

The West Express

Warrnambool West Primary School

'WWPS is a Child Safe school'



On behalf of Warrnambool West Primary School, we would like to acknowledge the traditional custodians of the land on which this school is built, and we recognise their connection to the land and community. We respect the stories, traditions, and living cultures of Aboriginal and Torres Strait Islander people. We respect the Elders past, present and emerging on this land, as we continue our learning journey together.



From the Principal

Mrs Clare Monk

Dear Families,

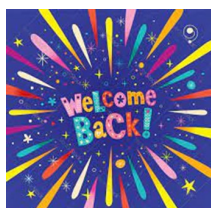
Welcome to the 2024 school year. To all the new families joining our school, we extend a huge, warm welcome to you and we look forward to getting to know you and building a positive and trusting relationship. We also welcome back to our returning families. We trust that you and your family had a relaxing break and that you were able to spend some quality time with family and friends over the break. We are certainly looking forward to an exciting year ahead.

The purpose of this newsletter is to remind families of Warrnambool West PS policies and procedures, with some important annual reminders from our school office.

Commencing next Thursday, our teaching and learning newsletter will be published on a fortnightly basis on COMPASS and a hard copy will also be sent home to all families. Newsletter publications, Compass messages, Seesaw and Facebook are the best ways to stay in touch with what is happening around the school. Please make contact with staff if you need support to log into any of these platforms.

Welcome BBQ Lunch/Dance Concert

As part of our welcome to the 2024 school year we have engaged a dance company 'STOMP' to run dance workshops each day next week and teach all students four- to-five dance routines, with a parent showcase to finish of the week, to be held next Friday at 2:30pm in the multipurpose room. One of the aims of the program is to assist students and families to meet others and build relationships with other members of the school community. All families are invited to join staff and students for a free BBQ lunch commencing at 12:40pm next Friday and it is hoped that you will be able to stay on and be part of the dance concert. This is also a fabulous opportunity to meet staff and join in the fun with your children. Save the date and hope to see you there!



Annual Reminders

Student Supervision Before and After School

Teachers commence yard duty supervision of the playground at 8:45am each day. Please be aware that children who arrive prior to 8:45am may be unsupervised in the playground. After school there are teachers on yard duty until 3:45pm. After 3:45pm children who have not been collected will be brought to the office area, where every effort will be made to contact parents or guardians. We understand that from time-to-time emergencies do happen, please let the office know if they can support you.

Communication

If you need to speak with your child's teacher, please contact the office for an appointment or alternatively write a note to arrange a meeting time. **Please note:** Staff are often very busy in the mornings prior to instruction time, preparing for the day ahead. Staff also have meeting commitments after school on Tuesday and Wednesday afternoons from 3.40pm onwards and therefore it is not always possible to meet with you after school on these days. If you have an urgent concern about your child regarding any start of year questions or concerns, please make contact with myself or our Assistant Principal, Karen Holdsworth through the office.

Collection of students from school during school hours

The Victorian Department of Education and Training (DET) has policies and guidelines for the collection of children during school hours from government schools. Students must only be collected by their parents (subject to any specific court orders) or by a person who has been authorised by the parents to pick up their child.

An authorised person is anyone who has been identified by the parents on the enrolment form such as Adult A or Adult B or anyone listed as an Emergency Contact. If the authorised person signing the child out early is not known to the office staff, they can expect to be asked for photo identification. **If any of your family personal contact details have changed over the holidays, including emergency contacts, please contact office staff. It is vital that we have current information for each family on file as part of our emergency management procedures.** If you wish to collect your child from school before

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SAILING TOWARDS SUCCESS

dismissal time, they must be signed out at the office. This ensures all students can be accounted for in the case of an emergency. If you have any questions about these procedures, please do not hesitate to speak to myself or any of the office staff.

On a related topic, if there are or have been any family court orders in place that are relevant to your children can you please ensure that we have the latest copy on file, so we are aware of any custody or access restrictions that are in place.

Late Arrivals

'At school, on time, every day, ready for learning' is a mantra of Warrnambool West PS. Students arriving after 9am must report to the office first. Staff will issue the child with a sticker before going to class. Office staff will record their attendance as a late arrival and students will then go to class. If your child is marked absent at the beginning of the day, families will receive an automated text message asking you to make contact with the office to explain the absence. DET monitor daily attendance of each school and if lateness is becoming a problem contact will be made with families.



Uniform

All our students looked splendid in their full uniforms as they came through the school gates this week. Our school uniform was revised by school council last year and is a child friendly, stylish uniform that stands out within the community; we wear it with pride. Please ensure that your child is wearing the uniform correctly. Shoes can be of any style; however, our policy clearly states black shoes are to be worn. We ask that you ensure your child is in uniform each day to continue the high standards we set for ourselves.

Hats are to be worn until the end of April so please ensure your child has a broad brimmed hat (named) available every day. Those students without a hat must remain under cover, for the duration of recess and lunchtime. Hats can be purchased from the office. We do have sunscreen available at school, however if you believe your child may have an allergy to certain sunscreen, please supply your own.

Named Clothing

Parents are asked to check that clothing is clearly named. If you have second hand clothes, please check that the name has been changed. If clothes are correctly named, we have some hope of returning items to the correct owners.

Assembly

Our weekly assembly is held each Friday afternoon commencing approximately 2:45 pm. Families are welcome to join students and staff to celebrate the week's learning and student achievements.

Our assemblies are held in the multi-purpose room. Our first assembly will be held **next Friday 9th February at the special time of 2:30pm.**

Annual Privacy Reminder 2024

Our school collects, uses, discloses and stores student and parent personal information for standard school functions or where permitted by law, as stated in the Schools' Privacy Policy. Please take time to remind yourself of our school's collection notice, found on our website. For more information about privacy, refer to the DET website: Schools' Privacy Policy — information for families.

Mobile Phones / Wearable Devices

It is both Department of Education and Training and school policy, that all students who bring either a mobile phone or wearable device to school are required to hand these into the front office by 9am. Students will be able to come to the front office after the 3:20pm bell to collect their device. If your child needs to bring one of these devices to school, please advise them of this process and remind them that mobile phones should also be switched off for the day.

Asthma Management Plans

If your child has asthma, please ensure you provide us with an up to date plan. An Asthma Action Plan allows you and your doctor to create an individual plan for you to manage your child's asthma. An action plan advises you about what your child must do to stay healthy and what to do when their asthma is unstable and they need help.

There is no 'standard' asthma action plan, as everyone's asthma is different. The child's plan needs to be written to deal with their individual triggers, signs, symptoms, and medications. Your child's action plan might be based on symptoms, peak flow readings or both. An Asthma Action Plan outlines:

- how to care for your child's day-to-day asthma (lists their regular medications and how many times each day they should take them)
- key things that tell you when your child's asthma is getting worse or an 'attack' is developing, and the steps they should take to manage

Camps, Sports & Excursion Fund

(CSEF) Applications

Do you hold a Pensioner Concession or Health Care Card?

If yes you may be able to apply for \$150.00 per student per year to go towards the cost of Camps & Excursions. Application forms are available at the Office. Please bring your health care card with you when you apply for this funding.

2024 Curriculum Consumables

Have you returned your Parent Payment Arrangement Form for 2024?

Your financial support ensures that we can continue to provide the excellent range of facilities and resources for your child / children. Total Curriculum Contribution amount per student is \$280.00

Payment can be made in person at the General Office by cash or card, via BPAY, Direct Deposit or Centrepay. Please contact the Office if you have any questions.

