WILLAUARA PRIMARY SCHOOL 2662

Family Information Booklet

14 Warranooke Street,
Willaura, 3379
Telephone: 53541401
Email: willauraps@edumail.vic.gov.au
Dear Parents/Guardians,

Welcome to Willaura Primary School. We hope your association with our school will be a happy and productive one. For new families we look forward to getting to know you and your children and for current families we look forward to continuing to work closely and effectively together. We trust that your experiences at our school are positive and rewarding. We believe that by working closely with all our school families we are able to achieve the best educational outcomes for all children, meeting their social, emotional and academic needs.

We hope this booklet provides you with useful information about our school.

Willaura Primary School is an inclusive and progressive primary school, working hard to provide the best in educational, social, sporting, and extra-curricular opportunities. We are proud of our school and the part we play in our small, vibrant country community.

Sue Knight
Principal
Telephone: 5354 1401
Email: knight.susan.m@edumail.vic.gov.au
Staff
Principal: Sue Knight
Business Manager: Merrin Parkinson
Teachers: Rae Perry, Jess Albert, Megan Ryan (Mobile Area Resource Van)
School Council President: Pat Millear, Secretary: Amanda Kumnick

School Hours
Session 1: 9am - 11am
Recess: 11am - 11.30am
Session 2: 11.30am - 1pm
Lunch: 1pm - 1.50pm
Session 3: 1.50pm - 3.20pm

Willaura Primary School office is staffed on Wednesdays and Fridays.

Term Dates

2014
Term 1  28th January – 4th April
Term 2  22nd April – 27th June
Term 3  14th July – 19th September
Term 4  6th October – 19th December

2015
Term 1  28th January – 27th March
Term 2  13th April – 26th June
Term 3  13th July – 18th September
Term 4  5th October – 18th December

The dates given are those that teachers start and finish each term. Some of these days will be Pupil Free Days. Please confirm with Willaura Primary School the start and finish dates for students.

Victorian Public Holidays

<table>
<thead>
<tr>
<th>Holiday</th>
<th>2014</th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>Wednesday January 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Thursday January 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Australia Day</td>
<td>Monday January 27&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Monday January 26&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Labour Day</td>
<td>Monday March 10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Monday March 9&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Good Friday</td>
<td>Friday April 18&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Friday April 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<tr>
<td>Easter Monday</td>
<td>Saturday April 19&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Saturday April 4&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Anzac Day</td>
<td>Monday April 21&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Monday April 6&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Queens Birthday</td>
<td>Monday June 9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Monday June 8&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Melbourne Cup</td>
<td>Tuesday November 4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Tuesday November 3&lt;sup&gt;rd&lt;/sup&gt;</td>
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<tr>
<td>Christmas Day</td>
<td>Thursday December 25&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Friday December 25&lt;sup&gt;th&lt;/sup&gt;</td>
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<tr>
<td>Boxing Day</td>
<td>Friday December 26&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Saturday December 26&lt;sup&gt;th&lt;/sup&gt; and Monday December 28&lt;sup&gt;th&lt;/sup&gt;</td>
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**ABSENCES** Parents are required by regulation to inform the school of the reasons for a child’s absence from school. Parents are asked to telephone, email or text the school before 9.00am if their child will be absent that day. The reason for your child’s absence can be given verbally, in person or over the phone, via email, or in writing. Our school seeks to have all children at school every day and we will assist you at any time should you have issues with getting your child to school. You can tell us ahead of time if you know of a forthcoming absence. School attendance is closely linked to student success across all curriculum areas and helps children develop social skills such as friendship building, teamwork, communication skills and self-esteem. While sick children need to stay at home, absences should also be kept to a minimum.

**ART** Our Visual Arts Program provides opportunities for students to express themselves through a variety of media including painting, drawing, modelling, construction, printing and collage. The creative process is emphasized, so that students learn to plan, reflect and refine their art work. Students often undertake art activities in conjunction with classroom themes. Student work is regularly exhibited at school. Our Art Show in Term 4 provides an opportunity for the wider school community to view student’s art work and contribute to a joint art project that is permanently displayed at school.

