



Warrnambool West Primary School

Parent and Carer Information



Sailing Towards Success

Welcome

Welcome to Warrnambool West Primary School. We are delighted to have you and your family as part of our community.

We believe that strong communication between home and school is essential. This book has been designed to give you key information about our school, expectations and the many ways we work together to support your child. We encourage you to refer back to it throughout the year and reach out if you have any questions.

School Contacts

School Address:	35 Hoddle Street, Warrnambool VIC 3280 Australia
Telephone:	(03) 5561 3161
Office Hours:	Monday-Friday 8:30am-4:00pm
Email:	warrnambool.west.ps@education.vic.gov.au
Website:	https://www.warrnamboolwestps.vic.edu.au/
Facebook:	Warrnambool West Primary School

Leadership Team



Principal - Karen Holdsworth



Assistant Principal - Jodie Abbott



Wellbeing Officer - David Yates



**Disability and Inclusion Leader -
Meagan Roberts**

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Vision and Values

Our Vision

A school's vision is the long-term goal that all stakeholders for the school and students follow.

Our School Vision is 'We educate and empower every student to know themselves, be themselves and achieve success through respectful, inclusive and responsive learning. In a safe and supportive environment, we nurture lifelong learners who are resilient, connected and inspired to grow, succeed and contribute to their school community.'

Our Values

These represent the aspiration and beliefs of our school community.

They work in conjunction with core traditional community values such as: respect, appropriate manners, democracy, morals, responsibility and respect.



Be Safe

Secure, cared for, happy, protected, bully-free



Have Respect

Caring, interested, helping, understanding, encouraging



Be a Learner

Lifelong learners strive to attain their personal goals, persist and give their best effort always



Be Inclusive

Not left out, everyone, all, complete, diverse

Attendance and Absences

Official school times are 9:00am - 3:20pm.

2026 Session Times

8:30am	Office opens, breakfast club opens
8:45am	Yard supervision begins
8:57am-9:00am	Music plays for students to line up ready to enter class
9:00am	Classes commence
11:00am	Outside Lunch
11:30am	Supervised eating time
11:40am	Classes resume
1:40pm	Supervised eating time
1:50pm	Outside Lunch
2:20pm	Classes resume
3:20pm	Dismissal Bell

Late Arrivals/Early Departures

Attendance is checked twice each day. Students who arrive after the 9:00am bell, must go directly to the office to sign in for a late pass before they make their way to the classroom. Parents and carers are not permitted to take their child into classrooms after 9:00am due to Child Safety Regulations.

Parents wishing to collect their child from school early must go directly to the school office to sign their child out. The child will meet you at the office.

Absences

We all want all of our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day. If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school - each day a student misses puts them behind, and can affect their educational outcomes. Where possible, you should avoid your child missing school, for example, make appointments for your child outside of school hours and keep family holidays to outside term time.

Parent/Carer Responsibility for Absences:

As a parent/carers, you are legally required to ensure your child attends school every day, and if your child is absent you must provide an explanation to the school, as soon as possible, on the day of absence, using one of the following methods:

- Online: log the absence directly on the Compass App or message your child's teacher on Seesaw with the date of absence/s and reason.
- Telephone: call the school office and let the staff know your child's name, class, date of absence/s and reason
- Email: the school on warrnambool.west.ps@education.vic.gov.au and provide the staff with your child's name, class, date of absence/s and reason.

Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of your children and will fulfil your legal responsibility.

The Home-School Partnership

The business manager and/or administration staff will be in attendance from 8:30am-4:00pm Monday to Friday. It is possible for parents to contact the office during these times.

For security reasons, all parents must report to the office when visiting the school during school hours, even when it is only about a minor matter (eg. delivering lunch). Parents are generally not able to enter the classroom during the school day.

Parents wishing to raise a concern should allow sufficient time for the matter to be discussed with the relevant staff member/s as follows: if the matter involves your child or a classroom matter, please write a note to the classroom teacher, send a Seesaw message or make an appointment to speak with the classroom teacher on the phone or in person. The beginning of the school day is generally not a suitable time for parents to raise concerns with teachers.

If the matter is not satisfactorily resolved, involves issues beyond your child's classroom or the matter is of extreme concern, please make an appointment to see the Principal, Karen Holdsworth.

Visitor Passes

For safety and security reasons, parent helpers, visitors, maintenance workers etc. will be issued with a Visitor Pass when they arrive at the school. These passes are to be worn whilst on school grounds and are to be returned to the office at completion of the visit.

