



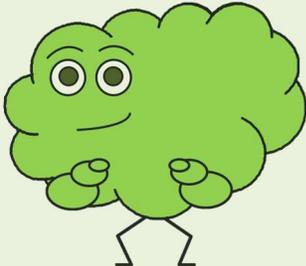
Thinking... for their future



2023 School Information



<p>General Information</p>	<p>Grovedale West Primary School 85 Heyers Road Grovedale 3216</p> <p>Ph: 52414774</p> <p>Email: gwps@edumail.vic.gov.au Website: www.gwps.vic.gov.au</p> <p>Office Hours 8.30am – 4.00pm (Answering Machine after 4.30pm)</p> <p>Office Team</p> <ul style="list-style-type: none"> • Business Manager – Michaela Bird • Office Administration – Fi Thompson
<p>School Vision and Values</p>	<p>The school's mission is based on the Melbourne Declaration - Educational Goals for Young Australians (2008)</p> <p>Students at Grovedale West Primary School will be provided with an education that will enable them to become:</p> <ul style="list-style-type: none"> - Successful learners - Confident and creative individuals - Active and informed citizens. <p>As successful learners they will:</p> <ul style="list-style-type: none"> • Have an active role in their own learning • Have essential skills in literacy and numeracy • Be creative and productive users of technology • Be able to think critically and logically • Be able to problem solve in a critical and creative manner <p>As confident and creative individuals they will:</p> <ul style="list-style-type: none"> • Have a sense of self-worth and personal identity • Be optimistic and demonstrate a positive mindset • Be enterprising and show creative initiative • Demonstrate personal values such as honesty, resilience, empathy and respect for others • Have the knowledge and skills to maintain healthy satisfying lives <p>As active and informed citizens they will:</p> <ul style="list-style-type: none"> • Act with moral and ethical integrity • Appreciate Australia's social, cultural, linguistic and religious diversity along with an understanding of government, culture and history • Understand and value indigenous cultures and reconciliation <p>The school has a shared focus on children at the centre of the learning, global connectedness, future thinking and achievement and excellence.</p>

	<p>The school values are: RISE</p> <p>Responsibility Inspiration Strength Empathy</p> <p>The development of young learners at GWPS is also underpinned by the 6c capabilities. The overall purpose of the six Cs and their underlying structure is the well-being of the whole student, and the well-being of society, which essentially consists of higher levels of student achievement and the capacity to apply what one knows.</p> <ul style="list-style-type: none"> • Character education - honesty, self-regulation and responsibility, perseverance, empathy for contributing to the safety and benefit of others, self-confidence, personal health and well-being, career and life skills. • Citizenship - global knowledge, sensitivity to and respect for other cultures, active involvement in addressing issues of human and environmental sustainability. • Communication - communicate effectively orally, in writing and with a variety of digital tools; listening skills. • Critical thinking and problem solving - think critically to design and manage projects, solve problems, make effective decisions using a variety of digital tools and resources. • Collaboration - work in teams, learn from and contribute to the learning of others, social networking skills, empathy in working with diverse others. • Creativity and imagination - economic and social entrepreneurialism, considering and pursuing novel ideas, and leadership for action
<p>Optimistic Positive Students Green Brain Thinking</p> 	<p>The school has high expectations for every student and promotes a positive learning environment that allows for all children to learn and feel safe at school.</p> <p>It is essential that families support their child in coming to school 'ready to learn' experiencing regular sleep patterns and home routines.</p> <p>Positive students:</p> <ul style="list-style-type: none"> • know what RIGHT about themselves is • use their strengths as part of their learning • are optimistic • think flexibly and accurately about problems • focus their energy of the aspects of a situation that they can change • cope effectively with what they cannot change • use problem solving strategies • communicate effectively with each other

