Warreen Primary School

# 2026
# Years 1-6 Handbook

## BELIEVE BELONG BECOME

***Our mission is to provide a respectful and supportive positive climate for learning, where every member has a strong connection and advocate. We embrace all aspects of learning to achieve academic, social, and emotional wellbeing and excellence.***

# SCHOOL INFORMATION

| | |
|---|---|
| **Principal:** | Joanna Stanford |
| **Assistant Principal:** | Amanda Elmer, Helen Spedding, Habiba Durani |
| **Business Manager**: | Nicole Matthews |
| **Office Team**: | Ashleigh Preedy, Jessica Motoska, Mamta Srivastava |
| | |
| **Address:** | 20 Hercules Drive, Truganina, VIC, 3029 |
| **Phone:** | 03 7300 7100 |
| **School email:** | warreen.ps@education.vic.gov.au |
| **Enrolments email:** | enrolments@warreenps.vic.edu.au |
| **Website:** | www.warreenps.vic.edu.au |
| **Facebook:** | www.facebook.com/WarreenPrimarySchool |

**Office Hours:**
Monday to Friday 8:00am – 4:00pm during the school terms

# MESSAGE FROM THE PRINCIPAL

## Welcome to Warreen Primary School.

I am honoured and feel very privileged to be the founding Principal of Warreen Primary School. I enjoy partnering and collaborating with our students, staff, and families to make our school the best school it can be.

My commitment to our community is to lead the school with enthusiasm and passion to enable us to have a school with a strong sense of belonging and focus on excellence so that we can reach our goals.

We will continue to develop and enhance a school that:

- Focuses on the development of the whole child
- Has a strong culture of respect and school pride
- Strives for excellence to achieve the highest academic standards
- Reflects the values of our community
- Ensures every child achieves their learning goals to be the very best versions of themselves
- Involves the community in learning so our school is an important aspect of our community
- Develops true partnerships that values each child's uniqueness and individuality

Together, we will build a truly a fantastic school with a supportive and involved parent community, dedicated and highly skilled staff, excellent resources and learning environments and the most fantastic students to work with.

***Joanna Stanford***
Principal

Warreen Primary School

# OUR VISION, MISSION, AND VALUES

**"Believe, Belong, Become"**

**Vision**
We strive for excellence to be the best we can be. We believe in ourselves and each other. We are proud members of our school and of our community.

**Mission**
We have a respectful, supportive and positive climate for learning, where every member has a strong connection and advocate. We embrace all aspects of learning to achieve academic, social, and emotional wellbeing and excellence.

**Values**
We strive to be the very best we can be through the values of excellence, respect and belonging to our school community.

**Excellence**
*We are **brave, curious,** and **persistent**, aiming to be the very best we can be in all aspects of learning, through individual and community action.*

**Respect**
*We are **kind** and **respect** ourselves, our school and each other. We show pride and kindness in all that we do at school.*

**Belonging**
*We care and show **responsibility** for our community of learners, we **value our diversity**, and are **proud** of our school.*

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# 2026 TERM DATES

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1, Tuesday 27 January is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three 2026 Curriculum Days (student-free days) will be confirmed in 2026 via Compass.

| | |
|---|---|
| **Term 1** Wednesday 28 January – Friday 02 April<br>➢ Students are dismissed at **2:15pm** | **Term 2** Monday 20 April - Friday 26 June<br>➢ Students are dismissed at **2:15pm** |
| **Term 3** Monday 13 July - Friday 18 September<br>➢ Students are dismissed at **2:15pm** | **Term 4** Monday 5 October - Friday 18 December<br>➢ Students are dismissed at **1:00pm** |

# YEARS 1-6 INFORMATION

## TRANSITION

It is with great pleasure that we welcome our students and their families to Warreen Primary School. We share with you the excitement of starting a brand-new year in our school. To help get to know each other and assist our students to transition smoothly to our school, all new students will be invited to a transition session on **Tuesday 09 December 2025 from 1.30pm – 3.00pm.**

Attending transition will help your child to experience what a day at school looks like create social connections with their teacher and peers and allow them to begin to make friendships. This session is a vital opportunity for your children to see where and who they will be learning with at our school in 2026.

### KEY DATES FOR STUDENTS

| | |
|---|---|
| **Wednesday 03 December: 3.15pm – 5.00pm** | **School Community Picnic**<br>We warmly invite our 2026 families to join our 2025 families for a celebration of the year that was and the year to come. Families are invited to BYO food, drinks and picnic rugs.<br>We will have entertainment from Kelly Club and delicious treats & showbags for sale. |
| **Tuesday 09 December: 1.30pm – 3.00pm** | Transition Session, also known as 'Step Up Day'<br>Students in Years 1-6 meet their 2026 teachers and peers. |

## IMPORTANT DATES IN 2026

| | |
|---|---|
| **Monday 26 January** | Public Holiday – Australia Day |
| **Tuesday 27 January** | Curriculum Day – No students at school on this day<br>Kelly Club may be operating see their website for more details. |
| **Wednesday 28 January** | Year 1 to Year 6 Students first day of school |
| **Thursday 29 January** | Foundation Students first day of school |
| **Monday 02 March** | Foundation students begin school 5 days a week, Monday – Friday, 8.40am – 3.00pm. |
| **Monday 09 March** | Public Holiday - Labour Day (School closed) |
| **Friday 02 April** | Last day of Term One<br>Students are dismissed at 2:15pm |

### 2026 MEET THE TEACHER SESSIONS

Meet the Teacher sessions will be held in early 2026 and provide families with the opportunity to meet the teaching staff and hear from our teachers about school and classroom routines, behavioural expectations, and the ways in which we teach literacy and numeracy.

