



2016



School Information

Welcome to West Ulverstone Primary School

We trust that your involvement with our school is a happy and positive one.

Our motto: ***‘Learn to Contribute Contribute to Learn’***

Illustrates our focus on providing a school environment which values learning and the importance of everyone making positive contributions to the learning process. We have high expectations for all staff, students and all in our community.

At West Ulverstone we believe:

- In promoting lifelong learning and striving for excellence through a whole school collaborative approach
- Learning is strongly enhanced when students feel valued, there is mutual respect and an environment where they feel safe and secure
- Learning is achieved when students feel comfortable with their identity, are confident and have high self-esteem and self-worth
- Every student has the capacity to learn and that students learn at different rates and in different ways
- Learning is supported when students have ownership of their own learning and contribute to the decision making and life of the school
- That assessment is a tool that supports teacher planning and student learning

School Values:

- **Relationships -** Caring for others, making yourself and others feel good, being kind to all and co-operating with others in a positive and trustworthy manner
- **Respect -** Treating others how you would like to be treated, talking and playing nicely, thinking of others feelings and accepting the differences of others
- **Learning -** Gaining knowledge and skills, staying on task, persevering, listening, managing distractions and striving for excellence
- **Responsibility -** Being on time, owning up to mistakes, taking control of our actions and looking after our school property
- **Safety -** Feeling happy, comfortable and secure, playing by the rules, hand off feet off, speaking in a friendly way, helping others and asking adults to help solve problems

Our school values are embedded throughout the school and reflect on our belief of being the best you can be.

Our School Priorities:

1. Improve learning outcomes for all students -

- Effectively planning, monitoring, assessing and implementing the Early Years Framework and the Australian Curriculum
- Providing targeted support and a differentiated curriculum
- Using data to identify student learning needs

2. Teaching and learning excellence -

- Fostering a culture that values high quality teaching and learning
- All teachers having high expectations of students to learning
- All teachers know and monitor the learning needs of students
- An active learning community, motivated and striving for personal and collective improvement
- A differentiated curriculum and feedback culture

3. Build Respectful School Environment -

- Promoting positive behaviour choices through a respectful and supportive whole school approach
- Nurturing positive relationships with all students, staff and families
- Responding to students social and emotional learning needs

School Terms and Holiday Dates 2016:

Term 1: (10 weeks)

- | | |
|------------------------|--|
| • Monday 1 February | All staff commence - Term 1 |
| • Tuesday 2 February | Staff Professional Learning Day (<i>non student day</i>) |
| • Wednesday 3 February | Students commence – Term 1 |
| • Monday 14 March | Eight Hour Day – (<i>public holiday</i>) |
| • Friday 25 March | Good Friday - (<i>public holiday</i>) |
| • Monday 28 March | Easter Monday - (<i>public holiday</i>) |
| • Tuesday 29 March | Easter Tuesday - (<i>public holiday</i>) |
| • Thursday 7 April | Students last day - Term 1 |
| • Friday 8 April | Moderation Day (<i>non student day</i>) |
| | Staff's last day - Term 1 |

Term 2: (10 weeks)

- | | |
|--------------------|-------------------------------------|
| • Monday 25 April | ANZAC Day (<i>public holiday</i>) |
| • Tuesday 26 April | Students commence – Term 2 |
| • Monday 13 June | Public Holiday – Queen's Birthday |
| • Friday 1 July | Last day - Term 2 |

Term 3: (10 weeks)

- | | |
|-----------------------|--|
| • Monday 18 July | Staff Professional Learning Day (<i>non student day</i>) |
| • Tuesday 19 July | Students commence – Term 3 |
| • Friday 23 September | Last day - Term 3 |

Term 4: (10½ weeks)

- Monday 10 October
- Friday 21 October
- Monday 7 November
- Friday 25 November
- Wed 21 December
- Thursday 22 December

Students commence – Term 4
Staff Professional Learning Day (*non student day*)
Recreation Day Holiday
Devonport Show Holiday
Students' last day - Term 4
Staff's last day – Term 4

Introduction:

Our school, located on 5 hectares of extensive well maintained sporting fields, play grounds and gardens offers a primary education - from Kindergarten to Grade 6 (*ages 4 – 12 years*) and Launching into Learning Programs from birth – 4 years. Our facilities are well maintained and resourced to meet the needs of today's students.

Our staff comprises of an excellent team of well-qualified, highly professional Teachers and Support Staff, (*including Speech Therapist, Psychologist, Social Worker, Teacher Assistants, Education Facility Attendants and Administrative Staff*).

West Ulverstone Primary School is committed to the goal that every student has the opportunity to achieve his or her full potential. The Staff are dedicated, highly motivated and committed to making a positive difference in children's lives; encouraging academic, moral, social and physical development within a caring, sharing and supportive environment.

