

Welcome to Wooranna Park!

2025 Family Booklet

BELL TIMES



08:50am
3:30pm

Music plays, teaching begins at 9am
End of School day



Please note that our school grounds are supervised by school staff at the following times:

- Before school from 8:30am to 9am
- Throughout recess and lunch
- After school from 3:30pm to 3:45pm.

However, no students should be arriving at school before 8:15am.

Students arriving after 9:10am must report to the Office to collect a Welcome Ticket.

Students in the school grounds after 3:45pm will be cared for at [DS Sports](#) at the family's expense. The school grounds are not supervised outside of the above times.

WEBSITE



Make sure you visit our website often to see our Photo Galleries, Recent News Items and Polices.

<https://www.woorannaparkps.vic.edu.au/>

Email: wooranna.park.ps@education.vic.gov.au

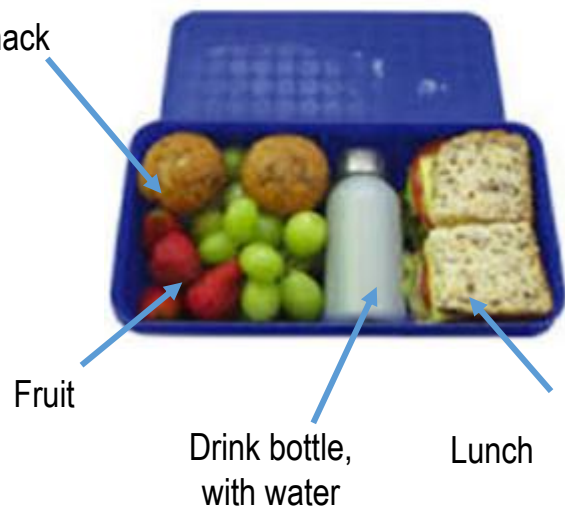
Facebook: facebook.com/WoorannaParkPrimarySchool

XUNO: <https://woorannaparkps.xuno.com.au/index.php>

Website: <https://www.woorannaparkps.vic.edu.au/>

LUNCH BOXES

Recess snack



Fruit

Drink bottle,
with water

Lunch

Each day your child will need a packed lunch box.

We do encourage **'Nude Food'** where little or no wrappers are brought to school.

BREAKFAST CLUB



Breakfast is available for all students from 8:15am. Students arriving prior to 8:30am must remain in Breakfast Club, regardless of if they eating breakfast or not.

XUNO

Download the **XUNO Family app** from Google Play or iOS app store to receive notifications to your phone of upcoming events and notices!

XUNO



PRINCIPAL'S MESSAGE

Wooranna Park Primary School is striving to create a **bright** future for every learner!

As a community we aim to be inclusive and welcoming so the foundations for life can be built, embracing each day with a sense of purpose in our actions and connectedness to each other and the world we share.

Our Child Safe Policy outlines our commitment to promoting and protecting children's wellbeing. It details the reasonable steps we need to take to ensure that we engage the most suitable and appropriate people to work with our students.

Working With Children Checks

We warmly encourage and welcome the support of families at Wooranna Park Primary School, through offering volunteering opportunities such as our reading, spelling, excursions and camps. In light of our Child Safe Policy, we require you to have a Working with Children Check if you would like to volunteer in any capacity. This check can be obtained from <http://www.workingwithchildren.vic.gov.au/> You only need to obtain a volunteer check and must list Wooranna Park Primary School as the place you will be volunteering as we receive a list of those checks. Once you have done this, we need you to present your card to your child's teacher and to the front Office so that your details can be checked against our register that we have received from the Department of Justice.

Your Working with Children card must be always displayed when volunteering in the school and attending excursions. In the event that you are volunteering for longer than 15 minutes, we ask that you sign in at the front Office where you will be issued with a lanyard so you can display your card.

Contact Details

It is very important the school has your most current emergency contact telephone details, home and email address.

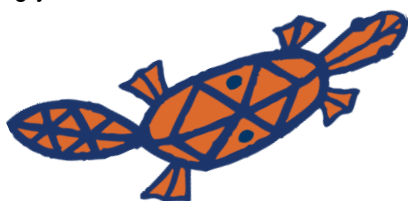


If you change telephone details, home or email address at any point, we ask that you update the school with your new contact details as soon as possible via either calling the school or [completing and returning this form](#).

First Aid

If your child develops any sign of illness or sustains a head injury whilst they are at school, we will request that you or an adult nominated by you, collect them from school promptly.

If your child visits the sick bay during the school day they will bring home a sick bay slip making you aware of their illness or injury.



If your child suffers from hay fever, please have your GP complete the Allergic Hay Fever ASCIA Plan:

<https://www.allergy.org.au/patients/allergic-rhinitis-hay-fever-and-sinusitis/allergic-rhinitis-treatment-plan>

Families need to provide a copy of this plan to the Office, along with the recommended medication if necessary. All medication must be handed in to the Office, named and in the original packaging. Students must not have sprays or medication in their bags. Any other Health Care plans, developed by your doctor, must be shared with the school including Anaphylaxis Plans, Allergy Plans or Asthma Plans.

