

# Willow Grove Primary School



## Parent Information Book



**Year 2022**

**Principal: Anthony Wilson**

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Dear Parents / Guardians,

Welcome to Willow Grove Primary School. We look forward to a long and positive association with you and your child/children.

We have a school that our parents, staff, children and the community are justifiably proud of.

As a collaborative Professional Learning Community, our vision is widely shared and describes what we hope our school will become in the future. It provides the direction for the way we work.

*At Willow Grove Primary School, we are a community of happy, healthy and resilient learners. We embrace challenges in all that we do and have high expectations of ourselves and others.*

Our values emphasise the character of our school and the expectations we have of all members of the school community. We value:

- *Respect*
- *Resilience*
- *Teamwork*
- *Community*

The purpose of this booklet is to inform families of the functions and expectations that apply at our school. It will inform you of such things as school uniform, excursions, camps and all other policies and procedures we have in place to ensure Willow Grove Primary School is a safe and supportive environment for your child's education. Of course, we understand that you may have many more questions and wonderings that may not be answered, so please feel free to contact us at any time.

We look forward to your participation in our school community - no matter how big or small.

Once again, on behalf of the Willow Grove School Community, WELCOME!

**Regards,**

**Anthony Wilson**  
**Principal**

**Mark Wilms**  
**School Council President**

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## Section 1

# Willow Grove Primary School 2021 Profile

### STAFF

Principal	Anthony Wilson
Business Manager	Cindy Walker (Tuesday, Wednesday, Friday)
Classroom Teachers	Sharon McCartney, Helen Trickett, Justin Woodroffe, Anne-Marie Seccombe
Specialist Teachers	Alison Abbott– Visual Arts/Physical Education/Japanese
MARC Van	Kim James (Tuesday)
MiniLit	Michelle Byrne
After School Care	Lochie Francis, Grace Wilson and Daniel Board - Monday – Friday 3.15-5.30pm

### CURRICULUM

Willow Grove Primary School offers a comprehensive curriculum, with a strong focus on literacy and numeracy during 2021.

#### **Grades Prep – 2**

- Literacy – 10 hours
- Numeracy 6 hours, including 1 hour dedicated to the 'Big Ideas in Number' (at least 1 hour of Numeracy per day)
- Integrated / Inquiry Unit – 5 hours
- Specialist Areas: Health and Physical Education, Japanese, Visual Arts – 1 hour each
- MARC Van – 1 hour per week
- School Values (and Values Based Capabilities) – 1 hour per fortnight

#### **Grades 3-6**

- Literacy – 10 hours
- Numeracy 5 hours - (at least 1 hour of Numeracy per day)
- Integrated/Inquiry Unit – 5 hours
- Specialist Areas: Health and Physical Education, Japanese, Visual Arts – 1 hour each
- MARC Van – 1 hour per week
- School Values (and Values Based Capabilities, including Respectful Relationships and School Wide Positive Behaviour Support) – 1 hour per week

### BELL TIMES

Hours of supervision: 8.45am – 3.30pm

Start:	9.00am
Recess:	11.00am – 11.30pm. Students to eat recess outside starting at 11.00am.
Lunch:	1.30-1.40pm - Eating in rooms 1.40pm – 2.15pm - Lunch Play
Dismissal:	3.15pm

## Section 2

### A – Z Resource of Important Information

We hope that the following section provides some useful, easy to understand information on some of our unique and broader programs and events that occur at Willow Grove Primary School.

As always, if you require more information, need to ask a question or something isn't listed that you would like to know, please don't hesitate to contact us. We are approachable and here to help!

#### **AFTER SCHOOL CARE**

The School will offer an After School Care Program in 2022. The After School Care program is fully accredited and licensed. The program offers 13 childcare places to school families. It operates out of the library in the Latrobe Building, from 3.15 p.m. to 5.30 p.m. Monday to Friday.

The program is staffed by an accredited childcare worker. Parents who wish to use this service either on a regular or casual basis need to contact the school. Every family wishing to use the program and access the child care subsidy will require a client reference number (CRN) which can be obtained from Centrelink. The cost of the program is \$12.00 per session. Please see the Principal or Business Manager if you wish to use the service.

#### **ANAPHYLAXIS**

Anaphylaxis is a severe and sudden allergic reaction when a person is exposed to an allergen and can be potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

#### **COMMUNITY MESSAGE:**

Parents are free to pack the foods of their choice for their children to eat at school, however I ask that you are mindful that at this school we have students who may be anaphylactic, a condition that can cause death.

Staff at Willow Grove PS will reinforce that we don't share food and that we should wash our hands after eating. Where it is known that students have brought allergen products to school and there is an anaphylactic student in the classroom, the teacher will take all realistic precautions to minimise risk. Parents can help us maintain a safe environment by ensuring products containing allergens are placed in a labelled, sealed container or plastic bag.

Food such as cakes or other foods may be sent to school to celebrate birthdays however a full list of ingredients needs to be provided. On special occasions when food is freely available, teachers will ensure that a safe environment is maintained for all students. Prior to commencing units of work that involve cooking, teachers will discuss the individual needs of students at risk with parents / carers.