# STARTING SCHOOL

### THE FIRST DAY OF SCHOOL

On your child's first day of school, please walk your child to their classroom to meet with their teacher. There will be opportunities for photo's here. Once families have had an opportunity to capture this moment in a photo, they are asked to say goodbye, as this will enable the students to settle into their classrooms.

We will have coffee, tea, and tissues in The Burrow. Please join us after school drop off to celebrate your child's first day of school. At the end of the day, your child can be picked up from their classroom door or be dismissed to meet a family member or to walk home. Please allow time for the teacher to dismiss each child individually. We also ask that you speak to your child about where they will meet a family member or sibling at pick up time at the end of the day to avoid confusion and concern.

## WHAT TO BRING ON THE FIRST DAY

Your child should arrive at school wearing full school uniform with black shoes. See page 17 for details on our uniform provider PSW.

On the first day of school your child will need to bring.

- School bag clearly named, it's helpful to hang a distinctive item on the schoolbag so that your child will find it easily in their lockers.
- Warreen Primary School sun smart hat clearly named.
- Reuseable drink bottle clearly named.
- Lunchbox: Fruit for morning recess, healthy food and snacks for lunch. We focus on healthy eating and nude food so please include a range of healthy food with minimal packaging.
- Spare clothes – Please provide a spare change of clothes for your child along with underwear and socks. This can be kept in a plastic bag in their schoolbag in case of any toileting accidents. Please label everything. Replenish throughout the year as needed.
- We ask all families to please bring one large box of tissues in the first week to support the school.

*We cannot stress enough, please ensure ALL your child's belongings are clearly labelled with your child's full name.*

# PREPARING YOUR CHILD FOR SCHOOL

## GETTING READY

- Have some "practise-runs" before school starts.
- Talk about school in a positive way.
- Encourage your child to organise their school clothes and pack their own bag.

## SLEEP ROUTINE

- Establish a routine with a set bedtime to ensure your child gets enough sleep.

Research suggests that school-age children need 9–12 hours of sleep a night. Homework, sports, and after-school activities, screen time (on computers, TVs, smartphones, and other devices), and hectic family schedules all can lead to children not getting the sleep they need.

Children who don't get enough sleep may be cranky, moody, or hyper, and have behaviour problems. They may have trouble learning and paying attention in school.

**How Can I Help My Child Sleep?**

As children get older, it's still important to have a consistent bedtime routine. Help your child create a relaxing routine. It should take about 30 minutes and can include taking a shower or bath, brushing teeth, and quiet activities like reading.

It's helpful to turn off all screens at least 1 hour before bedtime. Keep TVs, computers, and video game systems out of the bedroom. Turn off phones or charge them overnight outside of the room.

It also helps to:

- Set regular bedtimes and wake-up times.
- To be sure your child gets enough sleep, decide when your child needs to get up for school in the morning and count back 9–12 hours from there.
- On weekends, try to stick to the sleep schedule as close as you can. Aim for sleep or wake-up times no more than an hour later than on weekdays.
- Keep the bedroom dark, cool, and quiet.
- Don't give your child foods or drinks with caffeine (found in coffee, tea, sodas, and chocolate), especially in the late afternoon or evening.
- Make sure your child gets plenty of exercise during the day. This can help kids sleep better at night.

## GETTING TO AND FROM SCHOOL

- Practise walking to school along the safest route, please take advantage of our school crossing supervisor provided on Hercules Drive who provides safe passage for students and parents crossing the roads near our school during peak school times.
- Please obey the road rules, do not perform unsafe U turns, do not park in our neighbours' driveways, do not park your car in the drop off zone on Hercules Drive. This is specifically provided for those families wanting to drop and go. If you wish to walk your child into the school, then please find an appropriate place to park safely.
- Discuss the safest way to get into and out of a car if you are driving your child to school. Always exit the vehicle curb side not out onto the road.
- Ensure students are using designated pathways rather than walking through the school car park or our gardens.

## DRESSING FOR SCHOOL

- Check the weather forecast and be prepared for unexpected changes. Pack a spare school jumper in the school bag.
- Encourage your child to dress themselves so they can manage things like taking jumpers on and off at school.
- Show your child how to use buttons, zips and tie up shoelaces if necessary. Please purchase velcro shoes if your child cannot tie shoelaces.
- Reinforce the need to care for own clothing and other possessions.
- **LABEL EVERYTHING** with your child's full name.

## FOOD FOR ENERGY

Please supply lunch in a clearly named lunchbox.

