

# Willow Grove Primary School



## Parent Information Book



**Year 2023**

**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,**

**Karen Lanyon  
Acting Principal**

**Simon Fiddelaers  
School Council President**

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## Section 1

# Willow Grove Primary School 2022 Profile

### **STAFF**

Principal	Anthony Wilson and Karen Lanyon (Acting Principal)
Business Manager	Cindy Walker (Tuesday, Wednesday, Friday)
Classroom Teachers	Sharon McCartney, Helen Trickett, Mugzy Mooka, Justin Woodroffe, Anne-Marie Seccombe
Specialist Teachers	Alison Abbott– Visual Arts/Physical Education/Japanese
MARC Van	Kim James (Wednesday)
MiniLit	Michelle Byrne
Educational Support	Joan Brown
After School Care	Lochie Francis, Grace Wilson, Abbey Sneddon, Tessa Sneddon Monday – Friday 3.15-5.30pm

### **CURRICULUM**

Willow Grove Primary School offers a comprehensive curriculum, with a strong focus on literacy, numeracy and student wellbeing support during 2022. We are expecting to maintain this focus in 2023. If there are any changes, we will communicate these to families.

#### **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 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

### **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
Lunch Play:	1.40pm – 2.15pm
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 2023. 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 permanent 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, rapidly progressive allergic reaction that is 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 Primary School 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

**SCHOOL IS BETTER WHEN YOUR CHILD IS THERE.** Why it's important:

We all want our students to get a great education and the building blocks for a great education begin with students coming to school each and every day. If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school. There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. Each day missed is associated with progressively lower achievement in numeracy, writing and reading. Attendance patterns are established early – a child regularly missing days in the early years of school will often continue to miss classes in the later years, and receive lower test scores than their classmates.

It is vital that students go to school every day – even in the early years of primary school.

## **BREAKFAST CLUB**

The school operates Breakfast Club one day a week in 2022. 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, 2023, 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 be an eligible free traveller on this service. 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 fortnightly newsletter is sent out electronically each Wednesday. Paper copies are also available from the school office. Many notices, news items and a calendar of events are included in this. Please look for it each fortnight to be fully aware of upcoming events and due dates.

Willow Grove Primary School uses Compass as our Parent Portal. Among other things, we use Compass to communicate with families via emails, student reports and excursion notices. 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.

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.

## **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 consent to via Compass. 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, allergies/anaphylaxis or diabetes a current 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.

The school follows COVID safe practices as determined by the Department of Education based on the chief health officer's advice.

## **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 school-level payment arrangements which cover Curriculum Contributions, Extra-Curricular Items and Activities and Other Non-Curriculum Items and Activities. These arrangements must comply with the Department of Education Parent Payment Policy as well as meet the community's expectations. The arrangements 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:

### Curriculum Contributions

These are items and activities that students use, or participate in, to access the Curriculum. Willow Grove Primary School booklists contain these curriculum contribution charges as well as educational items for students to own. In Term 4 each year a booklist will be distributed to families detailing items required for the upcoming year. Parents/guardians can choose to purchase all, some, or none of these items through the school's preferred 3rd party booklist supplier or may choose to provide their own (where appropriate).

In 2023, the Curriculum Contributions amount is variable, depending on each class, but typically around \$200.

### Extra-Curricular Items and Activities

These are items and activities that are designed to enhance or broaden the schooling experience for students and are above and beyond what the school provides in order to deliver the curriculum. These items and activities are provided on a user-pays basis so that if parents choose to access them for students, they are required to pay for them. (e.g. camps/excursions etc)

### Other Non-Curriculum Items and Activities

These are voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives. (e.g. first aid equipment/grounds maintenance etc)

School booklist orders placed through our preferred supplier will only be available for ordering on-line and will be pre-packaged and available for collection from the school office upon payment at commencement of the new school year. Information on all Parent Payment Arrangements for 2023 will be distributed during Term 4 of the 2022 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.

