



ENDEAVOUR

LOYALTY

PERSEVERANCE

FRIENDSHIP



BE YOUR BEST

Information Booklet

Principal's Message	1
Our School	2
Modern Facilities	2
Guiding Principles	2
Curriculum	3
Term Dates and School Times	4
End of day collection	5
Variations of School Time	5
Office Hours	5
Leaving School Grounds	5
School Council	6
Sub-committees	6
General Information	8
Enrolment	8
Interviews/Meetings	8
School Fees & Stationery	8
Absence from school	8
Curriculum Days	8
Clothing	8
Lost Property	8
Uniforms	9
Uniform Policy	9
Excursions/School based activities	
Canteen	10
Money at School	10
Bicycle & Scooter Road Safety	10
Car Parking	11
Supervision	11
Contact Details	11
Specialist Programs	12
PMP	12
Science	12
Media	12
Information & Technology	12
Library	12
Art Lessons	12
Physical Education	12
Performing Arts	12
Media	12
STEM	13
Lote	13
Camps and Excursions	13
Student Health & Welfare	14
Thrive	14
Emergency Contacts & First Aid	15
Medical Treatment & Management	16
Weather & Sun Protection	16
Custody	16
Student Support Services	17
Parent Support	17
Communication	18
Compass	18
Newsletter/Notices	18
Assembly	18

Principal's Message

Welcome to Woodlands Primary School

We believe our learning environment is extraordinary, our children exceptional and our aspirations for continuing improvement are the best they can possibly be.

Our school provides a welcoming, friendly and caring learning environment where individuals are encouraged to live by the principle of:

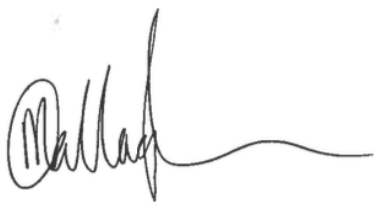
BE YOUR BEST

The 'Woodlands Way' is one which members of the community show the qualities of: Respect, Integrity, Trust and Empathy. At the same time our children are encouraged to live by the values reflected in our house names: Friendship, Endeavour, Loyalty and Perseverance.

At Woodlands we strive to:

- celebrate success
- have high expectations in everything we do
- develop a community of active learners, with a love of learning
- constantly build positive/productive relationships
- teach children how to learn
- develop, guide and challenge children to become model citizens, future leaders and calculated risk takers
- develop resilient and positive students

We invite you to share in and contribute to the uniqueness of Woodlands.

A handwritten signature in black ink, appearing to read 'Matt Gallagher', with a long, flowing horizontal line extending to the right.

Principal - Matt Gallagher



Woodlands - Our School

MODERN FACILITIES

Woodlands Primary school boasts modern buildings, architecturally designed to blend into the natural, spacious surroundings.

The school facilities consist of well equipped classrooms each with shared workrooms, Computerised Resource Centre, Performing Arts Centre, Sport Stadium with an indoor basketball court, Computer Lab, STEM Room, extensive Outdoor Learning Areas, synthetic oval, synthetic soccer pitch and Administration area.

Our Performing Arts Centre facilitates a variety of School based activities which may include Choir, School Concerts, Recorder lessons, PMP (Perceptual Motor Program), Art lessons, Media studies, school assemblies and a variety of functions.

The school facilities are seen as an important community resource and are promoted as such.

GUIDING PRINCIPLES

Woodlands is a Foundation to Grade 6 co-educational state school committed to the development and implementation of a comprehensive curriculum which strives to challenge and meet the needs of all the community.

Woodlands Primary School will nurture responsible, confident and caring students who have high self-esteem, self discipline and respect for others and their property.

Our school provides a welcoming, friendly and caring learning environment where individuals are encouraged to live by the values reflected in our school house names;

ENDEAVOUR
LOYALTY
PERSEVERANCE
FRIENDSHIP

CURRICULUM

Woodlands Primary School offers a balanced and comprehensive curriculum which reflects the standards of the Victorian Curriculum. The school's curriculum is designed to provide students with learning engagements which develop skills and enable them to experience success.

Programs are supported by a number of extra curricula programs including a Perceptual Motor Program, school based activities, excursions, swimming programs, inter-school sport and a school camping program.

A team approach to program planning is a feature of the school's curriculum development.

