staff is invaluable and as evidence demonstrates translate to improved student performance and learning.

River of Voices Community Project
If you haven't heard already, this term we have the very talented artist Rob Shotton working alongside Jeannah with parents, teachers and students to create our Story of Warranwood/Warrandyte through art installations around the court yard of school. Students have been researching and interviewing local identities and organisations to gather insights and understandings about our area throughout its history.

We invited all parents and community members to come along to school this morning or between 9am-7pm tonight to create a family tile to be added to the artwork. It was tremendous to see families and community members at our sessions this morning creating their versions of our community throughout time and adding to the River of Voices story.



Parent Involvement

There are many ways that parents and families can be involved at school. Some of the ways that you can assist are listed below, whilst others will be brought to your attention throughout the year via our newsletter.

School Council

The School Council is responsible for the management of the school. It ensures that the grounds and buildings are maintained, that the curriculum is being developed and that finances are managed efficiently. Parents are encouraged to nominate for Council or be involved in essential decision making as a member of the School Council Sub Committees. All non-member parents are also invited to attend these meetings.

Elections are conducted annually. You will be advised of who is on your School Council as well as upcoming meeting dates via the weekly newsletter.

Parents' Association

We have a very active Parents' Association. This group of parents and friends are responsible for fundraising, assisting with special activities, social activities and providing valuable feedback and ideas.

The Parents' Association meets at the school on a monthly basis. Parents' Association news is communicated to parents via the weekly newsletter. Everyone is welcome to attend these monthly meetings.

Class Representative

At the beginning of each school year, class teachers will ask for a couple of parents to volunteer as the classroom representatives for their class. The class representatives act as contact people to assist in making communication between the school and parents more efficient. Their role may include organising parent helpers, creating class contact lists or organising aspects of social events.

Classroom Help

We recognise and value the assistance that parents can offer to our classroom programs. A significant feature of our school is the number of parents who are actively involved in a wide range of educational activities and support roles within the classroom. This support greatly enhances the breadth and quality of our programs. Programs in which your help would be most appreciated include:

- Literacy and Numeracy sessions
- Excursions
- Swimming
- Administrative tasks
- Interschool Sport (for senior students)
- Discovery Learning
- Library processing
- Computer activities
- Perceptual Motor Program (Junior Gym)

If you are interested in helping, please speak to your child's teacher. In the Prep rooms, classroom help will start after the students have settled into school.



Working With Children Checks

We encourage parents working as volunteers to have a Working With Children Check. Whilst parent helpers do not need WWC Checks for activities their child is participating in within the classroom, we do ask parents attending school camps or swimming sessions to obtain a WWC Check. Forms are available online or at your local post office.

General Information

Punctuality

Punctuality is an important element of courtesy and consideration for others. It is expected that your child will arrive at school **before** school starts and remain at school until the end of the school day. If lateness is unavoidable, a brief note is required. Students are marked absent if they arrive after 9.30am.

Attendance

The school is required to keep detailed records of attendance. If your child is absent from school due to illness, appointments, family holidays or for any other reason we require a note of explanation. This note can be entered online using the COMPASS software system. Any unexplained absence will result in a communication home via sms.



Leaving During School Hours

In general you are urged to wait until the students are dismissed at 3.30pm before collecting your child from school. However, if your child has to leave school for medical or dental appointments, is unwell, or for any other valid reason, you are required to sign them out at the office. Your child must be collected by you or by someone you have authorised. Students are not permitted to leave the school grounds at any time unless accompanied by an adult.

Class Formation Policy

Information regarding our class formation policy can be found on our website. Our intention is that the students be grouped in such a way as to optimise their educational and social development. Students are given an opportunity to nominate a couple of friends who they feel they work well with but there are no guarantees that they will be placed together. Parents are also encouraged to report significant educational and social wellbeing concerns to the classroom teacher throughout the year as this information can be of assistance. Please go to the website for further explanation.