Students also participate in the Children’s Week Art Activity run by the Ararat Regional Art Gallery. These sessions are run by a local artist, with a different theme each year.

Students at Willaura Primary School have many opportunities to participate in the Performing Arts. Every student is considered to have musical and artistic abilities. Our End of Year Celebration involves every student from Prep to Year 6. Students showcase their skills in dance, music and singing. Through sponsorship from the Bendigo Bank we have a well-resourced music room.

**ASSEMBLY** Parents and visitors are most welcome to attend our weekly assembly, currently held on Thursday afternoons, however please contact the school office to for confirmation as the day and time can occasionally alter depending on the school calendar. School Captains rotate as Assembly leaders. Assemblies may vary slightly from week to week but the content generally includes: birthdays and special events, teachers’ announcements, presentation of student work, reflection on the successes and challenges of the past week, student awards and organisation of the coming week. Assemblies play a vital role in building student leadership and also establishing and building school culture, reflecting to students and their families what is valued in a school.

**BICYCLE RIDERS** To ensure the safety of our bicycle riders we ask parents and students to observe the following:

VIC ROADS recommends that children under 8 do not ride bicycles to school unsupervised.

Students must wear a helmet by law when riding a bike or scooter to school.

Bicycle racks should be used to store bicycles (near the Warranooke St. fence).

Before children are allowed to ride to school, it is expected that they know the appropriate road rules.

Only bicycles of the appropriate size and in road worthy condition should be ridden to school.

Bicycle riders should be particularly careful when they are arriving and leaving the school.

Bicycle riders leaving at the end of school will be supervised by the staff member on duty at the Warranooke St. gate.

**BREAKFAST PROGRAM** While we do not have the need for a daily breakfast program, we willingly supply breakfast to any student if needed. Please contact the school if you know of a child who would benefit from breakfast upon arrival at school or if your child struggles to have breakfast before leaving for school in the morning.
BUSES Willaura Primary School is serviced by two bus routes: Yarram and Stavely. Many of our students travel to and from school each day via bus. Kindergarten students, once they turn four years of age, are also eligible to travel on the bus.

Bus routes are not managed at a school level. An application is made to Public Transport Victoria to request a bus route be altered or extended to accommodate new student/s. Buses pick up and drop off from behind the school in a safe location separate from other cars and pedestrians.

Bus rolls are marked each journey. Parents may request that their child travel on a bus if they are a non-bus traveller, travel on a different bus or get off at a different stop. That request can be made in writing or verbally to the school office, Principal or classroom teacher. This is recorded on the bus rolls.

Students are expected to follow usual school rules when travelling on buses and follow directions from the bus drivers, including wearing seatbelts where they are available. Students must remain in their seats at all times and behave in a safe and courteous manner. Any concerns about bus travel can be taken to the Principal. A Bus Policy, including Codes of Conduct, outline in detail expectations, procedures and information regarding bus travel.

BOOKWEEK Held in third term each year, Bookweek celebrates literacy and showcases quality literature. Short-listed books are sourced each year and used for a range of activities with students over the week. Students (as well as teachers and parents) are invited to dress as a favourite book character during our annual Book Character Parade.

CAR PARKING, PICK-UP and DROP-OFF Parents are asked to park at the front of the school on Warranooke Street. Parking on the school side of the street when dropping your child at school or picking them up is a much safer practice than parking so that your child has to cross a street. We ask that parents not use the staff car park, so that cars are not driving or reversing with the possibility of endangering students in that area (even though it is out of bounds for all students). We ask that parents and adults driving in the vicinity of the school take particular care and note the reduced speed limit during school times.

CHILDREN’S HEALTH We encourage faithful attendance at school, but please remember that sick children must be kept at home. We are able to provide for minor upsets at school, however school policy is to contact parents if the illness is protracted, could be of a serious nature or an injury is suffered, so that a child may be taken home. If we are unable to contact you we will use the emergency contacts listed so please ensure these are up-to-date.

