MESSAGE TO PARENTS

We warmly welcome you to Wendouree Primary School.

It is our goal to ensure that we all work together in a cooperative team to ensure your child’s school days are happy and successful.

OUR PURPOSE STATEMENT

At Wendouree Primary School we will provide an inclusive, safe and purposeful environment where children are supported to do their personal best as learners and in the wider community. School programs will provide opportunities for students to develop the skills necessary to be actively involved in their learning to achieve success.

Please note Wendouree Primary School is both a smoke free and nut free zone.
THE TRIBES PROCESS AT WENDOUREE PRIMARY SCHOOL

The Tribes Learning Community process, also known as Tribes TLC®, promotes social and academic development by creating a positive learning environment based around five key agreements.

The children work together to develop their social skills and resilience. According to the authors, the Tribes process is to assure the healthy development of every child so that each one has the knowledge, skills and resiliency to be successful in a rapidly changing world.

The Tribes group development process focuses on both resiliency and the stages of human development. Implementation includes a step-by-step process to achieve specific learning goals. The five guiding principles, called ‘agreements’ are explicitly taught to students throughout the year and form the basis of our Student Code of Conduct.
OUR TRIBES LEARNING AGREEMENTS

THE FIVE KEY TRIBES AGREEMENTS ARE:

ATTENTIVE LISTENING
Involves paying close attention to one another’s expression of ideas, opinions and feelings; to check for understanding and letting others know they have been heard. All of these are teachable social skills and involve maintaining eye contact, withholding your own comments, paraphrasing key words to show you’ve been listening, using positive body language as well as listening with your ears, your eyes and your heart.

APPRECIATIONS - NO PUT DOWNS
Aims to develop a sense of self-esteem and self-worth through appreciation and recognition of each other's gifts and talents. Giving appreciations to one another is highly encouraged and students share their appreciations on a daily basis with their TRIBES.

MUTUAL RESPECT
To ensure that cultural values, beliefs and needs will be considered and honoured. Students learn to respect individual skills, talents, and contributions.

THE RIGHT TO PASS
Each student has the right to choose the extent to which she or he will share in a group activity. Choosing the right to pass means that the student prefers not to share personal information or feelings or to actively participate in the group at that particular moment. Being a silent observer is still a form of participation and can lead to greater learning.

PERSONAL BEST
An understanding that everyone tries at all times to do their own personal best work and puts in their own best efforts at everything they do. Students learn a set of collaborative skills so they can work well together in long-term groups (TRIBES).

The focus is on how to:
- help each other work on tasks
- set goals and solve problems
- monitor and assess progress
celebrate achievements.

CONTACT WITH THE SCHOOL

Parents are welcome to make appointments with the Principal by contacting the office. To avoid undue interruption to classes however, interviews with teaching staff should be arranged at a mutually convenient time.

For the security and safety of everyone in the school, all visitors must report to the office and sign in.
Children leaving school for appointments during the day must also be signed out and collected from the office area.

SCHOOL AND UNIT NEWSLETTERS

Our newsletter is sent home weekly, usually on a Friday with the youngest family member. This is our major means of communicating with you and it will provide you with lots of information about what is happening in our school. There are often other important notices attached to the newsletter. Please make sure you read it every week and take note of important upcoming events. Unit Newsletters are also sent home at the start of each new term.

AusVELS

THE AUSTRALIAN CURRICULUM IN VICTORIA:

AusVELS is the Prep to Year 10 Curriculum for Victorian schools. The AusVELS differs from traditional curricula because it includes knowledge and skills in the areas of physical, social and personal learning. These are skills which are transferable across all areas of study. The AusVELS curriculum encourages a flexible and creative approach to learning.

PHYSICAL, PERSONAL AND SOCIAL LEARNING

Health and Physical Education  Interpersonal Development  Personal Learning  Civics and Citizenship

Students learn about themselves and their place in society. They learn how to stay healthy and active. Students develop skills in building social relationships and working with others. They take responsibility for their learning, and learn about their rights and responsibilities as global citizens.

DISCIPLINE-BASED LEARNING

The Arts  English  The Humanities  The Humanities - Economics  The Humanities - Geography
The Humanities - History  Languages  Mathematics  Science

Students learn the knowledge, skills and behaviours in the Arts, English, Humanities, Mathematics, Science and Languages. At our school the students learn Japanese in Language classes.