A to Z

Accidents at school	<p>As much as we try to avoid them, some accidents do happen at school. In the majority of cases, First Aid can be administered. If necessary, parents will be notified, and further action taken. Where required an ambulance will be called. Parents must pay any costs incurred. Ambulance cover is highly recommended. It is also recommended that parents access Student Insurance Cover as the school does not provide individual student insurance cover. When a child attends First Aid, parents will be notified by COMPASS.</p>
Anaphylaxis / Allergies	<p>Parents are required to notify the Office of Anaphylaxis / allergy requirements. Students who require an EPIPEN should have these in the first aid cupboard and in their bag. All new parents are to complete a School Anaphylaxis Management Plan and Medication Approval form at the beginning of the school year and these need to be updated when there are changes to treatment and before camps and excursions. The Anaphylaxis Policy is available on the school website or form the Office</p>
Appointments	<p>We encourage communication between home and school but often it is not possible for teachers, Assistant or the Principal to see you without an appointment. Please contact the office to make an appointment.</p>
Art Smocks	<p>All students (Years P - 6) are required to have an art smock to protect their clothing. An old shirt may be used, or they can be purchased.</p>
Assembly – Whole School	<p>The students host the assemblies and all levels P-6 share in the presentations. Parents are welcome and encouraged to observe but we do ask – no mobile phones, no pets and please keep toddlers with you to ensure that the children can confidently present their learning. Parents will be informed when assemblies are scheduled. Assemblies are dependent upon COVID 19 restrictions.</p>
Bikes	<p>Children in Years Prep to 3 who ride bikes, should be accompanied by an adult - (as recommended by the Vic Roads). All riders must wear an approved helmet and are expected to demonstrate responsible riding habits at all times. Students who ride bicycles to school should be aware that the school takes no responsibility for the security of the bikes. It is required that all bikes have secure locks, are walked through the school grounds and ridden safely between home and school. The wearing of helmets is compulsory. If the rules are not obeyed, then the privilege of bringing bicycles to school is withdrawn temporarily or, in the case of repeated problems, permanently. Bikes are stored in our bike shed during the day.</p>
Birthdays	<p>Due to children’s allergies and our Healthy Eating Policy, our teachers will celebrate children’s birthdays within the classroom community without the need for you to provide any food or treats.</p>

Collecting children through the day	<p>It is preferred that student learning is not disrupted and that appointments where possible for dentists, doctors etc are made out of school hours.</p> <p>Please inform the office in the morning if your child needs to be collected for an appointment. This minimizes disruption to learning by speaker announcements through the day.</p> <p>Please note, non-custodial adults (friends) are not permitted to pick up children without the school receiving prior notification from the custodial parent. Students will not be permitted to leave the school grounds during school hours unaccompanied.</p>
Calendar of Events	<p>A calendar listing upcoming school events is published in the school's newsletter.</p>
Car parking	<p>There is no parking available for parent/s carers, on the school grounds. Please park in the allocated areas around the school.</p> <p>The car park in front of the administration area is only for use by staff, deliveries, or any emergency vehicles. The gates are closed at the beginning and end of the school day.</p> <p><i>We request that parents do not to enter Noila Street to drop off and collect their children, as it becomes too congested. We want to keep the school crossing free of traffic.</i></p>
Casual Replacement Teachers (CRT)	<p>When your child's teacher is ill or absent a casual replacement teacher will teach the class. We expect students to respect and cooperate with the relief teachers the same as they would for their class teacher.</p>
CCTV	<p>The school has CCTV cameras placed around the external buildings of the school. A CCTV camera is also placed in the foyer of the school providing security for our school.</p>
Chaplain	<p>Our School Chaplain provides wellbeing support for students at GWPS. Parents are requested to sign a permission form for their child to access this service. Learning takes many forms and includes social, emotional and behavioral development. It is important that children are given every opportunity to grow in these areas, learn from mistakes, and continually find new and better ways to approach situations and life's challenges.</p>
Child Safe Standards	<p>Grovedale West Primary School promotes a safe, healthy, supportive and secure environment for all students. The aim is to raise awareness of what makes students resilient, develop strategies to reduce vulnerabilities and increase coping skills and to feel connected in their school and broader community. We are committed to the safety, participation and empowerment of all children. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures. Our organisation is</p>

	<p>committed to preventing child abuse and identifying risks early, and removing and reducing these risks. The school is legally bound to Mandatory Report if they are concerned about a child's emotional or physical wellbeing.</p> <p>Child Safe Standard 1 - Relevant entities establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.</p> <p>Child Safe Standard 2 - Child safety and wellbeing is embedded in organisational leadership, governance and culture.</p> <p>Child Safe Standard 3 - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.</p> <p>Child Safe Standard 4 - Families and communities are informed and involved in promoting child safety and wellbeing.</p> <p>Child Safe Standard 5 - Equity is upheld and diverse needs respected in policy and practice.</p> <p>Child Safe Standard 6 - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.</p> <p>Child Safe Standard 7 - Processes for complaints and concerns are child focused.</p> <p>Child Safe Standard 8 - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.</p> <p>Child Safe Standard 9 - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.</p> <p>Child Safe Standard 10 - Implementation of the Child Safe Standards is regularly reviewed and improved.</p> <p>Child Safe Standard 11 - Policies and procedures document how the relevant entity is safe for children and young people.</p> <p>The Child Safe standards are available to view on the school website or at the school Office</p>
<p>Communication Protocol</p>	<p>Parents are welcome to contact the office to organise a meeting with their child teacher.</p> <p>Teachers communicate with parents via COMPASS diary, the child's diary or phone contact.</p> <p>Parents can email the school email and messages will be forwarded to teachers.</p>
<p>COMPASS</p>	<p>COMPASS is the school's digital communication portal. You will be provided with a password and instructions on how to access COMPASS. The school's formal communication is COMPASS and the school Newsletter (The Link).</p>