- Purchase a "child friendly" lunchbox and ensure that they can open and shut it independently. Also ensure that your child can also open all packaging independently and that the food is a convenient food to eat at school.
- It is helpful if the 'snack' is wrapped separately or clearly labelled.
- Water bottle needs to be clearly named. Water taps are available so bottles can be refilled.
- Pack a healthy lunch and snacks and explain when they should be eaten. This may include:
  **Fruit Break:** Piece of fruit or vegetable (10:00am)
  **Snack:** Piece of fruit, muesli bar or cheese and crackers (10:50am)
  **Lunch:** Sandwich/wrap/rice, piece of fruit and a drink (1:20pm)

## DEVELOPING POSITIVE BEHAVIOURS

- Be consistent.
- Set clear boundaries and expectations.
- Talk with your child about the consequences of their behaviour.

- Focus on positive rather than the negative behaviour discussing the inappropriate behaviour and not saying the child is naughty or bad. It is all about the choices we make.

## BE READY TO LEARN

- Leave home early to be at school on time. The school **gates open at 8:30am.**
- Arrive at school well before the bell to allow time for your child to join others at play and to say goodbye. Your child needs to be at school **by** 8:40am.
- **Learning begins each day at 8:40am.**

## COLLECTING YOUR CHILD AFTER SCHOOL

Children will be dismissed from the outside entrance to their classroom at 3.00pm. Please be on time to collect your child, a few minutes can be a long time for a child who is waiting for you.

- Discuss who is likely to pick up your child if circumstances change and where to meet after school.
- Try and talk about your child's day by asking open ended questions that require more than a "yes" or "no" answer. These may include *That looks interesting. What can you tell me about that? What was your favourite activity today? Tell me about what you did during lunchtime.*

## NOTES BETWEEN HOME AND SCHOOL

- Ensure you check Compass daily for any updates, as this is the schools main communication tool!
- Check your child's bag and book satchel each night for notes from school.
- Make sure your child knows when you place a note in their school bag for the teacher and that they know what to do with it.

# CURRICULUM INFORMATION

## EACH CHILD IS DIFFERENT AND UNIQUE

It is important for you to be aware that each child is different, unique and is special to us. You will be curious to know what is going on at school and may question your child about the activities of the day. Do not be concerned if your child is not keen to talk at length about school. Above all remember that both families and teachers need to work together to ensure that your child has a chance to develop to their optimum level.

Teachers will become an important influence on your child's life. If you are concerned about any matter or have any questions, you are always welcome to discuss these initially with your child's teacher – although on occasions you may prefer to discuss the matter with the Assistant Principal or the Principal. Please email or phone to make an appointment, at a mutually suitable time, outside of teaching times to minimise disruption to lessons.

# LEARNING AT WARREEN PRIMARY SCHOOL

## LITERACY

At our school, we have a strong focus on building the foundations of learning through a structured literacy program that concentrates on building a love of reading and writing through authentic experiences and targeted teaching of sounds and language. Students read a range of familiar and rich literature texts, which allow them to practise reading and writing independently. Each student is provided with a reading toolkit, where they can choose a range of Just Right books as well as an interest book and are supported through rich language experiences. Teachers provide students with a range of strategies to support their learning. These include, small group workshops, individual and group conferences, and whole group explicit teaching,

These groups provide focused teaching for individuals at their point of need. While teachers are working with these groups, children are independently reading and writing to work towards their individual learning goals. Assessments are conducted at the beginning of Term 1 and continue regularly throughout each term and for the rest of the year.

## READING

Reading is more than recognising or sounding out words. It is seeing print and attaching meaning. It is sharing ideas and information through print. Children are surrounded by print from the day they are born. Reading begins at home amidst all the print and talk that surrounds a child in the years before they come to school – and not all print is in books. The breakfast table usually has plenty of print on it - the cereal packet, the margarine container, the bread wrapper. So do signs in the neighbourhood, service stations and shops. Whenever your child comments on print, be sure to respond enthusiastically.

How can you help your child to read?

- read to your child everyday
- expose your children to lots of texts
- encourage your child's responses
- praise your child's attempts
- share book experiences with your child

**Remember that encouragement is the key to success!**

Other things you can do to help your children to read:

- always read to your children for the pleasure of reading - they will develop a love of reading.
- encourage them to value books - books will become prized possessions if they are well chosen and given as presents.
- talk about a book and the author before you start reading.
- let them see you reading - if they see you reading and enjoying books and magazines, your example becomes their best teacher.
- sing nursery rhymes and jingles - clap them, sing them, and get your child to join in and put in the words that you leave out.
- picture books - talk about the pictures, encouraging them to point out things of interest.
- let them choose from their favourite simple stories - they will get to know them so well that soon they will be reading them to their teddy bears.
- join the local library and take your child along to join too.
- encourage your children to read, stop, think, and connect with the text.

## WRITING

We develop authors who write to share their message about things they know a lot about and are interested in. They write for a variety of authentic purposes; to entertain, to express opinions, to persuade, and to inform. We draw out the strong connections between reading and writing by exploring the author's craft and writing conventions in texts and encouraging children to try those techniques in their own writing.

