



**Footscray West
Primary School**

INFORMATION BOOKLET – 2017



‘LEARNING FOR LIFE’

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WELCOME

Dear Parents,

Welcome to the Footscray West Primary School community.

Whether this is your first ‘starting school’ experience as a parent or not, it is an exciting time of learning for your child. The transition to primary education is also a vitally important time, as your child’s wellbeing is of great importance to us all.

Footscray West is a school with a tradition of being a genuine community – a place we are proud to be associated with. At Footscray West we focus on developing key learning concepts, especially in literacy and numeracy, but we also believe that academic learning needs to be balanced within a community of responsible learners. Our capacity to do the best we can as educators and learners is centred on our Tribes agreements of mutual respect, personal best, attentive listening, the right to participate/the right to pass, appreciations/no put downs. At our school your child will also experience a variety of learning opportunities including Visual Art, Italian Language, Physical Education and Music. There will of course be challenges –learning often occurs through challenging new concepts and developing resilience.

We encourage parent participation in the knowledge that it assists our school to be an even better learning environment. Perhaps you will be able to become involved in the fabric of our school by assisting in class programs, attending excursions, joining School Council, one of the sub-committees, or Parents and Friends. At times leading up to special events, such as the Art Show or Concert, parent support can make a significant difference in ensuring the success of such occasions. By committing to carefully reading and responding (where required) to the weekly newsletter that is available online every week via our Tiqbiz application, you will be aware of what is happening. Demonstrating interest in what is occurring within your child’s class and school will assist them in their transition to school and the important role that formal education has in their lives.

Through cooperation with each other, we look forward to a successful partnership.

Brendan Millar
PRINCIPAL

TERM DATES

<u>Term 1</u>	Wednesday 1 st , February (Preps to start Thursday 2nd, February) to Thursday, 31 st March
<u>Term 2</u>	Monday, 18 th April to Friday, 30 th June
<u>Term 3</u>	Monday, 17 th July to Friday, 22 nd September
<u>Term 4</u>	Monday, 9 th October to Thursday, 22 nd December

FIRST DAY FOR PREPS: THURSDAY, 2nd FEBRUARY 2017

Tuesday 31st January – Prep Assessment day #1
Wednesday 1st February – Grade 1-6 start and Prep Assessment day #2
Thursday 2nd February—Prep first day of school 9:00-12:30

You will receive a letter towards the end of term 4 of this year with the name of your child's class teacher and a map showing the classroom location. The first day for Preps will be a short day starting at 9:00 am with Preps finishing at 12:30 pm. It is important for you to supply a snack and a drink to be eaten at school. Lunch will be eaten at home. After this first day, normal school times will apply (9 am–3:30 pm).

Please note that all Wednesdays in February are pupil-free days for Preps. On Wednesdays in February, each child will be given an appointment time of approximately 1 hour duration to meet with their class teacher and participate in initial Prep assessment. Parents will be notified of their allocated meeting time when grade placement information is provided. No other Prep classes will be held on these days, so parents will need to make alternative arrangements for this period.

PUPIL-FREE DAYS

Pupil-free days for all students in 2017 are as follows:

Monday 30th January, Tuesday 31st January

A minimum of 2 other curriculum days will be approved by School Council at our final meeting this year.

Pupil free days are set to assist staff in curriculum planning, teacher professional learning, report writing, and for additional hours spent through the year with parent/staff meetings.

SCHOOL HOURS

Normal school hours are 9 am–3:30 pm

Please try to be punctual, as arriving at school after 9 am is disruptive to class activities and may also distress your child when they see that activities have already begun. Teachers are also on duty in the yard from 8:45 am to supervise children before school. It is not appropriate to leave your child in the yard unsupervised prior to that time.

Please make sure that you are waiting outside the classroom in the Prep courtyard at 3:30 pm to pick up your child. The teacher will dismiss your child into your care. If it is not possible for you or your partner to personally collect your child, please make arrangements for another adult to be there, or use the OSHClub onsite program. On such occasions a note will need to be provided to the classroom teacher to advise who is collecting your child. Children will not be allowed to leave by themselves, or with siblings. Once routines are fully established, parents and guardians will be asked to wait in the Prep courtyard. Teachers are also on duty in the yard to supervise children between 3:30 pm and 3:45 pm.