Communication

Communication is a key element in fostering a strong partnership between home and school, and we want to ensure that you have various avenues to connect with us. Here are some ways you can stay in touch and engage with Warrnambool West Primary School.

Compass:

Compass is used to communicate important news, upcoming events, permission forms, newsletters and other formal communication. Parents are encouraged to sign in to their Compass account. It can be accessed via computer, tablet or mobile (iPhone or Android) by downloading the Compass School Manager app or using the web address: <https://warrnamboolwestps-vic.compass.education/>

Seesaw App:

Seesaw is our learning platform used by students, teachers and parents/carers to capture and share what is happening in classrooms. Seesaw is also our primary mode of parent-teacher digital communication. It allows for simple and direct messaging between teachers and parents/carers.

Facebook:

Our school Facebook page allows us to post information in real time, share celebrations and create an online community for those who can't always make it into the school grounds. We encourage you to share, like and comment on our posts, but please no tagging. A media consent form will need to be completed advising if you are happy for your child to appear in Facebook posts.



Newsletter:

A key source of communication with parents is our school newsletter, 'The West Express'. This is posted on Compass for instant viewing and is also distributed to students every fortnight on Thursday afternoons. The eldest in each family at Warrnambool West PS receives the newsletter.

Parents are advised to seek out the newsletter each fortnight as it contains news on a wide range of issues relevant to our school, to education generally and to the community. Important dates, changes to school routines, meeting details and opportunities for celebrations are also included. A calendar of events and community information is also included as a regular feature. Spare copies of the newsletter are available at the school office.

Academic Progress:

Student Led Conferences are held twice a year to share information and to discuss your child's progress and share on Individual Education Plans (IEP) if applicable. A semester report is provided in June and December showing your child's level of achievement against the Victorian curriculum. These reports are provided to parents in hard copy.

Staff are happy to discuss your child's progress throughout the year as required and receive cyclic reports twice per term on Seesaw. Please contact your child's teacher for an appointment.

Assemblies

Whole school assemblies are held every Friday at 2:45pm in our school Multi-Purpose room. Our community gathers to hear news items, recognise events that have happened during the week and celebrate achievements. Families are welcome to join the school community at this time.

Parents will be notified if an assembly is cancelled or there is a change on time.

Changes to Personal Information

It is most important that Administration is notified of any changes in your home address, email address, telephone number, work telephone numbers and emergency contact information. If your child should have an accident at school, we must have full details so that parents can be contacted immediately.

School Council

Our School Council makes decisions about policy matter that affect the school. It is made up of parents, DET employees and community members. Warrnambool West Primary School Council meets on the third Monday of every month during the school year.

Interested parents are encouraged to nominate for election as members on the Council. Information about the election process is distributed annually in Term One.

Outside School Hours Care

Warrnambool West Primary School offers a high-quality Outside School Hours Care (OSHC) program designed to support families and provide a safe, engaging environment for students outside regular school hours.

Our OSHC program operates Monday to Friday after school from 3:20pm to 6:00pm. Students are supplied a healthy after school snack as part of the program, ensuring they are well care for while they participate in fun games, creative activities and social play with peers.

Student Wellbeing

At Warrnambool West Primary School, we provide a friendly, safe, cooperative and purposeful environment in which learning occurs. This environment occurs through the School Values of be Safe, have Respect, be Inclusive and be a Learner. At the beginning of the school year, students revisit our School Behaviour Expectations. Students work on developing a shared understanding of Warrnambool West Primary School's values, developing class rules and establishing some learning tools that will be used throughout the year.

Parents are encouraged to read the School's Student Wellbeing Policy which outlines our aims and practices relating to student wellbeing. This is available on our school website, or you can request a hard copy from the school office.

Wellbeing Staff

Our Wellbeing Officer, Mr David Yates, works closely with the classroom teachers and students. He is responsible for providing an effective link between the school and external agencies. He liaises with staff, leadership, parents and relevant community groups to provide support for all students and works with staff to establish programs and curriculum support materials.

A Big Life

A Big Life program is a collaboration between local primary and secondary schools and the Warrnambool Student Wellbeing Association.

Warrnambool Student Wellbeing Association created a Big Life in response to the ever-increasing wave of mental health issues presenting at schools. It is unique to the Warrnambool district, is a community response to our issues aiming to strengthen our community. Students are exposed to programs, techniques and ways of thinking aimed at building a positive and resilient mindset.

