



*Welcome to*

# WILLOWMAVIN PRIMARY SCHOOL

**B**e Your Best

**R**espect

**R**esilience

**S**afe

Information for Parents and Carers

2024



# Willowmavin

## IMAGINE...

*It is the Willowmavin Primary School annual end of year Community Evening and your child is making their way to centre stage to receive their Certificate of Graduation. You smile with pride as you think about the journey your child has been on and the progress they have made in becoming the resilient, respectful and responsible individual that stands before the Willowmavin community today. You are comforted in the knowledge that your child has been best prepared academically, socially and emotionally to tackle future challenges, and is equipped with the skills necessary to thrive as a 21<sup>st</sup> Century Learner.*

At Willowmavin Primary School, this is the vision we have for all of our graduating students. We are committed to supporting students to be the Best they can be, to be Respectful, Resilient and Safe citizens who are equipped with all the tools necessary to not just survive, but thrive in the ever changing world around them.

## Our Students

Our students are all individuals and we celebrate their diversity and uniqueness. One thing all our students have in common, however, is that they are all members of the Willowmavin Primary School Community. Our students are the centre of what we do at Willowmavin. All decisions are based around one question: "Will this improve outcomes for our students?" We use student surveys and student leadership roles, such as our Junior School Council, to provide our students with a voice in their school and to ensure we have student-centred classrooms. Students are provided with strong wellbeing support, including a school chaplain, and are immersed in learning programs based on the Victorian Curriculum, including enrichment opportunities in STEAM (Science, Technology, Engineering, the Arts and Mathematics).



## Our Staff

Similar to our students, our staff come from different backgrounds and bring a diverse range of skills and talents to our school. Staff travel from near and far to be here and work in collaboration to achieve success for our school. All staff are steadfast in their commitment to make Willowmavin Primary School the best it can be. Just as we wish to develop lifelong learners in our students, we seek to continue to learn to improve our practice. We are determined to work in partnership with our families and community in our continuous pursuit of achieving improved outcomes for the children in our care.

## Our Families

Students achieve greater outcomes when schools work together with their families. At Willowmavin Primary School, we seek to not only build close relationships with our families, but also to build the capacity of our families to engage in their child's learning. We instil a sense of belonging in our families through providing multiple mediums in which our families can contribute to our school. This includes working both in and out of classrooms and through being involved in one of our parent bodies. Our families play a pivotal role in our school and we value their insights. Through surveys, parent groups and forums, and multiple communication avenues, we regularly seek feedback from families on how we are performing in our constant efforts to improve.

## Our Community

Geographically, our school is located amongst the farms of Willowmavin. However, our school community is made up of people from well beyond the Willowmavin border. We have built, and will continue to build, a school community that is passionate about our school and has the opportunity to contribute to and develop it. We are working together as a community to create a school that, whilst small in size, is big in stature.

## Our Values

At Willowmavin Primary School, we seek to nurture and develop students who are respectful and safe members of their community, capable of overcoming setbacks and who consistently strive to do their best.

Our school values are:

### **B** e Your Best

To always do your best and be the best that you can be. This is especially important when nobody else is watching.

### **R** espect

Thinking and acting in a way that shows others you care about their feelings and their wellbeing. Respect also means taking care of yourself, others, our school property and our environment.

### **R** esilient

The ability to accept that things will sometimes be challenging and not go the way you would like, and not letting such situations cause you to give up or become overly upset.

### **S** afe

Always acting and behaving in a manner that ensures we are looking after ourselves and each other so that we feel healthy, safe, comfortable and happy.

We thank you for your interest in our school and encourage you to please contact us if there is anything further we can assist you with. Also, as with all members of our school community, we welcome your feedback as this assists us in our goal of always improving.

Finally, we wish you all the very best as you go about the daunting process of selecting a school for your child. Whether it be at Willowmavin, or another school, we sincerely hope that your child's education journey is highly satisfying and rewarding and best equips them to be the valued and valuable members of our society you wish for them to be.