BELL TIMES:

8.45 am	Yard duty supervision starts
9.00 am	School starts
	Fruit break is taken before 11.30 am
11.30 am – 12.00 pm	Morning recess
1.30 pm – 1.40 pm	Lunch is eaten under supervision
1.50 pm – 2.40 pm	Lunch break
3.30 pm	Dismissal
3.45 pm	Yard duty supervision concludes

LATE TO SCHOOL:

Punctuality and regular attendance are good habits we encourage. Children who arrive at school after 9.00 am must attend the office and sign in using the iPad provided. They then take a pass to hand to their teacher.

EARLY PICK UP:

Parents who need to collect children before 3:30 pm need to visit the office and sign their child out using the iPad provided. They then take an office pass to hand to the classroom or specialist teacher prior to leaving with their child.

SCHOOL VISITORS:

As part of our emergency management protocol, all school visitors need to attend the office and obtain a visitor's pass. The pass needs to be worn whilst in the school and returned to the office when leaving.

SCHOOL FEES

The fees payable in 2016 were \$200.00 for essential items. Excursions/incursions are payable on a 'pay as you go' basis. We also have a voluntary contribution towards grounds maintenance.

'Essential items' refers to all items issued to each student including books, pens, pencils, art/craft, computer materials and other class resources that your child will use throughout the year. Other schools may ask families to purchase a 'book list', however at Footscray West Primary School we purchase students' requisites in bulk, so that parents receive the benefit of discounted prices. This charge must be paid in full by the end of Term 1 unless prior arrangements have been discussed with the Principal or Business Manager.

Excursions or incursions are an integral part of your child's education and support the curriculum; as such we expect all children to participate. A note detailing the upcoming excursion/incursion will be sent home to parents. A signed permission form must be returned along with any payment by the due date to allow your child to attend off site excursions. This is a Department of Education and Training (DET) regulation. Children will not be able to attend an excursion without prior payment. Parents who are entitled to Centrelink payments may also be able to apply for CSEF (Camps, Sports & Excursion Funding, formally EMA) which can be used for any of the above activities. Please contact the office for further information.

PAYMENTS

Payments can be made online via Bpay, or by cash, cheque or EFTPOS at the office. If money is being sent in with your child, please ensure it is placed in a secure envelope or bag (zip lock bags are great) and includes your child's name, grade, amount and what the payment is for. These envelopes are given to the classroom teacher and delivered to the office for processing. Alternatively you can directly deliver and place it in the drop box at the office.

SCHOOL UNIFORM

Footscray West Primary School has a compulsory uniform policy. Children must wear their uniform daily. The uniform comprises practical items, ideal for all work or play activities at school. The wearing of uniform reduces unnecessary competition with other students and gives children a sense of identity.

Uniforms are supplied by Primary Schoolwear. Items may be purchased online (www.psw.com.au) or directly from their outlet at Unit 2, 51-53 Westwood Drive Ravenhall 3023 Ph. 9768 0342. It is not compulsory to purchase uniform items from PSW. You may wish to purchase some or your entire child's uniform from other retail outlets who stock gold and green items.

On some occasions children may attend school out of uniform for a casual dress or 'mufti' day. On mufti days we ask children to bring a gold coin contribution which is donated to either grade 6 graduation activities or a charity chosen by our Junior School Council.

Second hand uniform stalls are run by our Parents & Friends at various times throughout the term. Details of these will be available in the newsletter.

UNIFORM ITEMS MUST BE CLEARLY LABELLED WITH YOUR CHILD'S NAME AND GRADE.

TRAVEL TO SCHOOL & SAFETY

Children should travel directly to and from school, and where possible, families should use the school crossings. At peak times there is traffic congestion in both Argyle and Blandford streets and we would encourage families where possible to walk, or park nearby and walk. The car park at Shorten Reserve is an ideal area that fulfils this requirement. Parent vehicles must be parked a safe distance from all school crossings and away from yellow lines. Parent parking in the school grounds during normal school hours is prohibited.

