Information Booklet for Parents

2015
Introduction

Established in 2011, Wyndham Park Primary School is a Victorian Government school located on Kookaburra Avenue, Werribee, in the City of Wyndham. Our school community members come from diverse socio-economic and cultural backgrounds. We have a growing enrolment, predicted to be over 360 children in 2015.

The school is part of a vision for a community hub developed to provide the best possible learning opportunities for every child.

Wyndham Park Primary School is built on four strategic foundation stones. These foundation stones provide a focus for the directions Wyndham Park Primary School takes and drive all aspects of the work of the school.

Our Foundation Stones

1. Our motto: Aspire, Learn, Achieve
2. Our Values: Respect, Responsibility and Safety

We believe that all children can learn

By living our motto *Aspire, Learn, Achieve*, students at Wyndham Park Primary School will show the world that they have the capacity to reach their potential. In our authentic learning environment, students can aspire to achieve academically, socially, emotionally and physically, building a love of and respect for learning, themselves and each other. They can mature and progress in an atmosphere of optimism and achievement, taking pride and pleasure in learning as they develop to their full potential. Families in our community will be connected to our school and central partners in our students’ success.

- Our curriculum is planned and delivered to meet the individual needs of each student.
- Students are involved in decisions about their own learning.
- Thorough assessment gives each child clear literacy and numeracy learning goals.
We empower all learners to make a difference to the quality of their lives through Communal Understanding and Responsibility

Our curriculum links literacy and numeracy to real situations and promotes inquiry that builds students’ world and community knowledge. Graduates of Wyndham Park Primary School will have an understanding and deep respect for all other cultures and creeds; these are essential characteristic for the leaders and productive citizens of the twenty-first century. Our students will reach out to embrace other peoples and the helpful and creative ideas and traditions of all cultures. They will connect to their local and global communities.

- Our School Wide Positive Behaviour in Schools Program encourages students to respect and understand themselves and others, be safe and responsible.
- Our curriculum links to the community and allows for real work that provides services to the community.

We believe our students will be lifelong learners.

Lifelong learners know that age is no barrier to learning. At Wyndham Park Primary School this ideal has many dimensions: we celebrate individual learners and their achievements; we provide an exemplary and diverse curriculum, where there are opportunities for students to celebrate their lives with strong connections to lifelong learning through community involvement and with a sense of fun.

Wyndham Park Primary School regards each learner as an individual with special abilities, skills, needs, interests and goals. Accordingly, at each level, our curriculum and learning environment provides programs designed to support students as lifelong learners and to ensure that the educational goals of all students are achievable. Our teachers are experienced, with specialist expertise and with commitment to each and every student.

We demonstrate a commitment to technological advancement

Our students will graduate with exemplary skills in information technology and communication. Wyndham Park Primary School graduates are committed to the advancement of themselves and their community through continuous improvement in all areas, and with the knowledge that strong foundations in the use and understanding of technological innovations underpin their learning.
INTRODUCTION
This booklet is designed to provide you with detailed information about Wyndham Park Primary School and we hope that it will answer many of your questions.

Our educational philosophy acknowledges the best of recent developments in primary school teaching, whilst still placing emphasis on the traditional academic skills and attitudes. Literacy and numeracy are of fundamental importance. But our broad and balanced curriculum means that visitors to the school finds the classrooms and playing fields buzzing with happy children engaged in purposeful activities.

The School enjoys the advantage of many impressive facilities including cutting edge flexible learning spaces, a community hub, quality play areas and access to facilities offered by the wider community. Contact with a range of teachers within a learning community greatly enhances the quality of experience here and adds to the sense of continuity, which we believe to be so important.

It is my strong belief that every single child MUST be given the chance to achieve their full potential, whatever their talent or background. Every single child CAN learn, that is a given; and at Wyndham Park Primary School, we plan to deliver personalised learning opportunities that treat every child as a partner in their learning, and that are tailored in ways that allow your children to achieve their best.

As a parent you are your child’s first teacher. You have already watched your child learn many things, such as crawling, walking, and communicating. At Wyndham Park Primary School we invite you to continue your crucial role by sharing in the teaching and learning that happens at Wyndham Park Primary School in every classroom.

In each of our classrooms, our teachers are cultivating a safe, respectful, responsible and stimulating environment where children are valued, praised and encouraged.

