



Parent Information 2024

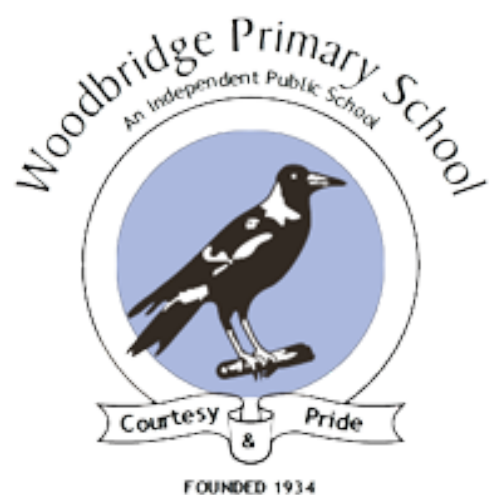


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Welcome Message

Welcome to Woodbridge Primary School.

It is an honour to have your child and family as part of our caring and encouraging school community. We are on a shared educational journey where we work together to create a positive partnership, focusing on the needs of our students and the wider community. Our focus is on developing the whole-child and we offer a range of learning opportunities that create a real sense of belonging for our students.

We have a team of skilled and engaging staff who have a reputation for being caring, committed, responsive and professional in everything they do.

We have developed this handbook as a useful reference for parents as you begin, and continue, your child's journey within our school.

School Vision

Woodbridge Primary School aspires to be the most caring and encouraging community school. Together we will demonstrate Care, Respect and Responsibility, and Aspire to be the best we can be.

Purpose Statement

We will provide a safe and supportive learning environment, maintaining positive relationships amongst students, staff, parents and community members. Our purpose being to develop the whole child, building pathways to a positive future.

Meet Our Staff



School Essentials

General Information

Address: 10 Archer Street Woodbridge 6056
Telephone: 9267 9900
Email: woodbridge.ps@education.wa.edu.au
Website: www.woodbridgeps.wa.edu.au
Office Hours: 8.00am – 4.00pm (during school terms)

Principal: Mr Paul Marshall

Deputy Principals: Mrs Michelle Goodman
Mrs Rachel Weller
Ms Elle Mariano

Manager Corporate Services: Mrs Melissa Conway

School Officers: Mrs Deb Taylor
Mrs Shirley O'Neill

Term Dates for Students 2024

All term dates for the current year and future years can be found on the Department of Education website: <https://www.education.wa.edu.au/future-term-dates> Dates on this website may change due to School Development Days. You are welcome to contact the school directly for more advice.

2024 Term dates

Semester 1

Term 1: Wed 31 January – Thurs 28 March
Break: *Fri 29 March – Sun 14 April*
Term 2: Mon 15 April – Fri 28 June * *please note pupil free days below*
Break: *Sat 29 June – Sun 14 July*

Semester 2

Term 3: Mon 15 July – Fri 20 September
Break: *Sat 21 September – Sun 6 October*
Term 4: Mon 7 October – Thurs 12 December * *please note pupil free days below*

School Development Days (Pupil free days)

Students do not attend on these dates. A term planner is posted on the Connect Now app at the beginning of each term. Dates are correct at the time of printing but changes may occur during the term. Please check your newsletter or Connect notices for any changes.

School Development Days 2024

Term 1: Mon 29th & Tue 30th January
Term 2: Mon 15th Apr
Term 3: N/A
Term 4: Mon 7th & Tue 8th October

School Payments

At various times throughout the year parents will be asked to pay for activities such as excursions, swimming lessons etc. Cash and credit card payments can be placed in the School Payments box, which is located in the Administration Office. Please place money in the envelopes provided with your child's name, room number, the amount of money enclosed and the purpose clearly stated on it. If paying by cash, correct change is appreciated as money is banked each day and change is not available from the office. Money should not be given to the class teacher.

We prefer payments by EFTPOS or Direct Deposit. Our account details are as follows: *BSB: 066040 Account: 19907195*

School Community and Services

Assemblies

Our school holds regular assemblies in the undercover area to recognise to celebrate student achievement and learning. Assemblies are linked to our school values and mission, and they form an important part of our pastoral care program. They are an opportunity for classes to perform, for individual students to be recognised and special events to be celebrated. A schedule of assemblies will be published in the term planner and in our school newsletter under calendar of events. We promote parent and community involvement to celebrate with our students and staff.