At home, you can invite your child to assist in any written tasks such as writing letters, making birthday cards, or creating shopping/chore lists. You could encourage your child to keep a journal or write stories about things they have done with friends and family. It can also help to rehearse their writing at home through story-telling.

## CLASSROOM LIBRARIES

As a new member of our school, your child will have access to a well-stocked classroom library that contains both print and digital texts with a wide range of texts to select from.

To enable your Foundation child to take full advantage of the resources on offer, we have the following school expectations:

- Each book a student borrows from the library needs to be looked after properly and returned in the same condition as it was borrowed.
- Please ensure books are returned within two weeks.
- If a book is lost or damaged, a note will be sent home asking for a payment to replace the book.
- If you move house, go on holidays, or leave the school, library books must be returned.

## MATHEMATICS

Children learn mathematics through a range of experiences. They develop the mathematical proficiencies of fluency, understanding, reasoning and problem solving through open-ended tasks, games, and mathematical investigations. Mathematical skills and understandings are applied across the curriculum area and connected to reality wherever possible. The mathematics curriculum covers three main areas: Number and Algebra, Measurement and Geometry, Probability and Statistics. Assessment is conducted at the beginning of Term 1 and is ongoing throughout the year.

Encourage your children to use mathematics in real situations:

Encourage your children to use mathematics in real situations:

### Cooking

- Measuring ingredients
- Timing how long things take to cook.
- Talking about cooking utensils and how they are used.
- Will there be enough for everyone?
- Setting the table

### Shopping

- Preparing shopping lists
- Tendering money
- Counting change
- Budgeting pocket money
- Counting money
- One to one counting (counting small collections of items)

### Time

- Telling the time
- What's on TV at 7:00pm?
- It's five minutes to bedtime
- How long will it take to get to school?

### Games

- Jigsaws
- Snakes and ladders
- Card games
- Lego and construction

- Dice/board games
- Go for a walk and look at house numbers, number plates etc.

## SPECIALIST PROGRAM

Our specialist program provides students with engaging and diverse learning experiences across key curriculum areas. In 2026, students will participate in four specialist sessions each week, covering:

- The Arts
- Science
- Social & Emotional Learning (SEL)
- Health and Physical Education

These sessions are designed to enrich student learning and support the development of a broad range of skills and knowledge.

## TUTORING PROGRAM

Our tutoring program offers targeted support for students who are currently working below the expected level. Participation in this program requires daily attendance, and therefore parent permission is essential.
This initiative has proven to be highly effective in helping students build confidence, close learning gaps, and make meaningful academic progress.

# REPORTING TO FAMILIES

**Term One:** Family Conference – Meet and greet family conference
**Term Two:** Written mid-year report
**Term Three:** Family Conference
**Term Four:** Written end of year report

All families are encouraged to contact their class teacher to discuss their child's progress as the need arises. This can be organised by emailing the teacher directly via Compass or speaking with the teacher at drop off or pick up time.

# GENERAL SCHOOL INFORMATION

## SCHOOL TIMES

Learning begins each day at **8:40am** and finishes at **3:00pm**. Students need to be at school by 8:30am and should be picked up or walk home by 3:15pm. Families, please help your children to establish the habit of punctuality.

| | |
|---|---|
| **8:30 am – 8:40 am** | Students enter the school gates |
| **8:40 am – 8:50am** | All students should be in class ready to learn School gates close at 8:50am. |
| **8:50 am – 10:50am** | Learning time |
| **10:50 am - 11:20 am** | Recess (Outside Play) |
| **11:20 am - 1:20 pm** | Learning time |
| **1:20 pm - 1:30 pm** | Lunch eaten in class |
| **1:30 pm - 2:00 pm** | Lunch break (Outside Play) |
| **2:00 pm - 3:00 pm** | Learning time |
| **3:00 pm** | Students dismissed (Yard supervision concludes at 3;15pm) |

## YARD SUPERVISION

Our gates open in the morning at 8:30am and students need to have entered by 8:40am. Students are supervised outside during recess and lunch breaks. After school yard supervision runs from 3:00 - 3:15 pm. Warren operates an extreme weather timetable, when necessary, on these days students are supervised by teachers in their classrooms. If you are running late, please contact the front office immediately so your child can be held at the office, alternatively book your child into our Out of School Hours Care (OSHC) provider Kelly Club

## OUT OF SCHOOL HOURS CARE – KELLY CLUB

Kelly Club provide before-school, after-school care and exciting holiday programs for students of Warreen Primary School onsite in the Community Hub. Before school care hours are 6:40am – 8:40am, after school hours are 3:00pm – 6:30pm. Pupil free day hours are 6:40am – 6:30pm.

Kelly Club also offer a fantastic holiday program with exciting activities that will inspire and entertain your children during the school holiday periods. Holiday Program operating hours are between 6:40am – 6:30pm.

At Kelly Club, the students will enjoy a "home away from home" where they will love to spend time and learn new things. They'll have great fun doing sports, games, arts, crafts, baking, or simply winding down with some quiet time after a busy school day. The Kelly Club team loves caring for kids and knows how to get the best out of them.