Assembly

A whole school assembly is held on most Monday mornings in the gymnasium. These assemblies reinforce a sense of belonging and purpose and celebrate student efforts. Parents are welcome to attend these assemblies and we would encourage you to join in the fun! Each week students are selected to receive a Principal's Award for outstanding work or to share their writing in the Author's Chair. Parents will receive notification the week before their child is to receive an award. Please come along with your camera to take a photo of this special moment.

At assembly we begin with acknowledging the traditional owners of the land, the Wurundjeri people. We then sing both verses of the Australian National Anthem: (Parents and visitors are encouraged to sing)

Verse 1:

*Australians all let us rejoice,
For we are young and free;
We've golden soil and wealth for toil;
Our home is girt by sea;
Our land abounds in nature's gifts
Of beauty rich and rare;
In history's page, let every stage
Advance Australia Fair*

*In joyful strains then let us sing,
Advance Australia Fair*

Verse 2:

*Beneath our radiant Southern Cross
We'll toil with hearts and hands;
To make this Commonwealth of ours
Renowned of all the lands;
For those who've come across the seas
We've boundless plains to share;
With courage let us all combine
To Advance Australia Fair*

*In joyful strains then let us sing,
Advance Australia Fair*

We also recite the school oath:

*We are standing here with friends who we care for and respect
The flag reminds us that Australia is our home
And we must do what we can to make it fair and peaceful for everyone*



Uniforms

All students are required to wear full school uniform each day. The school colours are navy, royal blue and gold. A wide selection of uniform items are available through the PSW Uniform Shop in Croydon. Thongs, singlet tops and open-toed sandals are unsuitable for school wear. Jewellery, including dangling earring and necklaces is unsuitable for school wear. Only stud or small sleeper earrings are acceptable jewellery.

SCHOOL UNIFORM

GIRLS	BOYS
School summer dress – blue and white gingham, white collar and cuffs and piping. Bike shorts navy with summer uniform or winter skirt only. Shorts – school rugby. School polo. Senior School polo. Year 5/6 only. School polar fleece jacket. Boot leg pants – navy Winter school pleated navy skirt. Navy tights with winter skirt only. Socks – plain white ankle socks only. School hat – broad-brimmed or legionnaire style. (Term 1 and 4 only) School bag Black school shoes or sport shoes	Shorts – school rugby. School polo. Senior School polo. Year 5/6 only. School polar fleece jacket. Pants – navy cargo. Socks– plain white ankle socks only. School hat – broad-brimmed or legionnaire style. (Term 1 and 4 only) School bag Black school shoes or sport shoes

The wearing of school uniform is optional on designated free dress days. Clothes worn on these days must be in line with the Sunsmart policy. Closed-toe footwear must be worn and clothes with inappropriate slogans or images are not permissible. Specific Year 6 uniform items may be available to Year 6 students only.



Lost Property

Lost Property is placed in boxes in the foyer of the gymnasium. Named items are returned to the students wherever possible. It is to your advantage that all items of clothing be named and that labels are checked from time to time as they can fade or come off. It has proven very difficult to locate and return unnamed clothing. Please remind your child to take their belongings home every night and feel free to come into the classroom to search for missing items or check the lost property tubs in the gymnasium foyer.

Sun Smart Policy

In line with the school's Sun Smart Policy, it is compulsory for all students to wear the school-approved legionnaire hat or broad-brimmed hat during Terms 1 and 4 whenever they are outside. You are encouraged to send along sun-screen for your child to apply prior to going to play or lunch as well as applying it at home each morning. Students may also bring sunglasses for outdoor activities.



Personal Belongings

It is not advisable for children to bring to school precious items such as expensive toys, jewellery, phones, iPods etc. These items are too easy to lose or break.

All items of personal property should be clearly labelled with the child's name and class. Personal belongings should never be left unattended or be given to the other children to look after. The school (and Department of Education and Training) is not responsible for any loss of money or damage of valuables by students, parents or staff.