Children are the school's prime focus of all decisions and considerations. There is an excellent harmonious interaction between all children, teachers and parents. Staff strive to ensure that children enjoy coming to school and are able to feel a sense of achievement.





Term Dates and School Times

TERM DATES:

* The first day of Term 1 every year is a student free day.

2020

Term 1	* 28 January (<i>school teachers start</i>) to 27 March
Term 2	14 April to 26 June
Term 3	13 July to 18 September
Term 4	5 October to 18 December

2022

Term 1:	28 January (<i>school teachers start</i>) to 8 April*
Term 2:	26 April to 24 June
Term 3:	11 July to 16 September
Term 4:	3 October to 20 December

2021

Term 1:	27 January (<i>school teachers start</i>) to 1 April*
Term 2:	19 April to 25 June
Term 3:	12 July to 17 September
Term 4:	4 October to 17 December

2023

Term 1:	27 January (<i>school teachers start</i>) to 6 April*
Term 2:	24 April to 23 June
Term 3:	10 July to 15 September
Term 4:	2 October to 20 December

SCHOOL TIMES:

School supervision	8:45am	<i>school grounds supervised by school staff</i>
School commences	9:00am	
Recess	11:00am to 11:30am	
Lunch	1:30pm to 2:30pm	
School concludes	3:30pm	
School supervision	3:45pm	<i>school grounds are not supervised after this time</i>

END OF DAY COLLECTION:

Dismissal is 3:30pm.

Please be prompt in collection of students to avoid them becoming distressed.

If, for any reason you will be unable to collect your child before 3:45pm, contact the school office to advise them of the delay.

Woodlands Primary School grounds are not supervised by staff after 3:45pm and students must wait at the front office after this time.

VARIATIONS OF SCHOOL TIME:

Should it be necessary to vary any times, advance notice is given through our Newsletter, COMPASS, SMS, or a note from the Principal.

Students are dismissed at 2:30pm on the last day of each of the first three terms and at 1.30pm on the last day of the year.

Adverse weather conditions do not affect our school times as all rooms are air-conditioned and heated.

OFFICE HOURS:

The school front office is open between 8:30am - 4:30pm (Monday - Thursday) and 8.30am - 4.00pm Friday.

Our friendly staff in the office will be pleased to help you with any questions or queries.

LEAVING THE SCHOOL GROUNDS:

No child is permitted to leave the school grounds without the Principal's permission. Should you desire to collect your child from school at a time other than times indicated, you will require

- (a) to sign your student out electronically at the main office before proceeding to collect your child from their classroom
- (b) if you aren't collecting your child personally - provide notification to your child's classroom teacher and the office, that another authorised person is collecting your child





School Council

School Council is an important part of the school's management and decision making processes.

It consists of parents who are elected for a two year term at the Annual General Meeting in February. The School Council also includes staff representatives and the Principal.

The School Council operates under the Regulations set by the Department of Education and Training Victoria. It is an incorporated body and has major responsibilities for the development of policies and overseeing the financial management of the school. As the governing body, a School Council plays an active part in planning, reviewing and monitoring school performance. An effective school has a council that engages in analysis, discussion and debate about performance as a normal part of its business. A School Council endorses the key school planning, evaluation and reporting documents.

The Council is made up of fifteen (15) people as follows::

- Four (4) members of staff as elected by the staff.
- Principal as Executive Officer.
- Eight (8) parents of the school as elected by parents of the school.
- Two (2) Community Members.

School Council meetings are held on the third Wednesday of the month in the Conference Room at 7:00pm.

PARENTS ARE MOST WELCOME TO ATTEND.

The Council is a group through which the school community can share ideas, knowledge, skills and aspirations as well as addressing concerns and difficulties. Sub-committee reports are presented to the School Council. Student Representatives report to School Council on an as needed basis.

Parents and Friends of the school are very welcome to attend and participate in the meetings. If you are interested in joining the School Council please contact the school office.

Formal minutes are taken of meetings and are available in the office for all parents to peruse.

Please feel free to contact a School Councillor if you have any issue you would like to discuss.

SUB-COMMITTEES

Sub-Committees consist of representatives from the School Council and other seconded parents and a school staff member. Each Sub-Committee has its own specific responsibilities but attention is paid to communication and co-operation between the sub-committees, School Council and staff. Anyone interested in being involved either in an ongoing capacity, or to assist every now and then is most welcome. Contact the Principal.

