

WILMOT ROAD PRIMARY SCHOOL

INFORMATION BOOKLET 2025



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Assistant Principals:

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The strong relationships between staff, students and parents enables our children to experience *HAPPINESS THROUGH ACHIEVEMENT*



This information booklet has been prepared to assist our families and local community to know and understand the procedures of our school. We make considerable effort to communicate openly with our community and this booklet complements the fortnightly newsletter, Compass posts and our school's website.

This school places a high value on a supportive, co-operative partnership between the school and each family.

At the very core of the school's work is the individual child. Learning at Wilmot Road will be an ongoing development of knowledge, skills and attitudes which will allow the students to succeed in life.

In general terms :

- Children's education begins at home
- The student is the centre of all education
- Each student is highly valued as an individual and given encouragement to reach their potential
- We recognize that individuals have talents in different areas and that these will be developed
- All students are treated in a fair and equitable way
- All students will learn to take personal and community responsibility
- Learning includes a balance of creative, emotional, social and academic areas
- Each student is encouraged to develop the following values for achievement: Respect, Responsibility, Belonging
- All aspects of school life are meant to be positive, and students will be prepared to meet the challenges of the future
- Our focus is on strengthening literacy and numeracy skills for all students
- Technology plays an important role in learning
- Children must attend school every day. If your child is unable to attend contact the office or post a Compass message

Steps for all families to use to assist their child with concerns at school are:

- Listen to your child, ask questions e.g. who, when, where, what happened and what did they do?
- Stay calm. Do NOT approach other children or families yourself. Do NOT go to class teachers without an appointment, as this is learning time.
- Tell your child you will contact the school.
- Make an appointment through the office to speak with the Principal or Assistant Principals. We need to spend time with you to discuss things so an appointment assures you of this.
- At the appointment we may decide we need to further investigate. The school will follow up and give the parents feedback.

Remember the partnership between home and school is important to us and for your child's learning and success. Parents should encourage their children to tell teachers of issues at school.

School Wide Positive Behaviour Systems (SWPBS)

Wilmot Road is a SWPBS school. SWPBS is a whole school framework for establishing the social culture and individualised supports needed for all students to achieve both social and academic success.

Our values are: respect, responsibility and belonging

We are respectful: we think and act in ways to show others we care

We are responsible: we do what is expected and own our actions

We belong: we accept each other for who we are



TERM DATES – 2025

TERM 1 : 28 January to 4 April (*All students commence 30th January 2025*)

TERM 2 : 21 April to 4 July

TERM 3 : 21 July to 19 September

TERM 4 : 6 October to 19 December

Foundation (Prep) students observe the same hours as all other children but will remain at home each Wednesday until after the long weekend in March.

SCHOOL HOURS

Reading Before School Program	8.50 am - 9.00 am
1st Teaching & learning session	9.00 am - 11.00 am
Morning Recess	11.00 am - 11.30 am
2nd Teaching & learning session	11.30 am - 1.30 pm
Lunch (eat inside)	1.30 pm - 1.40 pm
Lunch (playtime)	1.40 pm - 2.20 pm
3rd Teaching & learning session	2.20 pm - 3.20 pm

- On wet days and extremely hot days the timetable remains the same but children remain indoors with teacher supervision for games and quiet activities during recess and lunch time.
- Children may arrive at school from 8.30am, the breakfast program commences at this time.
- All students must be collected at the end of the school day at 3.20pm.
- Office hours are from 8:00am to 4:00pm daily

THE STUDENT INCLUSION AND DIVERSITY POLICY

- Is not an end in itself, but rather a structure in which an effective teaching and learning environment can be promoted for all students.
- Aims to promote the development of responsibility and self-discipline in all students in an inclusive environment.
- Acknowledges that our rights are balanced by our responsibilities.
- Recognizes the importance of developing positive relationships between staff and students and encouraging three way co-operation between the home, the school and the child.
- Outlines consequences for actions.
- Children need to understand that they can make choices and that different choices have different consequences.



SCHOOL UNIFORM

The Wilmot Road Primary School Council maintains a policy of compulsory school uniform (see school website). The compulsory nature of our uniform code is not negotiable, but we will help to assist your child to be in uniform. This supports our value of belonging.