Kelly Club make it easy to book and pay for your Kelly Club sessions, with flexible options and no-penalty cancellations. Because Kelly Club are CCS approved, you can enjoy a subsidy of up to 100% of your Kelly Club fees, depending on your family circumstances.

For information or to book online, please go to their website, www.kellyclub.com.au or call 0478 153 427 / 1300 535 590, email warreen@kellyclub.com.au.

## UNIFORM

Warreen Primary School has a compulsory School Uniform. Our uniform is Ink Blue with green detailing. All students are required to wear the correct school uniform. There are several options for how uniform items can be worn. Please follow our Uniform Expectations which can be found on our website. Please ensure every item is clearly labelled with your child's full name.

**Shoes** – black shoes must be worn; black runners are acceptable. Appropriate footwear must be worn for physical education classes

**Hats** - students must wear a Warreen Primary School SunSmart hat consistent with our SunSmart policy when outdoors from September – April. The school hat is a bucket style hat in Ink blue. Hats are to be worn during Term 1 and 4, when children are in the open, during certain lessons, PE classes and when on an excursion. Students without hats will be directed to play under the shaded areas.

**Jewellery** - no decorative jewellery should be worn to school. Stud earrings and sleepers are okay. Watches are permitted; however, no smart watches are allowed.

Our uniform is of excellent quality and is available for purchase from PSW Uniforms at the below location. Uniforms can be ordered online and can be collected from PSW or delivered to your home. A current uniform price list is available on our website, https://www.warreenps.vic.edu.au/.

**PSW Uniforms**
**Address:** Unit 1, 195 Old Geelong Road, Hoppers Crossing VIC 3029, **Phone:** (03) 9768 0312

Please see PSW website for a full list of our uniform and prices, and ways to purchase the uniform. https://www.psw.com.au/.

Please contact the Business Manager to discuss support that we may be able to provide to families experiencing difficulty meeting uniform costs, including eligibility for uniform support through State School Relief. For further information about State School's Relief please visit their website, htps://www.ssr.net.au/.

The school gratefully receives pre-loved uniforms, these will be used in first aid or provided as an option to families experiencing financial hardship.

## LOST PROPERTY

If something belonging to your child is missing, please check the learning space and lost property, located near the Office. Things may go missing for a few days but if they are named, they can be easily returned. Please name and label everything and show your child where this is located on the item of clothing. Any unclaimed items remaining at the end of the term will be donated. We request that valuable items including toys are not brought to school. The school takes no responsibility for loss or damage of such items.

## BREAKFAST CLUB

Our school is proud to offer a wonderful Breakfast Club twice a week, running from 8:15am to 8:30am in the kitchen classroom. Students are welcome to enjoy a nutritious breakfast, which includes toast, cereal, milk, and fruit. This program is proudly supported by Foodbank and helps ensure our students start the day ready to learn.

# COMMUNICATION

## COMPASS

Compass is the platform we use to communicate with our families. Through this web-based app, you will be able to report your child's absence, access your child's semester reports, pay school fees and consent and pay for incursions and excursions as well as being kept up to date with events and other important information.

Compass is a free app that can be downloaded onto any smart phone or go to https://warreenps-vic.compass.education/ on your tablet or PC to sign up. We encourage all parents to download Compass to receive our news, messages, events and other communications. To log in you will require your unique family username and password. These details will be provided to you by our school. If you experience any difficulties connecting to Compass, please contact the Administration Office.

A guide for parents and carers can be found at https://www.compass.education/guide/

## SCHOOL WEBSITE

Warren Primary School website can be accessed via www.warreenps.vic.edu.au/.

## FACEBOOK

We have a Facebook page that is used to celebrate the learning at our school. We hope this page can take you into the classroom and help you make connections to our school. Our Facebook page will be used to post photos/videos of student learning and extra-curricular activities, such as camps. You can like the page at https://www.facebook.com/WarreenPrimarySchool

## NEWSLETTER

Our newsletters are published throughout the year on Compass. These newsletters contain information about our school and provide families with important reminders and outline upcoming events. Student work is usually included in the newsletter and on our Facebook page.

## HOME TO SCHOOL COMMUNICATION PROCESS

Good communication between parents and the school is strongly encouraged. Parents and teachers working in cooperation with each other will help make each child's school days happy and successful. It is useful to inform the class teacher of any significant events that occur in your child's life. Please do not hesitate to contact the class teacher to discuss matters concerning your child.

Parents/carers who have concerns about school or other issues about their child should first talk to the classroom teacher. If this concern continues or becomes more serious, making an appointment with the teacher is appropriate. Please remember that your child's teacher is very busy between 8:40am and 3:00pm. Appointments outside these times can be made. Please note staff often have scheduled meetings after school. Information and meeting requests can be asked verbally of your teacher, via the email function through Compass or by calling the school office within school hours.

