



Werribee Primary School



Foundation Transition 2023



Welcome 2023 Foundation Students & Families

It is with great pleasure that we welcome all of our Foundation Year families to this exciting stage of their child's schooling. Werribee Primary School is a supportive and diverse community, which provides an environment where all learners have the opportunity to improve and achieve. We are an inclusive community that strives for excellence.

Our values guide the decisions and behaviours of all members of our school community.

- Respect: we care for ourselves, others and the environment
- Responsibility: we are accountable for our actions and our learning
- Resilience: we learn from our challenges and maintain a positive attitude

We are looking forward to working in partnership with you and your child as they start their educational journey.

Dates for Foundation 2023	
First day of school for Foundation students	Monday 30 th January 2023 8.50am - 3.10pm
Foundation Interview Assessments No school on these days. Half hour interview time slots will be available to book in on XUNO from Monday 30th January at 3.30pm.	<u>English Online Assessments</u> Wednesday 1 st February Wednesday 8 th February <u>Maths Online Assessments</u> Wednesday 15 th February Wednesday 22 nd February Wednesday 1 st March
First Full Week for Foundation students	Week starting Monday 6 th March
Meet the teacher interviews 10 minute interviews	Monday 6 th March Tuesday 7 th March Wednesday 8 th March
End of Term 1	Thursday 6 th April: Early dismissal at 2.10pm

Flexible Class Groupings until Monday 6th March 2023

Our aim for each student is that they feel safe and happy within their learning environment. Flexible Class Groupings allows us to observe your child within all Foundation classrooms, working alongside their peers. This gives the students the opportunity to build connections and supports teachers in finding the perfect fit for your child academically and socially. The Foundation teachers will work collaboratively to create the best possible fit for each student and families will be informed of their child's Foundation teacher and classroom by Friday 3rd March.

2023 Foundation Student Transition Session Times

Friday 11th November - 1.30pm - 2.45pm

Friday 2nd December - 1.30pm - 2.45pm

Tuesday 13th December - 9.30am - 2.30pm

Foundation Year Interview Assessments

Parents will be able to book their child's assessment times online using XUNO on Monday 30th January from 3.30pm.

These interviews are for children only and parents are requested to be on time and to please wait outside the classrooms during these assessment sessions. The assessments being conducted will include: English On-line and Mathematics On-line.

Before Your Child Comes to School

Starting school is a big change for your child. Anything that you can help them to learn to do before they come to school will make school a happier place to be.

Help your child learn how to:

- Write their name
- Take off and put on appropriate clothing e.g. jumper, hat, jacket
- Put on shoes and tie up shoe laces or use Velcro tabs
- Open and close their lunch box and drink bottle - eat and drink without help (eg. opening packets, peeling fruit or removing glad wrap)
- Use a handkerchief or tissue
- Put things away in their bag and zip it up
- Use scissors correctly and safely
- Go to the toilet on their own – pulling up clothing, flushing the toilet, washing hands. Please ensure boys are familiar with urinals.

You can use the checklist at the end of this book to help identify skills your child might practice prior to beginning school.

Beginning School

Your child will need to bring the following to school:

- Recess Snack (packed separately)
- Brain food (fruit or vegetable snack, e.g. celery, carrot sticks) in a small container or packed separately
- Lunch (lunch box needs to have child's name on base and lid)
- Plastic drink container (named) filled with water only
- School Bag (named and with a distinctive tag to help your child identify their bag)
- Art Smock
- SunSmart school hat <https://www.sunsmart.com.au/communities/parents>

It would be appreciated if parents could also bring the following items to school in the first few days of Term 1. Please note that these items are for shared use in the classroom:

- A large box of tissues
- A small container of play-dough (Play-Doh brand) that can be purchased from a supermarket or department store
- Coles Brand Antibacterial Hand Wash – Lime Fresh or Dettol Soft on Skin Liquid Hand Wash (due to OH & S Chemical Register requirements)

Uniform

Students are expected to attend school in the Werribee Primary School uniform available from Rushford's Schoolwear, Shop 1/13 Barnes Place, Werribee

Settling In - The First Few Weeks

During the first week you are welcome to stay for a short period of time to ensure your child feels secure, but once they have settled in, a quick, reassuring goodbye encourages independence.

- Put sunscreen on your child in the morning before school and ensure they wear their SunSmart hat.
- Take your child to the learning gallery.
- Say a quick 'good-bye' and inform your child that you are going and will be back to pick them up later in the day.

Recess and Lunch Breaks

At the end of recess and lunchtime breaks, music, followed by a bell, indicates the end of playtime. All students are expected to stop their activities and make their way to line up on the basketball court. They have the opportunity while the music is playing to go to the toilet and get a drink. A final bell will then ring and students are expected to be lined up at the basketball court. Students eat their lunch after they come in from play to enable them to eat without rushing and to have a quiet time after they have been running around outside.