If medication is to be taken at school, written instructions and the medication must be handed to your child’s classroom teacher. It is parents’ responsibility to ensure that the school has an adequate supply of medication for your child. Children are not permitted to self-medicate at any time. The only exceptions are regular monitored medications such as insulin and asthma medications. If your child suffers from asthma or anaphylaxis an Inhaler/Epipen and/or Anapen must be provided by parents and kept at the school at all times. Parents must provide suitable food/drink to be used to manage blood sugar for diabetic students. Parents must consult their child’s G.P regarding a diabetes/asthma/anaphylaxis management plan and provide a written plan to the school. This plan must be updated each year.

COMMUNICATION AND REPORTING Both formal and informal avenues of communication are available for parents and teachers to establish and maintain friendly, supportive and co-operative working relationships. If you wish to discuss specific concerns, pass on confidential information, or ask specific questions, please make a time to see your child’s teacher. While it may be convenient to sometimes discuss your child with his or her classroom teacher as you drop off or pick up, these are generally very busy times when teachers may be supervising students, preparing for the day, doing bus or gate duty, or have after-school meetings. Unless it is an emergency, it is more suitable to make a time to see your child’s teacher so they are able to give you their full attention and maintain privacy.
Student Diaries - These are a means of two-way communication between home and school. It is important that parents check these regularly.
Extra school notes, permission notes, class newsletters - At times classroom teachers will need to send home additional information and permission notes are required for each school excursion/camp. Please check your child’s bag/reading pouch for additional notes.
School Newsletters - see NEWSLETTERS
Parent/Teacher Interviews - These discussions aim to share information about student achievements and provide an opportunity to set goals, discuss successes and assist with strategies for improvement. If you are unable to attend on the allocated day, please make an alternative time to meet your child’s classroom teacher.
Written Reports - see REPORTS
Willaura Primary School Website - our website contains all of the information in this document, as well as newsletters.

COMMUNITY Willaura Primary School is a vital part of the local community, actively participating in local activities including openings, special events, concerts, celebrations and commemorations, including an active participation in the Willaura Anzac Day ceremony. Students also perform regularly at the Willaura Hospital. Regular opportunities provided for the wider community to visit and be involved in our school, including sporting events, open days, our Art Show, End of Year Concert and special assemblies.

CONTACT DETAILS It is imperative that the school has parents and guardians’ current phone numbers and those of your preferred contacts in the case of an emergency. If confidential contact information changes please notify the school immediately.

DISCIPLINE/REWARDS Our approach to behaviour management, learning and life in general at Willaura Primary School is guided by:
Our School Rules: Be Honest, Be Nice, Be Safe, Be a Learner, Be Positive
The Nine Values for Australian Schools: Honesty, Resilience, Tolerance and Inclusion, Truthfulness, Doing your Best, Excellence, Care and Compassion, Integrity
The five ‘You Can Do It’ principles: Confidence, Getting Along, Organisation, Persistence, Resilience.

Our Behaviour Management process focuses on promoting and rewarding positive behaviour.
Disciplinary measures taken at Willaura Primary School reflect the seriousness of the violation of school rules and general expectations for safe and lawful behaviour. In most cases when a child errs for the first time an explanation of the rules and expectations connected with the behaviour would take place. This would constitute a warning. Continued breaches of rules and expectations can result in:
Withdrawal of privileges
Withdrawal from class where appropriate supervision can be provided
Lunchtime Detention
Generally, children who swear, fight, endanger others at school, steal, refuse/ignore teacher instructions particularly in terms of safety will incur an automatic detention.
When children demonstrate antisocial, uncooperative or dangerous behaviour, parents will be notified. Logical consequences include:
Discipline meetings with the child, parents, Principal and/or teacher; Detention; Suspension/ Exclusion (see Student Engagement and Wellbeing Policy)
Any questions about student behaviour/discipline can be directed to the Principal.

EARLY FINISHES Willaura Primary School will close at 2.20 pm on the last day of each term.
EARLY COLLECTION OF CHILDREN FROM SCHOOL If collecting children early please let your child’s classroom teacher know in advance if possible. On days that the office is staffed, please report to the office to collect children. You will need to sign the ‘Early Departure’ book.

