



Parent Information Booklet



2013

Our Vision

Westall Primary School is dedicated to providing a safe, caring, stimulating environment, which promotes each student's learning development, confidence and self-esteem.

The school promotes educational activities and initiatives that help to create a learning environment that is engaging for students and that integrate with the social and creative life of the local community.

Our Belief

A school only exists to meet the aspirations, needs and education of children.

At Westall Primary School we believe all students have the right to equal access to a high quality education, and that all students can achieve their potential.

Our community highly regards, encourages and sets expectations for lifelong learning.

Our Values

The Westall Primary School community values:

- the partnership between parents and teachers in the children's education.
- the provision of a safe, caring, stimulating environment.
- fostering a positive approach to a healthy lifestyle.
- an environment in which children will develop responsibility and self-discipline.

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2013 Term Dates

Term 1:	Wednesday 30 th January	-	Thursday 28 th March
Term 2	Monday 15 th April	-	Friday 28 th June
Term 3	Monday 15 th July	-	Friday 20 th September
Term 4	Monday 7 th October	-	Friday 20 th December

School Times

Foundation (Prep) No school on Wednesdays for all of February

Foundation English Online testing – February (by appointment)

Grade (Level) 1 - 6 9.00 a.m. - 3.30 p.m.

Recess 11.00 a.m. - 11.30 a.m.

Lunch 1.30p.m. - 2.30 p.m.

End of Term finish time 1.30 p.m.

Public Holidays

Monday 11th March - Labour Day

Thursday 25th April - Anzac Day

Monday 10th June - Queen's Birthday

Tuesday 5th November - Melbourne Cup Day

Special Days

School Assembly	-	Every Friday at 3.00p.m. - School Hall
Parent Information night-		Tuesday 26 th February
Harmony Day	-	Wednesday 20 th March
National Literacy and Numeracy Testing (NAPLAN) – Years 3 and 5		
	-	Language: Tuesday 14 th May
	-	Reading: Wednesday 15 th May
	-	Numeracy: Thursday 16 th May
Swimming	-	Monday 26 th August to Friday 6 th September
Education Week	-	Sunday 19 th to Saturday 25 th May
Book Fair	-	Monday 20 th May - Friday 24 th May
School Dance	-	Wednesday 22 nd May – afternoon
District Cross Country	-	Friday 31 st May
Photo Day	-	Wednesday 5 th June
Division Cross Country-		Friday 7 th June
Parent Teacher Interviews	-	To be announced
Book Week	-	Monday 19 th – Friday 23 rd August
District Athletics	-	Thursday 5 th September
Division Athletics	-	Wednesday 10 th October
Grade 5 & 6 Camp	-	Tuesday 12 th to Friday 15 th November
Junior Sports	-	Tuesday 3 rd December
Standard Sports	-	Wednesday 4 th December
Pupil Free days-		One per Term – dates to be announced

Staff 2013

Principal	-	Mr R. Lloyd
Leading Teacher/Welfare Coordinator/ Teaching and Learning Coordinator/ Reading Recovery	-	Mrs S. Palmer
Office manager	-	Miss P. Kelly
Business manager	-	Mrs C. Drake

Specialists

Physical Education/Sport/Rock & Water	-	Ms D. Westie
Art/Design, Creativity & Technology	-	Ms F. Barrie
Reading Recovery/ESL/Literacy Support-	-	Mrs T. Hyatt

Teacher Support Staff

-	Ms V. Edgley
-	Mrs K. Ferguson

Multicultural Aides

-	Mrs M. Brett
-	Ms H. Dinh

Class teachers

Foundation (Prep) to 2/Coordinator	-	Ms N. Newey
Foundation (Prep) to 2	-	Mrs S. Allaki
Foundation (Prep) to 2	-	Miss A. Urban
Foundation (Prep) to 2	-	Mrs S. Araujo
Grade3 / 4 L/Coordinator	-	Mr S. Leder
Grade 3 / 4 B	-	Mrs R. Braganza
Grade 3 / 4 S	-	Mrs M. Spice
Grade 5 / 6 S/Coordinator	-	Mr D. Siriwardene
Grade 5 / 6 K	-	Ms M. Karakostas
Grade 5 / 6 N	-	Mr K. Nolan

General Information

School contacts

Westall Primary

Fairbank Rd,

Clayton South, 3169

Phone – 9546 8964

Fax – 9546 6834

Email – westall.ps@edumail.vic.gov.au

Website – www.westallps.vic.edu.au

Principal: – Mr Richard Lloyd

Business Manager: – Mrs Cathy Drake

Office Manager: – Ms Pauline Kelly

Welfare: – Mrs Sue Palmer

Please contact the school for any questions you may have.