The staff and I look forward to working closely with you to provide your children with an education of excellence you would expect from Wyndham Park Primary School allowing your child to Aspire, Learn and Achieve.

Together we can create a powerful partnership to help guide and support your child’s learning.

Also please feel free to drop in and say hello the next time you’re at Wyndham Park Primary School

Laban Toose
Principal
Staff

**Leadership Team**
Principal – Laban Toose  
Assistant Principal – Julia McCahon  
Leading Teacher - Numeracy – Julian Bradford

Prep Learning Community (LC) – Abby Brennan, Kerri Egan and Jack Tomaszewski, Jessica Hanisck

Year 1/2 LC – Louise Welsh, Jessica Anibaldi, Carmen Schepelmann, Carol Kolic, Elisabeth Sayce

Year 3/4 LC – Karri Fry, Rebecca Williams, Hayley Howard, Marj Slater

Year 5/6 LC –, Adam Kyd, Karen James, Nadeeka Pussalle, Brooke Taylor

Specialist Team: Veronica Underhay, Sarah Burridge, Fiona Pyke, Lucia Romero  
English as a Language (EAL): Jo Grieg  
Intervention – Julie Beck, Leah McClelland  
School Counsellor – Georgina Psomiadis  
Community Hub Coordinator – Louise Holley

**Education Support Officers**
Kaylene Wright  
Barb Ayling  
Sue Guardiano  
Sandra Klein-Breteler  
Teresa Shaw  
Lynne White  
Sharon Kenshole  
EAL ES - Dah Moo  
Library Manager – Kelly Goullet

**Administration Staff**
Business Manager - Leonie Gray  
Office Manager - Jenny Bravington,  
ICT Technician – Jordan Veith, Scott Partenio  
Grounds and Maintenance – Roland Laschet
How to get in touch with us

Contact the Principal:
Mr Laban Toose (Tel) 97414549 or email: wyndham.park.ps@edumail.vic.gov.au

Contact the School:
By telephone and email: The school switchboard telephone number is 9741 4549. The school switchboard will normally answer your calls and connect you with the appropriate person or record a message that will be emailed to the appropriate staff member.

Appointments with Staff

There is a planned program of parents’ evenings throughout the year. However, parents can, of course, arrange to meet with staff throughout the school year. The best way to arrange any such meeting is by contacting the office for an appointment, or by asking the Principal or Assistant Principal at school in the morning or afternoon. Appointments can then be made for the end of school day. We discourage meetings between staff and parents before the start of school in the morning, as staff are generally busy preparing for their lessons or attending briefings at that time.

Access to School during the day

All visitors to the school will be required to report to the office.

How we keep in touch with you

**Newsletter**
The newsletter is an important source of information for parents. It contains dates, events happening around the school, information on curriculum changes and student achievements.

You can get the newsletter sent home in hard copy or alternatively you can supply us with your email address and it can be emailed to you. As a sustainable school we are promoting the email option as environmentally friendly and one we would prefer.

Make sure you read the newsletter so you don’t miss out on anything happening at the school

**The Calendar**
At the beginning of every term, all parents are issued with a term calendar. This will also be published on the website
The Website
www.wyndhamparkps.vic.edu.au

This will be frequently updated and carries a daily message board for up to date information about after school clubs etc., news of events and pupil achievements from across the school. You will also find curriculum newsletters and school policies on the site.

Change of Personal Circumstances

Parents should notify school administration of any change in personal circumstances, address, telephone number or emergency contact number.

The Organisation of the School

There are approximately 360 pupils at Wyndham Park Primary School arranged into the following groupings prep, 1/2, 3/4, 5/6. The children are placed in Learning Communities and work flexibly with a range of students and teachers.

We will aim for students at the school to remain in the same Learning Community for two years to enable them to develop strong relationships with their peers and teachers. This assists in children understanding daily routines, and expectations.

Breakfast Club

Information about breakfast club will be printed in the school Newsletter. All students are welcome to attend Breakfast Club.

The Curriculum

Learning Community Leaders have written outlines of all of the curriculum areas for each term and these will be found on the school website (upon completion) and will be distributed early in term 1.

Prep – 4 – Laying the Foundations

In these years the curriculum focuses on developing the fundamental knowledge, skills and behaviours in literacy and numeracy and other areas including physical and social capacities, which underpin all future learning. Children have as their main focus Literacy and Numeracy and other areas of the curriculum are integrated into these. Their social and personal skill development is important at this stage.
Year 5 / 6 children – Developing Breadth and Depth

In these years the student’s progress beyond the foundations and their literacy and numeracy becomes more developed. An expanded curriculum program provides the basis for in depth learning within all domains in the strands.

