



*Woodbridge Primary School*

*Aspiring to be the most caring and encouraging community school*

# 2023 Information Booklet



# WOODBIDGE PRIMARY SCHOOL

**10 Archer Street Woodbridge 6056**

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**Website:** [www.woodbridgeps.wa.edu.au](http://www.woodbridgeps.wa.edu.au)

**PRINCIPAL:** Mr Paul Marshall

**ASSISTANT PRINCIPAL:** Ms Rachel Weller

**DEPUTY PRINCIPAL:** Mrs Michelle Goodman  
& Ms Elle Mariano

**MANAGER CORPORATE SERVICES:** Mrs Melissa Conway

**SCHOOL OFFICER:** Mrs Deb Taylor

## **INTRODUCTION**

Welcome to Woodbridge Primary School.

We look forward to your involvement with Woodbridge Primary School. We trust that a close and effective working relationship between the school and the home can be established in order to ensure the satisfactory and continual educational development of your child.

We see the home and the school as playing a vital role in the overall development of the child. A strong school/home partnership and positive parent/teacher relationships are fostered.

We have a mixture of experienced and graduate teachers who have a reputation for being caring, committed and responsive.

If you have any concerns please feel free to see your child's teacher in the first instance. All members of staff look forward to working with your child and serving the community.

## **SCHOOL PHILOSOPHY**

Our philosophy is to provide, with the resources available, a caring, encouraging and nurturing school environment. We cater for the holistic needs of the child – academic, social, emotional and physical. This is achieved through the development of programs that are tailored to meet the individual needs of each child. In addition, we believe that through relationship building we are in an excellent position to monitor and enhance the positive and constructive development of the child.

## **SCHOOL MISSION**

The purpose of Woodbridge Primary School is to maximise the opportunities for our students to develop the understandings, skills and attitudes relevant to individual needs, thereby enabling them to fulfil their potential. This is the school mission statement and underpins the principles guiding the school's management and operations.

## **SCHOOL VISION:**

***Woodbridge Primary School aspires to be the most caring and encouraging community school.***

This vision encompasses all aspects of the child's development by providing opportunities and encouragement to become a collaborative and independent learner and allows parents to actively participate in that learning process. Every child will have the learning opportunities and guidance to achieve their full academic, social and creative potential. Our vision has been developed in full consultation with staff, students and parents.

## **ABSENCE**

At Woodbridge we have a **Safe Arrival Program**. Parents are asked to text, send a connect absence or ring the school before 8.45am to let us know if your child will be absent from school for the day. The teacher is then notified. This means that by working together, as a team, we can ensure that your child arrives safely at school each day. If you do not notify the school, you will receive an SMS regarding the absence. Please reply to the number, including the student's name, date of absence and reason for absence. Do not call the number as it is an automated system, which is not manned by a person.

We appreciate your support in this matter.

## ALLERGY FRIENDLY SCHOOL

Woodbridge Primary School has a number of children who present with severe allergies to a variety of substances, including food and insect bites; known as anaphylaxis. Please note that Woodbridge is an 'Allergy Friendly' school and undertakes a number of measures to minimise the risk for a student with anaphylaxis. It is requested that children do not bring food items which contain nuts, for example; peanut butter, Nutella and nut bars.

Your assistance with this matter will ensure all children are kept safe.

## ASSEMBLIES



A nominated class or classes present an assembly item once per year. The dates of assemblies will be advised via the Newsletter. Assemblies are on selected Wednesdays.

## BEHAVIOUR MANAGEMENT

The vast majority of students behave appropriately both in the classroom and in the playground. There is a small group of students needing support to improve their behaviour and focus on safe play and respect for themselves and each other. The school has behaviour management plans for these students that are inclusive of school and parent input. The school's Student Behaviour Policy can be obtained from the front office.

## BOOKCLUB



Mrs Suraya Drabarek (School Librarian) co-ordinates the ordering of books through the Scholastic Book Club. There are usually two releases of books per term. Payment for Book Club can be made by bank transfer, eftpos or cash. Place your order in the box provided at the front office. Thank you.