We value positive partnerships with families, parents and community; working together to provide educational opportunities that enables all students to achieve personal excellence in all their learning.

Our Early Connections Program provides extensive opportunities for birth - 4 children in our community through developmentally appropriate learning opportunities and parent/family networks.

There are many and varied opportunities for parents to be involved with their child's learning, some are detailed later in this handbook and further information is available from school staff.



Our School Buildings and Grounds are a Smoke-Free Zone

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Anaphylaxis 'Nut Aware School'

We are an Anaphylaxis 'Nut Aware' School with a number of protective practices in place school wide to ensure the safety and wellbeing of all students and especially those who have a life threatening allergic reaction to specific foods.

We request the support of our entire parent community to make careful choices about the foods placed in every child's lunchbox: *'Please help us to minimise the risk of harm from school lunchboxes by **not including foods in sandwiches or snacks that have nut or nut related products** (nuts, Nutella, peanut butter, fruit & nut mixes....) but rather save these for when children are at home.'*

The Arts

The school has a strong commitment to The Arts and provides all classes access to performances, artistic programs and specialist lessons. Programs include Visual Arts, Music and Drama.



Assemblies

Assemblies are held regularly throughout the year and advertised in our school newsletter calendar. The assemblies are an opportunity to celebrate children's work and acknowledge achievement. They usually run for approximately 45 minutes with parents and community members welcome and encouraged to attend. At times we hold special assemblies such as Anzac/ Remembrance Day, Year 6 Leavers and end of year celebration/Christmas.

Attendance & Absenteeism



It is important your child attends school every day. If your child is absent for a day of school each week during primary school they will have missed nearly 1½ years of schooling by the end of year 6. Regular and consistent attendance is critical in the education and social development of children. Being absent from school often results in a child missing important learning, impacts on friendships and limits participation opportunity and engagement in learning.

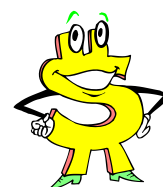
Just a quick note...



Please contact (6425 2195, west.ulverstone.primary@education.tas.gov.au or letter) the school office or your child's teacher to notify of any absence. This can be by sending a note, telephoning the school or calling at the office. A medical certificate is requested for absences of 5 or more days. Any unexplained absences will be regularly followed up by staff.

Banking

Forms to open bank accounts with the Commonwealth Bank are available from our school office. Students bring their savings and bank deposit books to school on Tuesday or Wednesday morning. School banking is processed thanks to the support of parent volunteers.



Behaviour Management/Respectful Schools

Our school sees the development of positive attitudes, knowledge and skills in students as crucial and sees this as a shared responsibility between parents, teachers and students. The aim is to support and teach children appropriate strategies and behaviours for the future. When responding to student's behaviour we reinforce our school values: relationships, safety, learning, responsibility and respect.

To support our students and maintain a respectful school environment and positive culture we have implemented a Restorative Practice approach and developed a consistent whole school behaviour management procedure and visual plan for students.

The restorative approach and implemented a behaviour management plan supports the positive culture of the school and ensures all students and staff feel safe and are empowered to resolve conflict in a respectful manner.

- **Restorative Approach**

The Restorative Approach is based on the belief that the person best placed to resolve a conflict or a problem are the people directly involved. It provides a process where those involved can identify and communicate what happened, who it affected, own their mistakes and identify how it can be fixed.

A restorative approach to conflict or wrongdoing consists in asking **4 KEY QUESTIONS:**

- 1** What has happened?
- 2** Who has been affected?
- 3** How can we involve everyone who has been affected in finding a way forward?
- 4** How can everyone do things differently in the future?

The potential advantages of restorative approaches in the school setting include a:

- Safer, more caring environment A more effective teaching and learning environment
- Greater commitment by everyone to taking the time to listen to one another
- Reduction in bullying and other interpersonal conflicts
- Greater awareness of the importance of connectedness to young people. The need to belong and feel valued by peers and significant adults
- Greater emphasis on responses to inappropriate behaviour that seek to reconnect, and not further disconnect, young people
- Reductions in fixed term and permanent exclusions
- Greater confidence in the staff team to deal with challenging situations
- Growing belief in the ability of young people to take responsibility for their choices, and more people giving them opportunities to do so

Adapted from: http://www.transformingconflict.org/Restorative_Approaches_and_Practices.htm

West Ulverstone Primary School Behaviour Management Plan

Students can
re-enter class
at any stage
following a
restorative
conversation

External or
Internal
Suspension

Re-entry meeting/
Restorative
conversation

Parent Meeting

Red Card
(Senior Staff)

Red card form complet-
ed Restorative Process
Consequence

Parents notified

Green Card
(Relocated to
another class)

Student complete allo-
cated work. re-enter
class after restorative

Calming
Time

Opportunity
to regulate
emotions

Time Out
(in class)

Isolated in class. Student
complete allocated work
until ready to fix mistake

**1,2,3
Magic**

Unacceptable Behaviour :
opportunity for students to
alter their behaviour.