INTERDISCIPLINARY LEARNING

Communication  Design, Creativity and Technology  Information and Communications Technology
Thinking Processes
Students explore different ways of thinking, solving problems and communicating. They learn to use a range of technologies to plan, analyse, evaluate and present their work. Students learn about creativity, design principles and processes.

**EMERGENCY INFORMATION**

It is essential that we have up to date emergency information for all students. If you change your address or telephone contact number it is crucial to your child’s wellbeing that you notify us immediately. The school should be notified also if you change your emergency contact details. If your child becomes ill at school, you will be contacted to take your child home. If your child sustains a serious injury or a head injury of any sort you will be contacted.

**ATTENDANCE**

Regular school attendance enables students to maximise their full educational potential. It is important that children develop habits of regular attendance at an early age. Students who are regularly absent from school are at risk of missing out on fundamental aspects of their educational and social development. It is our expectation that students will:

- attend school at all times when the school is open for instruction.
- arrive on time to school and to every class; to be punctual.
- provide written explanation from their parents/carers to their teachers when they have been absent from school

School hours are from 9:00am until 3:15pm.

Children must remain in the school ground during school hours. Permission to go home for lunch will be given by the Principal only on written parental request. Parents are responsible for the welfare of children who arrive at school before 8:45am and stay after 3:30pm unless an arrangement has been made with the Principal.

When your child is absent from school you are asked to notify the office either by phone or in writing stating the reason for the absence either before or on the day of the absence. Unapproved absences are monitored carefully at our school.

If you want your child to leave the school other than at normal dismissal time, you must first report to the office, to inform us that you are taking your child. Then you will be asked to sign your child out. Children are not permitted to leave the school with anyone other than the custodial parent/guardian unless a prior arrangement has been made with the Principal or the classroom teacher.

**SICK CHILDREN**

Please keep children at home if they are unwell. Facilities and staff available to care for sick children are limited and children feeling ill are much more comfortable at home. If your child becomes ill during the day every effort will be made to contact you or your emergency contact will be notified to take the child home. Any child suffering from an infectious disease will be excluded from school according to the current Health Department Exclusion Table. Please notify the school for any infectious diseases so that other parents can be informed of possible infection.

Head Lice is a problem at times in all schools. You will be asked to sign a permission form to have your child's head examined by specially qualified nurses when required. However, the main responsibility is on parents to regularly inspect their child's head and treat the lice if necessary. Information on Head Lice is available from our school.
MEDICATION WHILE AT SCHOOL
If your child needs medication while at school it should be given to the child’s teacher for safe keeping with a note that clearly states the child’s name, the medication, the dosage and times that it needs to be given. You will need to provide your own medicine measure.

Asthma Management - The school is required to maintain accurate records of children who suffer from asthma. Please return this information on the prescribed form to school at the start of the school year. Your child must have their asthma medication and inhaler at school at all times.

STUDENT WELFARE and SUPPORT SERVICES
We have a fabulous Wellbeing Advisor who works with students both on a one to one basis and in groups. The school has access to support services if required, such as Social Workers, Guidance Officers and Speech Therapists. A number of agencies operate within our community to provide support and advice to families in times of need. You may wish to ask the Principal or the Wellbeing Adviser to help you identify and organise the appropriate support.

We also have a very effective Leadership Program, Star of the Week Program and Beautiful Book Work program. Students achieve weekly awards and are presented with certificates and a perpetual trophy at our assembly each week as well as being acknowledged for their achievements in our weekly newsletter.

NAKAMA なかま  This is the Japanese word for TRIBE:
Students in Grade Foundation (Prep) to Six are placed in groups of approximately 14. One teacher is responsible for each Nakama. The Nakama is a long term group.

The Nakama Goals: なかま

It will:
- Assist students to feel a positive emotional connection (general wellbeing) to another teacher, the Nakama and our school.
- Enable Junior students to build relationships with senior students.
- Encourage Senior students to have a sense of responsibility to be positive role models to the younger students in their Nakama.
- Enhance social skills and communication skills.
- Enhance friendships which provide opportunities for social growth.
- Enable students to work cooperatively as part of a cross age team.
- Allow students to identify positively with other students in the playground that are not in their own Tribe.
- Give teachers the opportunity to build positive relationships with students from other levels of the school.
JUNIOR SCHOOL COUNCIL

Two students from each Tribe are voted onto our Junior School Council. These students are the voice for their Tribe and work together on: engaging students, special days at school, fundraising and doing things for others in and out of our school.