## ASSEMBLY

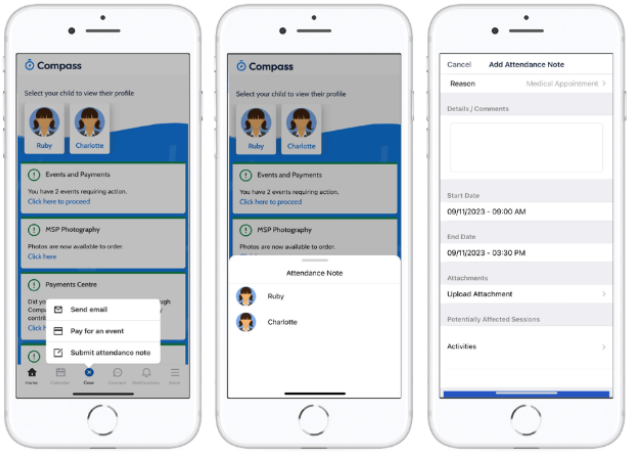
Assemblies provide the opportunity for children to communicate and acknowledge each other's achievements. Whole school assemblies are held every fortnight on a Friday from 2:15pm. All family members are welcome. Assemblies may be held in various locations, depending on the content and weather.

## MEDIA CONSENT

Our school is proud to celebrate the achievements of our students, staff, and wider community. We share these highlights through a variety of platforms, including the school newsletter, website, Compass, promotional materials, brochures, Facebook and local newspapers. To ensure we respect your family's privacy preferences, we kindly ask that you complete the media consent form on Compass when requested. This form allows you to indicate whether your child's name, photograph, and/or work samples may be published in any of the above formats. Please note: If consent is not provided, we are unable to include your child in photographs or recordings for events such as camps, excursions, performances, and award presentations.

# ATTENDANCE

Attendance at school is compulsory and each absence must be accounted for by entering the date via the Compass Parent Portal a phone call to the office or a note signed by the parents sent on the first school day following the absence. It is ***'Not OK to be away'.*** *It's super cool to be at school!*




## Using the Compass App

1. From the homepage, click on the blue shortcuts button from the bottom taskbar
2. Click on 'Submit Attendance Note'
   - Select the reason
   - Enter a brief description of the absence
   - Select the start and finish time
   - Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

Regular school attendance is vital to maintain a high level of student achievement and engagement, support the development of positive relationships and develop independence and responsibility. The aim is to reduce unnecessary days away from school. When students are ill they are expected to remain at home, however recent research indicates that many students are missing up to a year of school over their school career.

**Number of days missed per semester (a semester is 6 months):**

**0-6** This is within normal range. A student with this attendance rate is able to take full advantage of the teaching and learning opportunities available to them.

**7-10** This attendance rate is below average. A student with this attendance rate could miss over one year of schooling between Prep and Year 10.

**11-20** This is a poor attendance rate. A student with this attendance rate could miss out on up to two years of schooling between Prep and Year 10.

**20+** This is a very poor attendance rate. A student with this attendance rate could miss over two and a half years of schooling between Prep and Year 10

This information is collected and submitted to the education department. Student absences are monitored, and the classroom teacher will contact parents/carers if absences are frequent.

At Warreen Primary School we understand the importance of students attending school every day and arriving on time. If students are late, or absent, they:

- Will miss the morning welcome and greeting.
- Will miss the direct instruction, and important parts of a lesson.
- Can have gaps developing in their learning.
- Can reduce the connection to their peers.
- Can reduce their chances of success.

You can help your child by:

- Booking medical appointments outside of school hours
- Booking holidays during the school holidays and not during the school term.
- Developing a home routine that fosters independence, and motivation for preparing for school.
- Ensuring your child is at school on time each day.

Unfortunately, there are times when children are unwell, or cannot attend school. If this is the case, please enter the absence on Compass as soon as possible.

All families requesting absences for extended family holidays must make this in writing and email the school warreen.ps@education.vic.gov.au. Extended absences will be approved on a case-by-case basis by the principal. Please record the absence as 'Family Holiday' on Compass.

## LATE ARRIVAL / LEAVING EARLY

**Late Arrival and Punctuality**

It is very important that your child arrives at school on time each morning. If your child is going to arrive late at school, they are required to make their way to the Office to sign in via the Compass Kiosk. Lateness is monitored and staff will contact the parents/carers if their child is regularly late for school. Please ensure any absences are updated on the Compass Parent Portal or alternatively please notify the Administration Office.

SMS notifications will be sent at 9:45am each day to parents/carers of students that are absent without reason or notification. Student absence is also monitored by the Department of Education (DET) and can be audited at any time.

**Leaving Early**

When a student needs to leave the school before the final bell for the day, they must be signed out by a parent/carer. Those wishing to collect their children early from school must present at the Administration Office and sign the student out using the Compass Kiosk. Please call ahead and advise the school what time you plan to collect your child, so that we can notify the classroom and minimise the loss of valuable learning time. Students will only be signed out to parents or carers listed on enrolment forms. If your child is being picked up by an aunt, uncle, neighbour or family friend, that is not on the enrolment form, the school requires written notification from a parent/carer prior to collection. You can send an email to the school email, warreen.ps@education.vic.gov.au to advise us of this. The person collecting the student must be over 18 years of age.

## TRAVELLING TO SCHOOL

Students are encouraged to walk, ride or scoot to school. Safety helmets **must** be worn while riding or scooting. Once inside the school grounds students must not ride their scooters or bikes. These are to be stored in the lockable bike shed that is located behind the gym. It is recommended that younger students are supervised by their 'grown up'. All students enter and leave our school grounds via the Hercules Drive gates or Boulder Avenue gate.