During Term 1, while the students are settling in and getting used to school we prefer them to play in the Foundation Playground area only. This also allows staff to supervise them more closely to ensure they are feeling happy and safe during break times.

If the weather is not suitable for students to play outside during recess and lunch breaks, an announcement will be made and students will be supervised in their classrooms.

End of Day Dismissal

Students need to be collected from their classrooms at dismissal time. Please ensure that your child's teacher knows who will be collecting your child. It is very important that children are picked up on time, so they do not become upset.

To minimise congestion in the Foundation rooms and in order to assist the children to settle into routines in a calm and happy manner, we ask that parents remain outside the classroom when collecting their child. The teacher will send your child out to you when they see you.

If for any reason you are going to be late please ring the office so they can notify your child's teacher. Any child not picked up by 3:20pm is taken to the office and parents are contacted.

Student Safety

It is essential that we know where every child is during the school day.

- Once they are dropped off and enter the school gates they are to remain at school.
- If your child arrives late or is to be picked up prior to dismissal time, then they will need to be signed in or out using the XUNO kiosk located in the foyer of the Administration Office. You will be issued with a slip which needs to be handed to the teacher.
- Please contact the school immediately if your child arrives home during school hours.
- Children are required to move around the school with a partner if going to the office, toilet or another classroom.
- Students are not to arrive at school prior to 8.30am as teachers are not on duty for yard supervision until 8.30am before school. The yard will be supervised after school until 3.20pm and during recess and lunchtime. Please talk to your child about looking for one of the staff

members wearing a fluoro vest as this is the person to speak to if they need assistance in the yard.

- Any adult coming to the school during the day needs to enter via the office and see the office staff who will direct them to sign in using the XUNO Kiosk. A lanyard is to be worn displaying the sign in slip and 'Working with Children Check' (if applicable).
- For the safety of all children and in the event of an emergency we need to know who is in the school and for what purpose.

Medical Information

In dealing with emergencies or sickness it is vital that we have on record the most accurate information concerning any medical problems your child may have. On enrolment, you were asked questions in relation to any medical information we should know about your child, however should your child develop any allergies, drug sensitivities or any medical condition please advise us as soon as possible.

- If your child needs to take medication at school, parents need to fill out a Medication Authority Form which can be obtained from the office or on the school website (Parents – notes and forms).
- Medication needs to be handed in at the First Aid Room as it is not permitted in classrooms or students school bags.
- All students' medication must be supplied to the school in the original packaging from the chemist. If the medication is prescribed, the pharmacist's sticker must be attached showing the child's name, the dosage required. All supplied medication must have a clear indication of the current expiry date.
- Some medication will require a letter from your child's Paediatrician and subsequent letter if any changes have been made to the dosage/script or if the medication is ceasing.
- If your child has an Anaphylaxis or Asthma Management Plan the school requires a current copy to be given to the First Aid Officer along with any required medication.
- If your child is injured or has been sent to the sickbay, you will receive a SMS message via XUNO.
- If your child is unwell and needs to be collected from school you will receive a SMS and a follow-up phone call from the first aid officer.
- If your child sustains a head injury you will be also be contacted by the First Aid Officer.
- Regular attendance at school is most important as it maintains continuity of their learning and aids social adjustment, but if your child is ill the best place for them is to be is at home.

Emergency Contact Details

If a serious illness or accident occurs every effort will be made to contact you or your emergency contacts. Please nominate someone who is generally available, reliable, has access to a car and is willing to collect and care for your child should we be unable to reach you. Parents are expected to keep the school informed of all contact numbers and all other pertinent medical information.

Communication with our Community

The school communicates with families in a variety of ways which include:

- XUNO: <https://xuno.werribeeps.vic.edu.au>
- Our Website: <http://www.werribeeps.vic.edu.au/>
- Facebook: <https://www.facebook.com/werribeeps/>
- Class Dojo to keep you updated on what's happening within the foundation community.
- Electronic Sign (Corner of Deutgam and Wedge Street)
- Email Alerts - register now to stay up to date by scrolling to the bottom of our homepage and click on 'subscribe'

- Notices uploaded to our website
- Text messages with important reminders or messages
- Assemblies

For families new to the school, XUNO (pronounced `zoo-no') is a web-based portal that enables families to log in and have immediate access to important Information about their child and what is happening in the school. A welcome email will be sent to you with your log in details. Information available to you includes your child's school reports, calendar events, news alerts, attendance and the ability to contact your child's teacher and to also update your details and make payments for fees, camps and excursions. A link to XUNO is on our website.

Contact Us

If you have a concern regarding your child, please contact your child's teacher and arrange an appointment:

- By logging into the [XUNO](#) Parent Portal and sending a message to the teacher.
- Phone the school on 9742 6659 (if teacher not available you will be put through to voicemail)
- Email the school: werribee.ps@education.vic.gov.au
- Write a note and hand it to your child's teacher or hand it into the Office

Please be aware that talking to your child's teacher in the morning is not the best time to discuss your concerns, as their main focus is on getting the students settled for the day.