TRAVEL

Children are only permitted to use the pedestrian crossing adjacent to the school if accompanied by an adult. At other times, children must use the crossing at the Howitt Street/Forest Street intersection. Children in Grades 3, 4, 5 and 6 are allowed to ride their bikes to school; this is only on the condition that they ride in a lawful and safe way (including wearing an approved helmet) and have a roadworthy bicycle. Bicycles must be wheeled, not ridden, in the school grounds.

Children are expected to behave on the way to and from school.

DRESS CODE

Students are expected to be dressed appropriately in school uniform every day (except special dress-up or casual days) and will not be taken on excursions unless they are in uniform. We believe that uniform increases the feeling of belonging, decreases peer pressure related to clothing, and develops pride in the school. Grade 6 children have a special school jumper as an identifying feature to celebrate their senior status. Children must also wear the school hat in line with our Sun Smart Policy in first and fourth terms. This hat is kept at school.

All items of our uniform are available at a reasonable cost from our uniform supplier. Thongs, open toed sandals, slippers and high heel shoes are inappropriate footwear for our students as they are not safe school footwear. The only jewellery approved to wear are earring studs, watches or identity bracelets.

Our school uniform can be purchased from:

BELEZA SCHOOL UNIFORMS at Shop 2
24 Doveton Street North Ballarat
Phone (03) 5332 4320

Uniform lists are available at school

**TOYS AT SCHOOL**

Please note that toy weapons, skateboards, roller blades or skates as well as chewing gum are not permitted at school. Parents should also be advised that expensive toys such as IPods, I Pads and DS's that are brought to school by children are not the responsibility of our teachers.

**MOBILE PHONES**

Children who do need to bring mobile phones to school need to ensure they take them to the Office before 9:00 to be stored safely and then collect them again after 3:15.

**REPORTS**

We want to ensure that you receive the most comprehensive and relevant information about your child. Therefore you will receive individual written reports each half year as well as being invited to discuss your child’s progress at an interview. Prep grade students take part in a prep entry interview at the beginning of the school year. You will be notified early in term one to arrange a time for this interview to take place. If at any time you are concerned about your child’s progress, please make an appointment to discuss your concerns with the class teacher.

**PARENT PARTICIPATION**

School is an educational partnership between teachers, parents and students and when there is active co-operation between these partners we can provide an effective educational program for each student. You can help by being a classroom helper (we run special training programs for parents) or helping with special events or excursions. You can participate in working bees, or offer your particular talents in any way that suits you. We need you, and would appreciate any suggestions you can offer. Please note that all parents involved in school programs are required to have a ‘Working with Children’ Check. The school can advise you how to obtain this check.

**RELIGIOUS EDUCATION**

Religious Education is provided by approved instructors following guidelines set down by the Council for Christian Education in Schools. It is a non-denominational, approved course and is consistent with our “Healthy Relationships” program. Children are provided with 30 minutes of instruction per week. This is an optional program.

**LIFE EDUCATION**
Each student participates in the Life Education Program each year. The Life Education program provides each of our students with mandatory drug education information.

**BOOK CLUB**

Book Club notices and orders forms are generally sent home twice per term to give parents the opportunity to purchase books through this scheme. Please ensure that the orders are placed in the envelope with the correct money and forwarded on the exact date specified.

**MONEY**

Money sent to school should be enclosed in a secure envelope labelled with the child’s name, grade and the amount enclosed. All money and forms returned to school should be handed to the classroom teacher.

**LIBRARY**

Students attend Library classes each week. Children are encouraged to borrow and take care of books. If a book is lost or damaged, a charge may be made for replacement. The library is an integral part of classroom programs.

**SCHOOL LUNCH ORDERS**

Students are able to have a lunch order through the school each Friday. The orders are done through a local shop and updated price lists are available at the school office.

**SHOWCASE**

Each year students participate in our Performing Arts Showcase. Each class presents an item related to a particular theme. This is a fabulous part of our Arts Curriculum and our students, teachers and families work very hard together to produce each wonderful item.
Our Showcase Evening is held in the Wendouree Performing Arts Centre, next door and parents, grandparents, relatives and friends all enjoy this amazing evening.

