

# Warburton

## Primary School

### Information Handbook





## **Warburton** Primary School

### **School Purpose**

*We are committed to providing an educational program that equips our students with the knowledge, skills and values needed to make a positive contribution to their community and to become life-long learners.*

*We provide a supportive learning environment that fosters resilience and a love of learning and celebrates diversity.*

*Warburton Primary School supports all students to embrace learning, to strive for excellence and to become resilient, responsible and caring individuals.*

*We are fortunate to enjoy a vibrant and connected community atmosphere and a positive learning environment in beautiful surrounds.*

### **School Values**

<b>RESPECT</b>	<b>Treating others with kindness and understanding</b>
<b>BRAVERY</b>	<b>Approaching challenges with courage</b>
<b>PERSONAL BEST</b>	<b>Striving for excellence in all things</b>
<b>INTEGRITY</b>	<b>Being truthful and fair</b>
<b>STRENGTH</b>	<b>Taking responsibility for your choices</b>



# *Principal's Welcome*



## **WELCOME TO WarBURTON PRIMARY SCHOOL**

It is my great honour to welcome you to the naturally beautiful and academically stimulating Warburton Primary School, a small sized school of 48 students, located 70km east of Melbourne. I have taught and led schools in both Primary and Secondary settings for the past 13 years, and it is a pleasure to be part of such a warm and progressive institution.

Warburton Primary School is nestled in the centre of the Warburton township, just off the main road and situated on the banks of the Yarra River between the Dandenong Ranges and Mount Donna Buang. It has a rich and long history, having been established in 1875. The school has been built upon the five foundational pillars of our school values, which are Respect, Bravery, Personal Best, Integrity and Strength. These values are strongly evidenced by positive student behaviour and the achievement of Values Awards.

In addition to an expertly differentiated curriculum, taught within three composite grades, students have the opportunity to be involved in several specialist subjects including Auslan, Physical Education, Art and Music. Furthermore, students are also timetabled into our wildly successful Harvest Cafe kitchen garden program every week, sowing, growing, cooking and eating a wide variety of produce. This program is the heart of our school's ethos of sustainability and a real connection to nature. The state-of-the-art kitchen classroom and adjoining student dining area is a magical place that we are delighted to use so regularly.

I am also proud of the school's Literacy and Numeracy Intervention programs, Tutor Learning Initiative and High Achievers Program (HAP), which work cohesively to cater for all students' learning needs and rates. We encourage and train students to be agents of their own learning, understanding where they are at in the curriculum and setting learning goals to track their progress.

We also have a well-developed partnership between home and school, evidenced by our very high levels of parent participation and involvement.

Thank you for showing an interest in our school and we look forward to welcoming you in for a school tour soon.

**Nathan van der Monde**  
Principal



# ***General Information***

**POSTAL ADDRESS:** P.O. Box 575  
Warburton, 3799

**EMAIL:** warburton.ps@education.vic.gov.au

**WEBSITE:** www.warbyps.vic.edu.au

**FACEBOOK:** www.facebook.com/1485WPS

**PRINCIPAL:** **Nathan van der Monde**

**OFFICE STAFF:** Cheryl Couch

**TELEPHONE:** (03) 5966 2010  
(03) 5966 2032

**SCHOOL HOURS:** 9.00 am - 3.10 pm  
Recess time: 11.00 – 11.30am  
Lunch time: 1.40 – 2.10pm  
Dismissal: 3.10pm

## **SCHOOL TERMS FOR 2024:**

<b>TERM 1</b>	30/1/2024 - 2/3/2024
<b>TERM 2</b>	15/4/2024 - 28/6/2024
<b>TERM 3</b>	15/7/2024 - 20/9/2024
<b>TERM 4</b>	7/10/2024 - 20/12/2024

## **Prep Student Attendance Times:**

Tuesday 30th January 2024 ONLY 9am—12.30pm

From then full time Mondays, Tuesdays, Thursdays, Fridays  
(9am—3.10pm). Not required at school Wednesdays.

Full time from **Tuesday 12th March** for remainder of the Term.