For students travelling to school by car, families are reminded to follow all road rules and signs outside our school and always drive carefully. There is a school crossing supervisor on Hercules Drive please take advantage of this service and teach your children how to be safe around roads. There is parking available in the streets around the school. Please do not park in No Standing zones and only park in Accessible Access Parking spaces if you have a permit. We encourage families to show our school value of RESPECT when driving and to not park across our neighbour's driveways. Please take care when driving and note that there are many young children around at the start and end of the school day.

## CURRICULUM CONTRIBUTIONS

At Warreen Primary School, we are committed to providing the very best education for all our students. We are looking forward to a great year of teaching and learning and would like to advise you of our voluntary financial contributions for 2026. Schools provide students with free instruction to fulfil the standard Victorian curriculum, and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. We want to thank you for all your support, whether that's through fundraising or volunteering your time. This will make a huge difference to our school and the programs we can offer.

You will receive a Parent Payment letter outlining the voluntary contributions via email. Please speak with our Business Manager, if you have any queries about financial matters. There may be one off payments for incursions/excursions or special events, these will be advised via Compass.

For further information on the Department's Parent Payments Policy please see https://www2.education.vic.gov.au/pal/parent-payment/policy.

## FINANCIAL ASSISTANCE FOR FAMILIES

**Camps, Sports & Excursions Fund (CSEF)**
CSEF will be provided by the Victorian Government to assist eligible families to cover the costs of school trips, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible to received CSEF.

The annual CSEF amount per student in 2025 was $154.00 for primary school students.

The 2026 Camps, Sports and Excursions Fund (CSEF) application form will be available from **27 January 2026**. Once released, we will upload the new form to **Compass** for easy access. Alternatively, you can download it directly from the Department of Education website: www.education.vic.gov.au/csef

**CSEF Prep Uniform Package – State Schools' Relief**
State Schools' Relief works closely with all government schools across Victoria. Each year State Schools' Relief help families who are experiencing financial disadvantage with school clothing, shoes and other essential items. When the program opens for 2026 communication will be uploaded to Compass for families for easy access. Please contact the Administration Office for more information.

## EXCURSIONS AND INCURSIONS

Excursions and other events within the school occur throughout the year as they are an essential part of the curriculum in that they provide a valuable learning experience. Parents will be notified in advance regarding incursions and excursions. Any excursions and incursions involving your child require online or written approval from a parent/carer. Notifications will be sent via Compass prior to the event and consent and payments must be provided by the **due date** on Compass, we cannot accept late consents or payments, please ensure you have your notifications switched on for Compass so you do not miss out on any reminders. No cash is taken at the front office for excursions and incursions.

## VISITORS TO SCHOOL

For the safety of students and staff, all visitors to the school are required to report to the Administration Office to sign in using the Compass kiosk. All visitors will need to provide their working with children check card upon arrival.

## BIRTHDAYS

We understand that birthdays are a special occasion for students. However, to prioritise the safety and well-being of all our students, we kindly ask that no food items, party bags or presents be brought in to share with classmates. This helps us manage potential allergens and ensure a safe environment for everyone.

# VOLUNTEERS

## VOLUNTEERING IN THE CLASSROOM

Warren Primary School encourages parents, guardians, extended family and relevant members of the community to work as volunteers at our school. You can be of assistance in programs such as:

- Parent Reading Program
- Sporting events
- Assisting with excursions
- Helping with major school events such as mothers and father's day stalls.

Early in the year, a parent/carer workshop will be provided on assisting with reading in the classroom.

If you can assist with excursions and in-school visits, this is appreciated not only by the school but also your child. Children love to have family members participating in school activities. We encourage you to offer your services, they will always be greatly appreciated.

## WORKING WITH CHILDREN CHECKS

"The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children in Victoria. We take a detailed look at the criminal history and relevant professional conduct findings of applicants to ensure we're assisting to protect children from sexual or physical harm." *(Taken from the WWC webpage).* As a volunteer working with children across a range of school activities, you need to apply for a WWC Check. This can be done online at Services Victoria WWC Apply

By law, you are unable to volunteer at the school without this WWC. The duty of care we share for safety of children in our care is always undeniable. To ensure your involvement around the school it would be a good idea to apply for your check now. There is no charge for volunteers to have the check conducted.

## SCHOOL COUNCIL

The School Council consists of parent representatives, Department representatives, a school community representative and the Principal. School Council meets twice each term for approximately an hour at a time.
The Sub-Committees of the School Council will be determined in 2026, based on the needs of the school.
Families are encouraged to become members of the School Council and its sub-committees. By attending these meetings, families can actively participate in continuing the growth and strengthening Warreen Primary School.

# HEALTH AND SAFETY

## FIRST AID

If your child becomes unwell, or is injured at school, they will be supported. This may include attending the First Aid room. Here, a staff member will be available at the Front Office to provide First Aid throughout the day. Teachers may also provide first aid whilst on Yard Duty. Any significant injuries are recorded, and a copy of the report is given to the parent. Please let us know if your child has any allergies or conditions that should be considered before they receive medical treatment. If your child is unwell or injured enough to warrant going home, you will be notified. If you are unavailable your Emergency Contacts will be called. All impacts to the head will result in the school texting or phoning you as required by the Department of Education.