Student Information

All parents should complete the Student Information form yearly. If the details change, please notify the school immediately.

Changes may be to -

- home phone number
- work phone number
- emergency contact number
- family situation

Office Hours

Office hours are from 8.45 a.m. to 4.00 p.m. on school days.

School Council

The School Council is made up of parents and staff and meets once a month. If you wish to be on the School Council, please contact Mr Lloyd for more information.

School Supplies

Each year your child receives books, pens, pencils, ruler, eraser, text books, etc. Throughout the year your child also uses art supplies, work sheets, computer programs, printing etc.

The Materials and Requisites fee which assists the school in providing these materials is **\$160.00** per year.

If paid before the end of March there will be a \$10.00 discount for each student.

Appointments with Teachers

Parents wishing to speak to their child's class teacher must make an appointment to do so. Please contact the office.

Notices

A stapled pack of school notices will be sent home to each child at the beginning of the school year. Please complete each notice within the pack and return the *whole* pack to school as soon as possible.

Absence Notes

If your child is absent, please notify the school by phone on 9546 8964 **and** send a note with your child on return to school.

Early Pick Up of Students

School finishing time is **3.30 p.m.**

If you need to collect your child before 3.30 p.m. from school, you will be required to notify the office where you will be provided with a blue permission slip to collect your child from his or her classroom.

Parent Teacher Information Sessions

A parent/teacher information session is conducted in Term 1. At this session teachers will inform you of important curriculum and learning structures at Westall Primary. The session also allows time for you to inform the class teacher of any particular concerns or considerations you have for your child.

Parent/teacher interviews are arranged for you to discuss your child's progress at mid-year report time.

Reports

A Report is sent home with your child in June (Term 2) and December (Term 4). Teachers are available, by appointment, to discuss your child's progress at any time throughout the year.

National Literacy and Numeracy Testing

National Literacy and Numeracy Testing (NAPLAN) is held in May. The tests are for Literacy and Numeracy and involve all students in Years 3 and 5 in Australia.

A report on your child's achievements will be forwarded to you later in the year.

EMA – Education Maintenance Allowance

Parents who are holders of Health Care Cards are entitled to a payment of \$150 per year. Application forms are available at the office in Term 1, and will be sent home with your child.

Note: EMA Payment can be signed directly over to the school and will cover school fees.

Uniforms

Westall colors are red and black.

School items for sale are :

- teeshirts – red polo shirt
- trackpants – black
- shorts – black
- jackets – red
- windcheaters – red
- polar fleece
- windcheaters – red
- hats – black or red or black

Uniforms are available at the school office on:

Mondays, Wednesdays and Fridays

8.45 - 9.15 & 3.30 - 4.00 pm

Note: Order forms may be left at the office.

Please label all your children's clothing. Any lost uniform items can be found in a box outside the Office.

Hats

All Victorian Primary Schools have a **No Hat-No Play** policy. Your child must wear an appropriate bucket or broad brimmed hat at school from the start of the school year until May 1st and again from September 1st.

Please make sure your child wears his or her hat to school and that it is clearly labelled.

If your child does not have a hat, they will be required to play in a shade area of the school grounds. You will be notified if your child does not have a hat for 3 consecutive days.

School Newsletter

The school newsletter is sent home fortnightly with one child from your family.

The newsletter is also available online at the Westall home page:

www.westallps.vic.edu.au/

Click on 'Newsletters' to subscribe at no cost.

School App

Important information can be accessed via the free School App. Please visit the school website (above) to download instructions to load the school app on your smart phone.

School Canteen

Your child can purchase a healthy lunch from the school canteen which is open every **Wednesday, Thursday and Friday** at recess and lunchtime.

A Canteen menu will be sent home at the beginning of each year.

The canteen menu can be found on the Westall Primary website.

www.westallps.vic.edu.au

Canteen orders should be put in a clearly labelled paper bag with the correct money. A small fee will be charged if your child's lunch order is not in a paper bag.