## CANTEEN

The canteen is coordinated by the Licensee and the School Board. The canteen is open Monday – Friday for recess and lunch. The menu is now available online at [www.woodbridgeps.wa.edu.au](http://www.woodbridgeps.wa.edu.au) or from the front office. Ordering may be made through the Spriggy Schools app.

## PARENT CONTRIBUTION

Woodbridge is in the privileged position of having facilities that are relatively new. In order to maintain and enhance these facilities and associated programs the school needs to supplement the funding it receives from the Government. To that end the School has endorsed the following School Voluntary Contribution for 2023:

- \$60.00 for one child
- \$120.00 for two or more children.

## EXCURSIONS / EDUCATIONAL VISITS

Excursions and educational visits are undertaken from time to time as part of the educational program.

Parents will be informed of these before they take place. It is **important** that parent **permission notes** are signed and returned with any monies required. If full payment is difficult, please discuss part payments with the administration staff or your child's class teacher.

## DENTAL CLINIC (GUILDFORD)

Children attending Woodbridge Primary School are able to be cared for at the Guildford Dental Clinic. Appointment cards for check-ups and treatment are handed out through the school and year level screenings occur regularly.



It is important that if an appointment time is inconvenient the therapy centre is contacted to arrange a more suitable time. Your co-operation in the handling of appointments will ensure that this excellent service operates efficiently. **Dental Clinic number is:** ☎ 9279 5869.

## HATS

Children **MUST** wear hats whenever outside.

The school has a **NO** hat **NO** play policy. Wide brimmed hats and desert type hats are recommended by the Cancer Council. If children do not have a recommended hat, they must sit in the shade or play in the undercover area. This precaution is to protect your child from serious damage that can be caused by exposure to the sun.



## HEADLICE

Head lice/nits live only on human beings. Lice lay eggs on the hair, very close to the scalp.

### To help prevention of infestation –

1. Brush hair – twice a day with a brush that brushes the scalp. This injures lice and deters them from breeding.
2. Have long hair tied back.
3. Check hair for eggs/lice at least once a week. Friday allows the weekend for treatment.
4. Inform school of infestation.

Information on treatment is available from the school or chemist.

## HEALTH

Parents will be advised if their child requires attention. Minor playground injuries during the day are normally attended to at school. The school does have basic sick room facilities, but when a child is ill/injured every effort is made to contact a parent/guardian so that the sick child can be collected from school. In **extreme emergencies** the child may be taken to a doctor or hospital.

In the event of an outbreak of childhood disease parents will be notified. In the event of a more serious outbreak (i.e. notifiable disease) the Health Department take over the control of the disease and dissemination of information.

## SCHOOL HEALTH SERVICES

A community nurse, visits the school regularly throughout the year.

## INFECTIOUS DISEASES

The following common ailments require a period of **exclusion** from school unless a doctor is prepared to issue a medical certificate to say the child is free from infection and well enough to return to normal school activities.

<b>CHICKEN POX</b>	Exclude for at least 5 days after rash has appeared and until vesicles have formed crusts.
<b>CONJUNCTIVITIS</b>	Exclude from school until discharge from eyes has ceased.
<b>DIARRHOEA</b>	Exclude from school until 24 hours after diarrhoea has ceased.
<b>DIPHTHERIA</b>	Medical certificate only (notify Health Department).
<b>HEPATITIS C VIRUS</b>	Exclusion not necessary.
<b>IMPETIGO</b> (School Sores)	Exclude for 24 hours after antibiotic treatment commenced. Sores on exposed surfaces <b>MUST</b> be covered with a water proof dressing.
<b>INFLUENZA</b>	Exclude until symptoms resolved.
<b>MEASLES</b>	Exclusion for at least 4 days after onset of rash (notify Health Department).
<b>MUMPS</b>	Exclude for at least 9 days after onset of symptoms (notify Health Department).
<b>PEDICULOSIS</b> (Head Lice)	Must be treated and clear of ALL live lice are removed before being allowed back to school.
<b>RINGWORM</b>	Exclude until the day after treatment has commenced.
<b>RUBELLA</b>	Exclude for 4 days after onset of rash.
<b>SCABIES</b>	Exclude from school until the day after treatment has commenced.

## HANDLING OF MONEY

A bank transfer is our preference for payments but these can also be made via eftpos or cash.