## **ATTENDANCES AND ABSENCES**

Attending school every day is extremely important and punctual attendance is part of our school's philosophy and culture. Your child should be at school between 8.50 and 9.00am. If your child is unable to come to school due to severe sickness, then we require that you explain your child's absence through Compass. Students should only be absent from school if it is absolutely necessary.

Students that arrive late or need to leave early, need to be signed in or out at the office by a parent/guardian.

## **BREAKFAST CLUB**

The school operates Breakfast Club three days per week. The purpose of the club is to educate children about healthy eating and the importance of having a good healthy start to the day. The breakfast is free of charge. The Club is open between 8.30 and 9.00 am. The program is advertised in the newsletter during Term 1, keep your eye out for our newsletter for more information.

## **BUS TRAVEL**

A bus route is established to pick up students from Fumina, Hill End, River Connection Road and Old Sale Road. You must live 4.8 km or more away from the school to qualify for free travel. Please see the Principal if you have a query concerning bus travel. Applications for bus travel are available from the office. Timetables and travel details will be distributed to families who utilise the bus service.

## **COMMUNICATION**

At Willow Grove Primary School, we communicate with our families in a variety of different ways.

First and foremost, we pride ourselves on being courteous and approachable to all members of the community. Our school environment fosters the development of purposeful relationships with our families, allowing us to work together to achieve the best social, behavioral and academic outcomes for your child.

A weekly newsletter is sent out electronically each Wednesday. Paper copies are also available at the Willow Grove General Store or from the office. Many notices, news items and a calendar of events are included in this. Please look for it each week to be fully aware of upcoming events and due dates.

Another form of communication that is also popular, is our school's official Facebook page. Please search for Willow Grove Primary School and hit 'like.' We also use a SMS messaging service to communicate reminders and events to our families.

Willow Grove Primary School uses Compass as our Parent Portal. More information on Compass and its many features can be found further on in this information book or through our website. Compass welcome letters and login information will be distributed to new families at the beginning of the year.

## **EXCURSIONS**

These are planned during the year to give the children experiences that they may not normally have had or to enhance a unit of study. These may be cultural, social or activity-based and may involve travel to outside venues or be held at the school.

Permission notes and parent information will be sent home for parents to read and sign. Each excursion requires parental consent except those covered by the local excursion permission which parents sign as part of the enrolment process. Local excursions are those within walking distance from the school. This means that children can walk down to the local community hall, go to the recreation ground, do a neighbourhood walk or walk to the Blue Rock Dam with their teacher and classmates.

## **MEDICAL / ILLNESS / FIRST AID**

If your child has a medical condition or illness, please fill out the details on the enrolment form. If your child has Asthma, a current Asthma management plan needs to be completed and signed by a medical professional and returned to school with the enrolment form.

If your child has attended the Sick Bay and has been given any first aid treatment, a SMS will be sent to you via Compass just to make you aware of what has happened during the day. Parents will always be contacted by phone when serious first aid treatment has been administered to your child.

At times, students do become sick at school. We prefer to ask parents to pick up sick children from the school so that they may be given the full attention they require (and desire). An emergency phone list is kept in the office for quick notification. Please make sure that updated contact information is given to the school as necessary.

## **PARENT PAYMENT ARRANGEMENTS**

Willow Grove Primary School makes every effort to keep the cost and number of items that need to be purchased to a minimum. We also try to ensure that the costs are affordable for all parents.

School councils are responsible for developing and approving parent payment arrangements which cover essential education items, optional extras and voluntary financial contributions. These arrangements must adhere to the Departments Parent Payment Policy and are provided to all parents and guardians.

Payments will be kept to a minimum and will not exceed the cost of the relevant materials or services to the student. Each year, school council approves the parent payment arrangements for the upcoming school year. Charges come under the following three categories:

### **Essential Education Items**

These are items essential to support instruction in the standard curriculum program. In Term 4 each year a booklist will be distributed to families detailing items required for the upcoming year which parents/guardians can purchase from our school supplier or may provide themselves, if appropriate.

In 2022, the Essential Education Items amount is variable, depending on each class, but typically around \$190.

### Optional Extras

These are items provided in addition to the standard curriculum program, and are offered to all students. They are provided on a user-pays basis and if parents/guardians choose to access them for students, they will be required to pay for them. (e.g. excursions, sports days, swimming, camps, musical performances etc)

### Voluntary Financial Contributions

Parents/guardians can be invited to make a voluntary contribution to support the school. Voluntary Contributions can be for general or clearly explained specific purposes that relate to the school council's functions and objectives. Where a Voluntary Contribution is requested for a specific purpose, the funds may only be used for that purpose. There are no obligations on parents to make any Voluntary Contributions and schools cannot refuse students instruction in the standard curriculum if their parents do not contribute.

Essential Booklist Items will need to be paid for before, or on, collection day at the start of the 2022 school year. Information on all Parent Payment Charges for 2022 will be distributed during Term 4 of the 2021 school year.

## **RESPECTFUL RELATIONSHIPS**

At the end of 2019, Willow Grove Primary School became a Respectful Relationships Lead School. Respectful Relationships supports students to develop the knowledge, understanding and skills to strengthen their sense of self, and build and manage safe and respectful relationships.