Kind regards,

Andrew O'Callaghan  
Principal  
Willowmavin Primary School

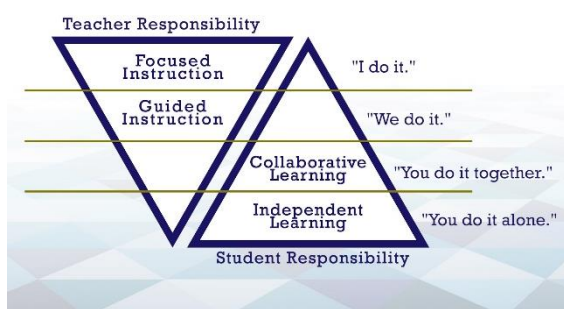




# Teaching and Learning at Willowmavin

The core purpose of Willowmavin Primary School is to provide an inclusive, rigorous learning environment that challenges and engages young people to grow as passionate learners. The school seeks to develop motivated, creative and independent learners who demonstrate strong social values and whose leadership, resilience and self-esteem is evident in their day to day actions and interactions.

At Willowmavin Primary School, we provide a comprehensive curriculum with a strong focus on literacy and numeracy. Teaching and learning follows the Victorian Curriculum, a comprehensive curriculum framework. Teachers use this framework to plan and implement units of work, and to monitor and assess student progress. Students' needs are met through a variety of individual, small group and whole class teaching and learning opportunities.



**THE GRADUAL RELEASE OF RESPONSIBILITY MODEL**

The school employs a "Gradual Release of Responsibility" model of instruction. In this model, students are provided scaffolded support to develop their understandings. New concepts are introduced commencing with the teacher modelling the targeted skills and knowledge, and making connections to prior learning. As the learning progresses, students are supported in taking on more and more responsibility to develop their understandings of the topic and demonstrate and apply their learning to new situations. Throughout this process is a focus on ensuring students understand and value the learning through ensuring the work undertaken is relevant, purposeful and meaningful.

## Foundation Investigations

Of specific interest to parents will be our investigations program run in the Foundation area. This approach to learning is based on the Walker Learning Approach (WLA). The approach is based upon decades of research about play-based and personalised learning and the importance of learning through experience and reflection. It is not a program or model of learning that is implemented separately from other curriculum areas. It is a total approach to teaching and learning which combines the need for children to be active participants in their learning (through hands-on and creative exploration and investigation) which sits alongside formal instruction. There is explicit teaching and development of not only literacy and numeracy skills and knowledge, but also the range of vital social, emotional and life skills.

## The Framework for Improving Student Outcomes (FISO)

The school bases its whole school plan on the Framework for Improving Student Outcomes (FISO) and seeks to meet the targets set by the framework, under the four priorities set by the state:

1. Excellence in Teaching and Leadership
2. Professional Leadership
3. Positive Climate for Learning
4. Community Engagement in Learning



# Student Wellbeing at Willowmavin

At Willowmavin, we recognize that in order to achieve positive academic outcomes for our students, we must build a school environment where students are supported to develop positive wellbeing outcomes. Student wellbeing is a priority and is constantly a consideration in our day to day activities as well as planning for the future.

Our School Wellbeing Officer works with students in a variety of ways, including through one on one counselling sessions, targeted group sessions focused on the needs of the group (e.g. building social skills), and whole school initiatives that bring the entire school community together.



Key to our work in providing students with a school environment that promotes positive wellbeing is working in close partnership with our families. All staff maintain ongoing and regular communication with parents and guardians, ensuring we are all on the same page with regards to our students' current circumstances.

Student Support Groups are formed to collaboratively create individual plans to assist students with additional learning or behavioural needs – including attendance concerns. These Student Support Groups can consist of a range of people including the classroom teacher, parents / guardians, Principal, School Wellbeing Officer, and of course, the students themselves. Student Support Groups meet regularly to monitor progress in student achievement and plan new learning goals.