## **COMMENCEMENT DATE FOR 2024:**

**All students start on Tuesday 30th January 2024**

# 2023 Staff

## **PRINCIPAL**

Nathan van der Monde

## **TEACHERS**

Foundation/1/2

Kerri Middleton

Year 3/4

Amy Ireland, & Rose Gassmann

Year 5/6

Julie Albiston

Student Wellbeing Officer

Amy Ireland

Kitchen Garden Program

Kelly Frost

PE

Kelly Frost

AUSLAN

Kelly Frost

Music

Kim Postill

## **SUPPORT STAFF**

Integration Aides

Chris Rokicki

Joanne Goossens

Luke La Batlus

Charlotte Sparkes

## **BEFORE AND AFTER SCHOOL CARE**

Program Supervisor

Janet McDougall

Program Supervisor

Karyn La Batlus

Educational Psychologist

Diana White

Speech Pathologist

Melanie Clark

## **OFFICE**

Cheryl Couch

## **MAINTENANCE**

Andrew Gill

## **SCHOOL ORGANISATIONS:**

School Council meets monthly.

Meetings advertised in School Newsletter.

# School Programs

## Curriculum

Like all Government schools in Victoria, the basis of our curriculum programs are formed by Victorian Curriculum. This is then transposed into a rich and engaging framework. We also follow the Victorian Early Years Learning & Development Framework, which outlines five key learning and development areas for children from birth to eight years.

## English and Mathematics

Working under the umbrella of the Victorian Curriculum, we provide a program where students' Literacy and Numeracy are of prime importance. We are proud of the work we do in these areas, which are building the foundations of future success in whatever endeavours our students take on after primary school.

Our programs feature a gradual release of responsibility model that provides students with supported learning as well as independent working time. We use a combination of explicit, direct teaching that incorporates our teachers modelling reading, writing and maths strategies, hands-on investigations and child-centred activities that cater for all learning styles and abilities. Literacy, Numeracy and Student Wellbeing are the focus of our 2021—2024 Strategic Plan for student development.



## The Arts

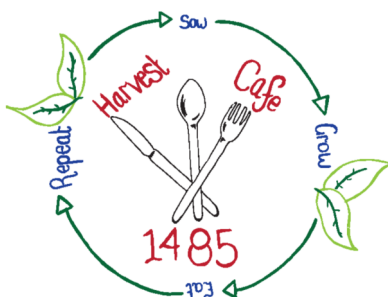
To add balance to our learning we offer weekly Visual Art lessons with our Art Specialist in a dedicated Art Room. Art is also an integral part of regular classroom work, especially in the lower grades.

In 2022, we have registered to participate in Wakakirri, and will have an Artist in Residence working with our students and staff during Semester 1 to put together a whole school performance.

## Physical Education and Sport

As well as the teachers taking Physical Education activities with the students we have a specialist P.E. teacher who works with all classes each week. The school is involved in the Yarra Valley Primary Schools Sports Association and through this group, offers a range of inter-school sporting competitions to our students. Other activities such as kayaking, skiing, archery and table tennis are also offered as elective activities.

Junior grade students, including the Preps, are also involved in a Perceptual Motor Program. This program develops specific motor skills and basic concepts.



## **Harvest Café 1485 - Kitchen Garden Program Sow, Grow, Eat, Repeat**

Since the inception of the Harvest Café program in 2007, classes have developed to become an integral part of life at this school. In Harvest Café 1485 students work together to have our garden area productive, so we can harvest as much produce as possible.

We have a fully functional, industrial sized kitchen classroom where whole classes from Prep - 6 are involved in food preparation, cooking and learning. With weekly sessions for all year levels, our students have the opportunity to regularly experience this enriching educational program.

## **STEM and Digital Technologies**

STEM stands for Science, Technology, Engineering and Mathematics. Through STEM we are able to integrate these four interrelated areas into rich and engaging content, allowing our students to explore their world and the wider universe.

At Warburton Primary School we deliver a balanced approach to digital technologies. Digital devices are used as tools for learning, and not for their own sake. Students develop skills in using a variety of digital tools in order to express themselves creatively. In addition, students are given opportunities to think critically and creatively when planning and programming sequences, both on paper and using digital devices.

## **Piano, Drums, Guitar, Ukulele, Violin and Singing**

Children are able to take private singing, instrument lessons at the school. These are conducted by private tutors during the school week. Please see the office if you would like further details.

## **Parent Helpers**

We welcome parent helpers into the school.

There are many opportunities for parents to become involved in school activities: helping in Harvest Café and the garden or assisting with reading sessions. Please see your child's teacher to see how you can support us and the children.



# ***Inquiry Learning and Developmental Curriculum***

Warburton Primary School is committed to providing a personalised and engaging learning environment that meets the needs of every child – socially, emotionally and academically. We aim to motivate and engage all children, providing authentic learning opportunities with an emphasis on active learning, skill development and developing children who are learning how to learn. Students are provided with some opportunities to have input into their own learning alongside formal and explicit teaching in literacy, numeracy and all other areas of the curriculum.