- **Curriculum Committee.** The Curriculum Committee works on the curriculum development in the school. If you would like to gain more insight into the curriculum we cover in our school programs this would be an excellent committee to join.
- **Finance.** The role of Finance is to advise School Council regarding its financial position, monitor expenditure, look over financial reports and oversee the preparation of the annual budgets.
- **Facilities.** The Facilities Sub-Committee has two important roles to play - making sure that the buildings and grounds are in a safe condition and developing plans for improving facilities for the students, staff and parents.



General Information

ENROLMENT

Schools appreciate the early enrolment of Foundation students as facilities, staffing, organization of class groupings and the ordering of supplies are based on enrolment numbers. A Birth Certificate will be required together with an Immunisation Certificate from Medicare. Your child must turn 5 before the 30th April to be eligible for enrolment.

INTERVIEWS/MEETINGS

Formal Parent/Teacher contact is scheduled during the year. These interviews give you a chance to discuss your child's progress with the class teacher.

However, if any particular problem arises and you wish to discuss this with your child's teacher or the Principal you are welcome to do so at any time. It would be appreciated if you would phone to arrange an appointment to avoid any unnecessary interruptions to class.

SCHOOL FEES & STATIONERY

Essential Fees and Book Information will be available on Compass before the end of term 3, with payment required in November for the following year.

The stationery listed on the booklist are essential items that your child requires for the following year.

The price includes the annual school fee.

ABSENT FROM SCHOOL

Woodlands Primary School endorses the 'It's Not Okay to Be Away' policy and encourages optimum attendance for the best educational outcome for your child. We also understand that children must stay home if they are unwell and return to school once they have made a full recovery.

If your child is absent from school our preferred method is via the **Compass Parent Portal**. Alternatively you may phone our '**absence line**' and leave a message stating your child's name, grade, date and reason for absence the morning they are away on, or you may choose to provide your child's classroom teacher with a written note upon their return to school. If your child is going to be absent for a long period, please advise the school by note or phone the office.

CURRICULUM DAYS

Department of Education and Training (DET) provides time for Professional Development of school staff and teams. It provides pupil-free days to cater for staff professional development. Students do not attend school on these days. Parents will be given adequate notification of these days through the school's Newsletter, and Compass.

CLOTHING

All clothing and articles likely to be removed by students, including art smocks, library bags and reader bags, must be clearly and permanently labelled. At regular intervals unclaimed, unnamed clothing is collected and donated to charity.

LOST PROPERTY

Unnamed items are stored in the lost property box in the Stadium foyer. Any unclaimed uniforms will be donated to the Second Hand Uniform Shop.

UNIFORM

The Woodlands Primary School uniform is compulsory and our uniform policy is enforced throughout the school by our staff. Woodlands Primary School students wear their uniform with pride.

Purchase of the uniform is through **The Bounty Shop** 11 Thompson Street, Frankston **9783 3402**. Any request for exemption must be put in writing and forwarded to the Uniform Sub-Committee for approval.

For more information please refer to our Uniform Booklet.

EXCURSIONS / SCHOOL BASED ACTIVITIES / CAMPS

Excursions are arranged to complement classroom programs, and it is desirable that all children attend. The cost of these excursions is kept as low as possible.

Camps are held to enrich children's experiences, especially in social interaction, and reinforcement of educational programs.

No student is allowed to attend an excursion/camp unless:

1. A signed consent form (using the Compass Parent Portal plus Medical form hardcopy) for the relevant excursion/camp has been returned to school
2. An up to date Medical Management Plan has been returned to administration (if known medical condition exists).
3. If payment is not finalised by the due date.

Students are under the care and supervision of staff at all times. Children who, in the judgement of the staff member in charge, are considered likely to jeopardise the enjoyment and / or safety of others may be excluded.

Please Note: - Late Payments for Camps / Excursions can not be accepted.

CANTEEN

Lunch orders are available Monday to Friday with the current price list being distributed at the start of the year or updated at the beginning of term.

Please place correct money inside a paper bag with your child's name, grade and lunch order clearly marked.

Children must place their lunch order in their grade's lunch order box by 9:15am.

MONEY AT SCHOOL:

Children should bring all payment money to school in a sealed payment envelope provided by the school with the child's name and grade, clearly marked.

