

WINTERS FLAT PRIMARY SCHOOL

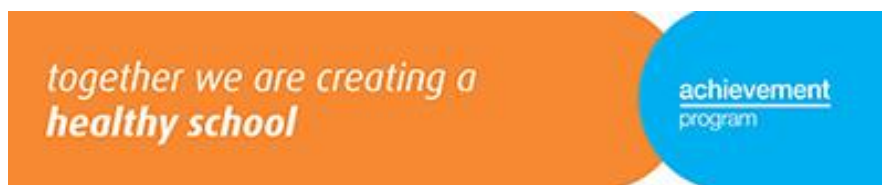
HANDBOOK



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Table of Contents

School Organisation	1
School Council.....	1
School Policies.....	1
Staffing and Grade Organisation.....	1
School Fees and Contributions	2
Getting To School and Hours	3
Punctuality	3
School Times	3
Supervision	3
School Crossings.....	3
Bike Riding/Scooters	4
Bus Travellers.....	4
Out-of-School-Hours Care.....	4
Attendance	4
Uniforms and Property	5
Uniforms and Clothing	5
Lost Property	5
Toys	5
Electronic devices.....	5
Parent / Student / School relationship	6
Website	6
XUNO.....	6
Newsletters & Notices	6
Parent/School Partnership.....	7
Reporting to Parents.....	7
Parent/Teacher Interviews	7
Parent Class Reps.....	7
Transition.....	7
Problems at School	8
Student Wellbeing.....	8
School Support Services	8
Cobbers.....	8
Games	8
Play Areas.....	8
Wet Day Arrangements.....	8
Healthy Eating	9
Illness, Asthma, Anaphylaxis, Accidents and Emergency Contacts	9
Immunisation/Birth Certificates.....	9
Head Lice.....	9
School Activities	10
School Assembly	10
Student Leadership Teams.....	10
Homework	10
Library Borrowing	10
Book Club.....	10
Camps, Excursions and Sports	11
Camps	11
Excursions.....	11
Sports Activities.....	11
Houses.....	12
C.S.E.F. (Camps, Sports & Excursions Fund)	11
Money for School Purposes	12

School Organisation

School Council

School councils play a key role in all Victorian Government schools. The School Council gives a voice to the parent and carer community and supports the Principal to provide the best possible educational and wellbeing outcomes for students.

Elections for School Council are held each March and are open to anyone in the school community. You can find out more about these important roles on our [school website](#).

School Council, in consultation with the Principal and Department of Education and Training, has a broad range of responsibilities including:

- *Establishing the broad direction and vision of the school within the school's community*
- *Participating in the development and monitoring of the school strategic plan*
- *Developing, reviewing and updating school policies*
- *Developing, reviewing and monitoring the Student Engagement Policy and the School Dress Code*
- *Raising funds for school-related purposes*
- *Approving the annual budget and monitoring expenditure*
- *Maintaining the school's grounds and facilities*
- *Entering into contracts (e.g. cleaning, construction work)*
- *Reporting annually to the school community and to DET*
- *Generally stimulating interest in the school in the wider community*

The Principal, in consultation with the staff, determines the day-to-day organisation.

School Policies

School Policies are statements about learning programs, administrative procedures and school/community relationships. These policies express the school community's beliefs about the aims, methods of implementation and the assessment and evaluation of each area requiring a policy.

Policies are developed by sub-committees responsible for an area and must be approved by School Council before they are published. They are continually reviewed, and if necessary, revised by the sub-committees responsible. These can be found on our [school website](#).

Staffing and Grade Organisation

Grades of children are formed very carefully, taking into account a variety of factors, both social and educational. Special information relevant to grade placement, from parents, is always appreciated and this should be directed to your child's class teacher or the Principal at enrolment.

School Fees and Contributions

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support has allowed us to organise and coordinate the best possible programs outside of the traditional teaching and learning classroom structure. These financial contributions assist us with the purchasing of art, science and physical education equipment and resources. This in turn supports them to be exemplary programs, together with our exceptional classroom teaching of the established subjects such as Reading, Writing and Maths.

Winters Flat Primary School's voluntary financial contributions schedule for 2022 is available at the office, please ask for your child's current Grade level. Please note - there will be no individual book packs provided to students in 2022. All necessary consumable items will be supplied directly to classrooms in bulk and will be distributed to students as and when they are needed.

Department of Education guidelines now mandate that schools are **UNABLE** to provide parents with a statement of fees. *Parents are asked to please review the recommended financial contributions schedule. Please contact the office with any queries.*

School Council is responsible for determining the cost of fees each year.