Lunch

The students eat play lunch and lunch in the classroom under the supervision of their teacher prior to going out to play. Food may be brought from home or purchased from the school canteen. Parents can help by ensuring that their child's play lunch (a snack eaten at recess time) is wrapped separately from their main lunch (sandwiches or similar eaten at lunchtime). As we are a sustainable school we are encouraging the use of minimal food packaging. We also request that your child's lunch box does not contain nuts or egg products. Students are encouraged to have 'brain' food, such as fruits and vegetables, in their lunchboxes and we allocate a special 'Fruit Time' each day for the students to eat their fruit.

Drinks should be in plastic or cardboard containers that are easily managed by your child. Water is recommended and is always available from the outside drinking fountains. The students are encouraged to drink water throughout the day and are encouraged to have a drink bottle with them in the room while they work.

If your child has forgotten their lunch and you can not be contacted, staff will provide them with a simple lunch from the canteen. A note requesting payment will be sent home with your child.

Canteen

The School Canteen has a wide range of food items to help provide a balanced diet for your child. It is run by our Canteen Manager who is assisted each day by parent volunteers. A detailed menu and price list is available on the school website. As well as lunch orders, some money may be spent at the canteen at recess time and in the first half of lunchtime. The canteen is open for lunches and over-the-counter sales every day except Wednesdays. In Terms 1 and 4, it will also be open for lunchtime icypole sales and special events on Wednesdays. Please support this excellent facility by volunteering assistance throughout the year.

When ordering lunch from the canteen please ensure the correct money is enclosed in a brown paper lunch bag with the order listed on the bag:

For example,

*John Smith
Prep XY—Room 8*

<i>1 Vegemite Sandwich</i>	<i>\$1.60</i>
<i>1 Orange Juice</i>	<i><u>\$1.70</u></i>
	<i>\$3.30 enclosed</i>

Student Banking

Students at Warranwood are given the option of opening a Commonwealth Bank Dollarmite Account. Parents of Prep students will be notified when they can open a bank account through the school. Our school banking day is Tuesday.

Books and Requisites

An itemised account is given to parents prior to their child starting school.

The account has three key components:

Part A: Essential Education Items

Class teachers have carefully itemised the stationary needs at each year level. For Prep students, these items will be distributed in class throughout the year.

Part B: Optional Extras

These are offered on a user-pays basis. Parents and guardians may choose whether their child accesses or participates in these optional extras.

Part C: Voluntary Contributions

Parents and guardians are invited to donate to the school (for example, for grounds beautification or for additional computers).

The total sum of all three parts will come to approximately \$250 and payment may be made by cash, cheque or credit card (Bankcard, Mastercard or Visa). Cheques must be made payable to Warranwood Primary School.

Term Fees

Each term a fee will be requested to cover additional expenses such as excursions, First Aid supplies, swimming and specialist activities. Notification of term fees will be sent home prior to the beginning of each term.

Buddies

Each Prep student will be allocated a Year 5 school buddy in Term 1. This wonderful program gives the students an opportunity to create special multi-age friendships. It helps to establish a safe environment for the Preps and provides a leadership role for the Year 5s. Buddy activities occur regularly throughout the year.



Car Park

The car park off Wellington Park Drive is for the use of staff vehicles and for people with a disability or special requirements only. For safety reasons, it is not to be used as a drop off zone. Parents dropping off and picking up students from school may use the car park off Wonga Road. The speed limit is walking pace only. Please turn left on entry and left on exit only. When parking in nearby streets please follow the direction of local council and school signs.

School Crossing

To ensure the safety of all members of the community everyone must use the supervised crossings on Wellington Park Drive and Wonga Road. Our supervisors are located at the front entrance, the side entrance and the Wonga Road crossings.

Emergency Management Plan

The school has a fully documented Emergency Management Plan in case of fire or emergency. In the event of it being implemented, the students will not be dismissed until the supervising officer deems it appropriate.