Money for canteen lunch orders need to be placed in a brown paper bag with the child's name, grade and lunch order clearly marked on the outside.

BICYCLE AND SCOOTER ROAD SAFETY

The importance of bicycle and scooter road safety is increasing with the volume of traffic and the growth in the use of bicycles in the area. All children who ride to and from school are expected to ride sensibly and comply with all legal requirements, including wearing a helmet and having a roadworthy bicycle at all times.

Bicycles and scooters may not be ridden in the school grounds. Children who ride to school must park and lock their bikes and scooters in the designated bike shed.

CAR PARKING

Please be aware of parking signage and restrictions. A 40km per hour Zone surrounds the school during school hours. Frankston council regularly check the school during drop off and pick up times.

PLEASE NOTE:

THE STAFF CAR PARKS ARE OUT OF BOUNDS AT ALL TIMES.

PLEASE DO NOT WALK YOUR CHILDREN THROUGH THESE AREAS.

SUPERVISION

The playground is supervised by school staff from 8:45am before classes commence and until 3:45pm at the end of the day.

We ask that students move promptly to be picked up by parents, or if walking home, to leave the grounds straight after the end of the school day. The playgrounds are also fully supervised during recess and lunch breaks.

CONTACT DETAILS - IN CASE OF AN EMERGENCY

Emergency contact details, family doctor etc are kept on school records. This information enables quick action to be taken when parents need to be contacted. It is essential to keep these records accurate and up to date. Parents are asked to advise the school office without delay of any changes in these details. The name of a friend, neighbour, grandparents etc who live within the local area and are able to care for your child must be provided, if we cannot contact you.

Specialist Programs

Specialist programs are offered in Art, Information Technology, Library, Performing Arts, STEM, Media, Physical Education and Italian. From Foundation to Year 6 an integrated inquiry approach to teaching and learning, supports global topics that Woodlands Primary School believe will prepare students to become valuable community members and lifelong learners.

DIGITAL TECHNOLOGIES

The Resource Centre and all classrooms are equipped with computers and iPads, and all staff are trained in their use.

Two computer labs containing 28 computers in each enable grades to undertake group curriculum projects and training.

We have installed interactive whiteboards or televisions in all of our classrooms. These IWBs and televisions are a sensational teaching tool that heighten student's motivation, engagement and learning. Teachers are continuing to learn new and exciting ways to integrate the use of the digital technologies into classroom teaching.

Woodlands students also get the opportunity to use digital cameras and other digital devices to enhance their learning experience.

RESOURCE CENTRE (LIBRARY)

Students are welcome to borrow up to two books at a time from the library to take home. Our system is fully computerised and has an extensive range of books and materials from which students may choose to borrow.

Our Library is not just a collection of books, it is a Learning Resource Centre containing a growing audio visual collection, reading resource kits, charts and pictures.



ART LESSONS

Woodlands Primary has two well-equipped and maintained Visual Arts Rooms. Our Visual Arts Program is an extensive 'child-centred' program where children have the opportunity to explore creative ideas, develop skills, and experiment with a variety of materials in a nurturing and supportive environment.

Children engage in a variety of activities including painting, print-making, drawing, design, collage, construction, textiles and art appreciation. Their art is celebrated through school displays and art awards. The Visual Art teachers are committed to the belief that every child should have the opportunity to gain confidence and success during their Art lessons.

The wearing of an Art Smock for weekly art sessions is compulsory. We recommend a smock with long sleeves which can be put on unaided. Please use elastic, not ties or buttons. These smocks can be purchased from The Bounty Shop or clothing stores.

PHYSICAL EDUCATION

Woodlands Primary School is focused on participation and not the competition aspect or winning.

We are fortunate enough to have a full size indoor basketball stadium, outdoor netball/basketball courts, synthetic turf soccer pitch and a synthetic turf oval with running track. We have a great deal of equipment to deliver an outstanding and effective Physical Education Program.

At Woodlands Primary our students are exposed to a variety of sporting and recreational activities through a structured timetable. In the junior grades there is a large emphasis on fundamental motor skills. Students in Foundation also participate in a Perceptual Motor Program (P.M.P). The P.M.P program involves small groups of students rotating through a circuit of fundamental motor skills and fitness activities under the supervision of parents and teachers. A swimming program is also run for each year level.