	Information related to GWPS provided on other social media sources will not have been provided by the school, so may lack accuracy.
Concert	A School Concert is held annually at the end of the year. This is always a very special evening for students and families All classes present an item and the whole community is invited to attend. A charge is made for adults and non-Grovedale West Primary School students to cover costs. During Term 4 the students have a Performing Arts focus in their curriculum.
Curriculum Days	School Council has the authority to declare four pupil free days and one Report Writing Day each year for staff professional development and reporting. Parents are notified of these dates in advance in the newsletter.
Custody Restrictions	It is vital that the school be kept informed of any access or custody restrictions. Photocopies of any orders must be given to the office. The school is legally obliged to follow the custody orders.
DET	These letters stand for the Department of Education and Training. The term DET is commonly used in newsletters and circulars to parents.
DET Statement of Values	The DET Statement of Values aims to encourage self-discipline and respect. It identifies goals for standards of behaviour expected at Grovedale West Primary School. The rights and responsibilities of students, parents and teachers are prescribed within this statement.
Diary	Every student is required to purchase a school diary at the beginning of the year. Teachers and parents can use the diary as a means of communication. Teachers will record information in the diary when necessary. Parents are encouraged to check the diary on a daily basis.
Digital Games/ toys	We ask that children do not bring toys to school. The school cannot take responsibility for the toys and do not want children disappointed if the toys become lost or damaged.
Dismissal	Classes are dismissed at 3.15pm At the end of Terms 1, 2, 3 & 4 dismissal time is 2.30pm
Emergency Management Plan	There is a plan in place to deal with any major disaster that may occur at the school. Evacuation or lockdown drills are carried out on a regular basis to ensure that there is an effective response to any emergency.
Dogs	No dogs are permitted on school property. If walking your dog to school, please meet your child at the outer gate.
Earrings/ necklaces	Students with pierced ears must wear standard size studs or small sleepers. Children will be requested to remove any other forms of

	earrings. The wearing of other earrings or necklaces is not a part of school uniform. This rule is based on safety
Emergency Contact Numbers	The school must have up to date emergency contact numbers in case the student becomes ill or is injured. Any alterations to phone number, address, doctor, or emergency contact must be recorded promptly at the office.
Extra-Curricular Activities	In addition to our commitment to literacy and numeracy we have a host of extra-curricular activities during the year that round off our work and give more value to the student's educational experience. These include excursions and camps, concerts and performances, visiting performances, environmental activities, Book Week, Health & Human relations, special days, performances and sporting events. activities
External therapy providers	External providers must register a request on the school External Provider engagement form for each request to attend any school for meetings and SSGs. They do this by emailing the school for each request. Providers are required to contact the school if they wish to engage with the educational team and they will be provided with the required paperwork.
Environmental Education/ Sustainability	The school is keen to raise awareness of local environmental issues and their global effect. We run a variety of environmental programs including Junior Landcare, recycling, plant propagation, vegetable gardens, worm farms, water conservation etc to give the students both pride in their local environment and an environmental awareness.
Excursions and Camps	Excursions and camps are a valuable way of extending the learning beyond the classroom. The school has a camps and excursion program that is communicated to parents each year.
First Aid	Students requiring First Aid will be treated promptly by a First Aid trained officer. When a child attends First Aid, families will receive a COMPASS notification with a brief overview. Parent will be notified by phone for serious injuries.
Fundraising	The school has fund-raising activities during the year. All money raised goes to a nominated purchase for the school. Our student leaders work with the support of the school community to organize the fundraising activities as part of their learning program. Each year School Council selects one community organization for fundraising.
Hair/ nails	Hair should be clean, neat and tidy. It is important for collar length or longer hair to be kept tied back at all times.