In Years 5 and 6 young people become more complex thinkers. They begin to understand more abstract cognitive processes such as how to apply logical reasoning to both ideas and concrete objects. In other words, they begin learning how to apply many of the practical skills they have mastered in earlier years. Our integrated teaching approach aligned with our use of technology in the classroom assists our senior students to remain engaged and focused on their learning.

Specialist Subjects

At Wyndham Park we value the development of the whole child. Our specialist subjects reflect this and the children have specialist classes each week including Health and Physical Education, Spanish, and Art.

Things your child requires for specialist sessions are:
Art – Smock
Physical Education – Sport Shoes, Sun Smart Hat (terms 1 and 4)

Pupil Progress

The administration of a range of assessments and careful record keeping means that pupil progress is regularly monitored. The results are shared with parents and pupils and the progress the pupils make is discussed regularly with parents. Prep students will begin school at a later date to allow for a number of assessments to take place.

Reporting Back to Parents
Written and verbal reports about their child’s progress are given to parents throughout the year. There is a formal written report, either verbal or written at the end of each semester.

- Term 1:
  - Parent/Teacher Discussion

- Term 2
  - Formal Report

- Term 3
  - Parent/Teacher Discussion
Times for the School Day

School starts at 8:55am and finishes at 3.10 pm each day.

The school day is divided up as follows:
8:50 Music
8.55 – 11:00 am – class time
10.50 -11:00 am – morning tea eating time
11.00 – 11.30 am – Break 1
11.30 am – 1.30 pm – class time
1.30 – 1.40 pm – lunch eating time
1.40 – 2.10 pm – Break 2
2.10 – 3.10 pm –class time

Term Dates

Term 1: 28 January (school teachers start) to 27 March
Term 2: 13 April to 26 June
Term 3: 13 July to 18 September
Term 4: 5 October to 18 December

* The first 2 days of Term 1 are student-free days at Wyndham Park Primary School 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.

For February only – Preps will not attend school until Monday February 9th to enable teachers to carry out the necessary assessments required at the beginning of the year. Between January 30th and February 9th students will be required to attend an assessment interview, Times will be arranged by the teacher during prep transition.
From the 9th Feb until Friday 27th April prep students will attend school from 8:55 am and be collected by their parents at 1:40 (after the main lunch play break).

**Reading**

1. When you child brings home their first reader, sit with them in a quiet spot and ENJOY it together. This might include talking about the character(s), discussing the plot of story, pointing out amusing pictures, etc. etc.

2. Reading at home should be a pleasant experience for all concerned, books that the children take home are books that they are familiar with and can read competently. Don't be concerned if you child seems to be ‘reading from memory’, as this plays a part in the reading process.

3. It is your child’s teacher’s job to teach your child to read, it is the parent’s task to support this process. Ideally, you will spend about ten minutes most nights sharing reading with your child, remembering that this reading is designed to allow your child to show you how well they can read, and for them to practise skills taught at school.

4. Most importantly, if you have concerns/queries/issues with your child’s reading progress, it is vital that you make a time to talk to the teacher about it. The home/school partnership is rarely more important than when it comes to children learning to become confident and competent ‘readers’.

**Attendance**

Regularly attending school is very important for a child’s connectedness and continuity of learning. Being away from school unless the child is ill disrupts their learning and in the early years at school some children may find it difficult to make friends. We recommend that unless your child is ill, your child attend school each day. Try to keep the days at home because of personal reasons to a minimum. Holidays during school time if taken in only in some years are great learning experiences but taken every year can disrupt your child’s education. It is expected that the school is notified via phone, email or written note of your child’s absence.

**Punctuality**

For the same reasons as outlined in attendance punctuality is very important. Young children can get very distressed if they are late and have missed out on the beginning of the lesson. Also it is disruptive to the rest of the class as the teacher then has to ensure that the child who has come in late can ‘catch up’ on the class activity. Being on time also develops good habits for later in life.
Eating
Children often have different eating habits than adults. We have structured our times of the day to suit most children and their need for food and drink through the day. There is a break every two hours for eating and drinking. This is designated eating time where the children sit down and eat. It is not a playing time. To help your child in their first year it is a good idea to pack two small lunches, one to be eaten at 11:00am and the other to be eaten at 1.30 pm. This will help them to get the nourishment they need throughout the day. Children often need small and frequent serves to keep them going throughout the day. It is also a good idea to give your child a water bottle with their name on it so they can access water in the classroom throughout the day. Your teacher will talk to you about this.