In the early years, Foundation to Year Two, children spend some time each day learning through structured Investigations. Investigations time provides concrete, hands-on experiences and during this time teachers work with children supporting each child's learning from their point of need. The early years learning environment provides a range of open ended learning opportunities, designed to support the children's learning throughout the day, allowing them to make connections to explicitly-taught lessons and the Term's inquiry focus.

As students move into Years Three to Six, the opportunity to have input into their own learning continues through the use of Educational Research Projects (ERPs). Students are encouraged to take more responsibility for their learning and develop an intrinsic motivation to learn. There is an emphasis on acquiring the skills of effective research, problem-solving, risk taking and resilience. An Educational Research Project Expo is held each term and students enjoy the opportunity to share their learning with peers, parents and the school community.

All students have Individual Education Plans for Reading and Numeracy, and these are developed in consultation with students. Individual student conferencing during Reading and Writing sessions provides an opportunity for students to receive specific individualised feedback and to set focused learning goals.

Warburton Primary School aims to provide all students with the skills they need to become successful, motivated, life-long learners prepared for the future.

*'The object of education is to prepare the young to educate themselves throughout their lives.'*  
Robert Maynard Hutchins





# School Organisations

## SCHOOL COUNCIL

School Council meets monthly. Meetings are advertised in School Newsletter.

The School Council is the governing body of the school. It approves appropriate education policies within Department guidelines which will ensure that the aims of the school are achieved. It determines the school budget and allocation of monies and resources.

In part, the School Council Code of Practice observes the following principles:-

- The learning needs of the students will be the focus in all decision making.
- Decisions will be made in consultation with the school community when appropriate.
- Meetings will be open to all members of the school community and are held monthly.

In addition School Council can have the following sub-committees comprising school councillors, staff, parents and co-opted community members.

- Finance
- Parents and Friends

## The School Budget

School Council is involved in developing the annual budget, mindful of the limitations of Government funding and financial restraints for parents.

Government grants do not cover all our operating expenses and parent voluntary contributions are a significant part of our income.

**You will be notified of the 2024 Fees before the end of 2023 school year.**

Below is the 2023 charges.

**Junior Contribution:     \$173.00**

Which includes: classroom consumables, materials and equipment, Reading Eggs subscription, Life Ed van incursion and Sports Levy.

In 2024 your child will need student supplies. These requisites are purchased in bulk by the school to keep the cost down

School Council is endeavouring to continue to provide excellent school programs and seeks your financial support to do this.

The School Council looks forward to working with you in 2024 to make it a successful year of education for all children at the school.

## 2023/24 School Council Members:

Nathan van der Monde - Principal   Kelly Frost - DET member   Rose Gassmann - DET member

Parent Members -

Tanya Elsegood     (School Council President)

Andrew Hunter     (Treasurer)

Viratha Menkens

Misty Knight     (School Council Vice President)

Julia Korol     (Community Member)

# Parents And Friends

The Warburton Primary School Parents & Friends Group was established in August 2005 with the vision to help and support our school in fundraising and contribute to bringing the school together as a community.

Forming the Parents & Friends Group has enabled us to work towards a number of goals for our school, our children our staff and council.

Through our fundraising we have been able to provide some of the following:  
Fruit for students daily, literacy sets, furniture, incursion and excursion subsidies, sponsorship of Balinese children, blinds for our multi purpose room, a major contribution towards the outdoor stage area.

In 2015-16 this group were the major drivers behind the fundraising and competition of our Harvest Cafe Kitchen

Whilst fundraising is an important role of the P&F, an equally vital role is to enhance and encourage our school and local community.

We have been involved in local events such as Up & Running and 'Springfest' and an annual tradition of singing carols to the residents of the local nursing home.

The support from some of our local community businesses and individuals is extremely appreciated, however we are always seeking further support or sponsorship for our projects.

We as parents are very proud of our school and the future of our children.

We invite you to be part of our school and be proud of what we can achieve together.



# Prep and Senior Buddies

Our Prep children are buddied with Grade 5 students who work together to help the Preps feel welcome, secure and safe at school.

During the year prior to Prep enrolment, the Grade 4 students usually spend time at the local kinder to begin building relationships with potential Prep buddies. During transition days and Orientation day they have more opportunity to meet and work with the following year's Preps and begin their special role as Senior Buddies. Although this process has been interrupted by remote learning, our students look forward to supporting their buddies.