Getting To School and Hours

Punctuality

Please ensure your child is at school by 8:50am. It is very disruptive for everyone and impacts on the whole class when children arrive late. A “Late” Pass must be collected from the school office for each late arrival along with the reason for arriving at school late. This is then handed to the teacher in the classroom. Similarly, if a student is required to leave school early, an “Early Departure” Pass must be collected from the office and provided to the class teacher.

Children need to sign in and out using the iPad in the school office if arriving late or leaving early.

School Times

School Commences	8:55am
Recess	10.55am to 11.25am
Lunch	1.35pm to 2.15pm
Dismissal	3.15pm

Supervision

The school and grounds are under supervision by teachers between the hours of 8.40am and 3.30pm.

Unless special arrangements are made, parents should be aware that children in the school grounds outside these hours will not be supervised, and there may be no assistance available in case of accident. At lunch play and during recess, two teachers supervise the yard on a duty roster, to assist children in times of need. They wear high-vis vests for easy recognition.

School Crossings

The school has two school crossings controlled by supervisors. These are in Ray Street and Johnstone Street. The crossings are supervised at the following hours:

** Before School	Ray Street	8.20am – 9.00am
	Johnstone Street	8.15am – 9.00am
** After School	Both Crossings	3.15pm – 3.55pm

Children are expected to obey the directions of the crossing supervisor at all times. The School Council, through the Principal and staff, is responsible for the conduct of students on the way to and from school, unless an adult accompanies them.

It is most important children are not encouraged to access cars in the middle of the road, or other inappropriate places. The crossing outside the school is to be used at all times by students and their parents.

Bike Riding/Scooters

Children must wear a helmet when riding a bicycle to and from school. Bikes are stored within the school grounds, and it is recommended that valuable bikes be locked.

Bus Travellers

Bus travel is available for some children who live out of town. This is co-ordinated through the Bus Co-ordinator at Castlemaine Secondary College (Junior Campus).

All enquiries must be directed to Castlemaine Secondary College – 5479 1111

Out-of-School-Hours Care

There are several Out of School Hours care providers in the region:

- **After school care-** YMCA Bendigo on 5444 6666 or email bendigo.regional@ymca.org.au
- **Before and After school care-** Ray Street Nurture One on 5470 6080 or visit <https://www.nurtureone.com.au/centres/castlemaine-childcare/>

Attendance

The Department of Education requires students to be at school every day, unless they are ill, and teachers are required to record the reason for a child's absence from school. A note, telephone call, [email](#), or via the XUNO app is sufficient.

If collecting your child from school at any time other than the normal dismissal time, you must come to the office and sign your child out on the iPad for an early departure and take an Early Departure slip to the class teacher.

This procedure must be strictly adhered to, and is in place to protect your child, you, and the school.

Please note that unless a request is received in writing, children can only be released to a known adult.

Similarly, children cannot leave the school ground at any time without the direct permission of a Principal, and a note is received from a parent. This includes going home for lunch. If your child does arrive home unexpectedly, please notify the school immediately.

If your child is absent from school without a reason, expect a SMS, email or phone call from the school to enquire as to why your child is absent.

Uniforms and Property

Uniforms and Clothing

School uniform tops are required to be worn at all times. No other top should be worn, except for navy skivvies, etc. which may be worn underneath school t-shirts. **The Uniform Shop is located at 207 Barker Street, Castlemaine.** Trading hours and a price list is available from the Office or on the school [website](#). You can also order online at <https://store.beleza.com.au/168-winters-flat-primary-school>.

Second-hand uniforms are also available at the school.

Year Six students are able to purchase a special Grade 6 T-shirt at the start of each year. These may be worn as part of school uniform.

***Hats!** The wearing of our school hat whenever students are outside is compulsory from September 1st until the end of April, as stated in our SunSmart policy.*

It is not compulsory for students to wear school uniform pants or shorts, but shorts, leggings, long pants, skirts, etc. must be navy. **Jeans, thongs, scuffs, “croc”, etc. are not permitted.** Hair should be tied back for safety and health reasons. Please see [Student Dress Code policy](#) for further information.

Students will also need a Library bag and an art smock/shirt.

Please name everything!

The school has a small supply of emergency clothing, which is used in the event of “accidents”. If your child has a need to use these clothes, please return them to school, freshly laundered, as soon as possible.

Donations of spare clothing are always welcome.

Lost Property

All articles of clothing worn to school must be named.

Lost property will be available at the office. At the end of each term, unclaimed and unnamed items will be donated to local charities.