LEARNING

RESPECT

SAFETY

Engaged in learning, being re-
spectful, cooperative and posi-
tive member of the class

LEARNING

RELATIONSHIPS

RESPONSIBILITY

BLUE CARD SUPPORT FOR STUDENTS & STAFF

BLUE CARD SUPPORT FOR STUDENTS AND STAFF

Book Supplies/Stationary

Student stationary and book supplies are available for collection from the school on levies days during the week prior to commencement of Term I. You can ring our school office, ☎6425 2195 for further information.



School levies are paid and final details on enrolments and contact information can be confirmed at this time.



Breakfast Club

The 'Good Start Breakfast Program' is offered to our students by Red Cross and WUPS Staff and volunteers. Breakfast is available each morning a week for any students from 8:15 – 8:45 am in the School Canteen.

Canteen

Our School Canteen operates on two days per week (*days confirmed each year*) and provides 'Schools Healthy Canteen' approved recess and lunch items. Our Canteen has received a Gold Award and is now an accredited Move Well, Eat Well School.

Lunch food and drink orders are to be written on an envelope/paper bag, showing your child's name, class with money enclosed. All lunch orders are placed into class canteen tubs at the start of the school day and then will be taken to the Canteen.



Recess is also pre-ordered and collected from the Canteen at the commencement of recess. Canteen menus and price lists are sent home regularly.

Chaplaincy Program

Our Chaplaincy Program works across the school to provide support to our school community. Our Chaplain works in classes, with small groups and at times with individual students. The program offers a range of flexible learning options to cater for our students' needs. These include life skills, community garden, social and emotional activities as well as sporting activities.

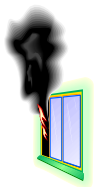
Class Structures

Organisation into class groups depends on many factors, our ultimate aim being to maximise student learning. This often means composite classes, for example 3/4 or 5/6. No matter the makeup of grades, teachers provide personalised learning for each child in their class to meet their learning and development needs.

Community Watch

If you happen to notice people vandalising school property or behaving in a dangerous or disrespectful way within our school ground, we would appreciate you contacting either:

- Police ☎ 131 444
- Principal ☎ 6425 2195 (*during school hours*)
- Ulverstone Security Services ☎ 0438 557 315



Prompt action by community members can prevent serious loss and damage.



Cultural Activities

Throughout the year we have a range of cultural performances and visiting programs that provide additional learning opportunities for our students. They are aligned with the curriculum and support students in developing a broader understanding of our world.

Curriculum

Our curriculum aims to form the basis for further learning and for participation in society. A balance between intellectual, social, emotional, physical and moral development is important for each child.

Children are encouraged to respond to high expectations and to work effectively with others. They are supported in their learning and in accepting responsibility for what they learn. They learn best when they have confidence in their abilities and a sense of personal worth - qualities that are strongly influenced by the nature of the relationships between children and teachers, and by the extent to which they feel part of their school.

The 'learner' is at the centre of all aspects of the educational experiences at West Ulverstone Primary. Our school curriculum is based on the Australian Curriculum and the Early Years Framework. We support students in their learning to;

- Learn
- Think, know and understand
- Live full, healthy lives
- Create purposeful futures
- Relate, participate and care
- Act ethically

Underpinning the curriculum are the core values for education in Tasmanian Schools;

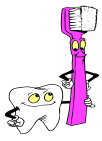
- Learning
- Excellence
- Equity
- Respect
- Relationships

(DoE Strategic Plan 2014 – 2017)

These values provide a firm foundation for providing students with an inclusive, high quality education free from the effects of discrimination.

The teaching staff at West Ulverstone Primary are committed to:

- Establishing a creative, innovative and supportive learning program and environment
- Having high expectations of students and their learning
- Understanding the needs of learners
- Building a broad range of inclusive teaching strategies
- Making learning relevant and personal for all students



Dental Service

Dental treatment can be organised from School Dental Service through their base at Ulverstone High School, ☎6425 2079.

Enrolment

Enrolment forms can be collected from the school office. You can enrol your child in Kindergarten if they are four years old by the first of January. Children aged five years of age on 1 January must be enrolled in school.



If you are enrolling your child for the first time in a Government school you will need to provide your child's birth certificate and immunisation history.



Excursions

Excursions provide important, active, hands-on learning experiences varying from short local walks to day trips. It is usual for students to go on class excursions during the year as part of normal classroom programs. Costs of minor excursions are included in your levy payment. Extra money may only be requested for optional activities, major camps or overnight excursions.