FWPS has a bike and scooter policy. Students must apply for a pass in order to ride and leave their bike/scooter at school. Children in grades Prep – 4 must be accompanied by an adult when riding to school, students in grades 5/6 may transit independently. Prep bikes and scooters may be left secured in the enclosure near the Prep courtyard.

Students are required to wear a helmet when riding a bike or scooter to school.

EMERGENCY INFORMATION

It is important that we have precise and up-to-date information in order to contact you in the case of illness or in an emergency. Our first point of call will normally be a parent or guardian; however, if we are not able to reach you we will try an alternative emergency contact. It is therefore necessary for you to nominate someone (often a relative or neighbour) who would be able to care for your child should the need arise. It is the responsibility of parents to notify the school of any changes to your personal details – address, phone or work contact points.

STUDENT WELLBEING

The staff at Footscray West Primary School work as a team to address the needs of our children.

Children need security and a sense of belonging. The F.W.P.S. wellbeing policy places a major emphasis on ensuring that all our children have the right to feel safe and secure at school. We stress the need for children to fulfil their responsibility to learn, play and contribute to school life. Our policy aims to develop an atmosphere of mutual respect for the rights and feelings of self and others, and to foster co-operation.

Our school endeavours, along with parents to support children develop resilience to be successful in a rapidly changing world. To enhance this, we participate in the 'Tribes' process which enables us to work as a school community, adhering to a set of agreements. These form the platform upon which all our classroom rules, staff/student behaviour and general interactions are based.

Tribes Agreements

1. Mutual respect
2. Personal best
3. Appreciations/No put downs
4. Attentive listening
5. The right to participate/the right to pass

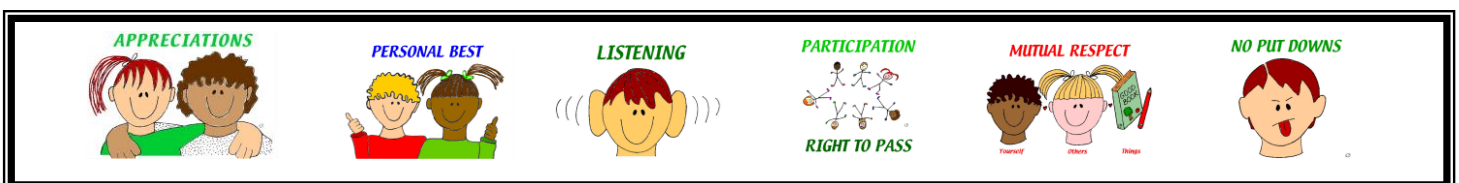
Anti-bullying Policy

Unfortunately 'bullying' can occur in schools as it can occur elsewhere. At F.W.P.S. we have a ZERO tolerance for bullying, and we deal with the problem in two ways.

- Firstly, students learn social skills and how to co-operate.
- Secondly, through yard supervision, cares, concerns and compliments, counselling, consequences for bullying and the involvement of parents, we endeavour to follow through on these matters.

Health & Safety

- As with all schools, we regularly deal with unwell and injured children. Through our policies and practices we manage issues as they arise in a caring and professional manner. When students are unwell or injured they will be directed to the sickbay for assistance. This may, at times, include making contact with those people families have listed as emergency contact persons.



IMMUNISATION

Parents or guardians must provide an immunisation status certificate to the school regardless of whether the child is or is not immunised. Note: Homeopathic immunisation is not a recognised form of immunisation, and therefore cannot be listed on an immunisation status certificate. These can be obtained from Medicare – Australian Childhood Immunisation Register, by phoning 1800 653 809.

ILLNESS

It is important that your child attends school regularly, but if your child is sick, then home is the best place. When a child is absent for any reason, you will need to inform your child's teacher, or office staff, explaining the reason for the absence. If your child is expected to be absent for a prolonged period, please notify the school by phone and then follow up with a note on the child's return. You can also notify an absence using the Tiqbiz app. In the case of some infectious diseases, a child may be excluded from school.

The following conditions require students to be excluded from school for various periods of time. Please check with your medical practitioner for further details.