Ambulance Cover

Schools do not provide personal accident insurance or ambulance cover for students. Parents and carers of students who do not have student accident insurance/ambulance cover, are responsible for paying the cost of medical treatment for injured students, including the cost of ambulance attendance and any other transport costs.

Private Property

Private property brought to school by students or visitors is not insured and the Department does not accept any responsibility for any loss or damage.

Personal property is often brought to school by students. This can include mobile phones, calculators, toys and sporting equipment. As the Department does not hold insurance for personal property brought to school and has no capacity to pay for any loss or damage to such property, students are discouraged from bringing any unnecessary or particularly valuable items to school.

In the event that your child does require a mobile phone or electronic device, they are required to sign them in and store them at the Office during the school day. This process is necessary in enabling our students to concentrate during learning time.

Social Media

I kindly ask that you do not take photos and videos of your child during school events such as assembly. Nevertheless, you are welcome to take an individual photo of your child after the presentations. I also ask that you refrain from posting images on social media sites eg; Instagram or Facebook, unless consent has been sought and given by all those staff and students in the image. We thank you for your support and understanding in the interest of our student and staffs' safety.

We look forward to a great year of learning and growing in 2025!

Amanda Ellaby

PRIVACY COLLECTION STATEMENT

During the ordinary course of your child's attendance at our school, school staff will collect your child's personal and health information when necessary to educate your child, or to support your child's social and emotional wellbeing or health in the school context. Such information will also be collected when required to fulfil a legal obligation, including Duty of Care, Anti-discrimination Law and Occupational Health and Safety Law. If that information is not collected, the school may be unable to provide optimal education or support to your child or fulfil those legal obligations.

For example, health information may be collected through the school nurse, primary welfare officer or a wellbeing staff member. If your child is referred to a specific health service at school, such as a Student Support Services Officer, the required consent will be obtained. Our school also collects information provided by parents and carers through the School Entrance Health Questionnaire (SEHQ) and the Early Childhood Intervention Service (ECIS) Transition Form.

Our school may use online tools, like XUNO and other software, to effectively collect and manage information about your child for teaching and learning purposes, family communication and engagement, student administration and school management purposes. When our school uses these online tools, we take steps to ensure that your child's information is secure. If you have any concerns about the use of these online tools, please contact us.

School staff will only share your child's personal or health information with other staff who need to know, to enable the school to educate or support your child or fulfil a legal obligation.

When our students transfer to another Victorian government school, personal and health information about that student will be transferred to the next school. Transferring this information is in the best interests of our students and assists the next school to provide optimal education and support to students.

In some limited circumstances, information may be disclosed outside of the school (and outside of the Department of Education and Training). The school will seek your consent for such disclosures unless the disclosure is allowed or mandated by law.

Our school values the privacy of every person. When collecting and managing personal and health information, all school staff must comply with Victorian privacy law. For more information about privacy, including about how to access personal and health information held by the school about you or your child, see our school's privacy policy:

<https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

Throughout this notice, 'staff' includes Principals, teachers, Student Support Service officers, youth workers, social workers, nurses and any other allied health practitioners and all other staff at our school. This includes employees, agents and service providers (contractors) of the Department, whether paid or unpaid.

COMMUNICATION

Wooranna Park Primary School recognises the importance of the partnership between school and home to support student learning, engagement and wellbeing.

Your child's teacher will offer you a range of opportunities to communicate with them including:

- ✓ Before or after school chats
- ✓ School diary
- ✓ Formal meetings
- ✓ Digital platforms

If you would like to ask a question about school, always contact your child's teacher first.

The teacher will:

- ✓ Listen to your request
- ✓ Give you a timeframe so they can investigate your request
- ✓ Make an agreement with you on how they will communicate back to you, if by a meeting, diary note, email or phone call.

Once the teacher has taken the time to follow up on your request or question, then they will communicate an outcome back to you, in the agreed time and via the agreed method.

Unresolved questions can be directed to a member of the leadership team.

[XUNO](#) is the most important platform we will be using regularly at Wooranna Park. This will allow teachers and families to communicate and share classroom activities. You will need access to receive reminders, contact teachers, see daily attendance, book interviews and make payments. You may need to 'Open in Browser' to access some functionality.



If you do not have internet access and require a hard copy of the notices to be sent home, please contact the school Office on 9795 2007. We thank you for supporting us to care for our environment and communicate efficiently with all families.

GETTING TO KNOW YOU MEETINGS

As part of our formal communication process at Wooranna Park Primary School, we will hold our Getting Acquainted Meetings on Tuesday 11 and Wednesday 12 February from 3.50pm to 5:50pm.

We invite you to come along and meet with your child's teacher for a brief 10 minute discussion. This discussion will provide an opportunity for you to:

- Share information about your child so the teacher has a thorough understanding of their individual circumstances
- Assist the teacher in identifying the personal learning needs of your child
- Connect with the learning next steps set on the End of Year report
- Ask any questions that you may have regarding the school's programs and curriculum.

As this evening will occur early in the term, it is important to understand that the purpose of this discussion is for the teacher to become acquainted with your child and family. On this occasion, the teacher will not be reporting on your child's academic progress.

Appointments are booked through [XUNO](#). If you need any support with booking or you do not have access to the internet, please contact the Office who are more than happy to help, on 9795 2007.