A Big Life focuses on the 5 big life questions. These questions are:

1. How do I love and be loved?
2. How do I make family work?
3. What do I do when bad things happen?
4. What is the meaning of life?
5. How do I relate to people different from me?

A Big Life is all about encouraging people to think about their big life. We recognise the potential of the young people in our schools, homes and community. With their futures as our focus, we can help equip them with the skills they need to navigate the ups and downs of life. We want to encourage young people to enquire, reflect on and discuss life's big questions. We want them to get the most out of every day by feeling connected, calm, clear, grateful and kind. As this discussion becomes more persistent in the minds of young people, they will begin to reframe the way they see themselves and the world around them.



Dogs Connect

Dogs Connect is an evidence-based program that supports communities to integrate a wellbeing dog into environments where it may be beneficial. Warrnambool West Primary School has partnered with Dogs Connect to train our school wellbeing dog, Penny. She visits our school twice a week and is involved in a variety of classroom activities and other supervised wellbeing programs.

Evidence shows that being near a dog when stressed can help reduce anxiety. Many students feel more relaxed when there is a dog present in the classroom, which leads to improved learning. Having a school dog can also help with school attendance, communication, leadership, behaviour and students dealing with trauma.

Involvement with our wellbeing dog is not compulsory and students can choose to interact with Penny if they are comfortable.

Story Dogs

Story Dogs is a unique reading support program that improves children's reading and communication skills by children reading to an accredited dog and its handler. Selected students spend approximately 20 minutes with our Story Dogs team once per week to read a level-appropriate book.

Each year students are selected by teachers to participate in this program during the school year. Students selected may be those who have reading challenges or students may be selected for the program as a reward or an alternative reading activity.

School Medical Service

A nurse from the DET Primary School Nursing Program attends the school to see all Foundation students each year. If any problems are identified, parents/guardians are notified and a discussion is held, then the child is referred to the appropriate specialist for further attention.

Warrnambool West Primary School has many other free medical opportunities for students. We have a mobile dentist visit the school each year. Students are able to have their eyes checked annually by Lion's or Glasses for Kids and if required, may receive prescription glasses through the Glasses for Kids program if required.

The school has a well-equipped First Aid Room and trained First Aid Officers. If they consider that your child would be best served by going home, you will be contacted by administration staff. This is the reason for the emergency contact information that you complete when your child is enrolled. Should your child's problem only be minor, they will be kept in sick bay and monitored closely. In the event of a more serious accident or condition, you will be called as soon as possible and notified of any action we have taken.

Sun Smart

Warrnambool West Primary School is a Sunsmart School. The policy requires students to wear a broad-brimmed school hat from September through April and on days when the UV rating is 3 or above. The use of sunscreen (SPF50+) is also encouraged and a pump pack of sunscreen is provided in each classroom.

Students are required to play in the shade if they don't have a hat during these periods. The School Council provide a school polo and hat to all Foundation students.

School Curriculum

School Strategic Plan

The School Strategic Plan is a formal document detailing the goals and priorities for a period of four years. It is created by the school community and validated by the Department of Education. Each year, the school develops an Annual Implementation Plan (AIP), which highlights the key priorities for the school in that given year.

Curriculum

The Victorian Curriculum 2.0 F-10 sets out what every student should learn during their first eleven years of school. The curriculum is a common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum 2.0 F-10 incorporates the Australian Curriculum and reflects Victorian priorities and standards.

Victorian Teaching and Learning Model (VTLM) 2.0

At Warrnambool West Primary School, we utilise the Victorian Teaching and Learning Model (VTLM) 2.0 to guide how we teach and support every student to learn and grow.

VTLM 2.0 provides a clear framework for high-quality teaching. It helps our teachers plan engaging lessons, build strong relationships with students, and use evidence to understand each child's learning needs. This means teaching is purposeful, consistent, and focused on helping every student achieve their best.

In our classrooms, this looks like:

- Clear learning goals so students understand what they are learning and why
- Explicit teaching that breaks learning into manageable steps
- Ongoing feedback to support improvement
- Regular use of student data to tailor learning to individual needs
- A strong focus on student wellbeing, engagement, and inclusion

By using VTLM 2.0, we are strengthening our shared approach to teaching across the school. This ensures all students experience high-quality learning, every day, in every classroom.

The Science of Learning - What This Means for Your Child

At Warrnambool West Primary School, we have deeply explored how children learn best with the Science of Learning research about how the brain learns best.