Amoebiasis	Campylobacter	Chicken Pox
Conjunctivitis	Diarrhoea	Diphtheria
HIB	Hand, Foot & Mouth	Hepatitis A
Herpes (cold sores)	Impetigo	Influenza
Leprosy	Measles	Meningitis (bacterial)
Meningococcal	Mumps	Poliomyelitis
Ringworm	Scabies	Headlice
Rubella (German measles)	Salmonella/Shigella	SARS
Streptococcal Infection	Scarlet Fever	Trachoma
Tuberculosis	Typhoid Fever	VTCE
Whooping Cough	Worms (intestinal)	

If your child requires medication, where possible, try to administer this before or after school. Any medication being administered during school hours requires **you to complete a medication authority** form, which is available from the office or may be downloaded from the school website. Classroom teachers are not responsible for storing or distributing medication. All medication must be stored in our sickbay.

ASTHMA, ALLERGIES & OTHER MEDICAL CONDITIONS

It is important that we are made aware of medical conditions that affect your child, and if and when those conditions, or their management changes (in some cases, additional forms will need to be completed). It is a Department of Education (DET) requirement that we have an **annual written management and student health support plan for children with asthma, allergies and anaphylaxis**. This information is updated at the beginning of each school year.

TEACHING, LEARNING & CURRICULUM

In 2017 our students will work in three teams.

The Junior school is comprised of children from Prep and grades 1 and 2.

The Middle school includes students in grades 3 and 4.

The 5/6 team forms the senior school.

At Footscray West Primary our goal is to provide the best learning opportunities for all.

In 2017 Footscray West Primary School will follow the new Victorian Curriculum. Foundation level provides the broad curriculum for the first year in primary school. Learners in the first year of schooling are encouraged to develop social skills and make connections between home and school. Through curiosity and encouragement, they take an interest in learning, begin to develop basic literacy and numeracy skills and how to socialise and cooperate in the classroom and playground environments.

Our learning program is designed to enhance individual learning through developmental stages. Initially the children's pre-school experiences will be linked to our program through our *Bridging to Prep* approach.

Within the first month all children will be provided with a one on one assessment meeting with their classroom teacher. This assessment takes the form of literacy and numeracy interviews. These are presented in a positive manner and assist developing the relationship between the class teacher and your child. This assessment enables your child's teacher to work with your child to develop a strong understanding of their skills at the start of their school life.

Each team plans together to ensure that there is a comprehensive and consistent approach to learning across the school and at team level. Planning days are usually provided at the beginning of each term. The specialist timetable is modified to enable this to occur without too much disruption. Our program is supported by a comprehensive approach to assessment which enables the effective monitoring of all students' progress.

There is a strong focus on literacy and numeracy within all teams. A consistent approach to how these curriculum areas are taught is of great importance to us. Literacy and numeracy lessons are taught using the 'whole-part-whole' approach. Learning intent is explicitly planned for and stated. Sessions begin with a whole class focus, but allow for students to work on specific tasks or investigations. Sessions conclude with sharing and the opportunity to reflect in order to embed new learning. Even during Prep the students begin to learn to select 'just right' books as the teachers support them to move along the path to becoming independent readers.

A variety of specialist programs support the curriculum. In 2016 sessions are provided weekly in Physical Education, Italian Language, Music and Visual Art. The provision of these specialist classes ensures that all students have access to a broader range of programs.

SPECIALIST SUBJECTS

At F.W.P.S. class programs are enhanced by a range of specialist programs.

Reading Recovery, Physical Education, The Arts , Italian Language & Music

Literacy Program

All grades will experience the intensive Literacy Program every school day for two sessions. Our aim is to ensure that all our students develop into confident readers and writers. While the foundations are laid in the classroom, parents will play an important role in reinforcing learning at home. This will include hearing students read and helping them to learn words.

Numeracy Program

Each Prep grade will participate in 5 sessions of intensive numeracy education per week. Initially this will be achieved through the 'learning through play' program. Children will then graduate to a more structured approach, where the emphasis will be on developing an understanding of concepts through the use of 'hands on' materials.