House System

There is a House System at the school: Wonga (red), Yarra (blue), Eden (green) and Wellington (yellow). Students in the Middle and Senior School participate in activities such as the Swimming Sports, House Athletics, Cross-Country and Major Games. The Prep students will be involved in house activities as they move up through the school. There is also a Prep and Junior School Athletics family evening in Term 4 to celebrate the learning achieved in the Physical Education program.

Visitors

Any person entering the school grounds is required to report to the Office, sign the register book and wear a 'Visitor' badge.

Working Bees

Parents are requested to support the maintenance of school grounds. Attendance at a Saturday or Sunday Working Bee assists in keeping school grounds in the best conditions for students. A sausage sizzle is provided for lunch after each Working Bee giving families time to get to know others within the school.

Birthdays

We are happy for students to celebrate their birthdays by bringing in a treat for the other students in the grade to share, but we ask that this does not include nuts or eggs. If you wish to do this, a great idea is individually wrapped chocolates or egg-free cupcakes. Parents of children with food allergies may choose to provide a container of alternative treats in the classroom so that their child can also have a treat on these occasions. If your child is handing out invitations to their birthday party, we ask that this is done discreetly. Our classroom teachers are happy to assist to minimise the disappointment of others.

Photography Use

At the beginning of the year, parents will be asked to sign a form granting permission for the use of their child's photographic image in promotional materials, such as on our website or in our newsletter. If a picture is used, no surnames will be published.

Out of School Hours Care

OSHClub runs the Before School Care and After School Care program at Warranwood Primary School from Monday to Friday between the hours of 7am-8.45am and 3.30pm-6.30pm. Please contact OSH-Club on 0411 656 031 (school program) or 1800460870 (head office) or check the school website for more information.



Exciting Events

There are a range of exciting events that take place at Waranwood. Some events happen annually, others every couple of years. Information regarding these events will be in our school newsletters. Here are a few examples of things that your child has to look forward to:

Grandparents and Special Friends Day

(annually)

This is an opportunity for the Prep students to invite their Grandparents or a special friend, such as an aunty or a family friend, to come to school and see their classroom. The Prep students perform some songs, take their special visitors on a walk around the school, complete classroom activities with their special visitors and enjoy a picnic lunch together.

Wacky Wednesday *(annually)*

Wacky Wednesday is an annual event that the whole school celebrates together. It is an opportunity for the students to be involved in organising and running market stalls with profits going to support school programs of the students' choice. In addition to being able to purchase stall items on the day, there is a special lunch available to pre-order for the students to enjoy. A free dress day is held in the lead up to the day and students are asked to donate lollies or pre-loved books or toys to be sold on the stalls.

Japanese Day

(biennially)

Japanese Day is a terrific way for the whole-school to come together and celebrate everything Japanese. The students come to school wearing Japanese-inspired costumes and participate in a range of activities including traditional Japanese games. The students can also enjoy a delicious Japanese lunch which can be pre-ordered.

100 Days of School Celebration Day

(annually)

Everyday the Prep students count the days until we reach the milestone achievement of our 100th day at school. On this day, we celebrate by having breakfast together, a special lunch and finally staying at school for a late finish. This day forms part of our camping program and is designed to encourage and develop the students' independence.



Curriculum

Our school curriculum programs are based on the guidelines provided by the Victorian Department of Education and Early Childhood Development. We provide a progressive, comprehensive and differentiated curriculum which gives our students access to challenging and relevant learning programs.

Discovery Learning

Our Preps are involved in an exciting Discovery Learning program through which we explicitly teach numeracy, literacy (including speaking and listening, phonics, writing and reading), social skills and the other areas of the curriculum. Discovery learning is when a child investigates and explores their world through a range of art, craft, sensory, imaginative, role play and construction activities. It provides students with the opportunity to take responsibility for their own learning and develop skills at their own pace. Discovery learning develops their oral language, cooperation, social skills and problem solving skills and because the students are engaged throughout these exciting activities, they are stimulated to ask questions, write about their experiences and discuss what they have discovered. This program of discovery learning enables our teaching staff to offer small-group explicit teaching to our students whilst also enabling the students to be responsible learners.