School Material Charge
Currently the school material charge is $150.00 per year. This charge covers the costs of consumables the students use in their classrooms. Items such as pencils, paper, pens, stationary, art and craft materials, computer consumables are all paid for from this charge. The money goes towards a book pack and is used for that year for the class. The material charge is payable at the beginning of each year. You will need to talk to the office staff and inform them of your preferred method of payment.

School Uniform
School uniform at Wyndham Park is compulsory and is available from the uniform shop. Our high quality and attractive uniform is cost effective, durable and designed for comfort. It is sold from the school to keep the costs down. Order forms are available from the office. School hats are available from the office as hats must be worn in terms 1 and 4 every year. It is recommended that each child have a school hat.

Parent Participation
Parent participation is encouraged and we welcome parents’ skills and expertise in supporting the school. Children have more positive attitudes towards school if their parents support the school. You can become involved in school council, parent reps, fundraising, resources committee, helping in the classroom, literacy programs, working bees and special events. Often we ask for parental assistance for special events advertised in the newsletter to help with events such as the Art Show or Science Fair. Helping at school is a good way to meet other parents, particularly when you are new to the school.
Your Childs Health

School Nurse
The school nurse checks all prep children for general health, vision and hearing in their first year at school. You will receive a form to complete before the visit. You will receive notification via the newsletter.

Immunisation
Immunisation certificates can be attached to the enrolment form or given to the office before your child starts school. Please let the office staff know when you will be forwarding your certificate to the school. If you do not have the school copy we can copy your child’s immunisation book at school.

Sunsmart
Wyndham Park is a Sunsmart school and we require all students to wear hats for all outside activities during term 1 and term 4. School hats are available from the office and we prefer you to purchase a school hat as it meets the Sunsmart requirements. All hats should be clearly marked with the child’s name.

First Aid
As with all aspects of the school your child is our main focus. If you child gets sick then an assessment is made as to whether to call you. In most cases we will call you. Any medicine your child has to take, whether on a regular basis or for a particular illness, must be given into the office as all medicines are given out from there and recorded in our medicine book. No medicine will be given out without approval from the parents. We do not dispense Panadol or similar at anytime.

If you child is injured in the yard then one of the staff members who are currently first aid trained will attend to your child. If an assessment is made that you need to be notified you be called by the office staff. Our policy for any head injury is that you will be contacted immediately even if minor and you will inform us of the action you wish to take.

Please notify us of any allergies, conditions or anything else that we need to know about regarding your child’s health. This information is strictly confidential but needs to be recorded on our computer system to ensure we care for your child.
Things to Remember:

1. If you have a concern doesn’t hesitate to contact your child’s teacher, the Assistant Principal or Principal.

2. Children should know their address, telephone number and how they get home from school – e.g. picked up by mum, walks home with a sibling.

3. Children should be able to recognise their clothes. All clothing and personal belongings must be named. If your child has a school bag please put a key tag or coloured ribbon on it to make recognising it easier.

4. If you need to collect your child from school before the end of the day you need to go to the office and complete the early leavers register.

5. If you change your job, address, or emergency contact person during the year please notify the school of the changes.

6. Children should be on time for school. Please have your child at school between 8.45 am and 8:55 am.

7. If your child is absent from school parents must provide an explanation either in writing, email, phone or explain in person.

8. Excursions are an important part of the curriculum that your child is encouraged to attend.

9. Thongs are not to be worn to school. School shoes or runners are the preferred choice.

10. If you drive your child to school please observe all the parking laws, do not double park as this puts your child and others in danger. Avoid doing U turns on Kookaburra Avenue and do not enter the staff car park between 8:30 and 9:15 or between 2:30 and 3:30.

11. Bicycles, skate boards and scooters are not permitted to be ridden in the school grounds. All Students are required to wear helmets when riding bikes or scooters.

12. Hats must be worn in terms 1 and 4 by all children for all outside activities.

13. School Assembly is on every Monday morning at 8:55 am.