## MEDICATION

Your child may need to take medication. The school will accept and supervise medication required during school hours. All medication to be administered by the school must be accompanied by an authority to administer – ie written directions from a parent/guardian with appropriate dose/storage information. If a child needs medication at school, please go to the front office and complete a Medication Authority Form. Please make sure the medication is labelled with the child's name, dose, and the time the medication should be given. All medications should be given to the office staff. These will then be stored in the First Aid room.

## ILLNESS

If your child is unwell, please **do not send** your child to school. If your child becomes unwell during the day, you will be notified. To make sure we're able to contact you in this situation, please **keep your contact information and emergency contact details current** by emailing the school with any changes throughout the year.

## HEAD LICE

There are likely to be cases of head lice (also known as nits or scabies) in most schools at any given time. If your child has head lice, please do not send your child to school. Check the hair for lice or their eggs. If there are any present, apply a head lice treatment (these are found in such stores as pharmacies and supermarkets). Your child can attend school the day after a treatment has been applied.

## ASTHMA

Students who have a documented asthma diagnosis must provide the school with an Asthma Action Plan including an updated photo. Your GP will help you with this document which needs to be updated annually.

## ALLERGIES AND ANAPHYLAXIS

Students with anaphylaxis allergies must provide a fully completed Australasian Society of Clinical Immunology and Allergy (ASCIA) Action Plan, outlining specific requirements for their child in case of an anaphylaxis emergency. If an

Epi-pen is necessary, this must be stored in First Aid and replaced when it expires. An ASCIA plan is also welcome for those children who suffer allergies but are not anaphylactic.

## SCHOOL RECORDS

It is important that our school records are always up to date. In the case of an emergency at the school, telephone numbers and addresses need to be up to date so we can contact parents or guardians immediately. Every year an update notice is sent home, and you are asked to fill it in carefully and return it to the school. In addition, you can update your contact details and email address on the Compass portal at any time. Alternatively, if at any time your phone numbers, emails or address changes, please contact the Administration Office immediately on 03 7300 7100.

## ROAD SAFETY

Ensuring the safety of children around primary schools is a top priority for both parents and schools. It's important that children are aware of potential hazards and follow road safety rules to prevent accidents.

- **Use Pedestrian Crossings:** Cross the road at our designated pedestrian crossing on Hercules Drive. Wait for the school crossing supervisor to help you cross the road safely.
- **Safety helmets must** be worn while riding or scooting. Walk your bike/scooter when crossing the road. Dismount your bike/scooter once in the school grounds and store in the bike shed provided behind the gym.
- **Check for Traffic:** Teach your child to always stop, look both ways, and listen for traffic before crossing.
- **Open Car Doors Safely:** Always open car doors slowly and check for oncoming traffic. Exit from the curb side, never the road.
- **Know Road Signs:** Help your child understand key road signs and traffic signals.
- **Walk Safely:** Use sidewalks and walk facing traffic when no sidewalk is available. Avoid running near roads.
- **Supervise and Model Safety:** Supervise your child and set a good example by following road safety rules yourself.

## SUN SMART

All students are to wear a school approved hat during Terms 1 and 4, whilst in the playground during recess and lunch, when outdoor for PE lessons, or on excursions or any other outside activities. Students without a hat will be asked to remain in shaded areas.

## EMERGENCY MANAGEMENT

Each term, our school will practice how to be safe in an emergency. Families will be informed via COMPASS when emergency drills are taking place.

# COMMITMENT TO CHILD SAFETY

Warreen Primary School is committed to the wellbeing and safety of all children. All our decisions are based around this commitment. We welcome all children, young people, and their families.

We are committed to providing environments where our students are safe and feel safe, where their participation is valued, their views respected, and their voices are heard about decisions that affect their lives.

Warreen Primary School has zero tolerance for child abuse and takes proactive steps to identify and manage any risks of harm to students in our school environments.
We promote positive relationships between students and adults and between students and their peers. These relationships are based on trust and respect.

We take proactive steps to identify and manage any risk of harm to students in our school environment. When child safety concerns are raised or identified, we treat these seriously and respond promptly and thoroughly.

Particular attention is given to the child safety needs of Aboriginal students, those from culturally and linguistically diverse backgrounds, as well as the safety of students with a disability and other students experiencing risk or vulnerability.

Child safety is a shared responsibility. Every person involved in our school has an important role in promoting child safety and wellbeing and promptly raising any issues or concerns about a child's safety.

We are committed to regularly reviewing our child safe practices, and seeking input from our students, families, staff, and volunteers to inform our ongoing strategies and processes.

Warreen
Primary School

**Telephone:** 03 7300 7100

**Address:** 20 Hercules Drive, Truganina, 3029

**Email:** warreen.ps@education.vic.gov.au

**Website:** www.warreenps.vic.edu.au

**Office hours:** 8.00am – 4.00pm Monday - Friday during the school terms