All excursions are organised and supervised by class teachers with additional supervision and support from staff and/or parents. Please let your child's class teacher know if you would like to be involved. Full school uniform is usually required unless advised of other arrangements.

Family-School Partnership

Strong parent/school partnerships has a positive impact on the education of children. We encourage parents and families to be active participants in their child's education.



**FAMILY
SCHOOL**
PARTNERS

This can be achieved through regular meetings, conversations with your child's teacher, coming into the school and visiting your child's class. Successful teaching of children depends on interaction between home, school and student. Feel free to call the office to organise meetings with your child's teacher or other members of staff.

Your help and involvement in our school is welcomed, encouraged and appreciated. We want to foster a strong partnership with parents so as to ensure the best possible education for our children.

First Aid



Staff will attend to minor accidents or illness, however for more serious cases we will contact parents or the emergency contacts listed. If you cannot be contacted, the child will be made as comfortable as possible at school. We do not give out any medication as part of First Aid treatment.

If your child has a need for medication during school hours, please discuss this with your child's teacher or our office staff (*please refer to Medication section*).

In emergencies, where urgent medical treatment is indicated, an ambulance will be called or the child will be taken directly to an Ulverstone medical practice by staff. Parents will be notified immediately regarding such an event.

Flexible Learning Programs/Initiatives

With the diverse range in student development and to ensure the individual needs of each student are met we identify, plan and implement a range of flexible programs. These may include; numeracy and literacy programs (*QuickSmart*), life skills, gardening; woodwork; social/emotional programs and sensory skills.



The program will generally be made up of a small group of students and run for 5 – 10 weeks. The aim is to identify student needs and develop programs to support their learning. Information will be provided in the newsletter and where necessary to parents of students participating in these programs.

FLO – Family Liaison Officer

The role of FLO is to support parents and families throughout our community. For example accessing additional home support, transport, student bus passes, support with specialist appointments, referrals to Social Work or other support services and addressing attendance.

Hats



We are a SunSmart School and each child and staff member is required to wear an approved sun safe bucket hat during Terms 1 and 4 to ensure maximum protection. Children without hats will need to be in the designated shade areas.

School hats are readily available from Maveric Clothing, 17 Reibey Street, Ulverstone. Caps are not an approved sun safe hat to wear to school.

Head Lice

Unfortunately head lice do occur in all schools from time to time. Treatment is expensive, difficult and time consuming for parents. To help prevent the spread of head lice we follow the Department of Education guidelines.



<https://www.education.tas.gov.au/documentcentre/Documents/Infosheet-Health-Headlice.pdf>

When we notice that a child in a class has head lice we contact parents and ask that they collect their child from school so that they can be treated. If there is an incidence of head lice we ask that parents notify us so that we can alert families in your child's class about checking their child's hair.

Healthy Foods

We are a 'Move Well, Eat Well' school and we encourage healthy food choices. We recommend that children eat a balanced diet. Lollies, energy drinks, sweet food and foods high in fat and flavourings should not be eaten at school.

Each class has designated fruit eating times. Fresh fruit is provided **free** to classrooms twice a week (*donated by Rotary Club of Ulverstone West*).

Reminder - we are Anaphylaxis Nut Aware School please avoid peanut, nut and Nutella products in school lunch boxes.

High School Transition Programs: Grade 6

Each year our links with Ulverstone High School are significantly strengthened by a range of programs and initiatives around transition for Grade 6 students. We receive extremely positive feedback from both students and staff of how enthused and positive our Grade 6 students feel about moving to the high school setting after participating in Ulverstone High School Transition Programs.

Students, accompanied by class teachers, participate in transition sessions in the later part of the year. Learning opportunities in these transition blocks include: visual arts; physical education; materials and design; science skills for the laboratory and cooking. Each block allows for interactions with staff at Ulverstone High and early familiarisation with the high school learning environment.

There is also an Orientation Day normally in early December. Parents of Grade 6 students will receive correspondence from the high school outlining the Transition Program and information sessions for parents and students.

Home Reading

Children in Kindergarten – Grade 4 participate in a regular home reading program. Teachers select and provide books for children to take home and read with parents.



Ideally there should be five sessions per week for about 10 – 15 minutes. The books chosen are at an easy level for students to practise their skills. Students work with their teachers during class time on harder books. This program is particularly effective in improving children's literacy and we encourage all families to take part.

Certificates and medals are awarded to encourage students. Students in older classes are also encouraged to read independently on a regular basis.

Homework

Our school does not have a specific Homework Policy. Senior students may be given homework which should take no longer than half an hour to complete. Younger children will participate in the Home Reader's Program. However if students do not complete school work during class time, it may be sent home for homework.