If your child is out of uniform a note explaining the reason must be sent to the class teacher.

The school uniform shop is open daily during office hours.

GENERAL INFORMATION

LIBRARY

Each grade has an allocated weekly borrowing time. All students need a fabric library bag to borrow books. Library books remain the property of the school and must be returned to school the following week.

CHILD SAFETY STANDARDS

Wilmot Road Primary School is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, a new regulatory landscape surrounding child safety was developed, underpinned by Child Safe Standards.

The Child Safe Standards are compulsory minimum standards for all Victorian schools, to ensure they are well prepared to protect children from abuse and neglect. The Child Safe Standards provide a framework to identify gaps and improve policy and practices around child safety.

The Child Safe Standards can be viewed on our website or available to view at the office.

Child Safety Officer: Sharon Thompson, Principal

Child Safety Champion: Brendan Kenna, Assistant Principal Wellbeing & Engagement

STUDENTS LEAVING THE SCHOOL GROUNDS

Under no circumstances are students permitted to leave the school without permission. Students wishing to go home for lunch **MUST** be collected by Parents / Guardians.

Requests for permission for a child to leave the school during school hours must be made either personally or in writing by parents. Parents collecting children during school time must do so through the office.

On rare occasions, younger students may become confused and leave school at recess time. Children who arrive home at times other than normal times should be returned to school as soon as possible. *Should this occur, please phone the school immediately so we know where your child is.*

ACCESS TO STUDENTS

From time to time, parents call at the school to collect their children for a variety of reasons. Sometimes one parent has sole custody and the other parent has access rights. Because of these circumstances, it is necessary for parents to keep us informed **in writing** of any changes in guardianship. If a Court Order exists the school must be given a copy to legally enforce this. If any doubt exists concerning access to a child by a parent, the school will hand the child over only to the person recorded in the school's records as the legal guardian.

CHILDREN'S POSSESSIONS

- Please name everything; especially clothing that may be taken off (including glasses)

The following items should be left at home:

- Treasured possessions - teachers are not responsible for these
- Jewellery
- Toy guns and dangerous toys
- Mobile phones, ipods and computer games

LUNCH ARRANGEMENTS

Children having lunch at school do so under supervision of their teachers. If a child does not finish his/her lunch, they will continue eating outside on the seats between the two buildings where further supervision will be available. It is important for children to have a healthy lunch.

FRUIT BREAK

All students are to bring a piece of fruit to eat in the morning at fruit break.

BREAKFAST PROGRAM

All students can participate in our breakfast program between 8:30am and 8:50am daily.

REPORTING TO PARENTS

Reports are issued during Terms 2 and 4 through Compass App, providing parents with information regarding each student's achievements against all learning areas and capabilities in the Victorian Curriculum. Reports also detail the child's attitude to school and social adjustment within the school environment.

Parent/Teacher/Student interviews for all grades are arranged in Term 1 and Term 2/3. At any other time of the year, parents wishing to discuss their child's progress may arrange an interview.



ACCURACY OF SCHOOL RECORDS

There is a computer record for each child attending this school. This data is taken from their enrolment and information is updated if circumstances change. This system enables our school to contact parents or their nominated emergency contact in the case of illness or accident. It is essential that the school **has at least one current emergency contact and their phone number on record.**

Please assist us by notifying the office of any change in:

- Your address
- Home phone number and parent's mobile phone number/s
- Email address/s
- Parent/s employment details and/or phone number
- Nominated emergency contact/s and their phone number/s



PARENT CONTRIBUTIONS

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary. However, the ongoing support from our families ensures our school can offer the best possible education and support for our students. Contributions make a huge difference to our school and the programs we can offer. By parents contributing for books, stationery, IT and excursions it enables us to provide our students with worthwhile welfare programs including our School Nurse, Intervention, Speech Therapy, Occupational Therapy, Sensory Room, Play Therapy and additional resources for lunchtime activities which all are beneficial to students learning. Details are on our school website

TECHNOLOGY

Wilmot Road Primary School provides every child with access to digital technology. Digital technologies is taught to students from Foundation to year 6.