	<p>No hair sprays, rinses or bright colors are to be sprayed onto hair. For safety, students should not wear colored or extension fingernails.</p> <p>The Uniform Policy is available on the school website.</p>
Hats Sunscreen	<p>In support of the school's Sun Smart Policy all children are required to wear a navy bucket or broad brimmed hat when participating in outdoor activities including recess and lunchtimes during Terms 1 & 4 (no baseball caps please). Children without hats will be directed to a shade area. Parents are to supply their child with sunscreen.</p>
Head Lice	<p>Parents/guardians must regularly (at minimum weekly) check their children for infestation. If head lice are found, parents should immediately seek treatment, and notify the school. The office, on being told of the infestation, will send a generic notification form via COMPASS to parents/guardians of the other students in the same class. Infected students are excluded until appropriate treatment has commenced. A student with head lice can be treated one evening and return to school the next day.</p> <p>The school does periodic Headlice checks with the support of a qualified hairdresser. More information can be obtained through the Department of Human Services' Website at: www.dhs.vic.gov.au/phd/headlice.</p>
Homework Policy	<p>The students are provided with reading text to take home, read and share with their parents each day. Homework is more useful when done with the support and feedback from an adult in the home. In addition, classroom teachers can assign additional work that follows a project, unfinished class work, a set activity or incidental activity. Learning of words and writing can also be included in home activities. The school encourages parents to share any learning activity. Cooking, shopping, playing a game, interpreting the news/current affairs, sharing a puzzle or board game are all important in developing the inquisitive mind of a student. Homework is assigned to give children and parents adequate time for completion and is designed to be of minimal inconvenience to parents.</p> <p>The use of the SEE SAW online portal also enables parent to engage with their children in homework activities.</p> <p>The school follows DET guidelines for homework.</p>
Hot weather	<p>If the temperature is expected to go over 35 degrees with hot northerly winds students are kept inside during play times. Water bottles are permitted in class at any time.</p>
Insurance	<p>Parents are advised that The Department of Education and Training does not provide personal accident insurance for students. Parents and guardians are responsible for paying the cost of medical treatment for injures students, including transport (ambulance) costs. Student accident insurance policies are available from private insurance companies. Private property brought to school is not insured and the school is not responsible for any damage or loss.</p>

	<p>DET suggests that parents seek assistance from insurance brokers or identify suitable personal accident insurers if required. Families need to be aware that the school will call an ambulance if deemed necessary and therefore parents may be required to cover such costs if they do not have cover.</p>
Interschool Sport	<p>At various times of the year, students in Years 3, 4, 5, 6 take part in extracurricular sporting activities that will enhance social skills as well as sporting skills. In addition, events like athletics and cross-country allow children to experience competition in a friendly environment. It is great to have parents come along to such events.</p>
Late Arrivals	<p>If your child arrives at school any time after 9.00am they must be signed in by parents through the office and not taken directly to classrooms.</p>
Leaving early	<p>If it is necessary to take your child out of school during the course of the day the class teacher or office must be informed, and the child signed out. The school request that such practice is limited as the child misses significant aspects of their learning.</p>
Library	<p>The school has a modern well-equipped library that is a quiet pleasant room where students can spend time enjoying books and borrowing books to take home. To borrow from the Library, students must have a Library bag into which books can be placed.</p>
Learning Technology (ICT)	<p>Technology is an important part of the educational process. Our Multi Media Centre and classroom resources enhance our Information Technology program, with full use of update computer programs and complete online internet access. All classrooms have computers for student use as well as electronic interactive whiteboards. Students are trained to use the internet with respect. At the beginning of each year students and parents must sign a student Code of Conduct for Internet and Network use. Our Interactive Whiteboards give teachers and students the opportunity to learn together with regular sessions using a data projector for group work. We also have classroom sets of laptops and iPads, to support program delivery.</p>
Litter	<p>Students are expected to assist in keeping the school grounds clean and tidy. Bins are placed outside. Food with wrappers must not be taken outside. Children will be required to assist with keeping the school grounds free of rubbish. We promote a 'Nude Food' approach. Out students are actively involved in the recycling program.</p>
Lost Property	<p>Unclaimed items are held in the lost property cupboard near the office for one term before being sent to charity or cleaned and resold as used school uniforms. Please clearly mark each article of clothing and all personal belongings with permanent markers.</p>