Literacy

The teaching and learning of literacy is very exciting at Warranwood Primary School. All students are actively involved in literacy sessions on a daily basis. The overall aim of our literacy program is to help our students develop the skills needed to be effective communicators. We achieve this goal by providing our students with appropriately supported opportunities to talk, listen, read and write and by ensuring that all of our students:

- Have a reason to learn and understand the purpose of each task
- Are actively involved in their learning
- Are provided with demonstration and modelling through explicit teaching
- Are engaged in activity based learning
- Have opportunity for repetition and reinforcement
- Have their efforts recognised

A visit to any of our Prep classrooms during these sessions will provide the observer with a wide range of planned learning activities being undertaken by the students. The students may be learning independently, with a partner, in a small group or as a whole group.



Take Home Books

Early in Term 1, the Prep students will bring a take-home book to read and enjoy with you each night. In addition to the take home books, your child will bring home a list of words that we would like them to practise with you. These words will help to build your child's confidence when reading and will greatly assist their reading fluency.

Numeracy

At Warranwood we view the understanding of maths concepts and proficiency in basic numeration as an essential skill. We also recognise that our students must equally be able to:

- Think for themselves
- Use initiative
- Exercise judgements
- Problem solve
- Take risks
- Apply learnt skills to practical situations



In Prep, we develop mathematical concepts through their discovery learning activities, explicit teaching and everyday experiences. We encourage the use of mathematical language and we understand that ‘hands on’ work using concrete materials is vitally important at this stage of learning. Our students are involved in mathematical experiences every day as we concentrate on the areas of *Number, Space, Measurement and Geometry, and Statistics and Probability.*



Integrated Studies—Inquiry Learning

In addition to our Discovery Learning program, the Prep students also explore and investigate their world through Inquiry Based Units. These carefully chosen units allow the students to develop some key big picture understandings about their world whilst also enabling them to develop important thinking, research and social skills as well as a sensitivity towards the feelings and emotions of others.

Digital Technology

Digital technology, coding and cyber-safety are highly valued at Warranwood Primary School and are used on a daily basis to assist the students with their learning. Each double room has access to a range of technologies including desktop computers, iPads, interactive whiteboards, the Internet and all software available in the school.



STEM

Students explore science concepts through our Discovery Learning program using hands-on experiences and experiments. They learn how to predict, observe and explain their observations. Students learn about design elements as they plan and construct items for a specific purpose.



Japanese

At Warranwood the students attend weekly Japanese classes where they learn to communicate in Japanese. These classes offer students the opportunity to develop skills, confidence and the enjoyment of speaking and listening to Japanese by exploring cultural aspects of Japan and its people. The students engage in role plays, action singing, hands-on games and information technologies to support them in their learning of Japanese.



Performing Arts

The Prep students attend a Performing Arts class weekly. The students' natural enjoyment of music, drama and dance is encouraged and developed by participation in this program. The students learn to express themselves in a safe, caring and supportive environment. In the second half of the year, the Prep students will perform a short piece with their class for their families.

Health and Physical Education

Each Prep class participates in a 60 minute Physical Education session each week. The program is delivered by a specialist teacher and is based around the fundamental motor skills program. Sessions generally involve a warm up and then students work individually or in small groups experiencing a variety of ball handling and movement activities. Consideration is also given to safety, sharing and cooperation. Your child needs to be suitably dressed for Physical Education. This means non-slippery footwear and non-restrictive clothing (pants or shorts rather than dresses for girls).

The Prep students also participate in a Perceptual Motor Program called 'Junior Gym'. These sessions are run by the PE teacher in conjunction with Year 6 students and focus on balance, throwing, jumping, body movement and dance.