Toys

Teachers discourage expensive toys being brought to school. No responsibility can be taken for such items. Toys, which are potentially dangerous or simulate violence, have no place at school. If it is necessary for a child to have a mobile phone at school, it must be left at the Office during the day. Any equipment, including sports’ equipment, must be named.

Electronic Devices

If a child brings a Mobile Phone/iPad/smart watch etc. to school, it should be handed in to the office at the start of the day to be put in the safe as per our policy.

Students **are not** permitted to access their personal mobile unless granted an exemption to [this policy](#) by the Principal.

Parent / Student / School relationship

Website

Our school website is an important source of information, and contains up to date information about our events and activities.

The address is <https://www.winters-flat-ps.vic.edu.au/>

XUNO

<https://wintersflatps.xuno.com.au/index.php>

XUNO is an initiative that enables families to log in and have immediate access to student information. Information available to you will include important news, student reports, absence details and any events that have been organised (camps/excursions/incursions). You will also be able to communicate to your child's teachers via an internal message system.

XUNO enables families to input absence reasons for any absences that are still "Unexplained". We would appreciate families to regularly review their child's attendance and provide reason for any of these unexplained occurrences.

When you enrol your child, you will be issued a 'XUNO Welcome' email with your username and password.

Once you have received the email with the link and have logged in, it is recommended you change your password. This can be done by going to the 'Options' menu and selecting 'Reset my password'.

It is critical your email address and details are up to date on our systems for this process to work. If at any point you have any issues, please call the office on (03) 5472 1522.

It is preferable to use Google Chrome as your Internet Browser for XUNO.

For further information regarding XUNO, and also the XUNO app, please see the school website: <https://www.winters-flat-ps.vic.edu.au/xuno>

Newsletters & Notices

Each fortnight on a Wednesday, the school produces **Flat Chat**, a newsletter that includes notices of events, important dates, children's work and other items of general interest. We prefer to distribute "Flat Chat" via email, and a copy can be downloaded in the newsfeed section of our website (the green strip down the right hand side of each page), or from the news section of XUNO.

All communication with parents and important dates will be published in Flat Chat. It is vital that you read Flat Chat to keep up to date with happenings at school.

Please display an interest in your child's schooling by being seen reading and referring to "Flat Chat".

From time to time additional notices are sent home with the youngest child, or with all children who are involved in a particular activity or event. These notices will also be available in the [events calendar](#) and [forms](#) sections of our website, as well as on XUNO.

Parent/School Partnership

Parent participation is valued and encouraged. It is widely acknowledged that children benefit when their parents are engaged positively with school and their learning.

There are a variety of ways in which this can take place and we appreciate them all. Some of the common ways of assisting at school include; listening to reading, accompanying excursions, helping in the garden and/or the kitchen, conducting activities with small groups of children, helping with special lunches, teaching a small group of children a leisure activity, and a variety of fundraising and social activities. A list of the areas you can help can be found on the [Get Involved](#) section of our website.

Your child will take great pleasure in seeing you at school actively involved in her/his education.

Reporting to Parents

Reporting Journals are an excellent record of your child's work throughout the year. They are sent home at the end of each term and must be returned at the start of the following term. These Journals are an excellent opportunity for you to discuss progress with your child. Written reports are included at the end of Terms 2 and 4, which are uploaded onto XUNO, and national testing results (NAPLAN) for Year 3 and 5 students included in Term 3.

Parent/Teacher Interviews

Various opportunities are arranged for parents to talk to teachers.

Formal Parent/Teacher interviews are held in Terms 1 and 3, but appointments can be made at any time during the year.

Parents are always welcome to discuss their child's progress, with written reports being issued in June and December, as part of the Reporting Journals.

Please make prior contact to arrange a convenient appointment time.

Parent Class Reps

As part of our endeavour to promote communication and to assist new families joining our school community, we have [parent representatives](#) assigned to each class.

The role of class reps is to message families in the class about any class-related events, mustering volunteers, as well as encouraging families to socialise through events outside school – either with or without the kids. The parent class reps help to build a sense of community around our school.

Communication of class information and events is done through the development of a class specific mailing list and co-ordinated by allocated class reps. Parent contact details will be accessed by the relevant class teacher and class representative only. They will not be available to others outside the specific class.

Transition

Teachers at the school are involved in Transition Committees with both Pre-schools and Secondary schools. In both cases, programs are conducted which aim to minimise the problems of movement to different environments. Parents of children concerned will be informed of transition activities.

Problems at School

If your child is experiencing any problems at school, the matter should first be discussed with their class teacher. It is best to make an appointment so that matters can be given the time they require. Protocols for parent/teacher contact are outlined in our [Parent/Teacher Communication Policy](#).