On the first Friday of each month, our Fundraising Committee provides 'Friday Lunchies.' Information and ordering for each 'Friday Lunchies' will be available via CompassTix. When ordering is available, families will be notified via Compass and the school 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 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. *This policy is being reviewed in 2022 and any updates will be communicated with families.*

<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.	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 outgrown 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, clubs, swimming, sports coaching, as well as, contributing to School Council committees, 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 our Volunteers Policy located on our website. You can apply for a Working with Children card by visiting the following website: <https://www.workingwithchildren.vic.gov.au/>

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

- Child Safe 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

# School Wide Positive Behaviour Support (SWPBS)

Our school is a School Wide Positive Behaviour Support (SWPBS) School. We explicitly teach, practice and acknowledge our four values of **Respect**, **Resilience**, **Teamwork** and **Community**. At the beginning of 2022, Willow Grove Primary School received Silver Recognition for the work completed over the previous two years within this space.

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 School.

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 Care for our equipment Move safely Take turns Actively Listen Use manners Follow instructions first time We are kind	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
Resilience		I have high expectations for myself Be brave Be a problem solver Accept and give feedback	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	Use positive body language and words I move in a calm manner I am considerate of others and wait my turn	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
Community	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 difference to our community Be a role model and represent Willow Grove with pride I use positive language when describing the school



## STUDENT ENGAGEMENT AND WELLBEING POLICY

### PURPOSE

The purpose of this policy is to ensure that all students and members of our school community understand:

- our commitment to providing a safe and supportive learning environment for students
- expectations for positive student behaviour
- support available to students and families
- our school's policies and procedures for responding to inappropriate student behaviour.

Willow Grove Primary School is committed to providing a safe, secure and stimulating learning environment for all students. We understand that students reach their full potential only when they are happy, healthy and safe, and that a positive school culture helps to engage students and support them in their learning. Our school acknowledges that student wellbeing and student learning outcomes are closely linked.

The objective of this policy is to support our school to create and maintain a safe, supportive and inclusive school environment consistent with our school's values.

### SCOPE

This policy applies to all school activities, including camps and excursions.

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## POLICY

### 1. School profile

Willow Grove is a small rural school situated in the Baw Baw Ranges and overlooking the Blue Rock Dam. It is surrounded by the scenic and rich dairying, horticultural and forestry area of West Gippsland. We are very privileged to live and work in this beautiful part of Gippsland.

Our school is proud to be an integral part of the Willow Grove Community and value the support we receive from this family orientated and community focused area. We encourage the support and partnership of parents and recognise that together we have a unique role to play in ensuring that our school continues to be a safe and supportive environment where learning, play and fun are celebrated.

### 2. School Vision and Values

Willow Grove Primary School's Statement of Vision and Values is integral to the work that we do and is the foundation of our school community. Our school's vision is to create a community of happy, healthy and resilient learners. We embrace challenges in all that we do and have high expectations of ourselves and others.

Students, staff and members of our school community are encouraged to live and demonstrate our core values of respect, resilience, teamwork and community at every opportunity.

### 3. Engagement strategies

Willow Grove Primary School has developed a range of strategies to promote engagement, positive behaviour and respectful relationships for all students in our school. We acknowledge that some students may need extra social, emotional or educational support at school, and that the needs of students will change over time as they grow and learn.

A summary of the universal (whole of school), targeted (year group specific) and individual engagement strategies used by our school is included below:

#### Universal

At Willow Grove Primary School we promote positive behaviour and inclusion through:

- high and consistent expectations of all staff, students and parents and carers
- prioritising positive relationships between staff and students, recognising the fundamental role this plays in building and sustaining student wellbeing
- creating a culture that is inclusive, engaging and supportive
- welcoming all parents/carers and being responsive to them as partners in learning
- analysing and being responsive to a range of school data such as attendance, Attitudes to School Survey, parent survey data, student management data and school level assessment data
- teachers at Willow Grove Primary School use a Gradual Release Instructional Model to ensure an explicit, common and shared model of instruction to ensure that evidenced-based, high yield teaching practices are incorporated into all lessons
- teachers at Willow Grove Primary School adopt a broad range of teaching and assessment approaches to effectively respond to the diverse learning styles, strengths and needs of our students and follow the standards set by the Victorian Institute of Teaching