To provide additional support, Willowmavin Primary School accesses the Department's Student Support Services unit. Student Support Services assists children and young people faced with learning barriers to achieve their educational and developmental potential. They provide strategies and specialised support at individual, group, school and area levels. Representatives from the Department's Student Support Services unit may also be involved in our Student Support Groups. Our School Wellbeing Officer works closely with Student Support Services to ensure we are providing students with the best supports possible.

Outside of the classroom, during recess and lunch times, Club Willow provides students with a supervised indoor space where they can engage in activities such as board and card games, or arts and crafts activities. It is a calm space that students can escape to if they are finding being outside a little overwhelming.



Across the entire school, we use the School Wide Positive Behaviour Support framework to manage student behaviour. At the core of this model is a "prevention is better than a cure" approach to behaviour that focuses on putting positive initiatives in place that act as motivators for our students to demonstrate positive behaviours. There is also a strong focus on relationship building and restorative practices that seek to rebuild relationships that have been broken. We work with students to ensure they respect the rights of others and accept responsibility and consequences for their actions. We have high expectations of students with regards to their behaviour and will always take steps and put in place supports for students to meet these expectations.



# Helpful Hints for Starting Foundation

## Preparing for School

- Practise tying shoe laces (other shoe fasteners may be easier).
- Assist your child in building their ability to dress themselves.
- Help your child recognise clothing and belongings.
- Help your child recognise his/her name when written.
- Teach your child to cope with school lunch (unwrapping, using drink bottles etc.). Practise having lunch from a lunch box at home.
- Teach your child his/her full name, address and telephone number.

## Starting School

- Ensure that ALL belongings are clearly named. This is important on uniform clothing items.
- Give your child a healthy lunch plus a healthy snack for playtime, such as fruit or vegetables.
- Buy a suitable sized school bag or case, as small ones are quickly outgrown.
- At the start of the school day, we encourage you to stay with your child for the first 10 minutes of the day during which we engage in whole school reading. During this time, students may read to their parents or have their parents read to them. Avoid lingering around the classroom when leaving children in the mornings.
- Let your child be responsible for and carry their own belongings each day. Encourage them to walk by themselves from the gate after the first weeks and always foster in them a sense of independence.
- Young children naturally get excited about new things which can lead to them being overwhelmed. Talk to your child about going to school for the first time and share with them some of your positive memories of school. Be mindful of keeping a balance between acknowledging this milestone and not building it up too much.

Above all, remember that your child is special and unique and will progress at his/her own rate. It can be both hurtful and harmful to compare them with others. Always be positive and encouraging in your attitude and let your child know that you expect him/her to be happy at school. At the same time, ensure your child understands that life doesn't always go their way and seek to build their resilience so that they are better equipped to cope with life's challenges. Show an interest in your child and be generous with praise whilst also providing feedback, support and guidance in areas for improvement.

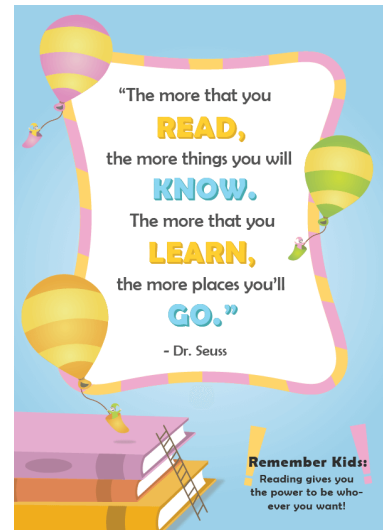


# Reading at Home

Reading to your child and listening to them read on a daily basis will greatly increase the likelihood that your child will acquire a love of reading.