Parents & Citizens Association (P&C)

Our P&C is a great opportunity for parents, teachers and community members to support many of the school's operations. A notional membership fee of \$1 is payable each year and ensures copies of minutes from each meeting and the right to vote at meetings. Funds raised by the P&C contribute to the funding of programs, amenities and other educational needs within the school. The major focus for our P&C is to: "Promote the interests of the school by endeavouring to bring about close co-operation between parents, teachers and the wider community".

School Board

Our School Board works with the school community to strive for the best outcomes for our students. They play an important role in contributing to the school's priorities in reflecting the needs of the students. Some of the matters our Board may make decisions on include fees and charges, book lists, sponsorship and dress codes. Our Board members make these decisions with the Principal who ensures the decisions follow the legislative and policy requirements. The Board does not intervene in the management of the school. If you are interested in becoming a Board member please don't hesitate to contact the Administration Office.

Student Services

Woodbridge PS places a high priority on pastoral care. Our Student Services Team is supported by our School Psychologist, School Chaplain and School Community Nurse. This team is run by the Deputy Principal.

School Psychologist

We have access to a School Psychologist each week. If you have concerns about your child please discuss these with the classroom teacher where a referral to student services can be considered. If the teacher has any concerns they will discuss these with you first, with any referral requiring informed parental consent. Care management will be led by a member of the student services team.

School Chaplain

Our Chaplain provides pastoral care for students through individual support and group activities using a range of programs. This contributes to the social and emotional wellbeing of our students. Parents can request chaplaincy support for their child by contacting the school.

School Community Nurse

The School Community Nurse visits the school regularly to carry out duties, such as vision and hearing screening with Kindergarten students. Families will be informed of these visits with the school nurse. Please contact your child's teacher if you wish to discuss any concerns regarding your child's health. Specific health issues can impact on the overall physical, emotional, social and academic development of all students and should be dealt with as soon as possible.

Student Health / First Aid / Medication

Parents will be advised if their child requires first aid. At all times the safety of your child is our priority. Minor playground injuries during the day are normally attended to at school. The school has 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. At all times the safety of your child is our priority.

If prescribed medication is a necessary part of your child's health plan, please discuss this with Administration. Please inform staff if your child is experiencing emotional stress (eg; separation, illness of a close relative, death of family member/friend, loss of a pet). We can often provide emotional support if staff are aware of the situation.

Dental Clinic

Children attending Woodbridge PS are able to be cared for at the Guildford Dental Clinic, the number is: 9279 5869. 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 service operates efficiently.

Bike & Scooter Safety

The Police Department advise that children are not encouraged to ride unsupervised, until they are at least 10 years of age. Those children who ride to school must have a chain and lock. All bikes & scooters are to be kept in the bike racks. Please ensure your child wears a helmet for safety and legal reasons.

Newsletter

A newsletter is published in weeks 3, 6 & 9 of each term. It highlights events held at school and is distributed to parents via the Connect Now app and is also posted on our website.

ConnectNow

The ConnectNow app is our main method of communicating with students, parents and community members. It is an integrated on-line environment developed by the Department of Education. Important reminders will be sent via Connect when necessary. It provides opportunities for regular and ongoing communication between the home and school, to further support your child. You can access Connect via the App Store on your device. Internet access is required on your computer, tablet or smart phone. Our Administration Office staff can assist you with getting started.

Teaching and Learning

Reporting To Parents

Regular reporting to parents and feedback on student progress is an important process for our school. The school's Reporting to Parents policy includes:

- An information session 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.

It is our aim to provide parents and caregivers with relevant and useful information about their children's development. 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.

Recognition Of Student Achievements

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

Honour Certificates
Super Student Award
Dojo points
Raffle prizes
Semester Awards
Outstanding School Spirit Award
Subject Awards
Graduate Awards

Booklist Items

Parents are asked to provide a number of consumable items. Lists of classroom requirements are distributed to all students in Term 4 for the following school year. For newcomers to the school throughout the year, lists will be given as required. To make the purchasing task easier, bulk order facilities have been organised through Champion. Ordering details will be listed on the booklist. There is no obligation to use this company to purchase, but should parents wish to do so, materials selected and ordered will be available prior to the school year beginning. Collection details will be provided through the website.

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.