Respectful Relationships takes a whole-school approach, recognising that schools are a place of learning, a workplace and a key part of local communities. It embeds a culture of respect and equality across our entire school community, from our classrooms to staffrooms, sporting fields and social events.

This approach leads to positive change in students' academic outcomes, their wellbeing, classroom behaviour, and relationships between teachers and students. We know that changes in attitudes and behaviours can be achieved when positive attitudes, behaviours and gender equality are lived across the school community.

Together, we can lead the way in creating genuine and lasting change so every child has the opportunity to achieve their full potential.

## **SCHOOL LUNCHES – NUDE FOODS**

We are a Nude Food School. These means we encourage and promote the use of food items that don't contain wrappers or packaging.

Experience has shown that the most nourishing lunch is the one provided from home which takes into account the child's appetite and likes and dislikes. It is suggested that all lunches brought from home should have a name on the container and lid, whether it be a plastic box (recommended) or a paper bag. Only plastic bottles with tight fitting lids should be provided for drinks; make sure your child can undo the lid and do it up correctly again. From a health perspective, the school recommends water as the preferred drink for students at all times.

At recess, children eat their food outside. At lunchtime, 10 minutes is allocated for students to eat their food in their classroom, from 1.30pm to 1.40pm.



Lunch orders are provided by the Fundraising Committee each Friday. Ordering via CompassTix is preferred however, cash orders can be placed at the office where necessary. Cash orders should be written on an envelope, with the correct money inside. The Fundraising Committee will provide lunch order updates via the newsletter throughout the school year.

On the first Friday of each month, our Fundraising Committee also provides 'Friday Lunchies.' Ordering and information regarding each 'Friday Lunchies' will be available via CompassTix, and details will also be sent home via the newsletter.

## **SCHOOL UNIFORM**

School Uniform is compulsory at Willow Grove Primary School. All new students coming into the school will be required to wear school uniform. We are committed to the wearing of school uniform by all of our students. We believe a uniform encourages students to take pride in their appearance, instils a recognition of themselves as a vital part of the school community and assists in developing pride in representing Willow Grove Primary School.

### **Understanding of what constitutes our school uniform**

A full list of our Willow Grove Primary School Uniform is included in our Uniform Policy available on our school website.

<b>Item</b>	<b>Acceptable</b>	<b>'Out of Uniform'</b>
Shirt	Bottle green polo shirt (short / long sleeved) with gold trim and school logo	Green polo shirt without logo and gold trim. Any other long sleeve top worn underneath a short sleeved shirt. Gold short sleeve or long sleeve shirt not worn with winter dress
Jumper	Bottle green hoodie windcheater with gold trim and school logo	Any other jumper, including jumpers from Hill End Junior Football Club. Nicknames and Names printed on the front of the jumper
Pants / Shorts	Black pants or shorts	Any other coloured pants or shorts. Leggings and tights do not replace pants. No logos.
Dress	Green, white and gold summer check dress. Winter bottle green tunic to be worn with long sleeved gold polo top and black tights.	Long sleeve gold polo shirt to be worn with winter dress only. Not to be worn with pants or shorts.
Shoes	Black – this includes black laces and trims. Any coloured runners are permitted on days when your child participates in Physical Education (Wednesday in 2020)	Any shoes that are not entirely black in colour
Socks	White or black	Any other coloured socks
Hat	School approved wide brimmed hat with logo	Any other hat

Our staff closely monitor students in and out of uniform. If your child is 'out of uniform,' an out of uniform SMS will be sent through Compass. The intention of this notification is to inform families of what is acceptable and what is considered 'out of uniform.'

If there is a reason that prevents your child from wearing the correct uniform for a particular day, such as the washing was wet, they have out-grown their shoes etc we would appreciate a written note informing us of the explanation.

If your child is consistently out of uniform, a 2<sup>nd</sup> notification will be sent home requiring you to provide a written explanation as to why your child is out of uniform.

**Our uniform supplier is Beleza School Uniforms.** They are located at 26B George St Moe. Their opening hours are Monday, Wednesday and Friday from 10am – 5pm. Beleza is the only store that you will be able to purchase our shirts, jumpers and dresses. Please note that black shorts and pants can be purchased from other stores, such as K-Mart or Target. School hats can be purchased at school for \$10. The most common out of uniform item is black shoes. We require that our school's shoes are completely black, including the soles, shoelaces and any trimmings.

### **Financial Assistance**

We appreciate that some families may experience difficulties in purchasing uniform items. If this is the case, please approach the school so that we can provide assistance. You can approach any member of staff.

### **VOLUNTEERS, VISITORS & WORKING WITH CHILDREN**

We greatly appreciate the tremendous assistance given by parents. It has become an integral part of our school and something of which we are very proud. Mums and Dads and other special people have been involved in listening to reading, helping with creative writing, swimming, sports coaching, as well as, contributing to School Council committees, clubs, school lunches and working bees.

You will find that it gives your child a tremendous 'kick' to have their parent in their classroom, and you will get just as much satisfaction in return. Of course, we are aware that some parents work and cannot assist or are limited in the amount of assistance that they may give. We appreciate whatever is possible. No effort is too small.