This research shows that students learn most effectively when teaching is clear, structured and builds knowledge over time. It also highlights the importance of practice, memory and strong relationships in helping children succeed.

In our classrooms, this means:

- Teachers provide explicit instruction, clearly showing students what to do and how to do it
- Learning is broken into small, manageable steps
- Students are given time to practise and revisit learning so it sticks in long-term memory
- Teachers regularly check understanding and provide feedback to support improvement
- A safe and supportive environment helps students feel confident to learn and take risks

We focus on building strong foundations in reading, writing and mathematics, so students have the knowledge and skills they need for future learning. By using the Science of Learning, we ensure every child has the best opportunity to succeed, grow in confidence, and develop a love of learning.

In Literacy, this means we are committed to

At Warnambool West Primary School, we follow the Victorian Department of Education's evidence-based approach to teaching reading.

Learning to read is one of the most important skills your child will develop. Research shows that children learn to read best through explicit, structured teaching that builds strong foundations from the early years.

Our reading program focuses on helping students develop the key skills they need to become confident readers. This includes:

- Phonics - learning how letters and sounds work together
- Phonemic awareness - hearing and working with sounds in words
- Fluency - reading smoothly and accurately
- Vocabulary - understanding the meaning of words
- Comprehension - making meaning from what they read

In our classrooms, this means:

- Teachers clearly model and teach reading skills step-by-step
- Students practise regularly to build confidence and accuracy
- Learning is carefully sequenced so skills build over time
- Teachers monitor progress closely and provide support where needed
- Students are exposed to a wide range of rich and engaging texts

Our goal is for every child to become a confident, capable reader who can understand and enjoy what they read.

In Maths, this means we are committed to

- Teaching maths clearly and step-by-step so all students can understand
- Making sure students practise important skills until they feel confident
- Checking in regularly on student progress
- Providing extra help early if a student needs it
- Extending students who are ready for more challenge

The goal is that every child keeps up, builds confidence, and develops the maths skills they need for the future.

We believe that with the right teaching and support, all students can succeed in mathematics.

Assessment

Assessment is the process of acquiring information and making judgements about students' learning over a period of time. The purpose of assessment is to monitor judgements about the student achievement in relation to the agreed standards, evaluate the effectiveness of teaching programs and system-level initiatives, and to inform decisions about future learning and support. WWPS has an identified Assessment Schedule that details expected assessment tasks to be administered for each year level and for each term.

NAPLAN (National Assessment Program - Literacy and Numeracy)

These tests in literacy and numeracy are normally conducted in March each year. NAPLAN involves years 3 & 5 students. The NAPLAN tests will be administered at school.

AUSLAN

AUSLAN is taught in all classrooms across all year levels. Teachers are guided by a qualified AUSLAN teacher. This curriculum provides direction for an integrated, inclusive and meaningful approach to language education in AUSLAN for both first and second language learners.

Other Information

Camps and Excursions

A sequential camping program is offered from Year 3-6. Camps may have a cultural, environmental or outdoor emphasis and are an important aspect of the education programs on offer.

Excursions are an essential part of the school curriculum. Where possible, all of our school activities are planned so that travelling and costs are kept to a minimum.

Camps, Sports and Excursions Fund (CSEF)

The Camps, Sports and Excursions Fund provides payments for eligible students to attend school camps, excursions and outdoor education programs. Any parents who holds a Commonwealth Concession Card is entitled to apply for CSEF in respect of each child aged 5 to 15 years. Application forms are available from the School Office.

Curriculum Contributions

Our Curriculum Contribution cost for 2026 is \$290. This includes all curriculum materials and costs associated with running programs including our Swimming Programs and most local Excursions/Performances. It does not include camps. Parent payments for 2027 will be determined by School Council in Term 4 2026. You will be provided this information at the time.

Homework

All Foundation - Year 4 students should read to their parents nightly and record this in their reader. In addition, students to read words sent home at the end of each week that reflects phonics learning that has taken place within the classroom. From Foundation - Year 6, additional homework may be set.

Homework gives you the opportunity to see aspects of your child's learning and is valuable to your child as an introduction to regular out-of-school student, developing self-discipline and organisational skills. Homework is best done in a comfortable position for working, a well-lit area and is isolated from distractions (especially social media and television).

Swimming Program

All students participate in a 2-week swimming program each year. This program commences with water familiarisation and as confidence is gained, further swimming techniques are taught. We ask you to cooperate by ensuring that your child brings bathers and a towel on all occasions that swimming is held.