Reading Recovery Program

This program supports students in Grade 1 who are experiencing difficulty in writing and reading.

The Arts

Our art program covers a range of activities including, but not limited to, drawing, painting, paper mache, collage and construction. It also incorporates art appreciation where students learn about famous artists. Although some smocks are available, we encourage children to bring one from home. A comprehensive Art Show is held during Term 4 during odd numbered years.

Italian Language

The Italian program offers students the opportunity to be exposed to the sounds of another language, to begin to make connections between different languages and to reflect on the meaning of words. Through the use of games, drawings, crafts, songs and role plays, children are introduced to the multicultural atmosphere of F.W.P.S.

Library

The library at F.W.P.S. is used extensively by students and staff. Children have the opportunity to borrow books weekly and to visit during open lunch times. Encourage your child to be responsible for borrowed resources; any loss of books will necessitate payment of a replacement fee.

Physical Education (P.E.)

The focus in P.E. is on developing fundamental motor skills in ball-handling, running, jumping, climbing, hopping and skipping, as well as improving personal fitness. An intensive two week swimming program is also offered in the junior grades. This program caters for children who already participate in an out-of-school swim program as well as those who have no water experience.

Music

A music program for all students was introduced in 2016. This is set to continue in 2017.

EXCURSIONS & CAMPING

Excursions or visiting groups are planned in order that they relate to a unit of work being undertaken in the grades. We expect all children to attend these experiences as they involve lead-up and follow-up learning, that is integral to your child's education. Prior to each excursion/incursion, a note will be sent home providing details and costs.

Our outdoor education program caters for all. In December Preps and 1s participate in an after school activity; whilst the Grade 2s have an overnight sleepover at school on another occasion. A two night camping experience is offered for our grade 3/4s, and the Grade 5/6s participate in a three or four day camping activity. Those children who are not involved in the 'away from school' camping program participate in an alternative program on site during normal school hours.

Parents who attend excursions or camps are required to hold a current *working with children* card. These take a few weeks to be processed and come at no cost for volunteers. Further details and applications can be obtained from www.workingwithchildren.vic.gov.au.

REPORTING TO PARENTS

Early in term 1 you will have an opportunity to make an appointment to 'meet the teacher'. Further Parent/Teacher interviews will be conducted after your child's written report has been provided towards the end of term 2. Learning samples will accompany the written reports and provide further evaluation and samples of students' work.

You are welcome to meet with your child's teacher throughout the year to discuss any matters or to raise issues which you think the teacher should be aware of. Teachers need sufficient time to prepare for their students at the commencement and conclusion of the school day, so we do ask that you make an appropriate appointment time to meet with them. Please phone reception to organise an appointment, or email (attention your child's teacher) on footscray.west.ps@edumail.vic.gov.au

BRINGING THINGS TO SCHOOL

Children are often eager to bring cherished and/or valuable toys to school. To avoid any unhappiness should items become lost or damaged, we ask that these items be left at home. Clothing and other items found around the school are placed in the lost property area. Please ensure that every item of clothing and your child's schoolbag and book bag is labelled clearly with his/her name, so that lost items can be returned.

We do not allow:

chewing gum	dangerous toys/war toys	thongs or open shoes
rollerblades	skateboards	expensive items
glass bottles or containers	large amounts of money (more than \$5)	

Mobile phones are generally unnecessary for students in the junior school. Before any student brings a phone to school, families need to complete a mobile phone agreement form. Mobile phones are then signed in at the office.

CANTEEN

Children may bring lunch from home or order lunch from the canteen.

As a service to families, our canteen operates from Monday to Friday. Our friendly canteen staff will be happy to assist the children. Lunch orders should be written on a paper bag with your child's name, grade, items required and the amount of money enclosed. The paper bag is then placed in the 'lunch order box' in the classroom at the start of the day and taken by grade monitors to the canteen. Lunch orders are delivered to the classroom before eating time.

An updated price list will be provided in the school information package at the beginning of the school year. A current copy of the canteen list is available on the school website:

www.fwps.vic.gov.au

PARENT INVOLVEMENT

At Footscray West Primary School we urge all parents to take an active role in their child's learning. We believe in working together to help all children to grow and develop into successful and caring members of the community.