Having said that, Child Safety is of utmost importance to us. It is a requirement of law that all parent volunteers have a **Working with Children Check** if they are directly involved in supervising children in school-based activities. We all want to ensure your child is safe at all times. Please refer to the Working with Children Check procedures and policies located on our website. You can apply for a Working with Children card by visiting the following website: <http://www.workingwithchildren.vic.gov.au/>

Other related policies which are included on our website for your reference include:

- Child Safety Policy
- Volunteers Policy
- Visitors Policy

## **WORRIES OR CONCERNS? – HOW TO RAISE CONCERNS WITH THE SCHOOL**

You have a right and obligation to contact the school if you have any concerns regarding your child. It is vitally important that you communicate your concerns. Often the issues raised can be addressed, consequently making our school a better place. **We cannot address concerns or issues unless we know what they are!**

We will contact you if we need to discuss matters concerning your child.

Our school has a Concerns and Complaints Policy available on our website that addresses the process for raising concerns. If you have a concern about your child please follow our Concerns and Complaints Protocol below taken from this policy:

### **Willow Grove Primary School Concerns and Complaints Protocol**

All concerns/complaints involving a child should always as a first point of contact be directed to the classroom teacher. The School expects the majority of complaints/concerns involving a child to be resolved at this level.

All concerns/complaints related to school policy or school management should be directed to the Principal. Where issues raised are within the control of the School, the school expects the majority of complaints/concerns relating to school policy or school management to be resolved at this level.

All concerns/complaints relating to the Principal, should be directed to the Regional Office for the School, the South East Victoria Region on 1300 338 738.

#### **Preparation for raising a concern or complaint**

Willow Grove Primary School encourages parents, carers or members of the community who may wish to submit a complaint to:

- carefully consider the issues you would like to discuss
- remember you may not have all the facts relating to the issues that you want to raise
- think about how the matter could be resolved
- be informed by checking the policies and guidelines set by the Department and Willow Grove Primary School

#### **Raising a concern/complaint with the classroom teacher:**

##### **Step 1**

- Raise the concern/complaint with the relevant classroom teacher via telephone, in writing or in person.
- If a meeting is required, request a mutually convenient time to be scheduled.
- The classroom teacher will consider the concern/complaint and where possible will resolve the issue to the parent/guardian's satisfaction at the first point of contact with the parent/guardian, or at the meeting if one is scheduled.
- If the issue is not or cannot be resolved at this stage and the parent/guardian and/or the teacher feels the teacher can further assist:

- ❖ the classroom teacher can offer to, or be requested by the parent/guardian to, investigate the matter further by proceeding to step 2
- If the issue is not resolved at this stage and the parent/guardian feels the teacher cannot or will not further assist:
  - ❖ the parent/guardian can make an appointment with the Principal to discuss the matter further

## Step 2

- The classroom teacher will consider and explore the concern/complaint and where required investigate and prepare information relevant to the concern/complaint.
- A meeting will be conducted between the classroom teacher, parents / guardians and student/s as required.
- Where possible the complaint/concern will be 'resolved' at this level:
  - ❖ with no further action required or
  - ❖ as appropriate, with a determination/plan put in place to address the concern/complaint with no further action required or
  - ❖ as appropriate, with a plan put in place to address the concern/complaint with this plan having agreed timelines and milestones for review and assessment to ensure that the strategy determined achieves measurable/definable positive outcomes
- If the issue is not resolved at any point after the meeting at step 2 and the parent/guardian feels the teacher cannot or will not further assist:
  - ❖ the parent/guardian can make an appointment with the Principal to discuss the matter further

## Raising a concern/complaint with the Principal:

- Raise the concern/complaint with the Principal via telephone, in writing or in person.
- If a meeting is required, request a mutually convenient time to be scheduled.
- If the issue is not or cannot be resolved at this stage and the parent/guardian and/or the Principal feels the Principal can further assist:
- the Principal will offer to, or be requested by the parent/guardian to, investigate the matter
- If the issue is not resolved at this stage and the parent/guardian feels the Principal cannot or will not further assist:
  - ❖ the parent/guardian can raise their concern or complaint with the Regional Office for the Department of Education.

## Timeline:

Willow Grove Primary School will acknowledge receipt of your complaint as soon as possible (usually within two school days) and will seek to resolve complaints in a timely manner. Depending on the complexity of the complaint, the school may need some time to gather enough information to fully understand the circumstances of your complaint. We will endeavour to complete any necessary information gathering and hold a meeting where appropriate within 10 working days of the complaint being raised. In situations where further time is required, the school will consult with you and discuss any interim solutions to the dispute that can be put in place.

# Section 3

## Behaviour Management - SWPBS

Our school is a School-Wide Positive Behaviour School (SWPBS). We explicitly teach, practice and acknowledge our four values of Respect, Resilience, Teamwork and Community.

These four values guide the expectations we have of all students. They were developed in consultation with our school community and reflect the skills and attributes our school community wish to instill in our students by the time they leave Willow Grove Primary.

Being part of the School Wide Positive Behaviour Support program is an enormous asset to our school. It guides our Behaviour Management Program and our Positive Reward System. Shown below are the expectations of student behavior that we have in various settings across the school in the form of a matrix. These were defined in consultation with our students at the start of 2017 and will be refined each year to ensure that they are current. This ensures that all members of the school community are clear on the level of behavior we expect from our students.