Student Wellbeing

Our school has a holistic approach to behaviour management. We combine programs, which develop the child's social and emotional skills, with behaviour management based on Restorative Practices. We are implementing a "School-Wide Positive Behaviour Support" system.

The school encourages self-motivation, self-discipline, co-operative attitudes, respect for oneself and for others, personal and group safety and respect for property.

Rules and consequences for the yard are whole school ones. Please refer to our Wellbeing booklet for more information.

School Support Services

School Support Services Educational Psychologists and Speech Therapists are available to support our students. Please discuss any concerns you have in these areas with your classroom teacher.

Our school has our own Welfare Officer who is available to all students and parents.

Cobbers

Our friend program matches our Prep and Grade 1 classes with older "Cobbers". The big cobbers and little cobbers enjoy getting to know each other and learn from each other through activities such as reading, playing games and other classroom activities.

Games

All children are expected to play co-operatively and safely in the playground during break time. Rough and potentially dangerous games are not permitted. Toys and objects of violence and aggression have no place at school. These will be held by teachers until collected by a parent.

Play Areas

There is a most positive playground culture with all the children at the school playing well together and being encouraged to mix freely in our wonderfully expansive grounds.

A special area has been developed and set aside for exclusive use by the younger children. Older children are mostly restricted from playing in this area.

Children are not permitted to walk through the staff car park, as a safety precaution.

Children are permitted to make use of the riding/running track with scooters and bikes on Oval days. They must wear a safety helmet with any equipment they ride.

Wet Day Arrangements

On days of inclement weather, children are supervised in their classrooms. At these times, the children are involved in quiet activities.

Because of traffic congestion, extra care on wet days is required of parents who pick up children by car.

Healthy Eating

The school has a healthy eating policy, which encourages students to bring fruit, vegetables and water bottles in their lunch boxes every day. Chips, confectionery, fried foods and high sugar drinks such as soft drinks, energy drinks and flavoured mineral waters are excluded from the Lunch Order system and are not to be brought to school by children for eating at play/lunch time. We expect rubbish-free lunches and snacks (nude food) and the use of re-usable containers. All rubbish brought into the school as part of lunch wrappers etc. is required to be taken home.

At all grade levels, a ‘healthy snack’ break occurs daily. Children are only allowed to eat fruit, vegetables and drink water at this time.

Children eat their lunches in the classrooms under teacher supervision.

Students can order Sushi by Thursday 5pm to enjoy for Friday lunch. All orders to be made through the School Lunch Online web based ordering system- www.schoollunchonline.com.au.

Illness, Asthma, Anaphylaxis, Accidents and Emergency Contacts

Home is the place for sick children. At school, we provide basic First Aid for minor accidents. Our policy in the event of a more serious illness or accident is to contact the parents immediately, so that they can arrange for their child to be collected from the school. All parents, but particularly those who are at work, will need to arrange for at least one emergency contact in case of their child’s illness or accident. In the event of a serious accident, the school may need to ring for medical help. Should an ambulance be required the school is not responsible for payment of ambulance transport.

Please ensure that your emergency contact number is kept up to date.

It is essential that the section on Asthma in the School Enrolment Form be accurately completed. Parents must submit an Asthma Management Plan, updated yearly, and completed by a doctor, to assist with the care of students at school. If your child requires medication, including an inhaler, parents must provide this. It is also essential to advise the school if your child is at risk of an anaphylactic reaction. We will then discuss the school’s Management Plan.

Please note that we also require an Anaphylaxis and Allergy plan if relevant to your child.

Children are not permitted to self-administer medication at school. If medication is required, it must be provided to the school office. We will then provide you with a ‘Medication Authority Form’ to complete.

Immunisation/Birth Certificates

The Department of Education requires all parents/carers of Primary School children to present both an Immunisation and a Birth Certificate upon enrolment. Immunisation Certificates are available from Medicare or the Australian Immunisation Register.

Head Lice

Constant vigilance and attention is required by all families to keep head lice infestation to a minimum. Please notify the school in the event of infestation so that other families can be advised to take extra care. Children with live lice will be sent home until parents can provide proof of treatment. Please be aware that multiple treatments are required to eradicate both lice and eggs.

School Activities

School Assembly

School Assembly is held every fortnight on a Monday and parents and caregivers are most welcome to attend.

During the summer months (Terms 1 and 4), assembly is held in the morning, whilst in the winter months, it is held in the afternoon.

Each grade takes a turn at organising the assembly, and these are listed in the school website [calendar](#).