Over the summer holidays, the Senior Buddies send a letter to the preps to introduce themselves on the first few weeks of school, the senior Buddies collect the preps at recess and lunchtimes and take them to the playground, show them where they can play and guide them back to line when the bell goes.

The Senior Buddies model and promote our School Values for the younger children through special activities and events they share together throughout the year.

This successful program is a vital part of creating a positive, safe environment for our children to work and play.



# **Student Wellbeing**

At Warburton Primary School all students are equally valued and are provided with the support and respect they need to succeed.

We consider the wellbeing of our students and their families to be of paramount importance and offer many forms of support.

We place great importance on developing students' understanding of what it means to be part of a community. Our students learn to be tolerant, considerate of others, to respect differences and to celebrate their own individuality.

## **Student Mentors**

In partnership with the Redwood Centre, mentors are trained in the “Be somebody to someone’ mentoring program and work 1:1 with selected students at the school.

## **Student Support Services Officers**

Guidance officer – Psychologist who attends the school to conduct cognitive and educational assessments.

Speech Therapist – A Speech therapist visits fortnightly and conducts assessment and provides treatment in consultation with parents.

On-Psych Psychologist—Referrals can be organised

## **Community Nurse**

The department's community nurse visits all preps and conducts medical checks and eye tests. The local council's nurse also attends the school and conducts head lice checks.

## **Breakfast Club**

All students are welcome to come and have breakfast at school on a Tuesday morning. Staff and parents, cook and serve a healthy meal free of charge.



# Whole school programs

## School-Wide Positive Behaviour

Warburton Primary School is embedding the School-Wide Positive Behaviour framework. It's a whole-school approach in that students and teachers work together to have a clear understanding of what is expected, in regards to how we treat each other, to ensure a welcoming learning environment that is supportive and safe.

Each Term we teach our School Values, giving students explicit instruction on what they mean and how they can live and breathe the values.

## School-community partnerships – *“It takes a community to raise a child”*

Warburton PS has built several positive partnerships with local primary schools and community agencies and engages students in their local community through project based learning. Students from Warburton participate along with students from other local primary schools on days such as leadership days, sport days and excursions.

Community agencies are invited to collaborate with staff and parents to ensure students and families have access to support when needed.

## Whole School Transition Program

During the year our Year 6 students participate in a number of transition sessions visiting Upper Yarra Secondary College to help gain an insight into what a day at high school will be like.

During Term 4 all students across the school participate in a transition program where they spend time in their new classrooms with their new teacher for the following year.

## Student Representative Council

The Student Representative Council allows students to have a voice when it comes to their learning at Warburton Primary School. Student Ambassadors are selected from each Year level to meet with the Principal each month.

The Ambassadors consult with their peers and give feedback on their experiences at the school.



# School Uniform

A school uniform gives a child a sense of identity and belonging and enhances the pupil's pride in his/her school. The uniform also makes Warburton Primary children easily identifiable on excursions and at sporting activities. An order form/price list is included in this pack and can be ordered online.

Uniform is compulsory for all children. Participation in out-of-school activities (e.g. excursions & sports days) requires students to be in full uniform. The school uniform consists of a combination of red and navy blue clothing and may include red and white dresses.

During Term 1 and Term 4, children must wear the school hat while outside in the playground. A hat is provided free to all new students.

Uniforms are available from the suppliers.  
There is a uniform form attached to the enrolment forms.  
Second hand items are available at the local Op Shops.



# Starting School

## Prep/Foundation

We are pleased to have your child at our school and we hope this will be a wonderful learning experience for him/her.

We plan to ensure that the transition to school is a pleasant and happy time for parents and students. You are welcome to stay with your child until you both feel ready.

Each child should bring to school:

A COVER-ALL smock with long sleeves, if possible a smock which the child can slip over the head with no buttons or ties.  
Elastic at the wrists and neck is suggested.

**Please name all belongings clearly.**

### **Attendance for PREPS for the months of FEBRUARY and MARCH**

For the first 5 weeks the children will come to school full time,  
Monday, Tuesday, Thursday and Friday and have Wednesday off.

From Tuesday 14th March they will commence full time attendance.

Prep Testing will be carried out on the Wednesdays during the first 5 weeks. Your child's teacher will arrange a time with you.

Please ring the school if you will be late to pick up your child as they can become anxious.

Please let the school know if someone apart from yourself is to pick up your child.  
PHONE: 5966 2010.