One of the most valuable ways in which parents can help their children's learning is to listen to them read and/or read to them regularly.



Information Technology

'Students develop ICT capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school.' (*Australian Curriculum, Information and Communication Technology ICT Capability*)

Our commitment to ICT means students have access in all classrooms to a high speed network supporting quality netbooks, iPads, tablets and desktop computers for learning activities across the curriculum.

All students in Prep – Year 2 have a personal iPad to support their learning program. Year 3 – 6 students have access to class desktops, netbooks and tablets.

To ensure acceptable use of equipment students from Grade 3 – 6 are required to complete a computer user agreement.

Jewellery/Toys

Our school prefers that children do not wear jewellery to school. It is not possible for us to be responsible for personal items such as jewellery, watches, electronic games or toys. Children with pierced ears should wear studs or sleepers.

Kindergarten Entry

The Department of Education has guidelines for the age at which children can be enrolled in Kindergarten. You can enrol your child in Kindergarten if they are four years old by the first of January.

Kindergarten enrolment forms can be collected from our office as from September in the year prior to your child's expected entry. Advertisements about this appear in the Advocate and our School Newsletter.

During November/December parents of newly enrolled children are invited to a series of Kindergarten Orientation sessions. Parents are encouraged to begin early connections with our school community by accessing our free birth – 4 years' programs.



We encourage families with Pre-Kindergarten aged children to attend our Playgroup and/or Pre-Kindergarten sessions. Playgroup meets once a week in the Early Connections area, allowing pre-school children and their parents to acquire an easy-going familiarity with our school and staff before the child's official entry into Kindergarten.

For information contact our school office on ☎6425 2195.



Launching into Learning: Early Connections

Programs for children aged birth – 4 years and their parents in West Ulverstone

Learning begins at birth and brain development in the first three years of life is critical to the lifelong success of every child. During these early years when a child's brain is developing rapidly, adult participation in even simple activities with young children makes a lasting impression. It is never too early to provide your child with positive learning experiences.

At West Ulverstone Primary School we offer a range of Launching into Learning Programs (*Birth – 4 years*) that provide early connections with our school. All are at no cost to children and adults.



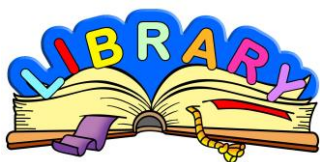
Current programs include:

- **Play Connections** - a playgroup for children aged birth – 4 years old and their parents
- **Active Connections** - a program for children aged birth – 4 years old that includes music and gym sessions and water orientation to help children develop their social, physical and early language skills
- **Pre-Kinder Connections** - a program which focuses on building early literacy and numeracy skills and concept learning. This is for Pre-Kinder aged children in the year before they start school and their parents
- **Family Connections** - individual family support is available for specific issues or concerns

For dates, times and other information please contact West Ulverstone Primary School on ☎6425 2195.

Levies

Levies are set annually by the School Association. They cover additional education costs such as stationery, class materials and equipment, cultural performances, minor excursions and our swimming program. If you have any queries or difficulties regarding the levies, contact the principal or a senior staff member.



Library

Each class has a scheduled library time during the week. Children are shown the latest books, given important library information and utilise the borrowing and information techniques associated with the library. General areas covered include Library rules and behaviours, appreciation of books, literature appreciation and the searching and utilising of information.

Our school Library collection is part of the TALIS network, which in turn gives our library access to all school and public library listings. Parents and children are welcome to utilise this program.

The Library is open over several lunchtimes for students. Library Staff are supported by Year 6 Library Leaders who help re-shelve and help younger students.

It is requested that every student has a named library bag for book borrowing. A waterproof bag is preferred but a plastic bag is adequate.

Parents are welcome in the library. Our Library Technician is available Tuesdays and Thursdays to assist with borrowing requests. We have endeavoured to build our collection of books for a Parent Resource Library. These can be borrowed at any time.



Lost Property

Clear naming is the best way of ensuring that lost articles are returned to their owner. Please enquire at our school office if you are trying to trace lost items.

Unclaimed articles are stored, displayed at the end of each term and items left are either taken to a charitable organisation or put into our spare clothes supply.

Lunchtimes

- Recess (Play lunch) 10:50 – 11:20 am
Class teachers supervise the eating of recess inside for 10 minutes before children are allowed out to play



- Lunch 12:50 - 1:30 pm
Class teachers supervise the eating of lunch inside for 10 minutes before children are allowed out to play.



During outside lunch time play some formal sporting practices may be organised, but generally children organise their own lunchtime activities. On wet days children are supervised inside.

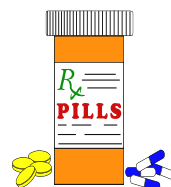
Healthy cut lunches brought from home are encouraged.