Visual Arts

The weekly art program encourages students to visually represent the world through their own eyes. A wide variety of materials and techniques are introduced to students to encourage an exploration of their feelings and ideas. Through art, students develop skills and confidence in their own expression. Many artworks are displayed around the school.



Please ensure your child has a clearly named Art smock that they can put on themselves.

Library

Our library has a very welcoming atmosphere and each grade will have an allocated time to visit the library once a week. Each student may borrow a book when they visit the library with their class teacher and they are encouraged to bring a material bag to protect the library book in transit. We ask that books be treated with care while they are at home, for if they are lost or damaged beyond repair whilst on loan it will be your obligation to meet the cost. The library is also open for returning and borrowing books before and after school on set days each week. Parents will be notified of these days in the newsletter.

Excursions and Incursions

Excursions and incursions are an integral part of our school program. They provide educational experiences which motivate, enhance and consolidate learning in all curriculum areas. You will be notified in advance of when an excursion is to take place. Excursions in Prep tend to be later in the year.

Camps

Our camping program operates across the school and it is hoped that all of the students will be involved in these away-from-home experiences to increase their living skills, independence and awareness of their environment. As well as being of great value to the students' social development, activities on camp enrich many areas of the curriculum and allow students to apply their learning in a very practical way.

- Prep — 100 Days of School Celebrations
- Junior School — Big Day In
- Middle School — Camp
- Senior School — Camp



Swimming

All students from Prep to Year 4 are given the opportunity to attend swimming lessons. Swimming is an important part of the Physical Education program. The intensive program for Prep is run over one week in Term 4 with fully qualified instructors. Parents are encouraged to attend these swimming sessions and to assist the classroom teachers when travelling on the bus and organising the students when changing.

Starting Prep

Age of Entry

A child must be five years of age by the 30th of April in the year of starting school. Evidence of the child's date of birth must be supplied (for example, a Birth Certificate or an Extract of the Birth Certificate).

Prep Transition

To assist newly enrolled Prep students adapt to the school, we hold a number of orientation sessions in Term 4 of the year prior to them starting school. We strongly recommend that your child attends as many of these sessions as possible. We also offer a Prep Information Evening for parents to assist in the transition process. In the week prior to our final Prep Transition session, you will be notified of your child's teacher and classroom so there will be an opportunity for you and your child to meet the classroom teacher and classmates before school starts.

Preparing Your Child for School

Beginning school is an exciting time in your child's life. Most children look forward to starting school and are keen to make new friends and learn new things. At the same time this can be stressful if your child is not sufficiently prepared. It is important for you to be positive and reassure your child that school is a happy place where they will have fun with their friends.

Prior to starting school, you can help your child by:

- Encouraging them to attend to his/her own toilet needs; boys especially should be shown how to use urinals (accidents do happen- if this occurs and your child arrives home wearing loaned school clothing please wash & return as soon as possible).
- Showing your child the safest way to school and the safe way to cross roads.
- Encouraging them to be tidy and put things away after they play.
- Showing them how to fasten & unfasten shoes.
- Making sure that their clothes are easy to get on & off.
- Helping them to recognise their own name, especially on clothes.

Prep Entry Assessments

The start of the year can be unpleasantly hot, and we find that most Preps are very tired in the first few weeks of school. For the first five weeks, the Prep students will not be required to attend school on Wednesdays as the Prep teachers will be conducting our Prep Assessment Interviews. Each student will be given an individual Prep Interview time on one of these Wednesdays. The other Wednesdays will give your child an opportunity to rest during this busy time.

Starting School

We understand that letting go can be hard, but by being positive you will help your child feel comfortable and reassured. When you have brought your child inside, please say goodbye happily and leave the classroom as quickly as possible. Although your child may be feeling anxious, it is much easier to separate quickly and confidently. Morning tea will be provided in the staffroom on the first day of school so please stay for a while and have a chat with the other Prep parents.