When your child reads to you:

- Give them your full attention and show interest in the story.
- Make predictions on what the text will be about and what might happen next.
- Be enthusiastic about every attempt to make sense of print. Encourage the use of picture and meaning cues to assist attempts to solve unknown words.
- Be patient while children are trying to work out the text. Curb your natural impulse to come to their assistance.
- Regularly ask questions about the reading. You could ask questions about the plot and events taking place, questions about who the characters are and how they are feeling, questions about the setting, or even questions relating to the author's purpose and the way they have conveyed their message.
- Reading at home provides valuable opportunities for students to practise and apply strategies they have been learning in class to become better readers. Discuss current learning at school and assist your child in applying this learning to their reading.
- When your child replaces a word with another that does not make sense (i.e. meaning is lost), ask them a question that will focus on the meaning e.g. "Is that what they would really mean?" "Does that make sense?"
- Ask them to retell the story. This will tell you how much they understand.
- It is not necessary for children to read every book to you, they may read to another child, or quietly to themselves and afterwards tell you about the story, or they may read their favourite part of the book to you.
- Whenever they self-correct to regain meaning, ask them what made them think they had read it incorrectly. Praise them for recognising this.



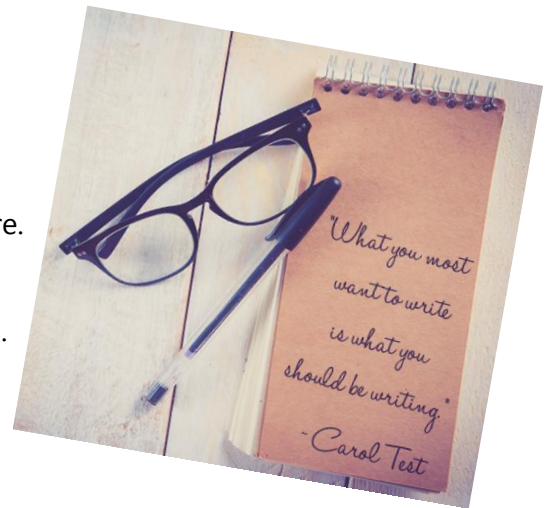


# Writing at Home

Every day, there are so many opportunities for children to engage in purposeful writing at home. Making the most of these opportunities will help your child consolidate skills taught at school and contribute to their overall development as a writer.

How to help your child develop their writing:

- Write a letter or thank you note for a relative.
- Make a shopping list before you go to the grocery store.
- Have your child help you follow a recipe when cooking.
- Encourage children to write a diary.
- Have your child write instructions for taking care of the family pet.
- Label photos in a family photo album.
- Send postcards to other family members or friends.
- Create a space in your home for writing, with a variety of materials, including different pens and coloured paper.
- Play word games, for example Scrabble and Boggle.
- Follow the suggestions for Reading at Home. Becoming a great reader will greatly help you to become a great writer.
- Allow your child to observe you writing.
- Look for words in the environment.





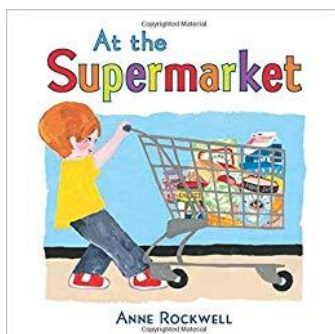


# Maths at Home

Making the most of day to day learning opportunities around mathematics will not only support your child in developing stronger understandings of mathematical concepts, it will help to develop their confidence and interest in this often maligned subject. Positive interactions at home around mathematics will increase the likelihood that this subject will become one of enjoyment for your child – not fear.

How to help your child develop their mathematical understandings and skills at home:

- Talk about how we pay for items using coins, notes and cards.
- Share recipes and discuss fractions, millilitres and grams.
- Browse catalogues and discuss money and percentages.
- Discuss how much change will be received after buying something.
- Investigate costs for planning a family trip.
- Look at timetables together.
- Discuss time and clock faces.
- Discuss the scores when watching sporting games.
- Look at sporting ladders together, discussing and explaining features.
- Sing songs and rhymes that involve counting, for example, Five Little Ducks.
- Discuss the weather, for example minimum and maximum temperatures.
- Have your child assist with directions using maps and GPS





# Reference Guide to Willowmavin

## ABSENCES

All student absences require an explanation. This can be communicated online, via note, phone call or in person. By ensuring we are aware of your child's absence, you are assisting the school in maintaining communication and meeting our legal requirement to accurately account for student absences. Should your child be absent from school and this absence is not explained, we are required to make contact with you to confirm you are aware your child is not at school.