END OF YEAR CELEBRATION Towards the end of the school year Willaura Primary School students, teachers, parents, friends and the wider community gather in the Willaura Hall for an evening concert. While the format can change from year to year it generally includes musical items, Christmas Carols, short plays, dances, awards, farewell presentations and special recognition of Year 6 students.

EXCURSIONS AND CAMPS Camps and excursions relate to the school curriculum and also focus on social skills, leadership, organisation and independence. Prior to an activity, full details are circulated to parents. All costs related to camps and excursions are borne by the parents. In exceptional circumstances financial assistance may be available. This can be addressed confidentially with the Principal. The safety and well being of the student group is to be considered at all times. The school reserves the right not to include students in the educational excursions and camps programs due to behavioural and safety reasons and this will be discussed fully with the parents and students concerned in a timely manner.

GARDEN/GROUNDS Parental assistance is required to maintain our school gardens via a roster system published in the school newsletter. Regular weeding, sweeping and tidying our garden ensure it looks neat and cared-for. Working-bees for heavier work are organised by the School Council Grounds Committee and are publicised via the newsletter. A local organisation has the mowing contract at Willaura Primary School.

HEAD LICE Parents are asked to sign a permission form for student’s hair to be checked at school. Checking is done in an informal, private and supportive manner so that students are not stigmatised in any way. Head lice are a reality at almost every school and absolutely nothing to be ashamed of. Parents will be contacted if their child requires treatment. Chemists are a good resource for advice and information regarding head lice treatments, although weekly combing with cheap conditioner and a metal nit comb is found by many parents to be equally successful as chemical treatments. See our Head Lice Policy for detailed information regarding head lice checks, treatment and procedures for communicating with parents.

HOMEWORK Regular homework at Willaura Primary School for P-6 includes daily home reading and weekly homework in the senior classroom. Teachers may also send home a range of other activities including spelling words, sight reading words, work to be completed and research for topics being studied in the classroom. Home reading is absolutely vital. Parents are asked to listen to their child/ren read, talk about what they are reading and model being a reader yourself. Particularly as students get older, providing a range of reading material to match their interests is essential. This may include visits to your local library. Sustained reading takes practice and although a reading hour is timetabled at school each day research shows that more time is needed to develop sound reading skills. Your child’s class teacher will communicate with you about their specific requirements however Willaura Primary School has a whole-school reading target each term based on the goal of 200 nights of home reading per year. Classroom displays chart the progress of students towards our school target.

ICT At Willaura Primary School we value the benefits that technology offers and acknowledge the central role technology plays in the wider community, the future work lives of our students and also in the daily lives of many students.

We have a 1:1 computer to student ratio. Each classroom has an interactive whiteboard. Use of technology is integrated across the curriculum. Students learn effective research skills; how to use ICT for communication using programs such as photo story, movie maker and power point; high quality learning games are chosen by teachers to meet specific learning goals; and importantly, students learn about cyber-safety, including privacy, keeping safe online and ways to protect against on-line bullying.
ALL CHILDREN ENROLLING IN PRIMARY SCHOOL ARE REQUIRED TO HAVE PRESENTED ON THEIR BEHALF AN “IMMUNISATION CERTIFICATE” BEFORE COMMENCING SCHOOL. PARENTS OF CHILDREN STARTING IN PREP GRADE MUST OBTAIN AN IMMUNISATION CERTIFICATE FROM THEIR LOCAL COUNCIL HEALTH DEPARTMENT.

INFECTIOUS DISEASES

Children suffering from infectious diseases will be excluded for the periods described in the following table (further information is available from the Department of Human Services):

<table>
<thead>
<tr>
<th>Disease</th>
<th>Duration</th>
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<tbody>
<tr>
<td>German Measles (Rubella)</td>
<td>Until fully recovered, at least seven days from the onset of the rash</td>
</tr>
<tr>
<td>Measles</td>
<td>At least four days</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Medical certificate or four weeks</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Excluded until treated</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Medical Certificate</td>
</tr>
<tr>
<td>Ringworm</td>
<td>To be excluded until treated</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Excluded until treated. All sores must be covered</td>
</tr>
<tr>
<td>Mumps</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Medical Certificate</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Until fully recovered</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Medical Certificate and two negative swabs</td>
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<tr>
<td>Conjunctivitis</td>
<td>Until eye discharge has ceased</td>
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LITERACY

Staff at Willaura Primary School are passionately committed to achieving best practice in the teaching of literacy and numeracy. Research shows that strong literacy skills are associated with success in the general curriculum. Literacy and numeracy skills also lay the foundation for an active and successful participation in life.