	ALWAYS	Classrooms	Playground	Outside Games & Sports	Digital Spaces & ICT	Toilets	Transitions & Corridors	Excursions & Camps	Assemblies	Before & After School	In the Community
Respect	Actively Listen Use manners Follow instructions first time We are kind	Actively listen Care for our equipment Move safely Take turns Speak politely Be responsible for your actions Focus on your learning and allow others to do the same Follow instructions Put your hand up to ask a question only	Share equipment, use it for its purpose only and return it after use Include others Use manners Be safe and keep hands and feet to yourself Apologise Forgive Stay in our grounds Remember 'Nude Food' and put any rubbish you see in the bin	Establish the rules and then play by them Share equipment, use it for its purpose only and return it after use Use friendly words of encouragement Control your emotions when you go out	Use equipment safely and be careful Keep food and drink away from equipment Carry equipment safely with two hands Only use the Apps/ games/ websites you are asked to use Only access your folder Always plug in your device in the right place	Be quick Be quiet Flush the toilet Use toilet supplies appropriately Keep it clean Behave in a sensible manner Wash your hands	Walk properly at all times Use quiet voices Hold balls Keep our hands and feet to ourselves Watch where you are walking	Listen Follow all instructions Use manners Care for others Keep our hands to ourselves unless told to touch Respect equipment and property	Focus on the person speaking and make eye contact Listen Sit and stand quietly Sing National Anthem with pride	Follow all road, bus, pedestrian and community rules Wear your seat belt Keep hands and feet to yourself Walk around the bus Use the front gate when leaving school Use your manners	Be kind at all times Show empathy Be a positive role model for Willow Grove Primary School I look after community property and equipment I show empathy towards others and considerate to people and places
	Be brave Be a problem solver Accept and give feedback	I have high expectations for myself I embrace challenges, accept feedback and use mistakes to help me improve I persist with my learning and use different strategies before asking for help I never give up	Be a problem solver Bounce Back when something hasn't gone your way Learn from your mistakes Be a gracious winner	Accept the rules and decisions Use positive body language and words Accept defeat graciously	Be patient Keep trying Try different solutions to the problem Record faults correctly	Wait your turn I move in a calm manner I am considerate of others and wait my turn	Use positive body language and words I bounce back when something hasn't gone your way Have a go at all activities	Bounce Back when something hasn't gone your way Have a go at all activities	Be positive and celebrate the success of others (even if you or your house isn't recognised)	Wait for your turn (waiting patiently).	I model resilience in the community Challenge yourself

	ALWAYS	Classrooms	Playground	Outside Games & Sports	Digital Spaces & ICT	Toilets	Transitions & Corridors	Excursions & Camps	Assemblies	Before & After School	In the Community
Teamwork	Encourage and support each other	Compromise Be fair Contribute to school goals Help others Encourage each other using positive words	Encourage each other using positive words I choose to be happy I help others when they are lonely or injured	We work together and give everyone an equal go We all help to set up and pack up equipment We explain the rules before starting and help others follow the rules We take turns Encourage each other using positive words	Offer ideas and support on how to solve problems	Help each other out – ie. Taps, doors, more paper etc. Remind others to wash hands.	Remind each other how to use the toilet Help each other to keep it clean and tidy	Working together	Acknowledge the success of others Sit on correct side Be prepared to participate and contribute	Ask for help from trusted community members Remind each other of expectations Accept help	Encourage and support each other Be interested in what others do
	Be safe Be caring Be welcoming Take pride	Welcome all guests Complete our class jobs.	Make sure everyone is safe Help each other Help pick up rubbish Help pick up sports equipment	Let people join in games Make the games fair Be a good sport	Keep your password safe and secure Tell someone if you see something that is offensive Be eSmart	I use the toilets properly I consider others and respect their privacy	Be a role model and represent Willow Grove with pride I use positive language when describing the school	Be a role model and represent Willow Grove with pride I use positive language when describing the school	Welcome people to our school	Support and look out for each other. Be a role model and represent Willow Grove with pride I use positive language when describing the school	Make a positive different to our community Be a role model and represent Willow Grove with pride I use positive language when describing the school



## **WILLOW GROVE PRIMARY SCHOOL BEHAVIOUR MANAGEMENT POLICY**

### **Rationale**

At school everyone should be treated respectfully, every person needs to feel safe and secure and students need an environment that supports their learning, personal growth and positive self-esteem.

### **Purpose**

To establish what is expected with regards to student behaviour and to state how the school will respond to student misbehaviour.

To ensure that our school is a place where:

- Everyone feels safe, positive and cared for.
- Positive relationships between teachers, students and parents/caregivers are fostered.
- Rights and responsibilities are known, respected and protected.
- Self-discipline and a capacity to accept responsibility for one's own actions is nurtured.
- There are always clear expectations for student behaviour and how the school responds to student misbehaviour.

### **Implementation**

#### **School Values**

All teachers, students, parents/caregivers and visitors should embrace the following school values:

- Respect
- Resilience
- Teamwork
- Community

#### **Expectations**

The school also sets the following expectations that underpin student behaviour in the classroom, playground, incursion/excursion/camps and all school activities. These expectations will be aligned to our school values.