MEDICATION AT SCHOOL

If medication needs to be given to any child at school, a medical consent form needs to be signed by the parent. The medication needs to be in the original packaging, with name of child, dose required and time administered. Children are not to keep medication with them but must bring it to the office. The School Nurse and First Aid trained staff will administer all children's medication.

ILLNESS AT SCHOOL

Initially when a child is ill at school, he/she is required to rest quietly in the sick bay or in the classroom. If the child is not feeling well after a short period of time, every endeavour will be made to contact parents with a request to take the child home. If your child has a minor accident, our School Nurse or staff trained in first-aid will attend to him/her. If your child is unable to return to class, parents will be contacted and asked to collect your child. All students who are ill must be collected promptly. Children who attend the sick bay will be given a letter to take home regarding their illness and treatment provided. If we feel a case is serious enough and requires medical attention and the parents cannot be contacted, we will call an ambulance.

Children should not be sent back to school if they are obviously still unwell. Whilst most students may be well enough to return after the stipulated time, some will need extra time to recover. Children should be allowed to regain their full fitness before returning to school. The school does not have the facilities to care for students who are ill.

BICYCLES & SCOOTERS

As most children live within easy walking distance of the school, we encourage the children to leave their bicycles and scooters at home. If bikes and scooters are brought to school, they will be stored in the locked bike shed. Bicycles/scooters must not be ridden in the school grounds. Children should dismount at the gate and walk to the bike shed. Bike helmets are compulsory by law. Children who do not wear a correctly fitted helmet cannot bring a bicycle/scooter onto school grounds. In the event that any child rides a bike or scooter in the schoolyard or without a helmet the bike/scooter will be retained and must be collected by their parent. This is a School Council policy to ensure student safety.

NEWSLETTER, FACEBOOK & COMPASS

The newsletter is a vital means of communication with parents. The monthly Thursday newsletter provides parents with information about "what is happening at school". Newsletters are posted on Compass App.

Wilmot Road Primary School has a Facebook "like" page and an App on Compass. Reminders, notices and important information are communicated to parents through these outlets. For assistance to install the free App, please see our friendly office staff.



PARENT INVOLVEMENT WITH THE SCHOOL

Parents play a vital role in providing additional skills and support to the school programs. Parents may assist in areas, e.g. School Council representative, hearing children reading, helping in classrooms with Literacy and Maths, covering books, helping in the library and assisting with excursions and sports.

LOST PROPERTY

Lost property is located in the library. Every effort is made to return named articles. Prompt enquiry for lost items will assist in their recovery.

SUN SMART

Wilmot Road Primary School has developed a sun protection policy that follows Cancer Council Victoria recommendations and is committed to:

- Promoting and supporting positive sun protection behaviours in students and staff
- Sharing sun protection information with children and families
- Implementing the sun protection policy from the beginning of September until the end of April and ensuring all students and staff wear hats whilst outside during school hours
- Creating a sun safe environment by providing adequate shade in the school grounds.



FAMILY LIAISON OFFICERS (FLOs)

At Wilmot Road Primary we have Family Liaison Officers. These come from the communities of our Arabic and Afghan families. Our Family Liaison Officers provide valuable links with our families through interpreting to make our communication stronger, providing information about school matters. They work afternoons from Monday to Thursday. A phone call to the office will ensure that we can arrange a time for families to meet with our staff and FLOs.

SCHOOL COUNCIL

The governing body of this school is the **Wilmot Road Primary School Council**. This body, composed of elected parent representatives, teachers and other co-opted members, meets monthly to determine policy on numerous issues.

The School Council promotes sympathetic relationships and understanding between all members of the school community and seeks to support all aspects of school life.

The current Committee is:

President :	Jacque Gawne
Minute Secretary:	Darryl Brown
Treasurer:	Cathrine Armstrong

TRAFFIC REGULATIONS AND SCHOOL CROSSINGS

Please note that parking regulations apply in Wilmot Road and surrounding streets. The City of Greater Shepparton clearly displays appropriate signage and it will pay you to check these signs and designations because **parents have been booked in the past.**

The school crossings are supervised before and after school. The crossing supervisors do an excellent job in protecting your children so it is important that all parents impress upon their children the need to use each crossing appropriately. Students entering and exiting via Wilmot Road **must** come through the main front gate, or pathway beside the library, **not through the car park.**