Active After School Communities Program

This is a Government funded program to give children an opportunity to participate in a variety of after school activities.

The program runs for 7 weeks per term and is held in the school hall on Wednesdays and Thursdays – 3.45 p.m. to 4.45 p.m.

The program is free and caters for up to 35 children. Afternoon tea is provided to all participants.

Playground Supervision

Playground supervision begins at 8.45 a.m. and finishes after school at 3.45p.m. Two staff members supervise the school playground area before and after school and at recesses and lunchtimes.

Students should not arrive at school before 8.45 a.m.

Students should be collected from school by 3.45 p.m.

Please notify the office if you are unable to pick up your child by 3.45 p.m.

Sick Bay

All staff on sick bay duty are supervised by a Level 2 First Aid qualified person. Should your child require attention in the sick bay, you will be sent a note informing you of the situation and any action taken. If a staff member has concerns about your child, you will be contacted immediately.

It is vital that we have a contact number where you can be reached during school hours.

Should your child require taking prescription medicine at school, a note re correct dosage and times to be administered must accompany the medicine and be given to the teacher. School staff are not permitted to administer any medication without written permission from parents. The exception to this is Asthma medication (Ventolin).

If your child is sick, please make arrangements for him/her to be cared for at home.

Asthma/Medical Records

The school must be notified of any medical problems to enable us to care for your child.

Medical information is required for children with

- asthma
- diagnosed allergic reactions
- any other conditions that may require medical assistance

Asthma action plans are available from the school office or your doctor.

Head Lice

Head Lice must be treated immediately. If your child is found to have head lice, you will be notified and required to treat your child. Your child **must** be excluded until treatment has begun.

Car park

The car park is restricted for **Staff Only** use.

For safety reasons, parents dropping off or picking up children before or after school must supervise their child entering the school.

Note: The car park will be locked at 3 p.m. each day for the safety of all children.

School Pedestrian Crossings

School Crossings are situated on Fairbank Road and Rosebank Avenue and are supervised between **8.00 a.m.** and **9.30 a.m.** and **2.30 p.m.** and **4.00 p.m.**

The speed limit during these times is **40km per hour.**

Bicycles, Scooters and Helmets

Children who ride their bicycle or scooter to school must wear an approved safety helmet.

Please provide your child with a locking device. No responsibility will be taken for stolen/lost bikes if not secured by a lock.

Bikes and scooters should not be ridden in school grounds.

Library Books

Your child will borrow library books from our school library throughout the year.

If your child loses or damages the library book, a note will be sent home asking you to pay for a replacement book.

Sports uniforms

As part of the interschool sport program your child may be given a sport uniform to wear throughout the sport season. Please return uniforms no later than **Tuesday** of the following week.

Should your child lose or damage a sport uniform, you will receive a note asking you to pay for a replacement uniform. These uniforms are part of a set and are very expensive – please look after them.

School Photographs

School class and individual photographs must be ordered and paid for prior to the day of class photographs. Please ensure your child is wearing school uniform for the photos.

Excursions/Incursions

Children must bring a signed Permission note to be permitted to attend excursions. Money is payable before the day of the excursion/incursion.

Notes for local on-foot excursions need to be signed and returned to school at the beginning of the year (with the notices pack).

Camp

A Grade 5 and 6 camp is held yearly in Term 4. It is generally a 4 day camp and alternates between Forest Lodge in Yarram and Echuca.

Swimming

A nine day intensive swimming program will be held in Term 3 at Dandenong Oasis Swimming Pool.

It is an indoor heated venue with a 50 metre lap pool and wading pool. The pool has excellent changing facilities and accommodates parents wishing to spectate.

Junior School Council

The Junior School Council is made up of a selected group of Years 4, 5 and 6 students. They meet regularly to discuss fund raising activities for the school and for charity groups. They also assist in special activities during the school year.

Assembly

A school assembly is held in the school hall on most Fridays at 3.00 p.m.

An end of term assembly is held on the last Friday of Terms 1, 2 and 3 at 1.00 p.m.

Pupil Free Days

Teachers conduct Professional Development on Pupil Free Days – usually one per term. Notes will be sent home informing you of the days our school has chosen for these teacher learning days.

Parents will need to return an acknowledgement form indicating that their child/children will be cared for by an adult on the day.