In Literacy we:

- Use a rigorous assessment schedule to track student achievement and progress. We assess what a student can do and where they need to go next.
- Have an equal focus on teaching decoding (saying the printed words) and comprehension (understanding). Research shows that many students’ results plateau in later years of primary school because they have not developed strategies to understand their reading. We explicitly teach key comprehension strategies right from Prep.
- Use Individual Learning Plans for all students in literacy, to ensure we focus on the specific literacy needs of each student.
- Place a high value on Home Reading. We recognise achievement in Home Reading in a number of ways, including certificates, acknowledgement in the newsletter and visits to the bakery for 200 nights of Home Reading!
- Are one of the few local schools to use BOTH of the two reading intervention programs that are backed by research: MULTLIT (Making Up Lost Time In Literacy) and Reading Recovery. We are relentless in our commitment to our student’s success in literacy.
- Model a love of literature and reading through whole school reading sessions, our Book Week celebration, reading aloud to students, talking about and sharing our love of books and reading.

LOTE (Languages Other Than English)

When a suitable teacher is available, all students participate in a minimum of one hour of French each week. They learn vocabulary, sentence structure, pronunciation and greetings though oral learning activities and using multimedia resources.

LUNCHES

We encourage waste minimisation and hope that you will use environmentally friendly/reusable lunch wraps. Water may be used in classroom water bottles. Chewing Gum and lollies are not permitted at school and snack items such as chips discouraged. Lunch orders are available from the Willaura Bakery every
Thursday. Students are also able to bring ‘heat ups’ to school during colder months. See the school newsletter for details.

MARC VAN The MARC Van (Mobile Library Resource Centre) travels around local small schools providing literacy and library activities for students, allowing classroom teachers preparation time. The van visits Willaura every second Monday and is staffed by a qualified teacher. The van is government funded with participating schools paying a contribution based on enrolments.

MUSIC We are currently establishing a new music program. Contact the school for further information.

NATIONAL ANTHEM This is sung each week either at the flag pole every Monday or during our weekly assembly.

NEWSLETTERS These are distributed weekly, generally on a Wednesday. Families and community members are encouraged to receive newsletters via email for environmental reasons and cost savings in terms of printing. Newsletters promote our school in the wider community and are an important way for the community to connect with our school. Please forward the newsletter or pass on email addresses of those individuals or families who might enjoy receiving it. Community notices are welcome. Please type and email notices to our school email address.

NUMERACY Alongside literacy, strong numeracy skills are essential for students to lead active and confident lives. The 90 minute Numeracy Block is a feature of our school curriculum. All students spend time each day developing their skills and abilities in the three content areas of the numeracy curriculum:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

Junior students learn about numbers through a hands-on approach using a range of concrete materials. Older students are engaged in real-life maths investigations and activities while continuing to develop and extend their basic number skills. AusVELS emphasises students developing understanding, fluency, problem-solving and reasoning in each of the above content areas. We have strong focus on fluency, so that students develop a bank of automatic maths knowledge (e.g. multiplication facts) to enable them to work in other areas of maths with confidence and accuracy.

PARENT INVOLVEMENT Parental involvement is actively encouraged at Willaura Primary School and can occur in a variety of ways. Parents are very welcome as classroom helpers. Regular formal and informal opportunities publicised via the newsletter are also provided for parents to visit our school. Contact our School Council President for information regarding membership and School Council elections.

PHYSICAL EDUCATION & SPORT We provide our students with a comprehensive Physical Education and Sports Program. We aim to inspire students to develop long-term healthy attitudes and habits, improve personal health and fitness, build gross motor skills, learn team games and strategies and develop important personal and interpersonal skills. Importantly, students learn to value and celebrate their personal efforts and improvement rather than focus on winning.