#### **Expectations of students**

- Be friendly and polite, and protect the safety and well-being of self and others.
- Learn and allow others to learn.
- Look after one's own belongings, other's belongings and school resources.
- Follow the directions of staff at all times.
- Play safely.
- Wear the school uniform with pride
- Care for and respect the school environment.

- Keep your hands and feet to yourself.

## **Classroom Expectations**

Each teacher is to:

- Establish with his or her class, age-appropriate understandings and expectations of the learning environment that is to be established and maintained. The 'School Values' and the 'Expectations of students' stated above are to be used as a guide to the scope of the understandings and expectations.
- Ensure that there is an emphasis on positive behaviours and quality learning time, but acknowledge that from time to time there will be a need to clearly articulate what constitutes inappropriate behaviour.
- Teach and explain the Whole School Behaviour Management Program and develop a classroom reward system (see attached).

These discussions need to include:

The school values and expectations.

Clearly define acceptable behaviour.

Rewards for appropriate behaviour.

Consequences for unacceptable behaviour.

- Ensure that the Whole School Behaviour Management Program is sent home to parents/caregivers in the first term, so that the child and family can become familiar with classroom behaviour codes and expectations.
- In Term 1, support the leadership team in the review of the Whole School Behaviour Management Program, which includes the Playground and Classroom Management Plans.

## **Principal/Leadership Team Expectations**

School leaders have a particular responsibility to offer all staff (including casual relief teachers) broad and deep support in acting on the policy. Essential elements of this support structure are:

- Principal will have entry interview with all new students and families to explain Behaviour Management Policy and Whole School Behaviour Management Program.
- Foster a team approach to student well-being, which includes regular communication with all staff about current issues, student welfare and behaviour management program effectiveness.
- An approach to working with staff that assists and supports each staff member to establish and maintain a classroom behaviour model that reflects the school values and the student expectations listed in this policy.
- At the commencement of each year and on other occasions when necessary, review with all staff the School Behaviour Management Program.
- Assist staff to develop, implement and monitor behaviour plans for students who are unable to consistently exhibit the behaviours exemplified through the values and expectations.
- Provide support to teachers to ensure that inappropriate student behaviour does not interfere with the learning of other students.
- Actively support a partnership between parents/caregivers, students and teachers.
- Ensure that the Behaviour Management in the Playground Plan is sent to all families in the first term.

- Inform all new members of the school community of the content and implementation of the Behaviour Management Policy and the Whole School Behaviour Management Plan.

## **Responding to Student Misbehaviour**

The school's emphasis is on responding to student behaviour in positive and encouraging ways. On those occasions when students make poor choices with their behaviour, staff will assist them to learn from the incident, so that similar mistakes might not be repeated. At all times the dignity of the student involved will be maintained. In conjunction with consequences, the emphasis is to be on repairing relationships and moving forward in a positive way.

Where students need greater support, staff are to work in partnership with the parents/caregivers and are to put into place appropriate student specific strategies to assist the student in his or her attempts to improve the behaviour. The leadership team is an essential resource for teachers and should assist and provide support on these occasions.

Serious misbehaviours must be reported to the Principal.

Behaviours that constitute serious misbehaviour include, but are not limited to the following:

- Direct verbal or physical abuse.
- Bullying.
- Deliberate physical damage to property.
- Non-compliance or refusal to follow a direct instruction from a staff member.
- Repeated disruption to student learning.

## **Actions**

- The incident is reported to parent/caregivers in person, by phone or by letter.
- When deemed necessary a conference involving the student, parents/caregiver and relevant staff will take place. The aim of the conference will be to repair relationships and to determine the best method of assisting the student to adhere to our Behaviour Management Policy.
- The child will be offered appropriate support as needed.
- Time out of the classroom and or playground will be implemented. (As detailed in the Whole School Behaviour Management Program).
- Further serious misbehaviour will require a further conference with parents. Followed by one or more of the following:
  - Contractual arrangements. This is an agreement reached between the school, the student and the parents/caregivers stating the conditions under which the student's attendance in the school will continue.
  - Exclusion from special school activities such as: sports days, camps, incursions and excursions.
  - In school suspension.
  - Out of school suspension.
  - Expulsion.

## **Restraint of Students**

With regard to the restraint of students, the school will comply with Regulation 15 of the Education and Training Reform Regulations 2007 which states: "A member of the staff of a government school may take any reasonable action that is immediately required to restrain a student of the school from acts or behaviour dangerous to the member of staff, the student or any other person."

The object of the restraint is to avert the danger to some person. It should therefore be measured (i.e: reasonable in the circumstances) and removed once the danger has passed.



**Evaluation**

This policy will be reviewed in 2022

**Ratification**

This policy was ratified by the School Council on Tuesday 21<sup>st</sup> March 2017.

## Section 4

# Prep Transition Program & Information

The Prep transition program consists of a number of elements to make the change from pre-school to school an easy one. These are:

### MEET AND GREET

**Tuesday 3<sup>rd</sup> August 11.30 am @ Willow Grove Kindergarten – meet the Principal and have any questions answered.**

**You may wish to contact the school to make an appointment to discuss your child's needs at any time. Please contact the Principal, if you wish to be shown around the school or wish to discuss the special concerns and issues relating to your child.**

### PRE-SCHOOL EXCURSION

The Willow Grove and District Kindergarten visit the school on Tuesday 27<sup>th</sup> July for a tour, activity, snack and play.