# Daily Routines

## Lunch

Children eat their lunches in the classroom at 1:30 p.m. We run a rubbish free playground, children DO NOT take wrappers into the playground, they take them home. We encourage you to send your child's food in containers that can be taken home for washing.

## Excursions and Incursions

During the year, children will be taken on excursions to enhance and extend student learning. Due to ever increasing transport costs, excursions are generally limited to one per term.

In order to keep costs at a minimum, appropriate "incursions" are organised where groups visit the school.

## Social Services

From time to time social service appeals are conducted throughout the school. These may be of a general nature, such as the Royal Children's Hospital appeal or Legacy Appeal, or may be organised as a "mini fete" or a concert by a particular class for a charitable institution of their choice. Parents are requested to assist with these ventures by encouraging the children to give charitably from their own resources or to earn a donation.

## Lost and Found

Lost Property is stored in a marked basket in the shared learning area, for up to two weeks.

Property unclaimed after this time is sent to the Op Shop if not named.

## Absences

Could you please contact the school if your child is going to be absent for any reason. You can either record the absence on Compass, ring the school office on 5966 2010, or email the school at [warburton.ps@education.vic.gov.au](mailto:warburton.ps@education.vic.gov.au).

**A note must accompany your child when they return to school, even for only a day's absence. An email counts as a note.**

## Compass

Warburton PS uses Compass as an information management and communication tool. Once your child is enrolled, families will be provided with log in details and information about using the platform.



## **Late Arrivals and Early Leavers**

There are “sign in” and “sign out” books at the office. It is a D.E.T. requirement that parents sign their children in if they arrive late or out if they leave early.

## **Out of Uniform**

If you are unable to send your child to school in uniform for any reason could you please send a note along to the office.

## **Playground**

The playground is supervised from 8:45 a.m. to 3:30 p.m. on school days.  
**The school is unable to accept responsibility for children who are in the playground at any other time.**

## **Weather Timetable**

On declared “severe or wet weather days” children are given a choice of either participating in indoor games in the shared learning area or playing in an under cover area.

## **Leaving the School Grounds**

No child is permitted to leave the school during the day without written permission. A note is required if your child is to go home for lunch and must be picked up by an adult.

At the end of the school day children are asked to wait in the rotunda area under the supervision of a teacher until collected by a parent or guardian.

## **Accidents and Illness**

A child showing any indication of illness should not be sent to school, particularly in the early grades. Children suffering from infectious illnesses (e.g. colds) should be kept at home. When a child is sufficiently ill, or injured, as to require treatment at home or by a doctor, a parent will be notified by telephone, and asked to collect the child. When a parent cannot be contacted, a severely ill or injured child may be taken to the Warburton Medical Centre if required or an ambulance will be called at the parents’ cost if not covered privately.

In primary school, some students **miss 3 weeks per year** on average of school by the end of **year 6**. That's **half a year** of school.



# EVERY DAY COUNTS

## Primary school attendance

Going to school every day is the single most important part of your child's education. Students learn new things at school every day – missing school puts them behind.

### Why it's important

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day.

If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school.

There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes.

Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

### Getting in early

Attendance patterns are established early – a child regularly missing days in kindergarten or in the early years of school will often continue to miss classes in the later years, and receive lower test scores than their classmates. It's vital that students go to school every day – even in the early years of primary school.

### What we can do

The main reasons for absence are:

**Sickness** – There are always times when students need to miss school, such as when they're ill. It's vital that they're only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference.

It's vital that holidays are planned during school holidays where possible, and not during the term if it can be avoided.

**"Day off"** – Think twice before letting your child have a "day off" as they could fall behind their classmates – every day counts.

**Truancy** – This is when students choose not to go to school without their parent's permission. There can be many reasons for truancy. The best way to address this is for schools and parents to work together.

If for any reason your child must miss school, there are things you can do with your school to ensure they don't fall behind:

- Speak with your classroom teacher and find out what work your child needs to do to keep up.

- Develop an absence learning plan with your teacher and ensure your child completes the plan.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible.

Openly communicating with your child's school about all absences is a good way to prevent attendance issues being escalated to a School Attendance Officer. A School Attendance Officer is a Department of Education and Early Childhood Development Regional Director who has authority to follow up attendance issues. Attendance issues that are escalated can lead to an Infringement Notice.

If you're having attendance issues with your child, please let your classroom teacher know so we can work together to get your child to school every day.

**For more information and resources to help address attendance issues, visit:**

[www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx](http://www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx)

Department of Education and Training



Education and Training