Swimming We have a strong focus on swimming at Willaura Primary School. The proximity of the local outdoor pools enables us to offer a comprehensive swimming program at the beginning of the school year, culminating in a House Swimming Carnival. Students learn water safety, stroke development and rescue techniques.
Athletics: A comprehensive and fun training program ensures students are fully prepared for athletics carnivals. The emphasis is on personal effort, teamwork and enjoyment. Our House Athletics sees the traditional rivalry between school houses Henty and Mitchell. The Lake Bolac & District Athletics continues a decades-long tradition of local schools competing against each other in track and field events. Schools involved are Willaura, Lake Bolac, Buangor, Maroona and Ararat North Primary School.

Zone Athletics (Black Ranges Zone) for selected students aged 10 and over are held at North Park in Stawell in Term 3. Regional Athletics (Ballarat), for those students who place 1st or 2nd at Stawell are held early in Term 4, with State Athletics also in Term 4.

Team and Other Sports: Older students (generally Years 4 – 6) also take part in interschool team competitions. Hockey (Term 2), basketball, golf, soccer and netball (Term 3) and Kanga Cricket (Term 4) are offered to students both at school and at a Zone level (generally held in Ararat and Stawell). There are also many opportunities for students to be involved in clinics both within school and others run by outside organisations for various sports. We work with other local small schools to enter combined teams where appropriate.

Sports Houses - A Sports House system operates throughout the school for athletics and swimming. Younger siblings are allocated to the same House as older brothers and sisters. The two houses are Mitchell and Henty. Students of each house elect House Captains and Vice-Captains.

Policies: Policies are developed and reviewed by the Principal, staff and School Council. They guide the general running of the school. A full copy of all school policies is available from the school office.

Program for Students with Disabilities: When a student is not making adequate progress or if there are concerns about behaviour or social skills, teachers, together with parents can request an assessment by department specialists to provide specific, detailed information about a child’s learning and developmental needs. This will be fully discussed with parents and parent permission must be given for testing to take place. The department has funded programs for students with specific needs, although strict criteria must be met. Please see your child’s classroom teacher or Principal if you have any questions or concerns about your child’s academic progress or social development.

Public Holidays: Melbourne Cup is a public holiday for all Victorian government schools. Local councils are able to gazette an alternative day to coincide with a local show or race day. The Rural City of Ararat has not gazetted an alternative date, so all government schools in the Ararat Rural City must take Melbourne Cup as a public holiday. Labour Day, Good Friday, Easter Monday, ANZAC Day, and the Queens Birthday holiday are all public holidays and thus the school is closed on these days. Information regarding public holidays and Pupil Free Days (approved by School Council) is communicated to parents via the school newsletter.

Pupil Free Days: Each year government schools are provided with four pupil-free days for professional development, school planning, curriculum planning and assessment and reporting. The first day of Term 1 is a pupil-free day in all government schools. The remaining days are determined by individual schools and approved by School Council. This information will be communicated via the school newsletter.

Reports: These are issued to parents in June and December. Students are assessed against the new Australian Curriculum (AusVELS). Based on observations, tests and work samples teachers make an informed decision as to where a student is working. This corresponds to a dot on your child’s report, which is then translated to a letter grade. Students working at the expected level score a C, up to 12 months above the expected level a B and more than 12 months above the expected level an A. Students working below the expected level score a D and well below the expected level an E. Students progress at different rates and have different strengths. Students working below the expected level require extra support both at school and at
home. Your child’s classroom teacher or the Principal can discuss any concerns or questions you have about your child’s achievements or progress. Reports cover both academic and social development. There is a section for parent comment, so please feel welcome to record your thoughts and comments and return these to school.

SAFETY Student safety is a priority. Games involving tackling, grabbing, hitting or throwing dangerous objects are not allowed. Running games are not permitted close to school buildings. Students who are not able to play safely will be required to stay with the staff member on yard duty at all times when outside. Bullying behaviour is not tolerated.

SCHOOL COUNCIL School Council is the governing body of our school and consists of parent and staff members. Parents are invited to stand for election. If you are interested in standing for School Council please contact the School Council President.