### TRANSITION SESSIONS

Transition Days in 2021 for students starting Prep in 2022

<b>DATE</b>	<b>STUDENT TRANSITION SESSION</b>	<b>PARENT INFO SESSION – 9.30-10.15am @ Willow Grove Primary School</b> These parent sessions run on the same dates as the Prep 2021 transition sessions and will provide families with more in-depth information and some practical advice that will help you and your child settle into our school community.
<b>Fri 22<sup>nd</sup> October</b>	<b>9.30-12.00pm</b>	<b>Oral Language – Speech Pathologist, Latrobe Valley Student Support Services Team</b>
<b>Fri 5<sup>th</sup> November</b>	<b>9.30-12.00pm</b>	<b>'Meet your child's Prep Teacher'</b>
<b>Fri 19<sup>th</sup> November</b>	<b>9.30-12.00pm</b>	
<b>Fri 3<sup>th</sup> December</b>	<b>9.30-1.30pm</b>	
<b>Tues 7<sup>th</sup> December</b>	<b>9.30-2.15pm</b>	

### ENROLMENT FORMS

Enrolment forms are due to the primary school by Friday the 27<sup>th</sup> of August 2021. This allows the school to plan for the following year and ensures that your child's transition is smooth.

Our enrolment packs contain all of the information you will need to enroll your child at primary school. Please use the checklist to ensure that we have all of the required information.

## **2022 TERM DATES**

The 2022 Term dates are as follows:

TERM 1	<b>Teachers Resume</b> Friday 28 <sup>th</sup> January – students do not attend on this day.*  <b>Students Resume</b> Monday 31 <sup>st</sup> January  Monday the 31 <sup>st</sup> and Tuesday the 1 <sup>st</sup> of February have been allocated as Student Assessment days. Your child’s teacher will contact you to arrange an interview to conduct literacy and numeracy screening. These assessments are part of our yearly schedule and are used by teachers to plan their teaching and track student growth.  Term 1 finishes on Thursday 8 <sup>th</sup> April
TERM 2	Monday 26 <sup>th</sup> of April – Friday 24 <sup>th</sup> of June
TERM 3	Monday 11 <sup>th</sup> of July – Friday 16 <sup>th</sup> of September
TERM 4	Monday 3 <sup>rd</sup> of October – Tuesday 20 <sup>th</sup> of December

\*The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school.

At the time of publishing, Willow Grove Primary School has not yet determined the remaining three student-free days for 2022 You will be notified of these school closure days via the newsletter and through our social media community communication.

## **YOUR CHILD’S FIRST DAY**

On Wednesday 2<sup>nd</sup> of February when you arrive at school, take your child to their room, introduce them to their teacher and involve them in an activity. Please leave your child when they are comfortable. It is important for you to have discussed with your child the procedure that will occur. Tell your child that you will be back to pick them up.

If your child is having difficulty separating, the class teacher will assist you. Please follow their advice and suggestions; there is nothing to be gained by remaining in the room. A distressed or over anxious parent will not help a child to settle down happily in their new environment. Please be assured that we will contact you to let you know how your child is settling.

A special welcome morning tea will be provided by the Fundraising Committee to enable parents of new pupils to meet with and chat to other parents and teachers. This will be held on the morning of Wednesday 2<sup>nd</sup> of February. Please make your way to our staffroom which is located in the Tanjil (old) building.

## **PREP REST DAYS**

Preps will attend school on Mondays, Tuesdays, Thursdays and Fridays in February. Wednesdays during the first month is the designated prep rest day.

These are the Wednesday dates where Preps have a rest day – **February 2<sup>nd</sup>, 9<sup>th</sup> 16<sup>th</sup>, 23<sup>rd</sup>**

Full attendance begins the week starting **MONDAY, 28<sup>th</sup> FEBRUARY 2022**.

Once again, you will find reminders of this information in the newsletter and or our Facebook page.

## **TIPS AND TRICKS TO HELP YOUR CHILD IN THE FIRST YEAR**

1. Name everything that your child brings to school – all clothing, lunch boxes, bags, plastic bottles, storybooks, toys, balls, etc. Unless articles are named, it is impossible for teachers to find the correct owners.
2. Above all, don't worry. When children have developed a secure relationship with their teacher and have made friends, minor problems seem to solve themselves.

If a problem persists, don't hesitate to talk to the teacher.

## **GETTING YOUR CHILD READY FOR SCHOOL**

It will be helpful to your child if you can teach them to do these things for themselves before starting school:

- Go to the toilet by themselves.
- Do up own buttons and zips.
- Do up own shoelaces, and if this cannot be managed yet, wear shoes of a type which are easily removed and put on again. Velcro straps are ideal.
- Hang up clothes and bag.
  
- Recognise own name on clothing.
- Eat lunch neatly and in correct sequence.
- Know and be able to say clearly, full name and address.
- Take a message correctly.
- Understand and carry out an instruction.
  