Lunches from Home	<p>Please pack a lunch according to your child's appetite that included healthy food choices.</p> <p>Students enjoy a "play lunch" snack at morning recess (11.00 – 11.30am). Lunch is eaten at 1.30pm, and lunch break is 1.40 – 2.15pm.</p> <p>We are a 'Healthy Kids' school and encourage families to ensure that the food in lunch boxes is healthy. (eg: sandwiches, fruit, vegetables).</p> <p>Confectionary should not be sent to school. Children will be asked take them home.</p> <p>Children are required to eat any food sent with wrappers, inside before going out to play. If the food is not eaten in the given time, it will be sent home.</p> <p>Students are not to bring food to school that requires heating or hot water added.</p> <p>Students can have water with them in the classroom at all times.</p> <p>Fruit juices and cordials are not permitted.</p> <p>If you are sending tuna, please place in another container to minimize the child cutting their hand on the tin.</p>
Mandatory Reporting	<p>Teachers are required by law to report all cases of suspected abuse or neglect to the Department of Human Services.</p>
Medication	<p>It is sometimes necessary for medicines to be administered to students at school. Parents must supply the medicine in a container, which clearly states the name of the student, the correct dosage and the time/s to be given. A form is available through the office, which must be filled in for all medications to be given at school. Medicines are to be handed in to the office as no student is permitted to carry any medicines for self - administering.</p> <p>The school stocks a first aid kit; however, we do not keep medicine and cannot take responsibility if we do not have clear medical instructions from the doctor.</p> <p>Medicine must be provided in the original packaging with the pharmacy label.</p>
Newsletters	<p>The school newsletter is sent out via COMPASS. Our school Newsletter called "The Link is distributed weekly and is the school's main communication with parents containing reports of events, information on happenings, news and student work.</p> <p>The main communication tools are COMPASS and the newsletter.</p>
NO Nuts or sharing of food	<p>Due to the risk of students having allergic reactions to nuts / nut products, we ask that these are <u>not brought</u> to school. Parents should inform the school immediately if their child has an allergy.</p>
Nude Food	<p>Our school encourages students to reduce the amount of litter that</p>

	comes into school by bringing their food in reusable or recyclable containers. Students will also be asked to remove any wrappers before leaving the class or to go to the designated eating area.
Out of School Hours Care (O.S.H.C)	Before School Care operates on school days between 7.00a.m and 8.50 a.m. After School Care program runs from 3.15 to 6.00pm daily. On Curriculum Days, the program will be offered subject to need. Registration forms are available from the office. Students can also be enrolled as required. For enquiries contact Jenny Matthews (PH: 0418350734)
Parent and visitors in the school	All parents or visitors to the school must enter through the main office and be registered if attending within the school. Only children can enter through the inner school gates to enter the school and classrooms.
Personal Hygiene	Hygiene is very important when children work and play together. We ask that you talk to your child on the correct use of toilets, and washing hands. Soap is placed in toilet areas for student use and is replaced regularly by the school cleaner. We are following tight COVID-19 guidelines with a focus on handwashing and sanitizing.
Phones	Children should not bring phones to school. If a phone is required, they must be given to the teachers during the day where they will be locked away. This is DET Policy.
Photographs / Video	Photograph and videos taken by teachers of students may be displayed around the school, used in the school newsletter, blogs, and magazines or used on our web page. If parents do not wish their child's photo to be used, you will be able to advise this through the annual consent process.
Policies	The following policies can be viewed at school or on the school website. <ul style="list-style-type: none"> • First Aid • Anaphylaxis • DE Placement Policy • Photographing, Filming and Recording Student Policy • Statement of Values and School Philosophy • Administration of Medication • Attendance • Camps and Excursions • DE Privacy Policy • Homework Policy • Parent Payment Policy • Personal Property Policy • Health Care Needs • Dogs in Schools • Uniform Policy