XUNO

SAFETY PROCESSES

If you are planning to collect your child early from the Office then you need to present the administration staff with photo identification. This process is in line with our Duty of Care policy. In the event that you organise to have somebody else collect your child/ren, you must ensure that they are listed as an emergency contact or have been authorised by the parents to collect the student.

If you are picking up a student during play break, we ask that you contact the Office prior to picking them up so that we can ensure their bag is at the Office. This is because all classrooms are locked during break times.

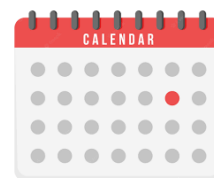
SAFETY WITH PETS

We value the diversity of our school community, which includes people who have allergies or discomfort around pets, particularly dogs. We kindly ask you to either keep your pets at home or securely tie them outside our school grounds when you bring or collect your child from school. Our whole community is grateful for your cooperation.

CURRICULUM DAYS

The following days have been endorsed by School Council:

- Tuesday 11 March
- Friday 23 May
- Monday 25 August
- Monday 27 October



Students do not attend school on these days.

BELL TIMES

09:00am	School begins
10:40am	Recess (30mins)
11:10am	Middle session
12:50pm	Lunchtime (50mins)
1:50pm	Afternoon session
3:30pm	End of day

TERM DATES

Term 1: 29 January to 4 April

Term 2: 22 April to 4 July

Term 3: 21 July to 19 September

Term 4: 6 October to 19 December

On the last day of Terms One, Two and Three we have an early dismissal time of **2:30pm** and on the last day of Term Four we finish at **1:30pm**.

COMMEMORATIONS

If your child is involved in any commemorations such as Ramadan or Muharram throughout the year, potentially impacting them from accessing the planned educational program, can you please communicate the requirements of this commemoration for their teachers' understanding.

SPECIALIST PROGRAMS

At Wooranna Park Primary School we take great pride in our Specialist program, enabling students to learn more skills and develop further passions outside of their classroom experience.

In 2025 our Specialist program includes:

- Japanese
- Physical Education
- Performing Arts
- Science, technology, engineering and mathematics (STEM)
- Visual Arts



OUT OF HOURS SCHOOL CARE



DS Sports will be providing Outside School Hours Care at Wooranna Park Primary School from 3.30pm to 6pm, every afternoon, Monday to Friday.

DS Sports provides an adventurous and stimulating After School Care program, in a safe and inclusive environment. Children can participate in a range of activities that use an approach called "Explore Zones". DS Sports zones include Chill, Craft, Games, Sport, STEM, Lego, Applied Learning, Dramatic Play & of course KIDS CHOICE! DS Sports also offers a range of cooking, Science, outdoor activities & more.

DS zones are a place for growth and nurture the building of life-time skills. Our zones incorporate Health, Play, Leisure, Language, Real Life Connections and promotes the building of positive relationships with peers and our staff.

All families are strongly encouraged to register their child/ren for DS Sports as it is free to enrol and while you are under no obligation to use this service it does provide support for you in the event of an emergency. For information about this program, please contact this service directly at: <https://www.dssports.org/wooranna-park-primary>

ALLERGY AWARENESS

We are an 'Allergy Aware School' out of respect for students who in our school and have known allergies or sensitivities. Classes with specific allergies have been informed via a letter and I would appreciate your support by adhering to the requests, in the interest of students' health and safety.

MOBILE DEVICES

In line with the Department of Education's [Mobile Phone policy](#), all phones brought to school must be switched off and stored securely in the front Office, during the school day.

A **mobile phone** is a telephone with access to a cellular (telecommunication) system, with or without a physical connection to a network. For the purpose of this policy, 'mobile phone' refers to **mobile phones and any device** that may connect to or have a similar functionality to a mobile phone, such as a smartwatch.

When a student is not complying with this Mobile Phone policy, we will be required to follow a process in accordance with our existing student engagement policies.



LUNCH ORDERS

Subway lunch orders are available each Friday. There is a pre-ordering system and orders must be placed via XUNO by **4pm each Tuesday** for the Friday's lunch.



Late orders cannot be accepted.

SUPERVISION

Please note that our school grounds are supervised by school staff at the following times:

- Before school from 8:30am to 9am
- Throughout recess and lunch
- After school from 3:30pm to 3:45pm.

Students arriving prior to 8:30am must remain in Breakfast Club, regardless of if they eating breakfast or not. However, no students should be arriving at school before 8:15am given staff are not available to supervise them.

Our gates are locked each afternoon at 3:45pm. Students in the school grounds after 3:45pm will be cared for at [DS Sports](#) at the family's expense.

It is important that parents and carers understand that the park, opposite the school, is not supervised by staff before or after school.

While some families use this area as a meeting place, please know children must be supervised by an adult, as per the Greater Dandenong Council's direction.



CHILD SAFE

Wooranna Park Primary School is committed to providing a child safe and child friendly environment, where students are safe and feel safe.

Our [child safety and wellbeing policies](#) are available on our website, explaining how we support and maintain the safety and wellbeing of our students and protect them from harm. As valuable partners in promoting and maintaining child safety and wellbeing at Wooranna Park Primary School, we welcome and encourage your feedback.

If you have any suggestions, comments or questions in relation to our child safe policies and practices, please contact us.