- Sit quietly for a short time.
- Speak quietly indoors.
- Pack away toys after use.
- Wipe up spilled water, paste, etc.
- Attempt to write own name.
- Cut with scissors.

We are very aware that children enter school with many varied skills and abilities. We aim to provide a rich program that will assist and cater for your child's physical, intellectual and social needs. Some children will require a foundation of pre-learning skills which will prepare them for the formal learning situations. Other children will be literate and numerate and will require learning experiences that will further enhance their development. Children develop at different rates – there is no point in comparing your child's school progress with another.

## **OTHER REQUIREMENTS**

- . School bag
- . Spare pair of pants and underwear (sometimes accidents occur).

## **SOME IMPORTANT READINESS AREAS**

1. Your child needs to be able to relate to adults outside the family. They should be able to –
  - Listen to the teacher
  - Do what the teacher asks
  - Make known to the teacher what they need
  - Shift attention appropriately from one task to another
  - Show some control over impulses
2. Your child needs to be able to get on with other children.
3. The child needs to separate easily from parents and guardians.
4. Confidence. The child who sees themselves as generally being successful will be more prepared to try new challenges offered at school. Praise works wonders.
5. Responsibility. The child who learns to take responsibility for their own clothes and belongings will reduce anxiety for themselves, their parents and the teachers.
6. Independence. School provides a whole range of activities for children. Those children who do not need direction in occupying themselves can attempt much more and consequently will learn much more. Allow your child to tackle things on their own. Don't criticise failures. Remember, they are doing their best. **FAIL = First Attempt In Learning**
7. Resilience. Encourage your child to see a task through to completion. This will be a big advantage at school. Sometimes, parents can help get the child over a problem and then allow them to complete the task. This enables the child to see the value of being persistent when faced with setbacks.

## Section 5

# COMPASS – WGPS Parent Portal



Willow Grove Primary School utilises Compass School Manager as a whole school administration package. Compass is also commonly referred to as a Parent Portal. This portal is used by our school community – teachers, student’s families, administrators and staff; to streamline many school operations, from attendance and event management to communication and reporting.

Parents/guardians will have their own unique username and password. These details should not be shared with your child as permission for absences can only be given by parents/guardians.

Compass will provide parents and guardians with access to up-to-date and meaningful information about our school and your child’s progress as well as access to a number of tools and features including the ability to:

- Access your child's Student Semester Reports
- Access your child's Progress Reports
- Book your Student Led Conferences
- Approve and Pay for Camps/Excursions
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your child
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news

Compass will improve the level of communication regarding your child’s progress. This has been identified by our school community as an area of improvement. Most of the features listed above are available immediately and when additional features become available, parents will be notified through our regular communication channels.

### **Some of the benefits of Compass:**

- Can be accessed via computer, tablets and smartphones. Search for ‘Compass School Manager’ in the App store.
- Improved attendance management
- Access convenience
- Classroom efficiency
- Improved security
- Improved event management
- Timetable accessibility

## Accessing and Logging onto Compass

Compass is a web based system that is accessible on any modern web browser or by using the Compass iOS or Android apps (search for 'Compass School Manager' in the store).

### Recommended browsers:

- Google Chrome
- Firefox
- Safari
- Internet Explorer Version 10/11

### Not supported:

- Internet Explorer 8 and below
- Any non-current version of Firefox, Chrome and Safari

### Parents' Initial Login to Compass

1. To access your parent portal on Compass, open an internet browser, go to the school website ( <http://www.willowgroveps.vic.edu.au/> )
2. Click on the Compass School Manager tab
3. Click on the Compass School Manager logo
4. Alternatively you can download the Compass School Manager App and search for Willow Grove Primary School or visit <https://schools.jdlf.com.au/> and search for Willow Grove Primary School.

When you first login to Compass, you will need to enter your Username and Password provided by the school in your welcome letter/email.

Enter you username and password and then ensure that your mobile number and email address are correct, then click 'Update my details.'

After checking that your contact details are correct, you will be asked to change your password. You will need to make sure that your password is Complex 7. Do not ever share your password.

### Complex 7 Passwords must contain:

- At least 7 characters
- Contain at least 1 character from at least three of the four sets below:
  - Uppercase letter (A-Z)
  - Lowercase letter (a-z)
  - Numeral (0-9)
  - Special characters and punctuation (e.g. [.!@#\\$\\$%^&\\*](#))
- Be different from your previous passwords

Compass Welcome Letters containing your username and password will be sent home via email in the first few weeks of the school year. Please follow the steps to login to Compass. Remember, there is more information available from our website and if you need any assistance, please phone the school office on 5635 2271.

**Reports**

Two General Performance Assessments (GPA) will be issued during each term of 2022. Each GPA assesses attendance, homework, effort, organisation and independence, classroom behaviour, playground behaviour, respect, resilience, teamwork and community over the previous 4-week period. There will also be a report issued at the end of Semester 1 and Semester 2 showing academic progress that your child has made. To support your child with their learning, Student Led Conferences (SLC) will also be held at the completion of Term 1 and the completion of Term 3 for this year

Both GPAs and end of semester reports can be accessed through Compass and conferences can be booked through Compass for parent/guardian convenience.