## ADDRESSES

It is important that our records are kept up to date. Please notify the Office Manager of any change of address or phone number.

## ARRIVAL AND DEPARTURE

School grounds are supervised from 8:35am with school commencing at 8:50am. Children should arrive at school during this 15 minute window. The school day concludes at 3:00pm with a staff member on yard duty until 3:15pm. After this time, students are welcome to continue to utilise the school grounds, as long as they are supervised by a parent or guardian.



### On your child's first day...

- Bring your child into the classroom and encourage them to unpack their bag independently. Please ensure all clothing and possessions are clearly labeled and that school bags have an easily identifiable tag.
- Adjustment to school is easier for your child and the teacher after parents leave, so show by your words and actions that you are sure that school is a happy place, say a cheerful goodbye and leave.
- Once your child is with his / her teacher, you are invited to join the other parents for a cup of tea. This is an opportunity for new mums and dads to be welcomed into our school community.

## ASSEMBLIES

A whole school assembly is conducted each Friday afternoon at 2:30pm. During our assemblies, student awards are presented, student learning celebrated and whole school announcements and messages communicated. Parents are encouraged to attend.

## ASSESSMENT & REPORTING

At Willowmavin, we know that critically important to creating an environment in which students thrive, is the existence of a strong partnership between the school and the home. Through regular, ongoing and open communication, our teaching staff work together with our parents and guardians to best support our students. Formally, a written report encompassing all areas of student progress is provided at the end of both Term 2 and Term 4. A Meet the Teacher afternoon and evening occurs in Term 1, providing the opportunity for parents to introduce themselves and their child to the teachers. A second parent/teacher interview occurs in Term 3, providing the opportunity for the student's Semester 1 report to be discussed.

## BELL TIMES

|                 |                         |
|-----------------|-------------------------|
| 8:50am          | School commences        |
| 11:00 – 11:30am | Morning recess          |
| 1:30pm – 2:00pm | Lunch recess            |
| 3:00pm          | School concludes        |
| 3:10pm          | Yard supervision ceases |



The school day concludes at 3pm with the yard being supervised until 3:10pm, at which point supervision of students remaining at school is passed to parents and families. Students waiting to be picked up after this time wait in the office area.

## BOOK CLUB

Book Club is conducted on a monthly basis throughout the year. Student order forms are attached to the newsletter. The newsletter advises the closing date for orders. For orders made at school, all orders are to be placed in a sealed envelope with the child's name and amount of money enclosed and given to the class teacher or to the Office Manager. Orders can also be made online.

## BREAKFAST CLUB

At Willowmavin Primary School, we run a breakfast club on a Thursday mornings from 8:20 to 8:45am. On these mornings, all students have the opportunity to have breakfast at school. In addition to the usual cereal and toast, we have special breakfast mornings offering something that little bit more fancy – including baked beans, spaghetti, pancakes and toasted sandwiches. There is no cost for families all students are encouraged to attend. Our Breakfast Club is the perfect way to start the day!

## CAMPS

Students in Foundation and Grade 1 participate in a "stay back" evening where they stay after school for an extended day and go home after dinner. Grade 2 students have a sleepover at school and students from Grade 3 through to Grade 6 have the opportunity to attend camps off site. Our school camps support the school curriculum, whilst also providing students with rich learning experiences beyond the walls of the classroom.



## COMMUNITY ENGAGEMENT

*It takes a village to raise a child.*

At Willowmavin, we endeavour to create a strong and supportive school community. To assist us in achieving this goal, each term we hold at least one community engagement event. These vary from open days, to picnic and BBQ evenings. We conclude every school year with our Community Evening. This is held in the last week of school and includes student awards and performances as well as opportunities for our community to celebrate another year of achievements at Willow.

## CONCERT

In addition to student performances at assemblies and our end of year Community Evening, we conduct a whole school concert on a biennial basis.