Healthy Eating

Good nutrition is an important part of preparing your child for school so it is very important that you plan meals that cater for their needs over the day.

Breakfast

Beginning the day with a healthy breakfast will provide the energy source for a solid day of learning. A bowl of high-fibre cereal with milk and some fruit is a simple way of providing a healthy start to the day.

Play Lunch

Snacks chosen for play lunch need to provide nourishment as well as energy. Lollies are not a suitable snack. Children also need to drink plenty of water each day but they also need to limit the amount of drinks that are high in sugar.

Lunch

It is important to make sure that your child's lunch box contains a selection of food from the five different food groups. A sandwich and some fruit and cheese is a great healthy lunch. If possible, involve your child in the preparation of their own lunch.

Canteen

Our school canteen provides healthy food choices following the National Healthy School Canteens Guidelines.

School Routine

The ideal time for all students to arrive at school is ten minutes before school begins at 8.55am. This will allow them to say hello to their friends and prepare themselves for their day.

It is normal for some children to be cranky and tired when they get home after a busy day at school. It is better to ignore, rather than punish after-school crankiness—have a quiet chat about their day. It is important that you show your child that you are interested in what happened during their school day.

Some children settle into school life amazingly quickly, but then after a few weeks suddenly cry at the thought of school. There can be a number of reasons for this. School is probably the biggest step your child has taken and it can be very tiring. Sometimes the realisation that they need to go to school every day can be overwhelming. The main thing is that you are positive and use words of support. Encouraging your child to attend school every day is essential for them to become resilient learners.

Many young children feel daunted if faced with a big lunch, especially during the first exciting and hot weeks at school! We suggest you try your child now with a picnic lunch to accustom them to this way of eating. It will also enable you to judge how much is really needed. A small 'play lunch' could be wrapped separately for morning recess. If your child has a drink, please make sure that it is in a plastic container with a secure top, clearly labelled with your child's name.



How You Can Help

- Be enthusiastic— children should always be praised for their efforts.
- Encourage your child to talk to you about everyday things you see when out shopping, or in the car, television programs, things children draw or build. In this way you extend the words they understand, and the ways they can share through language. An extensive vocabulary has a very positive impact on future literacy success.
- Read stories to your children every day. Through stories, you share your pleasure in books and help your children to become familiar with the language used in rich literature.
- Not all print is in books. The breakfast table usually has plenty of print on it - on the cereal packet, labels, etc., as do road signs and shops. Whenever your child comments on any print, respond enthusiastically.
- When children draw, or when you have been talking together, write down one of their sentences, and stick it up on the wall or refrigerator. Encourage them to write too. Their writing may at first look like scribble, but it means something to them. They are learning to communicate through print.
- Make the sounds of the letters of the alphabet and encourage your child to write simple messages. Also help them to recognise and write their own name using lower-case letters.
- Talk about the maths that your family uses on a daily basis. For example, counting things, measuring when cooking, using the days of the week, money when shopping, and using concepts such as more, less, heavy and light.
- Remember that your child's first year at school is a year of preparation. Do not become over anxious or expect too much too soon. However do not hesitate to speak to your child's teacher if you have any concerns.
- Realise that all children are different and develop at varying rates. They should not be compared mentally, physically, socially or emotionally with any other children.



Thank you

Thank you for taking the time to read this information. Please contact the school if you have any queries about the contents or would like some further information.



**PLEASE ASK FOR A PERSONAL GUIDED TOUR WITH
OUR NEW PRINCIPAL SHANE HARROP or
ASSISTANT PRINCIPAL SUZANNE KOT**

**WARRANWOOD PRIMARY SCHOOL
1 WELLINGTON PARK DRIVE, WARRANWOOD VICTORIA 3134**

**TELEPHONE: 9876 6066
FAX: 9876 6122**

EMAIL: warranwood.ps@edumail.vic.gov.au

WEBSITE: www.warranwood.vic.edu.au