SCHOOL WIDE APPROACH TO POSITIVE BEHAVIOUR

At Wooranna Park Primary School, we believe in the right of every child to feel safe and happy at school and the right of every child to learn, uninterrupted. We believe in these values as they help to strengthen our community and build a strong and supportive team. They will also help to maximise each child's opportunity to learn. In order to enact these rights, we have shared expectations of all members of our community.

Wooranna Park is a part of the Department of Education's **Schoolwide Positive Behaviour Support Program (SWPBS)**. Through the SWPBS program, we focus on explicitly teaching expected behaviours at school, having clear expectations of all students and clear processes to enact when students are not demonstrating the behaviours expected at Wooranna Park. We also reinforce and recognise the positive behaviours and choices that 99% of our students make all of the time.

On this page we have highlighted these **'Be Safe, Respectful and Responsible'** expectations and the process we follow if they are not being shown.

We look forward to your support in helping to model these expected behaviours. This helps to make Wooranna Park a strong team and fantastic place where everyone has the best opportunity to learn. Working together, both as parents, carers, students and teachers, we can help each student to achieve their personal best and have a fantastic experience at Wooranna Park Primary School. [Please visit our website](#) for more information.



Matrix of Expectations

At Wooranna Park Primary School, we encourage all community members (students, staff and families) to always act in a manner that is respectful, safe and responsible way s.



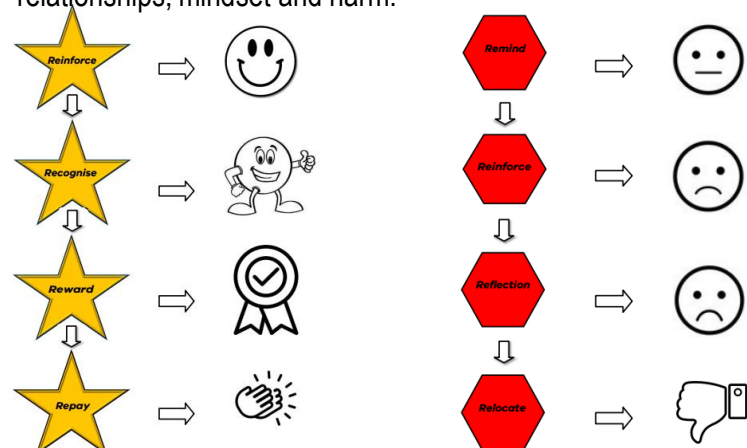
	<i>We look after others and their property</i>	<i>We protect ourselves and others</i>	<i>We behave sensibly and make strong choices</i>
All Settings	<ul style="list-style-type: none"> We are inclusive and friendly. We always use good manners. We listen to staff and other students. We are calm and use appropriate language when speaking to others. We ask permission to use other people's property and return it when we have finished using it. We high five instead of hug. 	<ul style="list-style-type: none"> We keep our body parts to ourselves and respect others' personal space. We stay in places where we can be seen by a staff member. We care for, look after and use equipment for its correct purpose. We are aware of and report hazards or dangers, including strangers within our school. We eat the food that our family have provided us. 	<ul style="list-style-type: none"> We are resilient and empathetic. We put our wrappers and scraps back into our lunchbox or in the classroom bins. We are truthful. We accept consequences for our actions. We worry about ourselves and the things that affect us. We wear our school uniform. We eat healthy food.
Classroom	<ul style="list-style-type: none"> We ask for permission before leaving the classroom. We work to the best of our ability. We respect others' right to learn. We put our hands up when we want to contribute. 	<ul style="list-style-type: none"> We wait for a teacher before entering a classroom. We are careful in the classroom. We walk inside. 	<ul style="list-style-type: none"> We prepare ourselves so we are ready to learn. We are on time. We look after the classroom and school equipment.
Outdoors	<ul style="list-style-type: none"> We look after and care for the school environment. We are mindful of our neighbours. We transition between classes in a respectful and orderly manner. 	<ul style="list-style-type: none"> We walk our bikes and scooters in the school grounds, parking them in the bike rack as soon as we arrive at school. We always wear a helmet when riding our bike or scooter. We leave sticks, stones, sand and tanbark on the ground. We play and climb only on designated playground equipment. We kick balls only on the grass area and bounce balls on the basketball court. We are SunSmart. 	<ul style="list-style-type: none"> We move on the music. We are lined up ready to learn when the bell goes. We follow the directions of the yard duty teacher. We remain outside unless we have permission to be inside.
Toilets	<ul style="list-style-type: none"> We respect others' privacy when using the toilet. We keep the toilet and sinks clean. 	<ul style="list-style-type: none"> We ask permission to go to the toilet, and we go with a partner. 	<ul style="list-style-type: none"> We use the toilet for its correct purpose, do what we need to do, then leave. We report any problems to the office or a teacher.
Using Technology	<ul style="list-style-type: none"> We respect others' privacy and ask permission before sharing any information. We only access our own accounts. We are kind and respectful in our comments online. 	<ul style="list-style-type: none"> We protect our identity online, and we follow cybersafe guidelines. 	<ul style="list-style-type: none"> We hand our technology devices to the office when we arrive at school. We keep our passwords and personal information to ourselves.
Lockers and bag rooms	<ul style="list-style-type: none"> We only access our own lockers or bags. We ask permission to access our bag or locker during class time. 	<ul style="list-style-type: none"> We ensure our bags are safely stored. 	<ul style="list-style-type: none"> We keep locker areas tidy. We clean up any rubbish.