Library and Library Bags

Our library is an engaging, stimulating area, fostering both formal and informal learning opportunities. The library is open during lunch time, when staff are available, to supervise students during various activities such as Lego Club.

All classes have a rostered borrowing time and to assist in the protection of our library books please ensure that children have a library bag. A school library bag made of waterproof material is available through the school uniform shop. Books that have been damaged or misplaced will be charged to your account and a notification will be sent home. We thank you for helping us to protect valuable books.

Mrs Suraya Drabarek (Library Officer) 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 payments box located in the front office.

Parent Helpers

Assistance from parent helpers is greatly appreciated. Parents need to sign a "Confidential Declaration".

Areas in which we greatly appreciate parent helpers include:

Classroom Excursions and Incursions, Reading Programmes, Library, Sport Areas of special interest amongst others.

Policies and Procedures

Behaviour Support

The vast majority of our students demonstrate positive behaviour, both in the classroom and in the playground, however some students need extra support to improve their focus. Often there are behaviour support plans developed for these students, that are often inclusive of school and parent input. The school's Student Behaviour Policy can be obtained from the Administration Office, or the school website.

Excursions/Incursions

Our school recognises that the experiences of students outside the classroom contribute to the development of their understanding, skills and attitudes. Excursions (outside of school grounds) and incursions (on school grounds) are undertaken from time to time as part of our 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 feel welcome to discuss payment plans with the Administration Office staff or your child's class teacher.

Uniform

Woodbridge PS has a dress code and the wearing of uniform is part of our ethos and culture.

Our factions are:

Red – Boodja (Country) **Green – Balga (Grass Tree)**
Blue – Bilya (River) **Yellow – Boodjera (Sandy Soil)**

We strongly believe that the uniform looks smart, tidy and makes students feel part of a proud group.

Our school uniform shop is operated through the P&C and is currently managed by Stephanie Moran. It is open on Tuesday from 8:15 - 9:00am and Thursday from 2:15 - 3:00pm. Orders can also be placed through the Quickcliq website, <https://www.quickcliq.com.au/> or alternatively you can complete a form at the Administration Office.

Closed toe shoes should be worn for safety reasons (no thongs). Please ensure all your child's uniform pieces are labelled with your child's name.

Woodbridge PS is a Sun Smart school. All students are expected to wear the school hat or similar broad brimmed or "bucket" style when engaging with activities outside of the classroom all year round. This includes recess, lunch, physical education and other outside activities. We have a no hat no play policy, which means students with no hat must sit in the shade or play in the undercover area.

Parking

Parking for parents and caregivers is provided at the front of the school on Archer Street. Everyone is encouraged to use the designated parking bays. 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.

Parents and caregivers are kindly asked not to drive into the school grounds to set down or pick-up children, this includes the entrance to the canteen. Please drive safely around the school zone and note that parking on the verge and in the staff car park is prohibited.

There is a School Crossing with an attendant on Amherst Road to facilitate crossing before and after school.

Canteen

Our canteen operated through contract arrangement between the Licensee and the Department of Education. The canteen is open Monday – Friday for recess and lunch. Ordering can be made through the Spriggy Schools app and the menu is available online at www.woodbridgeps.wa.edu.au under the Our School tab, or from the Administration Office.

Allergy Friendly School

Woodbridge PS has a number of children who present with a range of severe allergies, including food and insect bites; known as anaphylaxis. Please note that we are an 'Allergy Friendly' school and undertake a number of measures to minimise the risk for students 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.

Lost Property

We have lost property baskets kept in the Administration Office. Articles of clothing, lunch boxes, etc. are handed in if no owner is found. Please help us to return lost articles to their rightful owners by ensuring ALL articles are clearly named/labelled.

Dogs

As per City of Swan regulations, dogs are not allowed on school grounds. This is for the safety of our student. We do have students who are scared of dogs. Please do not bring your dog with you when dropping off or picking up your child.

Early Childhood

Kindy & Pre-Primary

The Kindy programme is for children who turn 4 by 30 June of the year they attend. The structure of the Kindergarten program revolves around developmental play that is both child and teacher led. 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.

We ask parents to please hand their children to the classroom teacher or education assistant at 8.30am, when the school day commences. Students are NOT to be left on their own outside the classroom and cannot 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 that if you are personally not collecting your child you must notify the teacher of the changes in advance.