Our School Canteen currently operates two days per week and provides healthy lunches.

Medication

West Ulverstone Primary supports the administration of prescribed medication to students during school hours only when it is absolutely necessary.

In the event that a medical practitioner prescribes a medication to be administered during school hours a parent/carer must, in the first instance, complete a written request form at the school office. The Principal may then arrange for the administration of medication. Medication is administered from our school office by a delegated staff member.



If an arrangement is made it is the responsibility of parents to ensure safe delivery of medication to the school office – in a clearly marked container with the student's name.

The pharmacist's administration instruction must be visible and the instructions need to indicate:

1. Specific times at which the medication is to be administered
2. The quantity of medication to be administered
3. The period for administration of the medication

The Principal or delegated staff member may not accept instructions for administration of medication on the authority of parents, without specific instruction from a doctor or the pharmacist implementing the doctor's instruction.

An official register for the administration of medication to students is kept in the school office. An entry will be made whenever a staff member directly administers medication.

*Non prescribed oral medications and over the counter medications such as analgesics (ie Panadol, cough medication etc) will not be administered by teachers or other members of staff, unless direction is given by a medical practitioner.



School Newsletter

Newsletter

Our newsletter is published fortnightly on Wednesdays. A copy is either sent home with the eldest child in each family or emailed to families. It contains articles on current events in our school, gives information about excursions or other planned events and provides space for community announcements and lost notices etc.

Parents preferring to receive an electronic version of our school newsletter can leave their email address at the office.

The newsletter will also be accessible via our school website –

<http://education.tas.edu.au/westulverstoneprimary>

Outside School Hours Care

- Stepping Stones Children's Centre, 11 Moore Street, Ulverstone - ☎6425 6524 for Kindergarten aged children only
- Ulverstone Childcare Centre – Alexandra Road, Ulverstone - ☎ 6425 3505
- Discovery Early Learning Centre & Outside School Hours Care, 24 Buttons Avenue, Ulverstone – ulverstone@discoveryelc.com.au or ☎ 6425 1388 / 1300 663 125



Parent Concerns

Within a school community there are unfortunately times when children can experience a conflict, problem or issue. Sometimes parents may even hear about these matters before a member of staff.

The most helpful way to address these situations is to speak directly to the school. Making contact directly with your child's teacher is the first step as they know your child the best; then if necessary, please make further contact with a member of senior staff.

Your concerns are important to us and we do actively seek ways of strengthening home-school partnerships and resolving or clarifying any matters of concern.

Our staff work strongly to provide a positive and respectful school environment for every child and every child's social, wellbeing and academic needs and development are important to us.

We hope that all members of our school community are respectful when dealing with any issue or concerns. The use and breadth of social networking sites such as Facebook often leads to misinformation and can escalate the situation. To alleviate this please contact the school for any matter of concern.

Parent and Volunteer Help

Parents, friends and relations are warmly encouraged to assist in our school.



Your help within our school is always appreciated and your time will be put to good use! Rosters for parent help are usually organised by each class teacher. Parent help is always needed and appreciated on excursions, in the library, in sport and other school events.

All visitors, helpers and volunteers are required to sign in and out of our school via the register at our school office. Visitor/helper badges are required to be worn.

Peer Support

Throughout the year there are many formal and informal opportunities for students across grades to work together, share learning and participate in social skills activities together. These are generally organised by teachers throughout the year.

Physical Education and Sport Activities



Classes are involved in a 10 -15 minute 'daily' physical education program run and supported by our Grade 6 Sports Leaders, as well as a 45 minute (30 minutes Kinder) dedicated physical education session each week.

Identified Early Childhood students will also be involved in additional Perceptual Motor Programs throughout the year.

We aim to help children improve their physical skills, strength and co-ordination and also foster a 'sporting spirit' within groups and teams. We emphasise fun and participation, not competition between children. A pamphlet on the School Sports Code is available from our school office.

Annually we hold our school athletic carnival and cross country events. Our school actively participates in all North West Primary Schools Sports Association activities.

Each year all children Kinder - Grade 6 participate in a Swimming Program catered for their year level. The importance of water safety is paramount in our school.

Team sports such as Basketball, Netball, T-ball, Soft Ball, Soccer, Australian Rules Football, Milo Cricket, Cricket and Triathlons are offered and organised by interested parents and community groups.

We are always interested to receive offers from parents and members of the community to coach or supervise. Our Physical Education Teacher and Senior Teacher liaise with all team coaches. Information about rosters and teams are included in our school newsletter.

Policies and Guidelines

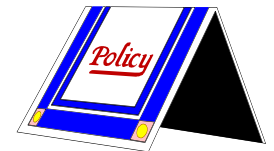
Our school policies are currently being reviewed and updated to align with current department policies and guidelines.