Term One, 2025

CORRECTION PLAN

If a student is not demonstrating the expected behaviours, we use our Correction Plan consistently across the school. This approach gives students multiple opportunities to make a good choice in line with our Matrix of Expectations.

The graphic below is displayed in every learning space as a visual reminder of the steps staff will take if a student is not demonstrating our school wide expectations, alongside our Acknowledgement Plan. It outlines the steps we enact when students are enacting the expectations. Our focus is geared towards supporting students to take responsibility for restoring relationships, mindset and harm.



BEHAVIOURS

When responding to problem behaviour, the staff member first determines if the problem behaviour is minor or major.

Minor Behaviours are managed by staff members at the time the incident occurred. Follow up and consequences are given by the teacher that is dealing with the incident.

Major Behaviours are behaviours that poses an immediate safety risk to students and/or staff. Leadership are contacted immediately, consequences are given and managed by a member of the Leadership team in collaboration with the classroom teacher.

Minor	Major
<ul style="list-style-type: none"> Out of Bounds Late to Class Mild Disruption Physical Contact Inappropriate Language Property Misuse 	<ul style="list-style-type: none"> Physical Aggression and Assault Non-compliance and Defiance Illegal Behaviour Self Exiting Major Disruption Abusive/threatening Language or Behaviour
<ul style="list-style-type: none"> Property Damage Non-compliance 	

SAFETY EXPECTATIONS

We are a very lucky community with both Carlton Road and Wondalga Avenue available for parking before and after school.

It is important to understand that the parking directly outside of the school's main entry is for **2 minutes only** between 8:15am and 9:15am on school mornings.

As the sign on the gate indicates, the **Staff Car Park** is for **Staff only**. The high volume of vehicles moving in and out increases the risk of accidents, especially since children may not be easily visible to drivers.

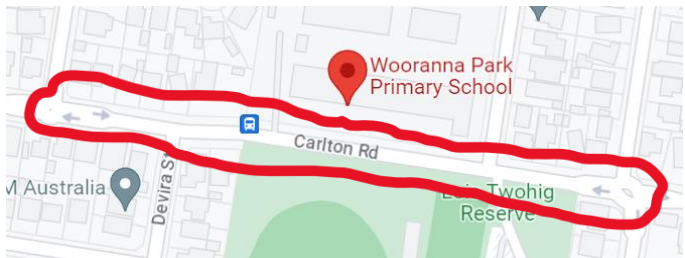
Please ensure that you travel at the **40kmph Speed Limit** around our school.

It is important that we model to our children Road Safety, by using the pedestrian crossing to cross the road and always follow the School Crossing Supervisors' directions.

As a driver you must **STOP** at the pedestrian crossings when someone is crossing the road. Please be advised that the pedestrian crossing on Apex Street is **no longer supervised**.



Please note, that while this is a convenient place to cross Carlton Road, it is not a supervised crossing and visibility is very difficult when cars are parked along both sides of the road.



Please use the roundabouts at each end of the school to safely turn around, rather than doing a U-turn in front of the school, particularly given there are a lot of young children around.



Doing all these actions as a collective community will provide such strong role modelling to our children on **safe, respectful and responsible** choices.



Helmets

Please make sure your child is safely fitted with a helmet before leaving home on either their bike or scooter. This illustrates that we are all working together to teach our children to stay safe and responsible whilst recognising that our young people need adult guidance and teaching on important routines such as helmets. More information of [bicycles and scooters safety](#) is available online.

UNIFORM

The wearing of school uniform is compulsory at Wooranna Park Primary School. For our full uniform, please see the school website. All our uniform pieces can be purchased at **PSW, Unit 1, 9-11 South Link, Dandenong South, 3157**



Orange Short Sleeve
Polo Shirts



Navy Blue
Windcheater



Navy Blue
Bomber Jacket



Summer Dress



Navy Blue tracksuit
pants/full length
leggings No Jeans



Navy Blue Rugby or
Gaberdine Shorts/Skort



Navy Blue Hat



Orange Long Sleeve
Polo Shirt



Socks –
White, Black, Navy



Sport Shoes or Black Shoes



Gloves and Scarves
(White, Black, Navy)

The following items are not permitted as a part of our uniform:

Jewellery



Long Earrings



Nail Polish



Make-Up



Please clearly label all clothing items including shoes.