- our school's Statement of Values are incorporated into our curriculum and promoted to students, staff and parents so that they are shared and celebrated as the foundation of our school community
- carefully planned transition programs to support students moving into different stages of their schooling
- positive behaviour and student achievement is acknowledged in the classroom, and formally in school assemblies and communication to parents
- monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- students have the opportunity to contribute to and provide feedback on decisions about school operations through the Student Representative Leadership Team. Students are also encouraged to speak with their teachers and Principal whenever they have any questions or concerns
- create opportunities for cross—age connections amongst students through school plays, athletics and Buddy programs
- we engage in school wide positive behaviour support with our staff and students, which includes programs such as:
  - Respectful Relationships
  - Safe Schools and School Wide Positive Behaviour Support.
- opportunities for student inclusion (i.e. sports teams, clubs, recess and lunchtime activities)
- buddy programs

### Targeted

At Willow Grove Primary School we have the following strategies designed to address particular concerns that may affect vulnerable groups within our school community and other student groups (such as friendship circles).

- each year group has a classroom teacher responsible for their year, who monitors the health and wellbeing of students, and act as a point of contact for those who may need additional support
- All Koorie students will have an Individual Learning Plan and be connected with a Koorie Engagement Support Officer
- all students in Out of Home Care will be appointed a Learning Mentor, have an Individual Learning Plan and will be referred to Student Support Services for an Educational Needs Assessment
- the school chaplain will undertake health promotion and social skills development in response to needs identified by student wellbeing data, classroom teachers or other school staff each year
- staff will apply a trauma-informed approach to working with students who have experienced trauma

### Individual

Willow Grove Primary School implements a range of strategies that support and promote individual engagement. These can include:

- building constructive relationships with students at risk or students who are vulnerable due to complex individual circumstances
- meeting with student and their parent/carer to talk about how best to help the student engage with school
- developing an Individual Learning Plan and/or a Behaviour Support Plan
- referring the student to:
  - School Chaplain
  - Student Support Services
  - Appropriate external supports such as council based youth and family services, other allied health professionals, headspace, child and adolescent mental health services or ChildFirst
  - Re-engagement programs such as Navigator

Where necessary the school will support the student's family to engage by:

- being responsive and sensitive to changes in the student's circumstances and health and wellbeing
- collaborating, where appropriate and with the support of the student and their family, with any external allied health professionals, services or agencies that are supporting the student

- monitoring individual student attendance and developing an Attendance Improvement Plans in collaboration with the student and their family
- running regular Student Support Group meetings for all students:
  - with a disability
  - in Out of Home Care
  - and with other complex needs that require ongoing support and monitoring.

#### **4. Identifying students in need of support**

Willow Grove Primary School is committed to providing the necessary support to ensure our students are supported intellectually, emotionally and socially. Our school plays a significant role in developing and implementing strategies to help identify students in need of support and enhance student wellbeing. Willow Grove Primary School will utilise the following information and tools to identify students in need of extra emotional, social or educational support:

- personal, health and learning information gathered upon enrolment and while the student is enrolled
- attendance records
- academic performance
- observations by school staff such as changes in engagement, behaviour, self-care, social connectedness and motivation
- attendance, detention and suspension data
- engagement with families
- self-referrals or referrals from peers

#### **5. Student rights and responsibilities**

All members of our school community have a right to experience a safe and supportive school environment. We expect that all students, staff, parents and carers treat each other with respect and dignity. Our school's Statement of Values highlights the rights and responsibilities of members of our community.

Students have the right to:

- participate fully in their education
- feel safe, secure and happy at school
- learn in an environment free from bullying, harassment, violence, discrimination or intimidation
- express their ideas, feelings and concerns.

Students have the responsibility to:

- participate fully in their educational program
- display positive behaviours that demonstrate respect for themselves, their peers, their teachers and members of the school community
- respect the right of others to learn.

Students who may have a complaint or concern about something that has happened at school are encouraged to speak to their parents or carers and approach a trusted teacher or any member of school staff.

#### **6. Student behavioural expectations**

Behavioural expectations of students, staff and families are grounded in our school's Statement of Vision and Values and are explained in more detail in our school's Behaviour Management Policy. Student bullying behaviour will be responded to consistently with Willow Grove Primary School's Bullying Prevention policy.

When a student acts in breach of the behaviour standards of our school community, Willow Grove Primary School will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by teachers and other school staff.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that factors that may have contributed to the

student's behaviour are identified and addressed. Disciplinary measures at our school will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Detailed disciplinary measures that may be applied are included in Willow Grove Primary school's Behaviour Management Policy.