The senior school has the opportunity to represent our school in local and district sporting carnivals both individually and as part of a team. All 10, 11 and 12 year old students train for and compete in our athletics and cross country carnival once a year.

PERFORMING ARTS

Performing Arts are taught right across all levels from Foundation to Year 3 in our fully equipped Performing Arts Room. In addition, many extra-curricular activities eg: choir, recorder, singing club are available for our students during lunch times.

MEDIA

Media Studies introduces students to a broad range of media texts, developing skills in areas such as photography, filmmaking, radio, scriptwriting and marketing. Students work collaboratively, presenting many of their projects to the wider school community.

Woodlands has its own green screen and radio studio. We broadcast a television news program 'live' to classrooms during the week with information on what's happening around the school. Woodlands FM runs radio shows on a weekly basis at lunchtime, providing students with music to listen to along with competitions, interviews and requests. Senior students are trained in television and radio broadcasting and take significant responsibility to see the shows go 'live to air'.

STEM

STEM – Science, Technology, Engineering and Mathematics – covers a wide range of disciplines and skills, which are increasingly in demand in our rapidly changing world. STEM skills and knowledge are important for all stages of our learning, jobs and everyday lives.

LOTE (ITALIAN)

Italian is taught schoolwide. We have been examining best practice in the field of second language learning and looking at innovative and effective methods to enhance student language acquisition and engagement. Italian cultural studies also form an integral part of the school's LOTE program.

CAMPS AND EXCURSIONS

We believe that students get great enjoyment and learning from excursions and camps. We look to the broader community as a valuable resource, providing experiences beyond those at school. Our grade 3, 4, 5 and 6 students attend a camp program during the year. All information is provided to parents with plenty of notice.

School or class excursions may include whole or part-day visits to a range of venues and performances. They are preceded and followed by class discussion and activity.

Parents must provide consent and payment for each occasion. We attempt to keep expenses to a minimum. Prices negotiated by the school are often related to the number of students attending, so we ask parents to make confirmation as soon as possible.





Student Health and Welfare

The school community at Woodlands Primary School is committed to ensuring that the school provides a safe and secure environment which meets the needs of our students at all levels of their primary school life. This is based on the school values, Loyalty, Perseverance, Friendship and Endeavour reflected in our school house names.

Our policy is based on the rights of the students to:

- Feel safe.
- Learn and succeed.
- Be treated with respect and kindness.
- Play without interference.
- Be heard and valued.

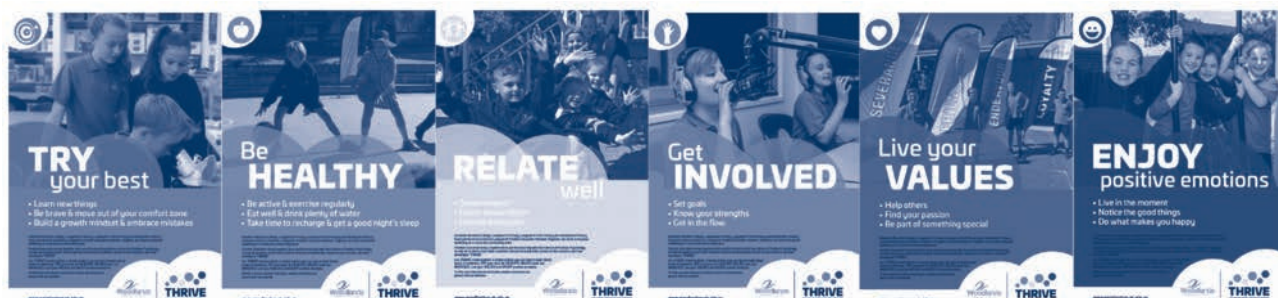
Woodlands Primary School's Student Welfare procedures are based on an encouragement philosophy to foster a school climate within which personal responsibility and self-discipline will be developed.

Woodlands provides a happy, safe, supportive and caring environment based on mutual respect, in which all students are valued as individuals and are encouraged to develop to their full potential.