Parents may choose to:

- Be a member of school council
- Join a sub-committee or support group
- Support the reading or maths program
- Be a classroom helper
- Assist classroom and specialist teachers
- Coach a school team
- Support on excursions or camps
- Assist with special events
- Join one of our other parent groups such as Parents & Friends or Connector Bugs.

SCHOOL COUNCIL

All government schools in Victoria have a school council. This is not only a legal requirement, but vital for informed decision-making. We value and encourage parents to express their interest in being nominated to fill vacancies as parent members of F.W.P.S. School Council as they arise. Parents working as school councillors provide a range of important views and offer valuable skills that contribute to shaping the school's future. No special qualification or experience is necessary to become a member – just enthusiasm, reliability, the capacity to work as part of a co-operative team member and the desire to help improve learning outcomes for all students.

A well-functioning school council is necessary for the smooth running of a school. As a parent school councillor, you will have the opportunity to help set the vision and strategic plans for the school. Through membership of sub committees such as; Finance, Facilities, Policy and Planning, Fundraising and Communications, you and your team will contribute to specific school priorities, projects and improvements.

The time commitment for school councillors is 2 hours at a monthly evening meeting, plus attendance at a monthly sub-committee meetings, with follow-up action as required. If you have a specific interest, you may join a sub-committee and not be a member of school council.

CLASSROOM HELPERS:

We provide a range of opportunities for you to become involved in classroom support programs. Class teachers and children appreciate your assistance. We provide a classroom helpers program for parents to enable you to gain insight into how children learn, and how the curriculum is taught. Parents will need to have attended at least an introductory session to be eligible to assist in classrooms. Once Prep teachers have had the opportunity to settle the grade, information will be sent home to identify parent interest and availability. Please note that in order to minimise distractions to the classrooms, we do not allow pre-schoolers to accompany classroom helpers.

PARENTS AND FRIENDS

The function of the Parents and Friends' group is to foster goodwill within our school community, involve parents in school life and to help raise money for the school. Parents and Friends have a direct link with the school council and a real capacity to make a difference.

CONNECTOR BUGS

Parents and community members from our Connector Bugs meet every Monday morning at the Emu Corner Garden following assembly. Connector Bugs work together with our students on sustainable practices; including vegetable gardens, tree planting, grounds development and other projects. The views of the Connector Bugs are represented through the Facilities sub-committee of School Council.

SCHOOL ASSEMBLY:

A whole school assembly is held Monday mornings from 9:10am in the GAP (Gym and Performance Space). This is an opportunity for information to be communicated to children and parents. Acknowledgements, appreciations, presentations and sports reports are regular items, along with the awarding of Pupil of the Week certificates. At various times we are entertained by performances. Family members are welcome to attend assembly which generally runs for approximately 30 minutes. Students in Prep start to attend assembly later in term 1 when they begin to feel more confident.

WORKING BEES:

We appreciate and encourage parent assistance to maintain school buildings and grounds. The Facilities Sub-Committee of School Council holds working bees each term during the year. They are publicised through the weekly newsletter.

NEWSLETTERS AND NOTICES

Parents are kept well informed of events in the school. Please read all notices, as often a reply is required. Every Thursday the school newsletter is available online. It is posted on the school website: www.fwps.vic.edu.au. Make sure you also download the Tiqbiz application for computers, smart phones and tablets to receive notification of the newsletter and other relevant items being posted online. Search in your app store: Tiqbiz or if you don't have a smartphone or tablet, download Tiqbiz on your PC or Mac at www.tiqbiz.com.

BEFORE AND AFTER-SCHOOL PROGRAM

Our Before and After School Care Program is on-site at FWPS and is run by OSHClub. OSHClub programs are great fun programs as there is so much to do, heaps of things to play with and are staffed with wonderful, trained and experienced people. Please enrol and book at www.oshclub.com.au or phone 8564 9000 for further information.

Those families who use the OSHClub service are only permitted to drive into the staff car park for the purpose of dropping off or collecting children from the program. It is imperative that motorists exercise due care and drive at a minimum speed.