If you wish further information please refer to either our school website:

- <https://education.tas.edu.au/westulverstoneprimary>

or the Department Policies and Guidelines at:

- https://www.education.tas.gov.au/About_us/Pages/Policies.aspx



Reporting to Parents

Reporting student achievement to our parents is a key feature in building effective partnerships between students, teachers, schools, parents and carers.

- ***Kindergarten:***

Kindergarten students are assessed against the Early Years Framework curriculum document and the Kindergarten Development Check (KDC) which is conducted twice a year.

Reporting for Kindergarten Students involves:

- Mid-Year: Parents participate in a parent/teacher discussion regarding progress and the first of two Kinder Development Checks
- A comment-based End of Year 'Celebration of Learning' Kinder report including the second Kindergarten development Check. There is also an opportunity to discuss your child's Kinder progress with their teacher.
- Parent Teacher Meetings, both formal and informal, are essential in sharing about the progress of every child and in particular the first formal year of schooling for a Kindergarten child. Parents are encouraged to call in and speak to their child's Kinder teacher at any time.

- ***Prep – Grade 6***

Students in Prep through to Grade 6 are assessed against the Australian and Tasmanian Curriculum.
Australian Curriculum:

- English
- Mathematics
- Science
- History
- Geography
- Health Physical Education

Tasmanian Curriculum:

- The Arts
- ICT Grade 6 checklist

Reporting for students in Prep - Grade 6 involves:

- Term 1:
 - Primary Progress Statement – a short report provided to inform parents about how each child has settled in to school and to advice of any early areas of concern. There will be an opportunity for a Parent Teacher Meeting. Either parents or the teacher may request an individual Parent/Teacher Meeting. A record of attendance will also be issued.
- Term 2:
 - Mid-Year Full Written Report & Parent Teacher – a report providing clear, detailed information about each student's progress and any matters that need attention. All parents are expected to attend a Parent/Teacher/Student Meeting to receive this report. A record of attendance will also be issued.
- Term 4:
 - Summary End of Year Report – A report providing parents with brief information about their child's end of year results. A record of attendance will also be issued. Parents may request a Parent/Teacher discussion for clarification.

Safety

We work diligently to encourage safe and responsible behaviour by all children at all times. We have a nominated Safety Officer on staff to identify any areas of concern and make recommendations to the Principal to be addressed. Playground equipment, grounds and surfaces are regularly inspected and maintained.



School Association

Our School Association is a key decision making group representing parents and the community that work with the Principal and staff to set directions, establish policies and review the school budget. School planning, development of school improvements and initiatives and programs are important roles of the School Association.

Committee Time



Members are elected for a period of two years with nominations called in March each year. Meetings are held twice a term. Meeting details are advertised in the school calendar and are open to all members of our school community.

If you would like to know more about the School Association or obtain a copy of the constitution, please contact our school office for further information.

School Times

In order to prepare for the school day children are encouraged to arrive at school from 8:30 a.m. with classes commencing at 9:00 am. Please note that children are not supervised before 8:30 am or after 3:00 pm.

- | | |
|-------------------|--------------------|
| • Learning time 1 | 9:00 – 10:50 am |
| • Recess | 10:50 – 11:20 am |
| • Learning time 2 | 11:20 am -12:50 pm |
| • Lunch | 12:50 – 1:30 pm |
| • Learning time 3 | 1:30 - 2:50 pm |



The school is responsible for children while they are on school property between 8:30 am and 3:00 pm and at all times whilst they are on an excursion. Children on school property at other times are not supervised.

School Values



West Ulverstone Primary provides students with a secure, friendly, safe and respectful environment. Our whole school Respectful schools and Respectful Behaviour procedures provide a structure in which children learn to take responsibility for and to understand the consequences of their own behaviour.

Our respectful school environment is based upon our school values of:

- **Respect:**
Treating others how you would like to be treated, talking and playing nicely, thinking of others' feelings and accepting the differences of others
- **Responsibility:**
Being on time, owning up to mistakes, taking control of our actions and looking after our school property
- **Relationships:**
Caring for others, making yourself and others feel good, being kind to all and cooperating with others in a positive and trustworthy manner
- **Safety:**
Feeling happy, comfortable and secure, playing by the rules, hands off - feet off, speaking in a friendly way, helping others and asking adults to help solve problems
- **Learning:**
Gaining knowledge and skills, staying on task, persevering, listening, managing distractions and striving for excellence

Senior Staff

Our school Senior Staff team comprises of the Principal, AST (*Advanced Skills Teacher*) and a Raising the Bar, Literacy/Numeracy Coach. They provide leadership and management for school programs and learning teams.

Contact with a member of our Senior Staff can be easily made through our school office on ☎6425 2195.