Prep Buddies	Prep children enjoy the Buddy Program, which enables them to have a special friend in Year 5 who keeps an eye on them and ensure that they are comfortable at school. The Prep children receive a letter from their buddy and do activities with them through the year.
Public Holidays	School does not operate on the following days; <ul style="list-style-type: none"> • Australia Day • Labour Day • Easter • Anzac Day • Queen's Birthday • Geelong Cup Day • Allocated Football Special Day in September
School Photographs	School photographs will be taken annually at the school. A professional photographer takes all photographs and parents are under no obligation to purchase.
School Nurse	A community health nurse will conduct general health evaluations on all Prep students but is also available for other students on request.
School Crossings	Students must use the School Crossings. The COGG Crossing Supervisors are on duty from 8.20am to 9.05am and 3.15pm to 4.00pm daily. There is a 40 kph speed limit on all roads near the school. The area is regularly policed and speeding fines imposed. The Noila Street crossing is not a supervised crossing and parents are required to supervise their children. Teachers are on duty in the area at 8.45 – 9.00am and 3.15 – 3.30pm to monitor students entering and exiting the school. We encourage families not to drive into Noila Street to limit the congestion near the school crossing.
School Council	Membership to the School Council is open to school parents. The School Council is a representative group of 8 parents, Principal and 3 Staff. Elections take place in February /March with nomination forms available from the school. Members are elected for a two-year term, with four positions elected each year. Meetings of the School Council take place twice a term on a date set at the beginning of the school year.
School Uniforms	The wearing of school uniform is compulsory. School hats must be worn from May 1st and in Term 4. All uniforms are to be named. Exemption from wearing school uniform on a temporary basis will require a written note of explanation from a parent. Teachers will send home an 'Out of Uniform' slip when a student is out of uniform. Parents requiring assistance may be eligible for State School's Relief.

School Shoes	School shoes must be black lace up, T-bar, Velcro or black sport shoes only. When purchasing the shoes please select the shoes that do not have color on them. They are readily available from stores such as K. Mart, Target etc. Sandals are not permitted. This is for safety and essential for children involved in cooking or gardening programs.
Skateboards	Skateboards are not permitted at school as a safety precaution. (other than when requested as part of a Phys-Ed activity). Bikes must not be ridden in the school grounds. Students are requested to walk their bikes through the school to minimize injury to others.
Specialist Subjects	As well as class lessons, students are involved in specialist programs with other teachers. The specialist subjects are: <ul style="list-style-type: none"> • Visual Arts, Performing Arts • Physical Education, • Languages (Italian) • Science • Music You will be advised of your child's timetable early in the year.
Sport & Physical Education	Children should be appropriately dressed for P.E. and sport sessions. Sensible shoes are most important. From time to time children will participate in sporting events outside of the school. Parents will be informed of these in advance. Level 4 students should wear their sports uniform on Thursdays. Teachers may also allocate other PE days where sports uniform is required. The sports uniform can be purchased from A Plus Uniforms. It consists of: <ul style="list-style-type: none"> • Polo shirt • Navy blue shorts • White socks • Runners
Student Reports	An opportunity for teachers and parents to meet is held early in the school year. An individual written report is provided mid-year and at the end of the year. The report is supported by the child's SEE SAW digital learning portfolio which provides regular feedback and updates about your child's learning If at any time you have a concern, additional meetings can be arranged. Feel free to contact the Principal or the class teacher to make an appointment.
Sun Smart	The school is an accredited Sun Smart school. The wearing of broad brimmed hats is a compulsory part of the uniform Term 1 and Term 4.
Swimming	An intensive swimming program is offered at the end of the year. Students' work through levels of achievement, with water

	<p>awareness and safety paramount, along with swimming technique Parents should note the refund policy on the swimming program.</p>
Teacher Meetings	<p>Teachers are often involved in professional development sessions or meetings after school hours and may not be readily available to discuss concerns with parents. The teachers' staff meeting is held every Monday, Tuesday and Wednesday from 3.45pm-4.45pm. Teachers will not be available during their allocated meeting times to meet with parents and are required to have prompt 3.30pm attendance at their respective meetings. If you wish to speak with a teacher, please call to arrange an appointment. Teachers will happily meet with you at an arranged time.</p>
Water Bottles	<p>Students have water available in class time throughout the day. We encourage students to drink water regularly to keep the brain hydrated. No fizzy drinks or cordial are permitted in the water bottles.</p>
Wet day timetable	<p>When raining during recess or lunch breaks, the students will remain indoors and be supervised in classrooms.</p>
Yard Supervision	<p>Yard duty staff are scheduled for yard supervision 15 minutes prior to school (8.45am) and again after school for 15 minutes. (3.30pm) In addition, each recess time and lunchtime are supervised by a number of staff. Children are aware of the teacher yard duty roster and can locate the staff member wearing a bright vest, if a problem arises. Children who need to arrive at school before 8.45am must be supervised by an adult until the yard duty teacher commences duty. OSHC is available if you need to send your child to school early or have them cared for after school hours. The gates open at 8.45am for the students to enter the inner school grounds.</p>