THRIVE

At Woodlands Primary School we are totally committed to ensuring the health, safety and wellbeing of every member of our school community. As such, Woodlands Primary School has partnered with Langwarrin Primary, Langwarrin Park Primary and Elisabeth Murdoch College to create the **Langwarrin Positive Education Network**. Positive Education brings together best-practice teaching with the science of Positive Psychology, to help all students reach their academic and personal potential. Based on research, we have developed 'THRIVE'. Our THRIVE framework outlines 6 simple actions you can take to build robust levels of wellbeing and optimal achievement.





Students are given every opportunity to learn how to THRIVE by participating in lessons that explicitly teach critical life-skills, including:

- how to recognise and regulate emotions
- develop resilience
- establish respectful relationships
- make responsible decisions
- effectively problem-solve
- practice mindfulness
- harness creativity
- take on challenges and embrace mistakes
- capitalise on their character strengths
- adopt healthy lifestyle choices
- find meaning and purpose

We also support our parents and families to THRIVE. Our website has information on how to apply positive psychology at home, including a link to our THRIVE library, which has a range of books that are available to borrow. Our website also has links to a range of support services and special events.

We believe that THRIVE will help every student to be happy, healthy and **Be Their Best!**



SCHOOL BULLYING

Bullying is a pattern of behaviour by one or more persons toward another, which is designed to hurt, injure, embarrass, upset or discomfort that person. Woodlands Primary School does not tolerate bullying or harassment. All teachers are committed to putting an end to acts of bullying. Victims of bullying will be supported.

EMERGENCY MANAGEMENT

We have established evacuation and lockdown procedures which are clearly displayed around the school. The whole school practises the procedures regularly.

INFECTIOUS DISEASES

To protect both sick and other students in the school we implement the DET Children's Services Regulations for infectious diseases. The following information indicates the period you should keep your child at home after contracting particular illnesses.

Chicken Pox	Five days from the appearance of the rash.
German Measles	Five days from the appearance of the rash.
Head Lice	Until the Head lice have been effectively treated. Further information is available at the office. Head Lice are infectious, and if a case has been detected in a grade, a note will be sent home to all families to check their child.
Measles	Seven days from the appearance of the first rash.
Mumps	Ten days from the onset of the symptoms.
Ringworm	Must be covered while the student is at school.
School Sores	These occur frequently in schools and can be rapidly transmitted. The sores must be covered while the student is at school. Children must be excluded until treatment has commenced.

To protect your own children and others at the school please do not send a sick student to school.

For a more detailed list please check the Department of Health's Infectious Diseases School Exclusion table.

EMERGENCY CONTACTS AND FIRST AID

If the school is unable to contact any parent or guardian listed on the emergency list, medical treatment deemed necessary will be undertaken. All medical costs are the responsibility of the parents.

When a student becomes mildly unwell or suffers a minor accident, appropriate first-aid is given and the child is placed in the First Aid Room. First Aid will be performed, and if necessary, the parent may be notified or requested to take the child home. Accidents are recorded in the school's First Aid register. It must be emphasised that the school's First Aid room is a short term holding area.

MEDICAL TREATMENT AND MANAGEMENT

Parents must notify the office upon enrolment or immediately after diagnosis if their child suffers a medical condition of any sort - including asthma, allergies or other medical conditions. If your child needs regular or short term medication at school, the medication, along with a Medical Management plan (available at the office) must be handed in at the school office. No medication of any description should be left with a child throughout the day.

Students who are able to self medicate their asthma are encouraged to keep their puffer with them.

Students must have an up to date Medical or Asthma Plan to attend camps & excursions.

WEATHER AND SUN PROTECTION

Generally the weather does not affect our activities at school. All our classrooms are heated and air-conditioned for comfort in both hot and cold weather and the play areas are checked regularly to ensure they are safe in all conditions. On very hot days lessons may be modified to ensure student comfort.

We are very aware of the need to provide sun protection.

Our school has taken an active role in implementing Sunsmart practices for the benefit of our children and the school community. Students are required to wear a school hat in Term 1 and Term 4 at all times when outdoors. These hats are designed to provide proper cover for face, ears and neck. Children who do not have a hat are required to spend recess and lunchtime in the shaded areas of the school. The use of sunscreen is the responsibility of the parents who may supply it for their child to use.

Students are required to have a plain navy raincoat for inclement weather.

CUSTODY

It is important that we know of any custody arrangements involving children. The school must be informed of details regarding who the legal custodian is, exactly who has permission to collect children from school, as well as a copy of a Court Order if restricted access is involved. Please feel free to discuss any issues with the Principal and class teacher.