## CONVEYANCE ALLOWANCE

Parents who live more than 4.8 km from their nearest primary school may claim a conveyance allowance. Applications for Conveyance Allowance will be received at the beginning of the year. Please see our office staff if you have any queries.

## CURRICULUM DAYS

Four student free days are held each year, usually one per term. During these days, staff may be engaged in professional learning to improve teaching and learning practices or focusing on planning and assessment.

## DIGITAL LEARNING TECHNOLOGIES

Digital technologies are an integral part of teaching and learning programs at Willowmavin. All classrooms have either interactive whiteboards or interactive televisions for whole class modelling, sharing and exploration. Students also have access to netbooks and tablets that they can access during independent or group work tasks. These devices enable our teachers to provide their students with learning beyond the classroom walls. Students are supported and taught appropriate and safe behaviours when working with digital technologies and must sign a user agreement to show their commitment to using such devices in the expected manner.



## EMERGENCY CONTACT

Please make sure that on the enrolment form you have nominated a person we can contact in case of emergency when you cannot be notified. It is important that we hold updated contact numbers.

## EVERY DAY COUNTS

Every Day Counts refers to the importance of students attending school every day. Regular attendance at school is essential for continued progress and assists children to develop good habits. Our goal is to achieve 95% attendance rates for your child. Whilst 90% may sound like a high attendance rate, if your child misses just 10% of their schooling, that's a week of school missed every term, a month of school missed in a year, almost three terms missed by the end of primary school and by the time they have completed secondary school, your child will have missed over a year of education. Every day counts. Ensure your child attends every school day that they are well enough to attend.



## EXCURSIONS

School excursions play an important part in the educational and social development of your child. Excursions are connected with the theme or unit of work the class is currently investigating. Volunteer parent participation is often sought during these times away from school. Excursions will generally incur a cost. Please do not hesitate to speak with us if you are finding it difficult to cover such costs, so that we can explore ways in which we can assist.

## EXTRA-CURRICULAR

Extra-curricular experiences such as school camps, excursions and incursions also provide added learning opportunities for our students.

## FACILITIES

The school comprises of four separate buildings which house 7 classrooms, an open learning space and an office and administration area. Outside, the school has a large grassed play area, including a school oval, as well as an extensive all weather playing area. There is a main playground located in the heart of the school grounds, as well as three other play equipment areas dotted around the school. A large, shaded sandpit provides students with another area to engage in during their classroom breaks.

## FRUIT

Students have fruit snack time at 10.00am each morning. Only fruit or vegetables are acceptable for these snacks.



## FUNDRAISING AND COMMUNITY ENGAGEMENT TEAM

Forget Face Time, this is Willow's FACE Team! Our Fundraising and Community Engagement Team is made up of an active group of parents who are tasked with leading the school's fundraising initiatives as well as engaging the school with its community. The team meet on a monthly basis at school where they organize anything from hot lunch days to community engagement evenings. Our FACE Team is a vital part of the school community and we encourage you to become involved. Speak with us at the office if you'd like to join the team or know more information.

## HEAD LICE

Please notify your child's teacher if these unwelcome little critters have decided to call your child's head home. Head lice are a social challenge that is a joint responsibility between school and home. We all need to be vigilant and deal with this responsibly. When you find that your child has head lice, please treat them promptly. Notifying the school enables us to alert families that lice are around.

## HOMEWORK

Students are required to complete homework ranging from reading in the Early Years to set projects and specific areas where extra work is required in the senior school. All students receive spelling homework.



## ILLNESS

If your child becomes ill or suffers from a minor accident at school, they will be assisted by a teacher. A number of staff are first aid trained to ensure they are best equipped to assist students in such situations. Where deemed necessary due to the severity or ongoing nature of the issue, parents will be contacted by phone and then asked to take the child home or make other arrangements to take the child home. Please do not send sick children to school.

## JUNIOR SCHOOL COUNCIL

The Junior School Council is formed each year to ensure students have a voice in the directions and decision making processes of the school.