At the end of every semester, we have a special assembly where we present our 'Excellence Awards' to two students in each grade. These are awarded to those who have been voted as being the most worthy recipient of the award for the term by their classmates and teacher.

Student Leadership Teams

Our students are given opportunities to become strong leaders through becoming role models and support friends with the younger children in the Cobbers program. They may also be voted in as School Captains, House Captains and Vice-Captains.

All classes from Year 1-6 choose their representatives to be on the Student Leadership Teams. This group meets to discuss issues that affect the students. Often they take responsibility for showing visitors around the school, or to their destination.

These groups include; Health Leaders, 'Care for Self', Koorie & Cultural Leaders, 'Care for Others' and Sustainability Leaders, 'Care for Environment'.

Homework

It is expected that all children read at home each night. It is great if this time can be a special sharing time with you, where a conversation about the book can occur. Other homework is given depending on the child's year level. Always feel free to speak with your child's teacher about Homework.

Library Borrowing

Children are encouraged to be regular borrowers of books from the school Library, during their class lesson and at other times when the Library is open. All children are encouraged to use a suitable bag to transport library books. Please remind your children to regularly exchange their Library books.

Book Club

Scholastic Book Club operates twice per term and offers good quality books at reasonable prices. A volunteer collates our orders, which earn bonuses to enable us to purchase other books for our school. We also have a Book Fair each year.

Camps, Excursions and Sports

Camps

School camps are organised as a part of the school program. Teachers attempt to keep the cost as low as possible, and planning is such that parents are given sufficient time to make financial arrangements. If there are difficulties with the cost of camps, parents are invited to discuss this with either their child's teacher, or the Business Manager. We can offer an extended payment plan to ensure camps are paid for prior to the event.

The camping program runs on a two-year cycle. Preps have a yearly dinner at school, later in the year.

There are also occasionally other camping opportunities for children run by the Department of Education. The school will notify parents of children who may be eligible.

Excursions/Incursions

Excursions create the opportunity for teachers to use refreshingly different approaches to learning. The staff consider these excursions as being an essential part of the child's learning program.

Teachers are aware of the expense of such excursions and always try to keep the cost as low as possible. If there are difficulties with the cost of excursions parents are invited to discuss this with either their child's teacher or a Principal. Children are not permitted to attend an excursion without payment.

All students are required to wear clearly visible school uniform (including hats from September to May), on all excursions. Jackets and 'hoodies' must not be worn over their school tops.

**All Camps, Excursions and Incursions are added to XUNO. You will receive notification from the XUNO app when a new event is added for your child/children. Please then use XUNO to grant permission/make a payment.

Sports Activities

Sporting activities are arranged between local schools or at regional level. Parents will be notified prior to these events via XUNO and are often welcome to attend. Our P.E. teacher arranges a wide variety of sporting activities throughout the year.

C.S.E.F. (Camps, Sports & Excursions Fund)

Parents or legal guardians who are eligible are required to complete a CSEF application form and lodge it with their child's school for processing. Forms are available from the school office or on our [school website](#).

Please present your card when submitting an application.

To be eligible for the Camps, Sports and Excursions Fund, a parent or legal guardian of a student attending a registered Government or non-government Victorian primary or secondary school must:

- On the first day of Term one, or;
- On the first day of Term two;
- a) Be an eligible beneficiary within the meaning of the State Concessions Act 2004, that is, be the holder of a Veterans Affairs Gold Card or be an eligible Centrelink Health Care Card (HCC) or Pensioner Concession Card (PCC) holder, OR
- b) Be a temporary foster parent, and
- c) Submit an application to the school by the due date.

Parents who receive a Carers Allowance on behalf of a child, or any other benefit or allowance not income tested by Centrelink, are not eligible for the CSEF unless they also comply with one of (a) or (b) above.

The CSEF system only allows one application per student. Parents in shared custody situations are encouraged to make decisions as to who applies for the CSEF.

CSEF payments are processed directly to schools, with the majority of payments commencing from March onwards each year. This payment cannot be used for any other items, other than camps, excursions or sporting activities.

Houses

All students are members of a house for sports and other activities. The school houses are named after local hills and mountains.

The Houses are:

Alexander	Red
Franklin	Green
MacKenzie	Blue
Tarrengower	Yellow

House Captains and Vice-Captains are chosen at the beginning of each year.

Money for School Purposes

When you are required to send money to School, it should be sent in a sealed envelope. Please ensure that your child's name, grade, and the purpose for the money are all marked clearly on the envelope.

There is a secure 'blue' letterbox situated at the office for parents and students to place any notes and money in.