Wooranna Park Primary School

Uniform Price List
Price as at: 06-01-2025

All Year Round		Colour	Logo	Size	Price(\$)
1100290	Crew Neck Windcheater	Navy	NHI	4-14/XS 16/S-18/M	35.95 39.95
1100260	Bomber Jacket	Navy	NHI	4-14/XS 16/S-L	47.95 51.95
Summer		Colour	Logo	Size	Price(\$)
1100797	Microfibre Hat	Navy	NHI	S-M-L-XL	19.95
1100115	S/S Polo - Stripe Collar	Orange_Navy	NHI	4-14/XS 16/S-18/M	33.50 36.50
1110145	S/S Mesh Panelled Polo	Orange-Navy-White	NHI	4-14/XS 16/S-L	33.50 36.50
1160330	Rugby Shorts - Drawstring	Navy		4-14/XS 16/S-18/M	24.50 27.50
1110355	Gaberdine Zip Pocket Shorts	Ink		4-14/XS 16/S-18/M	26.95 29.95
2511050	Crew Sock - 3 pack	Navy		9--12-2--8	19.95
1100375	Skort	Ink		4G-18G/12L	26.50
1100237	Summer Dress	Navy-Royal-Orange-White		4G-18G/12L	54.95
2511050	Crew Sock - 3 pack	White		9--12-2--8	19.95
Winter		Colour	Logo	Size	Price(\$)
1100165	L/S Polo - Stripe Collar	Orange_Navy	NHI	4-14/XS 16/S-18/M	35.50 38.50
1110415	Trackpants - Double Knee - Straight Leg	Navy		4-14/XS 16/S-18/M	33.95 37.95
1110423	Trackpants - Double Knee - Rib Cuff	Navy		4-14/XS 16/S-18/M	32.95 36.95
1110465	Classic Pant	Ink		4G-12G 14G-12L	35.95 37.95
1100467	Leggings - Full Length	Ink		4G-18G/12L	32.50
Accessories		Colour	Logo	Size	Price(\$)
1160380	Artsmock with Print	Ink		S-XL	23.50
8360396	Scholar Bookbag	Ink		ALL-ALL	11.50
8302200	Explorer Bag with Laptop Insert	Navy	NHI	ALL-ALL	52.95

SunSmart Hats

In Term One and Four, we wear our named broad-brimmed, navy-blue hat always when outside.



Spare Clothes

We strongly encourage you to pack a spare set of underwear and socks (and pants if you can) in your child's bag for any accidents that may occur.

*If you are experiencing financial difficulties, impacting your child accessing a school uniform, please contact the Office as they can support you.

LUNCH ORDERS

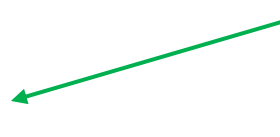


Orders are to be processed via XUNO by 4pm each Tuesday, ready for a Friday lunch.

Subway \$6

View

Step 1



Date from:
Fri 6 October 2023

Date to:
Fri 6 October 2023

Purpose: Subway

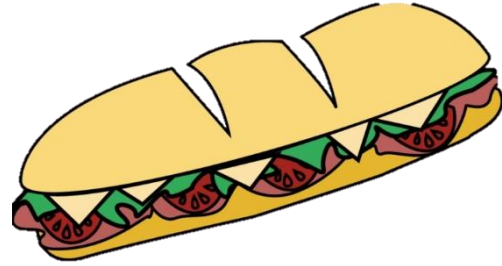
Payment Items: Subway \$6

Subway	\$	6.00
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No Instalment plan is available for this payment.

Cost: \$ 6.00

Notes: N/A



Fill out forms

Step 2



Class

3/4A

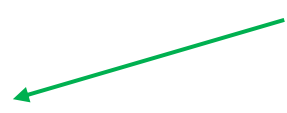
Step 3



Subway selection

- HAM
- CHICKEN
- WHITE
- CHEESE
- LETTUCE
- TOMATO
- CUCUMBER
- CARROT
- MAYONAISE
- BBQ SAUCE
- TOMATO SAUCE
- SWEET CHILLI SAUCE
- CHOC CHIP COOKIE
- APPLE JUICE
- WATER

Step 4



Outstanding 7

Direct Debit

Paid

Items marked as * require parent approval before they can be selected to be paid.

Student

Description

Subway \$6

Subway

\$

6.00

Due Date

4 October 2023

Amount Due

\$ 6.00

View

Select to Pay

Step 5



SCHOOL COUNCIL

It is the time of year when we form our School Council. Nominations will be open on Monday 10 February to select members for the coming two years.

Our School Council constitution allows for the election of nine parent representatives and four Department of Education representatives. In 2025, we have 6 parent rep positions (2 years), and 2 staff rep positions (2 years) open for election. In addition, we have 1 parent rep casual vacancy for co-option at the first School Council meeting. The School Council members whose term is up are:

Parents Reps: Rob Trotter, Dana Kroenert, Cassandra Eaton, Cassandra Pearson, Jessica Williams and Anh Nguyen

Department Reps: Leanne Vancuylenberg and Rachael Rydqvist

Michelle Karton has also moved on from Wooranna Park, leaving a 12 month casual vacancy for the parent member category.

Thank you for the time that you have given the Wooranna Park community and for committing to our School Council in the interest of all of our students. We have appreciated your support, critical lens and genuine care.

Please note that if these members would like to continue on School Council they must renominate.

What is a School Council?

All government schools in Victoria have a School Council. They are legally constituted bodies that are given powers to set the key directions of a school within state-wide guidelines. In doing this, a School Council is able to directly influence the quality of education that the school provides for its students.

Why are parent members so important?

Parents on School Councils provide important viewpoints and have valuable skills that can help inform and shape the direction of the school. Those parents who become active on a School Council find their involvement satisfying and may also find that their children feel a greater sense of belonging.

Do I need special experience to be on Council?