## LATE ARRIVAL/EARLY DEPARTURE

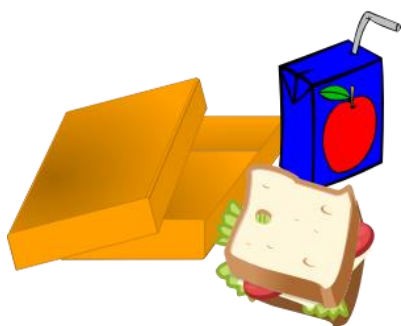
Students arriving late at school (after 8:55am), are to be signed in by their parent/guardian at the office. When picking your child up early from school, please come to the office and sign your child/children out before heading to their classroom.

## LOST PROPERTY

Please ensure all items coming to school (from uniform, to stationery, lunchboxes to personal items), are clearly labelled with their owner's name. This will assist us in identifying school items that have been separated from their owner. In the event that you have lost something at school, please check our lost property area outside the main building and inform your child's classroom teacher. Lost items will be kept for a period of one term before being recycled or donated.

## LUNCHES AND SNACKS

Ensuring your child has appropriate and sufficient amounts of food for their school day is critically important in enabling them to make the most of the learning opportunities they are presented with throughout the day.



Food suggestions for a primary school student:

Play Lunch: cake or biscuits (sweet or savoury), fruit or vegetables

Lunch: one round of sandwiches or a roll with a healthy filling (e.g. cheese, meat and salad) or savoury biscuits with suitable topping. Some children prefer yoghurt, cold sausages etc. for something different from time to time.

A couple of pieces of fruit is also desirable.

All students should have a drink bottle at school.

For some children, it is important to vary lunches to avoid boredom whilst others may prefer a routine lunch. Talk with your child about their eating and encourage them to be a part of this through suggesting and making their own combinations

of snack and lunch. As your child progresses through their schooling, encourage greater independence in organizing their food for the day.

## MEDICAL HISTORY

It is important that you inform us of your child's medical history and keep us up to date on any changes. Any doctor's or specialist's statements are appreciated and are held confidentially within the school. We are an accredited Asthma Friendly School. Any child who suffers from Asthma will need an updated Management Plan every year.

It is a requirement for all children to have an up to date immunisation certificate before being allowed to enrol in a Government school. This does not mean that your child needs to be fully vaccinated, although we do require a certificate that identifies what immunisations your child has received prior to their commencement of school.

## MEDICATION AT SCHOOL

From time to time, children will need medication at school. Any medication sent to school needs to be clearly labelled and accompanied by written instructions that include dosage and time for administration. All medicines are to be handed in to the office staff by an adult and collected by an adult at the end of the day.

If your child has asthma, an up to date Asthma Plan must be presented to the school. A spare Ventolin and any other medication the Action Plan refers to, must also be held at school. All items must be clearly labeled with your child's name and dosage required.

Children are not to keep medication in their bags.

## MITCHELL SCHOOL CLUSTER

Our school is a member of the Mitchell Cluster of schools and we work together to provide many varied educational opportunities for children in this local government area.

## MOBILE PHONES

We recognise that for many families, it is necessary for their children to have a mobile phone. Students bringing mobile phones to school need to turn them off at the start of the day and pass them to their classroom teacher who will hand mobiles back at the end of the school day. From time to time, students may be invited by their teacher to use their device to support learning. Students are not to take photos of other students whilst at school without the permission of a staff member and the students being photographed.

## NEWSLETTER

The school newsletter is an essential form of communication between the school and the home. It provides information, recognition of achievements, community announcements and alerts on upcoming events. Our newsletter is published on a weekly basis and is distributed to families on a Wednesday afternoon via e-mail and through being uploaded to the school's website. Paper copies are also available at the office and families can request that a paper copy be sent home in addition to being e-mailed.



## OFFICE

Being a small school, our office can be unattended due to our office staff working part time. If you have an urgent matter and nobody is in to assist you, please speak with the classroom teacher. If the matter isn't urgent, we ask that where convenient, you come back at an alternative time.