**STEPHANIE ALEXANDER KITCHEN GARDEN PROGRAM**

Students in Grades 2-6 take part in our Stephanie Alexander Kitchen Garden Program each week. This is a wonderful program where the students get to grow and harvest produce and then prepare and share this produce as meals together at school. This program relies on the wonderful support of many volunteers as the students work in small groups during this program. If you would like to volunteer to assist in the kitchen or garden classes please contact the school. We would really appreciate your assistance with this amazing program.
**SCHOOL CAMPS**

The school has a camping program for children from Grades 3-6. All children will attend two camps over the course of their senior school education. These camps will provide both a seaside and a bush focus. On alternate years students experience a major excursion which reflects their current Key Learning Area studies.

**SWIMMING PROGRAM**

All our children from Grade prep to Grade 6 enjoy an intensive swimming program, which is a compulsory part of our Health and Physical Education Key Learning Area. All children are expected to participate in the swimming program.

**SPORTS PROGRAMS**

The senior grades participate in an inter-school sports program in athletics and a number of other sports at our school. We also have a fun family “Twilight Sports Evening” during the year. During winter as many indoor sports are catered for as possible. Although we try to keep costs as low as possible,
there is usually a cost for entry and for bus hire. Physical fitness and enjoyment of sport are valued at this school.

Children in each family are in one of our Houses that are named after three of our early principals. These Houses are Henderson (Blue House), Clarke (Green House) and Williams (Yellow House). We also offer The Kelly Sports Program which is an after school sports program.

**EXCURSIONS**

Our excursion program provides children with a broad range of learning experiences that cannot take place in the classroom. Its importance lies in the educational value it generates before, during and after the excursion takes place. All major excursions require written parent permission.

**INFORMATION TECHNOLOGY**

The school has a strong commitment to information technology. We are well equipped with computers and children throughout the school have access to the internet and a wide variety of computer programs. Each of our classrooms is equipped with an interactive smart board. Our philosophy is to
integrate the use of computers into everyday classroom activities. Computers are used as a tool to enhance student learning in all Learning Domains.

**SCHOOL COUNCIL**

The School Council consists of seven parents and four staff including the Principal. There is provision for 2 co-opted members. School Council meets monthly. The School Council’s role is a very important one at our school. It has the responsibility of forming the general educational policy of the school, maintenance of the facilities, and the general welfare of the students. Nominations for positions on School Council are called early each year and elections are held in early March. Further information about this important role can be sought from the Principal or the School Council President.

**EDUCATION MAINTENANCE ALLOWANCE**

Some families may be eligible for the Education Maintenance Allowance (EMA). Parents/carers who have a current Pension or Commonwealth Healthcare card can apply for the EMA. In February and July each year an amount is paid to parents to assist them to meet the cost of their child’s schooling. Some of the EMA is paid to the school for these families, which is used for their education. The School Council decides the way in which these funds will be used. Information about the EMA will be published in the newsletter.

**WE APPRECIATE YOUR QUESTIONS**

You are always welcome to call the school if you have any further questions and we will be very happy to assist you in any way possible.

<table>
<thead>
<tr>
<th>Principal</th>
<th>Ms Christine Branagh</th>
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<tbody>
<tr>
<td>Phone</td>
<td>5339 1229</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Wendouree.ps@edumail.vic.gov.au">Wendouree.ps@edumail.vic.gov.au</a></td>
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**MORE INFORMATION**

**TERM DATES 2014**

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<tr>
<th>Term 1</th>
<th>Wed. 29th January - 4th April</th>
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<td>Note: PREPS start on</td>
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Thursday 30 January 2014

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<thead>
<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>Term 2</td>
<td>22nd April - 27th June</td>
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<td>Term 3</td>
<td>14th July - 19th September</td>
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<td>Term 4</td>
<td>6th October - 19th December</td>
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**SCHOOL HOURS**

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<th>Description</th>
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<tr>
<td>School starts</td>
<td>9:00am</td>
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<tr>
<td>Lunch</td>
<td>11:00am-11:15am</td>
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<td>(Lunch Eaten Inside)</td>
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<tr>
<td>First Recess</td>
<td>11:15am-11:45am</td>
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<td>Second Recess</td>
<td>1:45pm-2:15pm</td>
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<tr>
<td>Dismissal</td>
<td>3:15pm</td>
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**CONTACT**

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<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Principal</td>
<td>Ms Christine Branagh</td>
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<tr>
<td>Address</td>
<td>1228 Howitt Street Wendouree</td>
</tr>
<tr>
<td>Postal address</td>
<td>P.O. Box 13 Wendouree 3355</td>
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<tr>
<td>Phone</td>
<td>5339 1229</td>
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