Suspension and expulsion are measures of last resort and may only be used in particular situations consistent with Department policy, available at:

<http://www.education.vic.gov.au/school/principals/spag/participation/pages/engagement.aspx>

Corporal punishment is prohibited in our school and will not be used in any circumstance.

## **7. Engaging with families**

Willow Grove Primary School values the input of parents and carers, and we will strive to support families to engage in their child's learning and build their capacity as active learners. We aim to be partners in learning with parents and carers in our school community.

We work hard to create successful partnerships with parents and carers by:

- ensuring that all parents have access to our school policies and procedures, available on our school website
- maintaining an open, respectful line of communication between parents and staff
- providing parent volunteer opportunities so that families can contribute to school activities
- involving families with homework and other curriculum-related activities
- involving families in school decision making
- coordinating resources and services from the community for families
- including families in Student Support Groups, and developing individual plans for students.

## **8. Evaluation**

Willow Grove Primary School will collect data each year to understand the frequency and types of wellbeing issues that are experienced by our students so that we can measure the success or otherwise of our school based strategies and identify emerging trends or needs.

Sources of data that will be assessed on an annual basis include:

- student survey data
- incidents data
- school reports
- parent survey
- case management
- CASES21
- SOCS

## **RELATED STATEMENTS AND POLICIES**

- WGPS Statement of Vision and Values
- WGPS Child Safety Policy
- WGPS Bullying Prevention Policy
- WGPS Behaviour Management Policy
- WGPS Individual Learning Plan Policy
- WGPS Inclusion and Diversity Policy

## **REVIEW CYCLE**

This policy was last updated on 10<sup>th</sup> March 2020 and is scheduled for review in 2022.

## 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

**Wednesday 2<sup>nd</sup> August 1:00 pm @ 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.

### KINDERGARTEN VISITS

Willow Grove Kindergarten will walk to Willow Grove Primary School on Wednesday, 27<sup>th</sup> July and Thursday, 13<sup>th</sup> October. The first visit will be for a school tour and the second to spend time in the Prep class and playground.

### TRANSITION SESSIONS

Transition Days in 2022 for students starting Prep in 2023

DATE	STUDENT TRANSITION SESSION	PARENT INFO SESSION – 9.30-10.15am @ Willow Grove Primary School These parent sessions run on the same dates as the Prep 2023 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.
Fri 21 <sup>st</sup> October	9.30-12.00pm	Oral Language – Speech Pathologist, Latrobe Valley Student Support Services Team
Fri 4 <sup>th</sup> November	9.30-12.00pm	'Meet your child's Prep Teacher'
Fri 18 <sup>th</sup> November	9.30-12.00pm	
Fri 2 <sup>nd</sup> December	9.30-1.30pm	
Tues 6 <sup>th</sup> December	9.30-2.15pm State Transition Day	

### ENROLMENT FORMS

Enrolment forms are due to the primary school by **Friday the 26<sup>th</sup> of August 2022**. 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.

## **2023 TERM DATES**

The 2023 Term dates are as follows:

TERM 1	<b>Teachers Resume</b> Friday 27 <sup>th</sup> January – students do not attend on this day.*  <b>Students Resume</b> Wednesday 1 <sup>st</sup> February  Monday 30 <sup>th</sup> January and Tuesday 31 <sup>st</sup> January 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 6 <sup>th</sup> April
TERM 2	Monday 24 <sup>th</sup> of April – Friday 23 <sup>th</sup> of June
TERM 3	Monday 10 <sup>th</sup> of July – Friday 15 <sup>th</sup> of September
TERM 4	Monday 2 <sup>nd</sup> of October – Wednesday 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 2023. You will be notified of these school closure days via the newsletter.

## **YOUR CHILD’S FIRST DAY**

On Wednesday 1<sup>st</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 1<sup>st</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 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 1<sup>st</sup> March.**

Full attendance begins the week starting **MONDAY, 6<sup>th</sup> MARCH 2023**

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
- View up-to-date class and school attendance information
- Approve or enter upcoming or past absences for your child
- Consent and pay for school events (excursions/camps)
- 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.

### **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.idf.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.

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 2023. 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

GPA's, end of semester reports can be accessed through Compass and conferences can be booked through Compass for parent/guardian convenience. Parents will receive notification when reports and booking schedules for conferences are available through Compass.