Supporting Additional Needs Students

The school has various education programs to cater for all students learning and developmental needs. We offer a range of flexible programs such as life skills, cooking, gardening and social/emotional activities.

We have highly experienced Teacher Assistants that work alongside teachers and run our Flexible Programs. Many of our students have Individual Learning Plans to support their program and gives every child the opportunities to reach their full potential.

We are well supported with specialist staff and access both department and external support services for identified students. Please contact senior staff if you wish to discuss your child's specific educational and developmental needs.

Staff

Our school has a committed and enthusiastic staff who provide the best possible education for your children and ensure the smooth running of the school. Our valuable team of support staff also contribute to both the running of the school and ensuring the educational needs of each student are met.

The School Psychologist, Social Worker, Speech and Language Pathologist and Chaplain work regularly in our school and are available to meet with parents by appointment. Enquires should be made through our school office.

We encourage parents to keep regular contact with class teachers. If you wish to discuss concerns or issues please arrange a mutually 'non classroom' time to meet by contacting the school office or your child's teacher directly.

Student Health

At enrolment, we ask for information about any health problems children may have, any medication they need, their family doctor, and most importantly, for parents and emergency contact telephone numbers.

It is important that this information is kept up to date, so that we can contact you should the need arise. Please notify our office of any changes on ☎6425 2195.



Student Late Arrivals – Early Departures

Our learning day starts at 9:00 am. If your child arrives late to school they are required to be signed in at the front office.

Students are to be signed out at the office by an adult if they are leaving school early. Students must be collected from the office.

Parents/carers are required to provide an explanation of any late arrivals or early departures in accordance with The Department's Attendance Policy.

Transport To and From School

- *By Bus*

Several private buses service our school. Parents need to make contact with bus companies and drivers to arrange for children to catch a bus. From this discussion parents will be informed about if a fare is charged and details of routes and times.



- Wallace Coaches ☎ 6425 9141
- Mersey Link ☎ 6427 7626
- BusesRUs ☎ 6437 6218 free call 1800 350 220

Students will need to obtain a Green card which can be organised either online at www.transport.tas.gov.au or through Service Tasmania.

Children are expected to behave sensibly and quietly on the buses and to obey any instructions from the driver. Children who persistently misbehave or endanger others may not be allowed on the bus. Any concerns regarding on board behaviour should be immediately directed to the bus contractor.

Senior Staff support the end of day bus run by travelling with students for the majority of the run.

- *Bikes/Scooters*



All children riding bikes must wear approved helmets, behave sensibly and obey road safety rules.

Children in Kindergarten - Grade 2 should only ride bikes to school if accompanied by an adult.

The bike shelter is outside the Kindergarten fence near the Maud Street entrance.



Bikes, scooters and skateboards must not be ridden in school grounds before and after school anyone riding a bike, scooter or skateboard on school property at other times does so at their own risk.



Uniforms

We have an official school uniform and it is a priority for us to have all children wearing it. The uniform enhances pride in our school and is often the most economical way of providing school clothes.

Please name your child's uniform as this helps lost belongings be returned to their owner.

Maveric Clothing, 17 Reibey Street, Ulverstone, ☎6425 1695, are now the stockist of our uniform.

The school uniform is as follows:



All children wear:

- A navy bucket sun safe hat with gold trim for Terms 1 and 4.
(There is a No hat - No play policy in Terms 1 and 4. Children without hats sit in the nominated shade areas.)

• **Girls:**

- Dress – checked material
- Navy/gold polo shirt (short sleeve) with school logo in gold
- Skort – navy blue
- Unisex shorts - navy
- Bootleg trousers – navy blue
- Track pants – navy blue
- A navy polar fleece top/polar fleece jacket with school logo in gold



• **Boys:**

- Navy/gold polo shirt (short sleeve) with school logo in gold
- Unisex shorts - navy
- Cotton trousers/shorts – navy blue
- Track pants – navy blue
- A navy polar fleece top/polar fleece jacket with school logo in gold

- Optional – hoodies with surname on the back and navy shell jackets
- Jeans are not an acceptable item of school uniform
- Shoes – either flat heeled black shoes or a running shoe/sandshoe suitable for daily PE

Use of School Facilities Out of School Hours



Playing fields and basketball courts are available for responsible use by children after school and at weekends, but this is done at their own risk and no responsibility can be taken for their safety by our school.

School buildings, courtyards and enclosed playgrounds are not to be entered unless in the company of a teacher.

Responsible local individuals and groups may arrange to use some school facilities such as the Hall and grounds for activities. Please contact our office for appropriate fees and information on ☎6425 2195.

If you require any further information please do not hesitate to contact the school on ☎6425 2195 or arrange an appointment with Senior Staff.