Student Reports

Based on Victorian Department of Education and training (DET) guidelines, Werribee Primary School currently communicates student learning and growth to parents over the course of the year, using the following strategies:

- Term 1 meet the teacher conversations - this is an opportunity for parents to meet the classroom teacher and for both parties to share valuable information regarding the child's development.
- Term 2 Parent/Student/Teacher conversations to discuss academic progress.
- Term 2 and 4 written reports available on the XUNO Parent Portal.

Excursions and School Events

Approval and payments for excursions/school activities should be done via XUNO by the due date. You will be notified when a new event goes live.

Please Note:

Your child will not be taken on an excursion without your approved permission, therefore you must provide, within the set timeframe, the electronic approval, which you will find in Events on XUNO. An exception to this is the Local Excursion Consent form which you will be asked to sign yearly.

Lost Property

Please label everything with your child's name. If something goes missing, you and your child are encouraged to go to the lost property cupboards located in the passageway near the Art Room. Please discuss with your child the need for them to take responsibility for looking after and caring for their belongings.

You may also find your child mistakes someone else's belongings for their own - this commonly happens, especially with so many identical garments in the school. Please check the garments your child brings home and return those that have been taken home accidentally back to school the next day.

Treasures from Home

As toys and treasures from home are easily lost or broken and may well cause unnecessary conflict or anxiety. Please use your discretion before allowing them to come to school. Whilst every effort is taken to care for these items our school cannot accept responsibility for any damages/losses that occur.

Getting Involved in School Life

Involvement in schools by parents and carers helps children achieve the best possible learning outcomes. You can participate in school life through:

- School Council
- Werribee Friends
- Volunteering – We welcome volunteers in our school. Before volunteers are invited to assist they are required to attend a Volunteer Training session. A training session will be held early Term 1 and repeated as necessary. Dates will be advertised on the school website.

Relevant websites for Parents

https://www.education.vic.gov.au/Documents/school/teachers/teachingresources/discipline/english/literacy/LiteracyandNumeracyTipstoHelpYourChild_Final.pdf

Literacy and Numeracy tips to help your child every day. A guide for parents of children aged 0-12. Research shows that families are the most significant influence on their children's learning, development, health, safety and wellbeing. Your family can play a key role in helping your child prepare for school, and then succeed when they reach school.

This booklet provides handy tips and ways you can help your child develop literacy and numeracy skills. It provides fun, inexpensive, accessible and practical activities you can do with your child at home.

The booklet also provides questions you can ask your child to help them learn. Doing these practical activities will help your child develop excellent reading and writing skills, and help them speak well and be a good listener. Through everyday activities at home you can also help them develop their numeracy skills, such as calculating and using numbers, recognising patterns, and using language to develop mathematical understanding.

These literacy and numeracy activities are excellent opportunities for you to model key learning values such as enthusiasm, persistence and curiosity.

These tips and activities can also be used by a child's older siblings and grandparents, or other relevant people in a child's life, to help develop their literacy and numeracy skills.

<https://www.betterhealth.vic.gov.au/health/healthyliving/healthy-eating-school-lunches>

Victoria State Government – Better Health Channel
Healthy Eating – School Lunches

<http://www.betterhealth.vic.gov.au/campaigns/a-healthy-start-to-school>

The purpose of this booklet is to:

- provide parents and carers of Foundation kids with some timely health information
- give you an overview of the role of the school when it comes to your child's health
- point you towards more detailed information or contacts for areas of special interest to you and your family.

<http://www.education.vic.gov.au/parents/going-to-school/Pages/tips-starting-school.aspx>

Tips on how you can help your child have a positive start to school from the Department of Education.

[Department of Education Parent section](#)

Department of Education -Parenting information on school aged children. Enrolling and startingschool, your child's learning, and services for parents.

Foundation Transition Checklist

Name of child:	Date:		
My child can:	I can do it on my own	I can do it with some help	I still need lots of help
Organisation skills			
Open and close back pack			
Open and close lunch box and drink bottle			
Know the difference between recess and lunch food			
Peel their own fruit (banana, orange, etc.)			
Pack lunch box in bag			
Organise and pack up equipment on table			
Communication			
Recognise written name (bag locker, clothing etc.)			
Respond when name is called			
Write name			
Ask for help			
Follow one instruction e.g. Line up, sit on the floor			
Play with others including sharing			
Personal Hygiene			
Toilet independently (boys practice with a urinal)			
Cleans self-sufficiently using toilet paper			
Washes hands			
Blow/wipe nose			
Dressing			
Recognise when hot and cold			
Putting jumper/shirt on and off			
Turn jumper/shirt the right way			
Put on socks and shoes with Velcro (recommended)			
Tie shoelaces or use buckles			
Put sunscreen on/put on their hat			