SCHOOL UNIFORM There are two opportunities each year to order school uniform through Willaura Primary School. Dates for orders will be given via the school newsletter. You are under no obligation to buy uniform through the school. Pants, shorts and dresses are available from stores like Target however to obtain the school logo, uniform must be ordered through school. Second-hand uniform is available at the Willaura Op Shop. For any further information please contact the Uniform Coordinator via the school office.

**GIRLS**

**Summer:**  
Bottle Green and White Checked Dress  
Green Skort  
Bottle Green shorts  
Gold Polo Top with reverse stripe in collar  
Bottle Green Polar Fleece ½ Zip Jumper with school Logo or  
Bottle Green Windcheater with School Logo  
Bottle Green Polar Fleece Vest with School Logo

**Winter:**  
Long Sleeved Gold Polo Shirt with reverse stripe in collar or  
Gold Skivvy  
Bottle Green Track pants or Boot leg Pants  
Bottle Green Polar Fleece ½ Zip Jumper with school Logo or  
Bottle green Windcheater with School Logo  
Bottle Green Polar Fleece Vest with School Logo

**BOYS**

**Summer:**  
Gold Polo Top with reverse stripe in collar  
Grey or Bottle Green Shorts  
Bottle Green Polar Fleece ½ Zip Jumper with school Logo or  
Bottle green Windcheater with School Logo  
Bottle Green Polar Fleece Vest with School Logo

**Winter:**  
Long Sleeved Gold Polo Shirt with reverse stripe in collar or  
Gold Skivvy  
Bottle Green Track pants or  
Grey Gaberdine trousers  
Bottle Green Polar Fleece ½ Zip Jumper with school Logo or  
Bottle green Windcheater with School Logo  
Bottle Green Polar Fleece Vest with School Logo
SPORTS UNIFORM: Bottle green shorts and gold polo top with school logo. Willaura Primary School has sports tops for students representing the school in Zone sports teams or for the whole school to wear during interschool athletics events. These will be distributed at school prior to sporting events.

STUDENT LEADERSHIP: At Willaura Primary School we believe developing leadership skills is essential for all students. Younger students are inspired and learn from older students as they lead assemblies, speak and perform in public, greet and thank guests. Students prepare speeches and present these to the school to stand for various leadership positions including School Captains, House Captains and Bus Captains. The Junior School Council is an opportunity for the students of our school to have a say in the running of our school and to learn about meeting procedure, democratic decision-making, organisation, team work and communication. Students may raise issues of concern, plan school events, suggest new initiatives and solve problems. Student leaders organise and lead weekly assemblies on a rotational basis.

SUNSMART: Students are required to wear hats outside in Terms 1 and 4. If outside activities are planned (e.g. a sports day) during forecast hot/sunny weather in other terms students may be required to wear hats at these times also. Sunscreen is available at school although it is not applied to students on a daily basis, unless students are taking part in specific outdoor activities (e.g. swimming program). Students are required to have their shoulders covered on casual clothes days. Students must wear a rash vest or an old t-shirt when participating in the outdoor swimming program.

SPECIAL DAYS: Theme days, special events and dress-up days are held during the school year (e.g. “Dress To Impress” during the racing carnival, football days, casual clothes days, Daffodil Day). Sometimes these involve a gold coin donation to support charities at other times they are to involve students in community or cultural events. Junior School Council together with staff plan these days. Information is communicated via the school newsletter.

TRANSITION: Kindergarten: A detailed plan outlines our Kindergarten/School Transition Program and this is available from the Principal. Transition activities include the Prep teacher and Principal visiting the kindergarten, attending Committee meetings, school students visiting the kinder, a “Welcome Morning” for all parents of younger children, a “Coffee and Cake” morning for new parents, and sessions in Term 4 where kindergarten children attend school, leading up to a longer 9 – 3.20 session in December.

Secondary School: Students from Willaura Primary School generally attend three different local secondary schools. Information sessions and open days/evenings are advertised through the school newsletter through the year as the information becomes available from the secondary schools. Year 6 students generally have one transition day in December. Generally local government schools provide Willaura Primary School with enrolment forms and these are distributed to students.