ALL money brought to school for excursions etc. must be placed in a sealed envelope with child's name, amount and details written on the outside and placed in the payments box in the office.

ALL money going through the school is always accounted for according to departmental instructions. The school account is audited.

## HOMEWORK

The school has a Homework Policy and this will be discussed at parent meetings in Term 1. Please contact your child's class teacher if you have any further queries.



## HOURS OF ATTENDANCE

School commences at 8.45am and concludes at 2.45pm.

- ✓ Ideally children should arrive between 8.30am and 8.45am.
- ✓ Please ensure that children are at school at least 10 minutes before the start of the day so they can get ready and be prepared to start promptly at 8.45am.
- ✓ Children arriving before 8.30am are required to sit in the undercover area. They will be supervised from 8.15am until 8.30am then dismissed to classes.

## After School:

**Students not making their own way home need to be picked up promptly at 2.45pm or wait on the lawn area outside the office. After 3pm they will be in the office and need to be collected from this area.**

## KINDY & PRE PRIMARY

Parents need to hand their children to the classroom teacher or education assistant at 8.30am, the commencement of the school day. Students are NOT to be left on their own outside the classroom and are not to use the play equipment. At the end of the day children will be handed to an adult at 2.45pm. Their care then becomes the responsibility of that adult. Please note if you are personally not collecting your child you must notify the teacher of the changes in advance.



**The Kindy programme is for children who turn 4 by 30 June of the year they attend.**

The structure of the Kindergarten will revolve around developmental play. Our aim is to make learning as much fun as possible, within a stimulating and challenging environment. We have a variety of indoor and outdoor experiences each day including computer and music. There is a high degree of integration with the primary area of the school.

## LOST PROPERTY

Most schools have a problem returning lost property to its rightful owner. A lost property box is kept at the school in the medical room and articles of clothing etc. are deposited if no owner is found.

**Please help us to return lost articles to their rightful owners by seeing ALL “removable” articles are *clearly named*.**

## NEWSLETTERS



These are published on a Friday, **once every three weeks**. Please read the newsletter carefully. It explains the events at school and your child’s part in them. The newsletter is sent home electronically via email and Connect. It is also available on the school’s website.

## CONNECT

Connect is an integrated on-line environment developed by the Department of Education (WA) for staff, students and parents in public schools. It provides opportunities for regular and ongoing communication between the home and school, to further support your child(ren). In order to access Connect, internet access is required on your computer, tablet or smart phone, and is accessible via an app. Class teachers can assist you with getting started.

## PARENT HELPERS

Assistance from parent helpers is greatly appreciated. Areas in which parent helpers are needed include:

Classroom  
Library

Excursions  
Sport

Reading  
Areas of special interest



Parents need to sign a “Confidential Declaration”.

**THANK YOU for your help!**



## P & C ASSOCIATION

This is a vital group that supports many of the school's operations. The major focus for this group are to:

- ~ Promote the interests of the school by endeavouring to bring about close co-operation between parents, teachers and the wider community.
- ~ Increase provision of facilities, amenities and other educational needs.



## PARENT / TEACHER COMMUNICATION

The communication between parent and teacher is considered essential for creating and maintaining understanding between the home and the school.

Parents are very welcome at school. The Principal and staff are always willing to meet you and discuss progress or problems. Guidelines have been set down to ensure that interviews are not interrupting teaching time, as teachers must not leave their classrooms to talk to parents. Parents are asked to contact the class teacher for a *mutually* agreeable time.

## PARKING

Parking for parents is provided at the front of the school on Archer Street. **For the safety of students it is the Education Departments' policy that access to the school drive way is limited to staff and service vehicles ONLY.**

**\*NO parent should drive into the school grounds to set down or pick-up children. This includes the entrance to the canteen.**