## OUTSIDE SCHOOL HOURS CARE

Willowmavin Primary School partners with Team Kids in Kilmore to provide outside of school hours care. Students are transported to Kilmore Primary School and care is provided until 6.00pm if needed. Team Kids flyers are available at the school or you can contact them directly on 0423623410.

## PAYMENTS

Money for excursions, camps, Book Club, etc, being brought to school, should be secured in clearly labelled envelopes and given to the classroom teacher.

## PARENT HELPERS AND VOLUNTEERS

Willowmavin has a long and strong tradition of parent helper and volunteer work. This support assists us in providing greater assistance to students and staff as well as maintaining the school. Children like to see their parents coming to their school and having a role to play. Some of the areas you may be able to assist with include:

Reading Program

Assisting with supervision on excursions

Fundraising and Community Engagement Club

School Council

Working Bees and general school maintenance work

If you are interested in volunteering some time, speak with your child's classroom teacher, or come and see us at the office.

## PRIVATE PROPERTY

Private property brought to schools by students is not insured and therefore is brought in at the owner's risk. Should private property be brought to school and lost or damaged, the Department of Education and Training will have no responsibility to replace or repair the item/s. Please keep this in mind when considering whether to allow your child to bring an item of personal belonging to school – particularly one of significant monetary or sentimental value.

## PUNCTUALITY

School begins at 8.50am. Please ensure your child arrives at school on time to be entering their classroom at 8:50am. Being late results in your child having a disjointed start to the day, putting them behind before the day has even started. It also disrupts the rest of the class as the teacher seeks to catch them up on what they have



missed. If you are having difficulties getting your child to school on time, please don't hesitate to speak with your child's classroom teacher so we can explore what supports we can put in place.

## SCHOOL COUNCIL

School Council has the role of co-ordinating various aspects of school life and providing parents with a voice in school matters. The main areas of School Council's responsibility are educational policy and management of the school's finances and resources - including buildings and grounds. Elections are held annually in March. All members of the school community are encouraged to nominate for School Council so that the benefits of a wide variety of skills and opinions can be used to improve our school.

As School Council acts as a voice for parents, we encourage parents to speak with councilors about ideas or matters they would like to see Council address. Please speak with our office staff if you would like to know more about our School Council or would like to know who our School Councilors are.

## SCHOOL NURSE

Once a year the School Nurse visits the school to carry out health checks on Foundation students. This may occur at any time during the year. Information is sent home to parents prior to the visit. Teachers may refer older students to the nurse if appropriate.

## SCHOOL PHOTOGRAPHS

School photographs are taken once a year and include individual, family, class and whole school photographs as well as particular group photos.

Students need to be in full school uniform on the day.



## SPECIALIST CLASSES

At Willowmavin, we offer specialist classes in Physical Education, Visual Arts, Discovery/STEM, RRRR (Resilience, Rights and Respectful Relationships), and Italian. Students participate in weekly one hour lessons dedicated to these subjects.

## SUNSMART

Willowmavin Primary School is a SunSmart School and encourages SunSmart practices. During Term 1 and Term 4, all staff and students are required to wear a broad brimmed or legionnaires hat when outside during school hours. Students may play without a hat on the basketball court and in the sandpit as these areas are protected from the sun.



## UNIFORM



School Policy states that the wearing of school uniform is compulsory; this promotes a sense of belonging and pride as well as being the most practical way to clothe your child for school. It is important that you clearly label your child's uniform. In the event a uniform item is lost, encourage your child's independence by asking them to inspect the lost property.

## WORKING BEES AND SCHOOL MAINTENANCE

We do not employ a permanent maintenance person, and therefore rely heavily on our school community to assist us in the maintenance and upkeep of our school. If you are ever available to come in and assist with some small and some not so small jobs around the school, please pop in and let us know and we'll welcome you with open arms! We're never short of things you can help us with! Formal working bees are also held on a regular basis and all members of the school community are encouraged to take part to help improve school facilities. Tasks such as gardening, repairs and maintenance are undertaken. Please keep an eye out of dates of working bees in our weekly school newsletter.