Each member brings their own valuable life skills and knowledge to the role, councillors may need to develop skills and acquire knowledge in areas that are unfamiliar to them. What you do need is an interest in your child's school and the desire to work in partnership with others to help shape the school's future.

What do you need to do to run for Council?

A copy of the Nomination Form is available from the school Office from Monday 10 February, and it will need to be returned by 4pm on Monday 17 February to the Office. Nominations received after 4:00pm on this date cannot be accepted. You will receive a Nomination Receipt following the receipt of your completed nomination.

The timeline for School Council elections is as follows:

- Notice of election and call for nominations: Monday 10 February
- Close of nominations: 4pm on Monday 17 February
- Prepare ballot papers and distribute (if required): Monday 24 February
- Close of ballot: 4pm on Monday 3 March
- First meeting of new School Council: Tuesday 25 March at 6pm, in the Office

Generally, if there are more nominations received than there are vacancies on council, a ballot will be conducted during the two weeks after the call for nominations has closed.

REMEMBER

- Ask at the school for help if you would like to stand for election and are not sure what to do
- Consider standing for election to School Council this year
- Be sure to vote in the elections.

If you would like some more information about the role of School Council and to download a nomination form, please visit our school website.

FACEBOOK PAGE



Make sure you 'Like' our **School's Facebook page**, [Wooranna Park Primary School](#).

This page is used by the school to inform community members and the public of events and updates at the school. Feedback and discussion with parents and carers are welcome, but the school does not use Facebook for this purpose.

Please contact the school directly if you wish to discuss matters. This Facebook page is the only page endorsed by the Principal. Any other Facebook pages are not an official/authorised representative of the school.

If you do not have internet access and require a hard copy of the notices sent home, please contact the school Office on 9795 2007. We thank you for supporting us to care for our environment and communicate efficiently with all families.





EVERY DAY COUNTS

Absences

If your child is absent, please let us know of this absence either via XUNO or calling the Office. This is a legal requirement and attendance is monitored closely.

SAME-DAY NOTIFICATION OF UNEXPLAINED STUDENT ABSENCES

FACT SHEET FOR SCHOOLS

Protecting the safety and wellbeing of children through reporting and monitoring of absenteeism is the responsibility of both parents/carers and schools.

Parents and carers have an obligation to notify the school of their child's absence as soon as possible **on the day of absence** using the school's preferred method, including use of an online IT or app, by telephone or by email.

[Factsheet for school for same-day notification of unexplained student absences](#)

New School Attendance Guidelines

From the end of Term 2 2018, all Victorian government schools must contact parents/carers as soon as practicable on the same-day of an unexplained student absence.

The same-day notification requirement supports the safety and wellbeing of all students. Schools need to know when and why a child is absent and parents/carers need to know if their child is not at school. Prompt communication also promotes daily school attendance. Going to school every day is the single most important part of a child's education. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives.

Many schools are already implementing a same-day notification system. The Department of Education and Training (the Department) is supporting schools to meet this new requirement using available online solutions where practicable and ensuring parents and carers are aware of their responsibility to notify schools of a child's absence through promotional material including the Parent/carer Factsheet.

For further information on attendance, including the new School Attendance Guidelines, see the [School Policy Advisory Guide](#).

Schools and parents working together to support student attendance

Building positive and collaborative relationships through clear communications with parents and carers is critical to the successful implementation of the same-day notification requirement.

The responsibility needs to be underpinned by shared understandings and expectations about the procedures for monitoring, recording and follow-up of student attendance as outlined in the school's *Attendance Policy*. Distributing the school's *Attendance Policy* to parents and carers will help ensure they are aware of their obligation to notify the school of their child's absence and minimise the follow-up required by schools.

For support to update your school's Attendance Policy, see: [Policy template portal](#)



EVERY DAY COUNTS

ATTENDANCE

What is the school's responsibility?

- **Notify parents/carers:** The school must notify parents and carers as soon as practicable on the same day of an unexplained absence. This should occur in the morning allowing time for the parent or carer to respond. Schools can choose how they advise parent and carers based on their local context e.g. by email, push notification via downloaded app, SMS or phone call.
- **Follow-up (where required):** At times the parent or carer may not be able to be reached because the school does not have their correct contact details (i.e. changed phone number, SMS/email failure notification received etc.). In this instance, the school should attempt to make contact with any emergency contact/s nominated on the child's file held by the school, where possible, on the same day of the unexplained absence.
- **Record student absences data:** Under the [School Attendance Guidelines](#) schools are required to record or transpose absence data in CASES21, eCASES or a third party software which is compatible with CASES21. Schools using third party software are required to import attendance data into CASES21 on a monthly basis.

Online solutions to same-day notifications

The Department is committed to supporting schools to meet their attendance requirements through an automated IT platform where practicable. Schools can decide which IT platform to use and current options include:

- eCases (a departmentally provided adjunct to CASES21) to generate SMS alerts
- third party software to alert parents of their child's absence via SMS or push notification

Parent/carer's responsibility

Parents/carers are required to ensure their child attends school every day and have an obligation to contact the school to notify the school of their child's absence. Parents/carers should inform the school in advance of known upcoming absences, or on the day of absence as soon as practicable. In addition, in order to implement this requirement, it is essential that parent/carers provide schools with their most up-to-date contact details.