1. Parents are asked to drive at less than 15kph around the school zone. The safety message associated with this is very obvious.
2. **WALK:** Where this is feasible it should be seen as a healthy activity for children and adults. Work in with your neighbours and form a group to walk to and from school.
3. There is a School Crossing with an attendant on Amherst Road to facilitate crossing before and after school.
4. **DELAY:** Where you have children in Yrs 4-6 it is possible to come 5-10 minutes after the school finishing time. School finishes at 2.45pm
5. **CAR POOL:** Work with a friend, relative or neighbour to take it in turns to share the pick up and drop off of children. This will assist everyone with time and money.
6. **USE PARKING BAYS:** Everyone is encouraged to use the designated parking bays. Where you have older children, park at the northern end of the school (towards the railway). People parking at this end are encouraged to enter and exit via Holmesdale Road.
7. **PARK AWAY FROM THE SCHOOL:** Consider parking on the roads away from the school and walking.
8. **PARENTS should note that parking on the verge and the staff car park is prohibited.**



## READING / LIBRARY BAG

To assist in the protection of the books please ensure that children have a library bag. A school bag made of waterproof material is available through the school uniform shop. We thank you for helping us to protect valuable books.



## RECOGNITION OF STUDENT ACHIEVEMENTS

This is done in a number of ways and in a variety of areas.

- Honour Certificates
- Super Student Award
- Weekly Raffle Tickets
- "You Can Do It!" Semester Awards
- Subject Awards
- Graduate Awards
- Outstanding School Spirit Award

## PARKING

The school's Reporting to Parents policy includes:

- ❖ An information session early in Term 1.
- ❖ Parent Interview/Three Way Conference at the end of Term 1.
- ❖ A formal summative report at the end of Term 2 & Term 4.
- ❖ NAPLAN for Years 3 and 5.

Parents are encouraged to discuss the progress of their child by contacting your child's class teacher.

Please do not hesitate to speak to your child's teacher or to phone the school (9267 9900) to make an appointment at a mutually agreeable time.

## ROAD SAFETY



Those children who ride to school on bikes must have a chain and lock. All bikes are to be kept in the bike racks. Please ensure your child wears a helmet for safety and legal reasons. The school has a duty of care to adhere to legal requirements in relation to bicycle safety issues. The Police Department advise that children are not encouraged to ride bicycles, unsupervised, until they are at least 11 years of age.



Parents are asked to notify the school if children are riding scooters to school. Children are required to have safety gear and locks for scooters. **Reminder: Helmets are compulsory.**

## SCHOOL PSYCHOLOGIST

Woodbridge places a high priority on pastoral and academic care. We have access to a School Psychologist once a week. If you have concerns about your child please discuss these with the classroom teacher where a referral can be considered. If the teacher has any concerns they will discuss these with you first, with any referral requiring informed parental consent.

## SCHOOL RECORDS – INFORMATION

It is **very important** to advise the school as soon as possible with any changes of address, telephone number, emergency contacts or medical records. This information is to be given to administration staff in order for changes to be made to the database.

## SCHOOL REQUIREMENTS

Lists of classroom requirements are distributed to all students. For newcomers to the school, lists will be given as required. Quotes are obtained regularly to determine the supplier.

1. Prices are kept to a minimum.
2. All children have similar materials and requirements.
3. It is a convenience to parents.

## SCHOOL RULES

- ***We treat everyone with care and respect***  
(Listen and follow instructions; Respect yourself, all staff, students and parents; Keep negative comments to yourself)
- ***We take pride in our school***  
(Wear school uniform, respect the school's grounds, buildings and equipment; Keep school bags tidy along verandahs; Place all rubbish and food scraps in the appropriate bin)
- ***We play safely in appropriate areas***  
(Keep hands and feet to yourself; walk on paths; play in the correct areas)
- ***We use our school equipment responsibly***  
(Use and care for all equipment appropriately and for its intended purpose)
- ***We follow school procedures and guidelines***  
(Sit down to eat in designated area; student mobile phones are to be switched off and not used during school hours, leave valuables at home)

## SCHOOL UNIFORM

Woodbridge has a dress code that has been endorsed by the School Board.  
We believe the uniform:

- Looks smart, tidy and makes children feel part of a proud group
- Parents prefer the school uniform as it provides a structure for children, in the morning
- Shoes are to be worn for safety reasons (no thongs, scuffs)

The Minister for Education has also declared that denim will not be allowed to be part of the school uniform.

A uniform order form is available from the office or an order can be placed online at [www.woodbridgeps.wa.edu.au](http://www.woodbridgeps.wa.edu.au).