Without 'Court Orders' no restrictions can be recorded.

STUDENT SUPPORT SERVICES

Student Support Services offer a range of support for students who are identified in need of;

- Social, emotional or psychological support.
- Assessment for learning problems.
- Speech Pathology assessment.
- Assistance due to physical disability.
- Assistance due to learning disability.
- An Integration Aide if the need is recognised by DET.
- Intervention by other support agencies such as Family First, on Psych, DHS, CAMHS and various welfare groups.

PARENT SUPPORT

If parents are experiencing difficulties either with their child, the school or in some other way, we welcome the opportunity to discuss the issues in a confidential manner. The most appropriate person will usually be the class teacher or a member of the leadership team.

We encourage close relationships between students, staff and parents at all times. We happily have a diverse school community that embraces cultural, physical, social and intellectual differences. We welcome into our school parents, family and friends who wish to contribute their time and enhance learning experiences for our students.





Communication

Woodlands Primary School has a number of regular communication procedures in place to disseminate information within our school community. We also encourage informal communication between staff, parents, and students to maintain our sense of community, to facilitate quick resolution of any concerns that may arise and to celebrate our success.

COMPASS

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. It allows parents and carers to access up-to-date information about Woodlands on their phone, computer or iPad. Compass includes many different features, which we use, including the ability to:

- Monitor your child's attendance and enter an explanation for absences.
- Receive communication and updates from the school.
- View and download your child's mid and end of year reports.
- Pay and provide consent for school events and school fees.
- Book parent-teacher interviews.
- View school events on the calendar.
- Update your family details.

NEWSLETTER AND NOTICES

Each fortnight a copy of our latest newsletter is available for viewing on Compass or downloaded by visiting our website. Excursion and other notices are also distributed on Compass and should be completed and paid for (if required) by the due date.

ASSEMBLY

The school holds a weekly assembly each Monday 2:45pm to 3:15pm for Juniors (Foundation to Grade 2) and Friday 3:00pm to 3:30pm for Seniors (grades 3 to 6).

Parents are welcome to attend but are asked to refrain from talking while the assemblies are in progress. Toddlers attending the assembly with parents need to be supervised to ensure that they do not cause any disruption while announcements are being made.

Please regularly check Compass to see if your child is to receive an award.

PARENT/TEACHER INTERVIEWS, INFORMATION NIGHTS AND REPORTS

Throughout the year various functions are provided to enable parents, students and teachers to meet and discuss programs and student progress. 'Meet the Teacher meetings' are scheduled for early in the year and 'Parent/Teacher interviews' are scheduled for June. (Bookings made via Compass).

Written reports are prepared for parents and posted on Compass in June and December.

Parents are reminded that they are invited to make an appointment to see their child's class teacher at ANYTIME THROUGHOUT THE YEAR. Please, if you have any concerns, contact the school immediately; together we can deal with the concern before it becomes a problem.

As education is a co-operative venture between the school, the child and the parents, the school is by far the most effective place to sort out concerns.

Parent Involvement

We believe that parent involvement in the school leads to a richer, more cohesive and exciting learning environment for both students and staff. There are many ways parents can be involved both on a formal and an informal basis.

Some activities include:

- School Council or sub-committees.
- Parents and Friends fundraising committee.
- Listening to students reading in junior grades.
- Volunteering to assist with excursions and camps.
- Responding to surveys or questionnaires.

Please ensure you have your 'Working With Children' check before volunteering as it is a compulsory requirement.

Advance Australia Fair

Australians all, let us rejoice
For we are young and free.
With golden soil and wealth for toil
Our home is girt by sea.
Our lands abound in nature's gift
Of beauty rich and rare.
In history's page let every stage
Advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.

Beneath our radiant Southern Cross
We'll toil with hearts and hands.
To make this Commonwealth of ours
Renown through all the lands.
For those who come across the sea
We've boundless plains to share.
With courage let us all combine
To advance Australia Fair.
In joyful strains then let us sing
Advance Australia Fair.



10 Gum Nut Drive Langwarrin Vic 3910

Tel: 03 9788 8333

Fax: 03 9788 8300

Email: woodlands.ps@edumail.vic.gov.au

Website: www.woodlandsps.vic.edu.au

www.woodlandsps.vic.edu.au