Year 5 and 6 students are also involved in a surf program conducted at our local Life Saving Club. The swimming lessons, entry to pool and surf lesson cost is covered in your Swimming component of the Parent Payment Policy.

Snacks and Lunches

Warrnambool West Primary School encourages students to eat healthy snacks such as fruits, vegetables, sandwiches, cheese etc. Parents are asked to avoid putting disposable wrappings in their child's lunchboxes. This helps to keep our school yard looking neat and tidy.

Students have 'Brain Food' midway through the morning session to ensure they can concentrate well until first lunch. Only unprocessed fruits and vegetables can be eaten at this time.

House System

The House system has been set up to cater for both competitive and non-competitive activities. These may include sport, swimming Athletics and Cross Country Carnivals and citizenship activities. The houses are Koorayn (Red), Weelan (Yellow), Kandabul (Blue) and Weenkeel (Green). In most cases, all students in the same family will belong to the same house.

Information Technology

Students from Foundation - Year 4 utilise iPads in their classroom. Students in Year 5 & 6 utilise laptops. All school devices have access to secure internet.

Each classroom is fitted with a large television to assist with student learning.

Infectious Diseases and Head Lice

When a child is diagnosed with having an infectious disease, your doctor will determine if the child is to be excluded from school and for how long. Please contact the office if you require further information.

Cough and sneezes: please provide your child with the necessary handkerchief or tissues and remind them of their use and disposal.

Whilst head lice are not a disease, they are an identified health issue. If your child has an infestation of head lice, you will be contacted. According to Department of Health and Human Services guidelines, your child will need to stay home until the day after appropriate treatment has been undertaken. Please contact the office if you require more information.

Students with long hair are required to have it tied back at all times as this helps reduce the transfer of head lice.

Travel Arrangements

Walking/Riding

Unless the distance from home is too great, we urge you to support your children to walk or ride to school. Walking and riding are healthier alternatives, although the use of bicycles without supervision can be a safety concern, especially for children younger than ten years old.

Students are not to ride bicycles or scooters in the playground when travelling to and from school.

Bus Travel

Please contact Warrnambool Bus Lines to gain correct bus routes for your children. Country bus coordinators are located at Brauer College.

Car Parking

Parents are requested to park legally and safely when dropping off or picking up children. Tait Crescent and Hoddle Street are suggested pick up points. Please do not park in the bus parking area or within the lines of School Crossings. Ensure that you leave pick-up areas promptly to allow other parent access.

School Crossings are provided on Hoddle Street, Laverock Road and Morriss Road. Please ensure your child uses these crossing safely. Children are expected to obey the directions of the Crossing Supervisors.

Student Transition

Kindergarten to Foundation

Our Foundation teachers begin visiting nearby Kindergartens from Term Two onwards to become a familiar face to students who may enrol at Warrnambool West Primary School. These kindergartens also visit us at least once a term as a fun excursion. They are included in our celebrations of Book Week, National Simultaneous Storytime, Science Week etc.

In Term Three, Kindergarten children who are enrolled at Warrnambool West Primary School, are invited to attend our School Readiness sessions. We host 3-4 afternoons where families are invited to come along with their child. Allied Health professionals from South-West Healthcare also attend. Together with our Foundation teachers, they provide helpful advice to parents on supporting their child's transition and run activities for the children to begin introducing them to the skills they need at school. This is a great time for parents to get to know each other and our staff, asking any questions they may have.

In Term Four, our Foundation teachers visit the kindergartens attended by enrolled students. They spend extra time getting to know their future students and meet with kindergarten staff to discuss each child's individual needs. During November and December, we host three, separate one-hour visits where students are encouraged to attend without their family member if they feel ready. Then they attend the State-Wide Transition Day for three hours without their parent/guardian. On this day, families are invited to attend our Information Session. The students go home with a bag of 'goodies,' including a free school t-shirt and hat.

Primary to Secondary

Year 6 students and their families receive information in Term 1 regarding local Secondary Colleges. Students are able to book tours or attend Open Days according to these school's transition processes.

Year 6 students have opportunities to work with staff and students from local Secondary Colleges throughout their time at Warrnambool West. Towards the end of their final year, year 6 students are involved in a transition program with their future Secondary School. This includes opportunities to visit the school and visits from college staff and students to our school.

Students also attend a Statewide Orientation Day on the second last Tuesday of the school year. All students attending Secondary school the following year attend on this day. Parents will receive more information about this day closer to the date.