Family holidays during the school term

Taking holidays during the school term can have negative consequences for your children's education. They may miss important lessons, assessments, or activities that are difficult to catch up on later. They may also feel disconnected from their peers or teachers and lose motivation or interest in learning.

Therefore, we strongly discourage you from taking holidays during the school term, unless there are exceptional circumstances that require it. Please consider the impact of your decision on your children's academic progress and well-being, as well as on the school community.

If you do happen to be having a holiday during the school term, please let us know of this absence either [via XUNO](#) or calling the Office. This is a legal requirement and attendance is monitored closely.

FINANCIAL ASSISTANCE INFORMATION FOR PARENTS

Every Victorian child should have access to the world of learning opportunities that exist beyond the classroom. The Camps, Sports and Excursions Fund helps ensure that no student will miss out on the opportunity to join their classmates for important, educational and fun activities. It is part of making Victoria the Education State and the Government's commitment to breaking the link between a student's background and their outcomes.

CAMPS, SPORTS & EXCURSIONS FUND (CSEF)

School camps provide children with inspiring experiences in the great outdoors, excursions encourage a deeper understanding of how the world works and sports teach teamwork, discipline and leadership. All are part of a healthy curriculum.

CSEF is provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities.

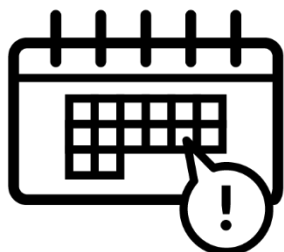
If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. A special consideration category also exists for asylum seeker and refugee families. The allowance is paid to the school to use towards expenses relating to camps, excursions or sporting activities for the benefit of your child.

The annual CSEF amount per student is:

- \$125 for primary school students
- \$225 for secondary school students

MORE INFORMATION

For more information about the CSEF visit www.education.vic.gov.au/csef



Please click below for the CSEF application form:

https://www.education.vic.gov.au/Documents/about/programs/health/CSEF_application_for_m.docx

Those families that were eligible in 2024 will be rolled over, however we require you to supply us with a copy of your current Health Care Card before March.

HOW TO APPLY

New applicants should contact the school office to obtain a CSEF application form or download from www.education.vic.gov.au/csef

If you applied for the CSEF at your child's school in 2019, you do not need to complete an application form in 2020 unless there has been a change in your family circumstances.

You only need to complete an application form if any of the following changes have occurred:

- **new student enrolments;** your child has started or changed schools in 2020 or you did not apply in 2019.
- **changed family circumstances;** such as a change of custody, change of name, concession card number, or new siblings commencing at the school in 2020.

Check with the school office if you are unsure.





WPPS FOOD PANTRY



With support from Food Bank we are now able to offer a food pantry to help our WPPS families.

Please bring your shopping bag and take what you need.

Where: In the TOC

When: Each Monday, Tuesday and Wednesday

Open between 9:30 and 10:30am

Term 1 2025



Keep this handy calendar on your fridge for upcoming events at school. Check XUNO, visit [our website](#), or follow our [Facebook page](#) as this calendar is subject to changes.

	Monday	Tuesday	Wednesday	Thursday	Friday	
Jan.	27	28	29 Term One begins! (Yrs 1 to 6) Don't forget your school, sun smart hat!	30 Prep students start at 8:50am till 12:30pm	31 Whole School Assembly @ 2:40pm	
February	03	04 Subway orders are due by 4pm each Tuesday, ready for a Friday lunch.	05 Rest day for Preps	06 DS SPORTS	07 Have you enrolled your child/ren in after school care? You never know when you may need DS Sports!	
	10 XUNO Parent Briefing (3:40 till 4pm)	11 Getting to Know You Interviews (3:40 till 5:50pm)	12 Rest day for Preps Getting to Know You Interviews (3:40 till 5:50pm)	13	14	
	17	18 School Council @ 6pm	19 Rest day for Preps	20	21 Whole School Assembly @ 2:40pm	
	24 Full time school for Preps starts today!	25	26 Rest day for Preps	27	28 Whole School Assembly @ 2:40pm	
March	03	04 Have you presented your Health Care card to the office yet to qualify for CSEF ?	05	06	07 Clean Up	
	10 Labour Day No School	11 Curriculum Day No students at school	12-14 NAPLAN (Grade 3 & 5s)			14 Whole School Assembly @ 2:40pm
	17 NAPLAN (Grade 3 & 5s)	18	19	20 Heritage Hill Excursion (1/2s)	21 Harmony Day (Cultural dress or orange)	
	24	25 AGM & School Council @ 6pm	26	27 Have you Liked our school's official Facebook page ? We post information regularly!	28 Team Time @ 2:40pm	
April	31	01	02	03 Cross Country	04 Golden Assembly Last Day of Term 2:30pm finish	



We are proud to acknowledge the Bunurong People as the traditional owners and custodians of the land on which Wooranna Park Primary School is located. We pay our respects to Elders past, present and emerging.



Download the **XUNO Family app** from Google Play or iOS app store to receive notifications to your phone of upcoming events, and notices!

9795 2007
www.woorannaparkps.vic.edu.au

